



House League Indoor Coach's Manual

KSC MISSION STATEMENT:

"BUILDING BETTER PEOPLE THROUGH SOCCER!!"

"We are dedicated to the development and promotion of soccer in our community through progressive training for players and coaches. We will promote sportsmanship, fellowship and fun through sport."

Contact Information

My Team Name is: _____

My Convenor is: _____

My Convenor's Phone #: _____

KSC Office

Budd Park
1111 Homer Watson Blvd
Kitchener, Ontario
N2C 2P7

Phone: (519) 896-8947

Fax: (519) 896-8959

General Email: office@kitchenersoccerclub.com

Website:

www.kitchenersoccerclub.com

Please use our website to seek program information. All schedules, picture day information, Soccerfest schedules and other relevant information will be listed.

Email:

Coaches, please ensure the office has your current email address. Email is a very important mode of communication, as we are able to contact a large number of people quickly and efficiently. We will not spam you, or sell your information to other organizations.

We also keep the website updated with pertinent topics, so if you do not use email, please check the website or the Budd Park Bulletin Board regularly.

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QUOTE FOR COACHES

"Professional coaches measure success in rings.
College coaches measure success in championships.
High School coaches measure success in titles.
Youth coaches measure success in smiles."

DEAR COACH:

The Kitchener Soccer Club (KSC) staff and its members thank you dearly for your interest in coaching during the indoor season! We hope your experience is positive, as well as educational and encouraging.

Our youth need athletic programs now more than ever. With your guidance and encouragement, our youth will learn ways to stay healthy, keep fit and lead an active lifestyle - one of the greatest gifts you can pass along to our future leaders.

As a coach, you must remember that you are the main influence on a child's soccer skill development. You are a role model, a teacher, a friend, and a leader. You will not only lead the participants, but their parents, as well.

The coach is the direct representation of the Club. What you say, do, and how you appear reflects KSC and our overall perception. When coaching, we expect you to act kindly, friendly, and maintain composure in difficult situations.

Please organize yourself for the coming season. As the coach, parents will look to you for important information about the season, including important dates such as picture days and Soccerfest/playoff schedules. Please keep all parties informed of upcoming events, as some may not be aware of the dates. Please see page 9 for a listing of important dates. Additionally, arrive early for games, and come prepared with your game and practice plans. All coaches are expected to dress appropriately, wearing athletic clothing and the t-shirt provided by the Club.

Once again, THANK-YOU for serving as a coach for the upcoming indoor season. You're on your way through a wonderful journey to help influence the youth of tomorrow in a very positive way!



IMPORTANT DATES

Tuesday, October 11th & Friday, October 14th. All coaches to have contacted registrants. Upon registering, all members were advised they would receive a call from their soccer coach *no later than* Tuesday, October 11th for Junior Programs and Friday, October 14th for Toddler, Micro and Mini.

Start of Programs:

- Junior → week of October 17th -21st
- Mini → Sat., Oct. 22nd or Sun., Oct. 23rd
- Micro → Sat., Oct. 22nd or Sun., Oct. 23rd
- Toddler → Sat., Oct. 22nd or Sun., Oct. 23rd

Christmas Food Drive Begins: Monday, November 21st

Christmas Food Drive Ends: Friday, December 16th

Christmas Holidays (no programs): Monday, December 19th - Sunday, January 1st

Outdoor Mass Registration (no programs): Feb. 4th & Feb. 5th

Micro Soccerfest → Sat., Feb. 25th or Sun., Feb. 26th

Mini Soccerfest → Sat., March 3rd or Sun., March 4th

Toddler Soccerfest (session 1) → Saturday, December 10th or Sunday, December 11th

Toddler Soccerfest (session 2) → Sat., March 3rd or Sun., March 4th

Junior Playoffs → begin the week of February 20th - 24th
(for 6 & 8 team divisions)

OR → begin the week of Feb. 27th – March 2nd
(for 4 team divisions)



Photo Day Information

On multiple occasions, please remind all members of your squad - including the parents -- of photo day.

Photos for all Kitchener Soccer Club **toddler** participants (coaches and players) will be taken in the lounge at Budd Park on the following days:

Saturday, November 5th, 2011 from 8:00am - 10:00am

OR

Sunday, November 6th, 2011 from 8:00am - 10:00am

Photos for **all other** Kitchener Soccer Club participants (coaches and players) will be taken in the lounge at Budd Park on the following days:

Saturday, January 14th, 2011 from 10:00am - 4:00pm

OR

Sunday, January 22nd, 2011 from 10:00am - 4:00pm

Friendly Reminders to all Athletes:

- Remind parent's to confirm the spelling of their child's first and last name and your team name with the photographer.
- Make sure all members of your team wear their soccer jersey.

**** Please note: A photo retake day will *NOT* be offered this indoor season so please have your athletes make themselves available during their scheduled time! ****

HOUSE LEAGUE STRUCTURE

The Kitchener Soccer Club's (KSC) house league program is a recreational program designed for children between the ages of 3 and 18.

KSC runs two house league programs: outdoor and indoor. Our indoor program runs from October until late February / early March and takes place at Budd Park, within the indoor field. Our outdoor program runs from May until July/August (depending upon the age group) and runs at local fields throughout the City of Kitchener.

House league divisions are set up by age group (based on year of birth) and are as follows:

The **Toddler Program** is a division for 3 year olds. The goal of the toddler program is to introduce children to organized sport. The intention is to invite young athletes to the game of soccer in a friendly, non-competitive environment

The **Micro Program** is a division for the 4, 5 and 6 year olds who want to learn the basics of soccer. The purpose of this league is for kids to have fun while learning about the game. The idea is that as children receive positive exposure to the sport, it will make them more interested in playing for years to come.

The **Mini Program** is a division for the 7, 8, 9, and 10 year olds who want to start developing a greater understanding of the game of soccer. At this age bracket, practices begin to teach children the basic rules and skills of the game. As children move through the mini program, coaches move from helping kids on the field to strictly being on the bench with the rest of the team.

This program is considered developmental and; therefore, is non-competitive in nature. Within our U9/10 divisions, officials are provided for every game and the coaches will be expected to fill out game sheets (more to follow surrounding game sheets). This procedure is not to keep statistics, but to teach our young referees how to complete game sheets. In addition, officials must submit completed game sheets in order to be paid, so please be diligent in their completion.

Soccerfest at the end of the season will be round robin play, with no semi-final or final match. Following Soccerfest, all athletes will receive a medal for their participation.

Please ensure this notion of recreational play is made clear to the parents on your teams to avoid any confusion. There will be no semis or finals for this division and, instead, a round robin style of play will be followed.

The **Junior Program** is for participants between the ages of 11 and 18 years of age. The purpose of this division is for athletes to gain a better understanding of the rules of the game, as well as to have athlete's enhance their technical and tactical ability. Referees are present for all games and scores are reported back to the office on a regular basis. Statistics will be kept in this division and there will be playoffs at the end of the year.

SOCCKER SEASON OVERVIEW

Please see the handout that has been placed in your coaches package that details the 2010/2011 indoor house league program.



At the Beginning.....

As coaches, you will receive your rosters and equipment on October 5th or October 7th during our coach's clinics.

All coaches have until Tuesday, October 12th to contact their team members.

During the first phone conversation with each family, ensure they collect and record all necessary contact information. Have them write down your team name, your name, as well as your e-mail address &/or phone number.

Steps to Follow During Your First Phone Call:

You will want to cover the following information:

- Introduce yourself
- Bring greetings from the Club
- Ask for the parent or guardian of the athlete on your roster
- Ensure a pen and note pad is available
- Provide guardian with team name and team colour
- Ask for the child's jersey size - this can help you figure out uniform sizing ahead of the meeting
- Inform guardian of your next interaction, which will be a team meeting to go over details and hand out equipment.
- Outline the first game time, date, and location.
- Provide your contact information for follow-up conversation.

Team Meetings:

Many coaches like to hold two or three meetings each season:

- **Beginning of the season** – Introductions, equipment and uniform handout, etc. This is the most important meeting of the year! (see detail below)
- **Mid-season** – More beneficial with junior age groups to assess how the season is progressing; address any questions or issues; prepare and get motivated for the rest of the season.
- **End of season wrap-up / Team Party** – Many coaches hold a year end gathering which is a fun get-together for

players, siblings and parents. This, of course, is optional; however, strongly encouraged.

Before the start of the season you will want to conduct a first meeting (a "meet-and-greet, if you will). During this time you will want to cover:

- Welcome and introductions
- Coaching goals or philosophy
- Coach, parent and player codes of conduct
- Parent manual detail
- Ways in which parents can assist and be involved throughout the season. ie. snack schedule set-up, assistance with on-field instruction, serving as a convener, etc.
- Inform parents of our initiative to go green & hand-out schedules to those without internet access.
- Explain photo day information
- Describe Soccerfest information
- Uniform and equipment handout – jerseys are distributed based on uniform size, rather than numerical preference
- Question and answer period
- Date & time for next interaction

Uniform/Equipment Handout Guidelines

The following paraphernalia is included in each member's registration fee:

- Admiral jersey, composite team photo, participation medal &/or trophy.

How we order uniforms - Uniform sizes are based on sizing feedback from previous seasons. Unfortunately, we cannot predict exact sizes of each and every registrant; thus, jerseys may be slightly off in size. Although uniforms are distributed based on a child's stature, shirts may not fit perfectly.

Guidelines for handing out jerseys - Each coach will receive a set of jerseys that are to be distributed to players on your team. When you receive your gear, divide jerseys into sizes, to which

there are typically two or three different sizes within each set of uniforms.

Waiting until just before the first game to hand out jerseys is not a recommended practice because of both confusion and excitement on the first day. Ideally, all uniforms should be handed out before the season begins. Although some coaches have had success with uniform handout at the field an hour before the first scheduled start, it is not recommended. Distributing uniforms, schedules and equipment prior to the start of the season allows the coach to meet parents and kids in a relaxed setting.

Please DO NOT hand out uniforms by shirt number. Instead, distribute jerseys by size. This will allow for an equal distribution of sizes for your team which minimizes sizing problems.

If you experience a sizing issue on your team, please do the following before calling the office:

- *Make sure the smallest children on your team do not have the largest uniforms*
- *Encourage players to switch jerseys*

If a problem still exists with uniform sizing, please contact the office as soon as possible and we will sort through our inventory for a replacement. If an alternative is in stock, simply stop by the Club and we will exchange jerseys. Remember to bring the jersey which does not fit your athletes to the Club when requesting a replacement such that we can keep a healthy supply of alternatives.

Unfortunately, the office cannot guarantee extra uniforms, nor can we ensure ordered strip will arrive in a timely manner.



Important Information

Recreational vs Competitive

House league, by very definition, means recreational play at a Club level. While the nature of soccer dictates a degree of competition, we need to still encourage recreational play and development. While the final goal in a soccer match is to win, we will not compromise the children's fun while participating in order to win. We want children to have a positive experience in our soccer program and this means keeping the spirit of enjoyment up and level of fun high.

Playing Time

House League is recreational and, therefore, all athletes should have as close to equal playing time as possible. Shift changes should be made frequently and participants should play for equal time. We are trying to emphasize fun for all participants. PLEASE REMEMBER: FAIR PLAY IS EQUAL PLAY.

Double Shifting

Double shifting is when players stay on the field for two or three shifts consecutively, while other players sit on the bench for two or three shifts consecutively. In keeping with the recreational game philosophy, we want to ensure double shifting does not occur. We understand low roster numbers may force coaches to double shift due to low turn-out; however, we simply do not permit double shifting when a full roster is present.

Sportsmanlike Behaviour

Always encourage players to be sportsmanlike in their behaviour. No one likes a sore loser, or a sore winner. Remember, for every winner, there MUST be a loser.

Sportsmanship can be encouraged through a number of different channels, especially by emphasizing positive behaviour. An athlete's conduct on the pitch is regularly a reflection of a coach's demeanor on the sideline. Expected or unexpected, athletes are very much aware of their coaches messages, both verbal and non-verbal. As a coach, ensure you're a model for sportsmanlike behaviour at all times.

We also expect teams to shake hands with their opponents, regardless of the result, after each match. Additionally, it is encouraged for teams to shake hands with and thank game officials.

Another way to encourage fair play is to recognize game scores. If your team is noticeably stronger than the opponent, limit an extreme goal differential. Consider playing athletes in different positions or set unique team goals (ie. team must make "X" number of passes before shooting on net). This allows the match to be more evenly played and ensures more fun will be had by all.

Player Rankings and Program Evaluations

The Kitchener Soccer Club will be using a system of player rankings that will be done each season to rank house league player's abilities. This confidential information will be kept in a database and used to draft teams for upcoming seasons, with the purpose of offering parity within divisions

Coaches will receive a package near the end of the season. Each package will contain photos, program evaluation forms and a player ranking form. Coaches and assistant coaches are **strongly encouraged** to rank all players on their team. These ranking forms will be due at Soccerfest/Playoffs. With that in mind, trophies or medals will be withheld until the ranking form has been returned.

Recognizing Illness

1. It is always up to the discretion of the parent as to whether their child plays or not. Encourage players to discontinue if they feel faint, weak, or lightheaded.
2. Basic First Aid supplies are available from the Community Center Attendant (CCA) within the CA booth of the playing arena. In an emergency, please call 911.

Community Center Attendants (CCA's)

The booth within the playing field area of the Budd Park indoor complex is staffed by City of Kitchener attendants, or Community Center Attendants (CCA's). These individuals open and close the facility on a daily basis throughout the indoor season and ensure rentals stay on schedule. Although we, the Kitchener Soccer Club

(KSC), seek assistance from City of Kitchener staff, they are not KSC employees and may not have answers to specific program related inquiries. Instead, please direct all KSC program-related questions to office staff.

CCA Responsibilities:

- 1. Distributing Soccer Balls:** In exchange for a set of car keys or a driver's license, CCA's will provide a bag of soccer balls, of the correct size, to each coach prior to the start of every session. It is the coach's responsibility to visit the CA booth and exchange driving material (keys or a license) for a bag of soccer balls before each scheduled game or practice. Additionally, it is the coach's responsibility to return a completely stocked bag of soccer balls to the CCA following each session. If a bag of soccer balls is not returned fully stocked, the CCA reserves the right to withhold a license or keys until all soccer balls are brought back.
- 2. Distributing Soccer Jerseys:** For divisions in which this applies (U5/6 and up), goal keeper jerseys are also available from the CCA.

Convenors:

League convenors are the communication channel with which the house league program operates. Convenors are the link between office administrators and all coaches. Important information the office needs to deliver gets passed into the hands of the convenor. Convenors are also there to support our coaches with questions, issues or concerns. Please solicit the support of a convenor before coming to office staff such that you can ensure your question, issue or concern is dealt with in a prompt fashion.

Park Relations/Parking Issues

While at Budd Park, please remember that you are on public property and are representing the Club. We hope that parents, players and coaches respect the area by keeping it clean. If you see a piece of garbage, pick it up and throw it in a garbage can. Finally, please use your best discretion when parking. Ensure you are in a legal parking zone, and you are patient with those around you. When in congested areas, please stay calm.

GAME SHEETS

Who Needs Them?

Coaches within our under 9/10 programs and up are asked to fill out one game sheet per game (game sheets are not required for practices). Within the junior division, statistics are recorded; thus, completing game sheets and submitting such forms to your game official promptly prior to the start of each match becomes critical in ensuring statistics are recorded accurately.

Although statistics are not kept within our under 9/10 programs, submitting game sheets trains our young referees and prepares them to officiate our older age groups. Additionally, game results from the U9/10 programs helps offer parity when creating the Soccerfest schedules.

Signing Game Sheets:

Referees will ask you to sign the bottom of the game sheet at the end of each match. Please refrain from offering your signature until the end of each game, following approval of the recorded score. Review of the recorded result by offering your signature at the end of each game confirms approval of the final score. This process serves as a check, approving what the game official has recorded, before submission to the office occurs.

Referees must hand in completed game sheets in order to be paid.

End of Season Wrap-Up

Soccerfest/Playoffs

Depending on the age group you are coaching, there are different year-end events scheduled to conclude the indoor season:

Toddler (U3) Soccerfest: this final day of play will have teams playing their usual singular match, during regularly scheduled times. Toddler Soccerfest will take place on Saturday, December 11th or Sunday, December 12th (session one), or on Saturday March 5th or Sunday, March 6th (session two). Following Soccerfest, all participants will receive a KSC participation medal.

Micro (U4 & U5/6) Soccerfests – this event will have teams playing three (3) games on their final day of play -- either Saturday, February 26th or Sunday, February 27th. Soccerfests are scheduled by the office and overseen by the convenors. Micro Soccerfest schedules will be published on or before Friday, February 4th, giving all involved three weeks in which to arrange plans. Following Soccerfest, all participants will receive a KSC participation medal.

Mini (U7/8 & U9/10) Soccerfests – this event will have teams playing three (3) games on their final day of play -- either Saturday, March 5th or Sunday, March 6th. Soccerfests are scheduled by the office and overseen by the convenors. Mini Soccerfest schedules will be published on or before Friday, February 11th. Following Soccerfest, all participants will receive a KSC participation medal.

Junior Playoffs – The Junior division functions similarly to a competitive soccer league. Results from league games are tallied and will form playoff standings and determine the playoff picture. All regular season games (denoted "G" on the schedule) and results will be compiled to award a 'League Champion' at the end of regular season play. League Championship trophies will be awarded to the team that finishes in first place (collects the most points) following the regular season. Both first and second place teams in the playoffs will be rewarded with a trophy (first place) or a medal (second place). All other participants will receive a KSC participation medal.



What's  at KSC?!?

1. **Session 2 Toddlers:** For the 2nd time in Kitchener Soccer Club history, we will be offering a Session 2 Toddler program! Session 2 will be identical in format and structure to Session 1, and will begin on Saturday, January 7th or Sunday, January 8th. The difference between Session 1 and Session 2, is our Session 2 program will be available to those children born in 2009.
2. **Larger Nets for Toddler and Micro:** After debuting with great success last January, the larger size Toddler and Micro nets are back! These larger nets, approximately 5ft x 4ft, will replace Pugg nets that were used in past years. The larger nets allow for easier scoring chances and confidence building. Larger nets will be used for Toddler through U-7.
3. **Shrinking Age Brackets:** All divisions within the house league program have been grouped to include no more than two age brackets. In years past, some of our older divisions have been grouped into three year age brackets (eg. U13-15 division). With the best interest of our athletes in mind, all three-year age brackets have been reduced to two year age brackets. In other words, our U13-15 division has been changed to our U13-14 division; our U16-18 division has been changed to our U15-16 division; and we've added a U17-18 co-ed program! This invites 18 year-olds to remain active within the Kitchener Soccer Club, and provides athletes with the comfort and security of knowing they're competing against athletes of comparable age.
4. **We're running a U17-18 co-ed division:** As mentioned above, a program for 17 and 18 year old males and females will take place on Wednesday evenings. This program gives athletes born in 1993 & 1994 the opportunity to continue playing within KSC.

5. **KSC Goes Green:** KSC does their part to go green! This season, each coach is encouraged to invite parents to access their schedule online through our website (all schedules will be posted by Friday, October 7th). Rather than printing over 1400 schedules (one for every participant) and using over 2,000 pieces of paper, the Club has cut this value in half and is encouraging participants to go green by accessing their schedule, as necessary, off the KSC website. In the future, we hope to reduce this number to less than 500 printed copies of schedules! Enclosed in your coach's package you will find enough schedules to distribute hard copies to roughly half of your participants. We recognize that internet access is not privy to all of our participants and if additional copies are required please stop by the office and we will make additional copies as necessary.

6. **KSC Introduces a Newsletter:** This new monthly publication will provide the reader with information regarding everything from scheduling to facilities; past results to up-coming events; volunteer opportunities to registration details. Our news letter will give you the opportunity to become involved any way you can with our club!



Frequently Asked Questions



Refunds

All refund requests are to be made in writing by completing a refund request form and submitting this document to the KSC office along with your copy of the receipt. **All** refunds granted will be subject to a **\$20.00** administration fee, regardless of submission date.

Full Refund – will be granted before October 1, 2010.

50% Refund - will be granted starting October 1, 2010.

NO REFUNDS – will be granted after the start of the season. If there are medical conditions or extenuating circumstance, partial credits may be granted on a case by case basis.

Requests

Immediate family members within the same age bracket and gender category will be placed on the same team. In addition, sponsors may request one child per team. Coach and child will be placed on the same team when specified on the volunteer application, unless otherwise noted. All other player requests will be reviewed on a case by case basis, but are NOT guaranteed.

Changing Teams

Once team rosters are established, individual team change requests **cannot** be ensured. During the first two weeks of programming, KSC reserves the right to make roster changes to foster a fair and even playing field within divisions; however, athletes on your roster cannot request to change teams without extenuating circumstances.

Weather Cancellations

During the winter months there may be times the building closes due to inclement weather.

There are three (3) ways in which to find out if Budd Park is closed due to poor winter weather. They include:

- ⚽ Check the website: www.kitchenersoccerclub.com. Closures will be posted directly on the homepage, below the main page picture.
- ⚽ Check your e-mail. Once notification is delivered by the City of Kitchener, an e-mail will be sent to all coaches advising of field / facility closures.
- ⚽ Call the office – office staff will try to update voicemail with any building closures.

Unfortunately, sessions lost due to field closures will not be re-scheduled

Junior Soccer Rules

Within the junior program, a competitive component is introduced. At the under 11 level and beyond, game results are recorded and a league champion determined. Results of the regular season also determine seeding heading into the playoff round.

Game Format:

Each session is one (1) hour in length. This will consist of a 10 minute warm-up followed by two 20 minute halves between a five (5) minute half-time. This allows five (5) minutes at the end of each session for field transition. There will be full practice sessions scheduled approximately every fourth week.

Number of Players on the Field:

Teams consist of 14 or 15 players. Within the U11/12 & the U13/14 divisions, the game will be played by two teams consisting of seven (7) players on the field at one time, one (1) of whom shall be the goalkeeper. Within the U15/16 & the U17/18 divisions, the game will be played by two teams consisting of six (6) players on the field at one time, one (1) of whom shall be the goalkeeper.

Within the U17/18 co-ed division, there must be a **minimum** of two (2) females on the field at all times. In the event less than two females are present at a match, the game will be forfeited and the opposing team will be awarded a 1-0 victory.

Junior teams will use the whole field for games and half of the field for practice.

A game shall not commence or continue if either team has less than four (4) players on the field (3 out player plus one goalkeeper).

Equipment:

Each player will receive a jersey. It is recommended that participants wear indoor soccer shoes (turf shoes or flat bottomed shoes) or running shoes (no outdoor cleats), shorts and soccer socks. Shin pads are mandatory for all players.

The U11/12 division will play with a size 4 soccer ball.

The U13/14, U15/16 & U17/18 divisions will play with a size 5 ball.

Scoring:

Scores will be recorded and team statistics will be posted online, as well as in Budd Park (on the bulletin board by the lounge). Statistics will be posted after four (4) games have been played.

Points:

1. The following points will be awarded for all regular season games: Win = 3 points; Tie = 1 point; Loss = 0 points
2. All playoff quarter-final (where applicable), semi-final and final games are single elimination.
3. If at the end of the regular season there is a tie amongst teams, the higher place team will be identified according to the following criteria: (1) Head to head - winner of the games between the two teams; (2) Goal differential; (3) Team with the most wins; (4) Team with the most goals for; (5) Team with the least goals against.
4. In the case of a forfeited game (less than four (4) players in attendance), the team with the full squad will be awarded a 1-0 win. This game will not be re-played.
5. No matter the score, no team shall win with a goal differential greater than six (6) goals.
6. In the event a game is cancelled due to extreme weather (for the City of Kitchener has closed Budd Park), the game will be re-played **IF** the two teams share a scheduled practice session; otherwise, the game will count as a 1-1 draw and both teams will be awarded one (1) point.

Other Rules:

- An unlimited number of substitutions are allowed during the game and substitutions may take place on the fly.
- Coaches are to stay on the player bench with their team.
- Officials will be scheduled to referee all games. If an official does not show up, coaches of the two teams are asked to work out an agreement as to who is going to referee the game. **The game must be played.** If a coach/assistant coach referees, they cannot coach their team while on the field. Both coaches are asked to report scores to the KSC office when a referee does not show.
- Referees' calls are final and cannot be changed.

- There is no offside in indoor soccer.
- Spectators must be on the opposite side of the field from the player's bench.
- Spitting on the field or bench is not permitted and will not be tolerated.
- Food and hot beverages are not permitted on the field. Water and sports drinks (e.g. Gatorade) only, are allowed on the team bench.
- Smoking is not permitted anywhere inside the building.

KSC will abide by all other OSA, CSA and FIFA Guidelines and Rules of the Game.

Mini Soccer Rules

The goal of our non-competitive mini program is to have fun and give more instruction to children around the sport of soccer. Children within this age group will continue learning the fundamentals of the game, as well as further enhance their skill development. No statistics are recorded in the mini age group, which includes the under 7/8 and under 9/10 girls' & boys' divisions.

Game Format:

Each session is one (1) hour in length. This will consist of a 10 minute warm-up followed by two 20 minute halves between a five (5) minute half-time. This allows 5 minutes at the end of each session for field transition. There will be full practice sessions scheduled approximately every fourth week.

Number of Players on the Field:

Mini teams consist of 14 players. The game will be played by two teams consisting of seven (7) players on the field at one time, one (1) of whom shall be the goalkeeper.

Mini teams will use the whole field for games and half of the field for practice sessions.

A game shall not commence or continue if either team has less than four (4) players on the field (3 out players plus one goalkeeper).

Equipment:

Each player will receive a jersey. It is recommended that participants wear indoor soccer shoes (turf shoes or flat bottomed shoes) or running shoes (no outdoor cleats), shorts and soccer socks. Shin pads are mandatory for all players.

Mini participants will play with size 4 soccer balls.

Scoring:

Scores will be recorded; however team statistics will not be kept or posted.

Substitutions:

An unlimited number of substitutions are allowed during the game. A buzzer will ring every 4 minutes signaling to coaches that player changes are to take place.

Other Rules:

- Statistics will not be gathered at the micro level.
- Within the under 7/8 divisions, a maximum of one (1) adult from each team (coach or assistant coach) are allowed on the field during play. These individuals will act as referees and coaches for all players.
- Within the under 9/10 divisions, coaches are to stay on the player bench with their team. A referee will be scheduled for each game.
- If an official does not show up, coaches of the two teams will work out an agreement as to whom is going to officiate the game. ***The game must be played.*** If a coach/assistant coach referees; however, they cannot coach their team while on the field. Both coaches are asked to report scores to the KSC office when an official does not show.
- Referees' calls are final and cannot be changed.
- There is no offside in indoor soccer.
- Spectators must be on the opposite side of the field from the player's bench.
- Spitting on the field or bench is not permitted and will not be tolerated.
- Food and hot beverages are not permitted on the field. Water

and sports drinks (e.g. Gatorade) only are allowed on the team bench.

- Smoking is not permitted anywhere inside the building.

KSC will abide by all other OSA, CSA and FIFA Guidelines and Rules of the Game.

Micro Soccer Rules

The goal of the micro program is for children to have fun playing soccer! The intention is to introduce children to the game in a friendly, non-competitive environment, so they will want to learn more about the sport, seek further skill development, and continue playing for years to come! No statistics will be recorded in this division.

Game Format:

Each session is one (1) hour in duration consisting of a twenty-minute (20) minute warm-up/skill development session followed by a thirty-two (32) minute game. This will allow three (3) minutes between the warm-up and game for a team cheer and also allows five (5) minutes at the end of each session for field transition.

At the micro level, the indoor pitch will be divided in half and games will be played across the width of the field. Micro field #1 is nearest the entrance/KSC office, whereas micro field #2 is closest to the score clock.

Number of Players on the Field:

Under 4 Co-Ed Division: teams have ten (10) players in total, with five (5) players on the field at any one time and *no* goalie.

Under 5/6 Co-Ed Division: teams have twelve (12) players in total, with six (6) players on the field at any one time, one (1) of whom shall be the goal keeper.

It is recommended that all players take turns serving as the goalie.

A game shall not commence or continue if either team has less than 4 players on the field.

Equipment:

Each player will receive an Admiral soccer jersey. It is recommended participants wear either indoor soccer shoes or running shoes, (no outdoor cleats), shorts and soccer socks. Shin pads are mandatory for all players.

Micro participants will play with size 3 soccer balls.

Pug nets will be used for goals.

Substitutions:

An unlimited number of substitutions are allowed during the game. A buzzer will sound every four (4) minutes signaling to coaches that player changes are to take place.

Other Rules:

- A maximum of two (2) adults from each team (one coach plus an assistant coach or parent) are allowed on the field during play. They will act as referees and coaches for all players.
- No scores are recorded in the micro division.
- There is no offside in indoor soccer.
- Spectators must be on the opposite side of the field from the player's bench.
- Spitting on the field or bench is not permitted and will not be tolerated.
- Water and sports drinks (e.g. Gatorade) only are allowed on the team bench. Food and hot beverages are not permitted on the field.
- Smoking is not permitted anywhere inside the building.

KSC will abide by all other OSA, CSA and FIFA Guidelines and Rules of the Game.

Toddler Soccer Rules

The goal of the toddler program is to introduce children to organized sport. The intention is to introduce young athletes to the game of soccer in a friendly, non-competitive environment, so they will want to learn

more about the sport, seek further skill development, and continue playing for years to come! No statistics will be recorded in this division.

Game Format:

Toddler soccer within the Kitchener Soccer Club is played 4 vs. 4 with two (2) soccer balls. This format is only used for young players in the under 3 toddler program to promote multiple touches on the ball and an enhanced sense of accomplishment and success. Toddler soccer is very non-competitive and; thus, there are no formal playing rules. The total time allocated per session is thirty (30) minutes. Roughly ten (10) minutes is devoted to warm-up/skill introduction, followed by ten (10) minutes of straight game play. This will allow five (5) minutes between the warm-up and game play for a team cheer, and five (5) minutes at the end of the session for field transition.

At the toddler level, the indoor pitch will be divided in half and games will be played across the width of the field. Micro field #1 is nearest the entrance/KSC office, whereas micro field #2 is closest to the score clock.

Number of Players on the Field:

Under 3 Co-Ed Toddler Division: teams have eight (8) players in total, with four (4) players on the field at any one time and *no* goalie. A game shall not commence or continue if either team has less than 4 players on the field.

Equipment:

Each player will receive an Admiral soccer jersey. It is recommended participants wear either indoor soccer shoes or running shoes, (no outdoor cleats), shorts and soccer socks. Shin pads are mandatory for all players.

Micro participants will play with size 3 soccer balls.

Pug nets will be used for goals.

Substitutions:

An unlimited number of substitutions are allowed during the game. A buzzer will sound every four (4) minutes signaling to coaches that player changes are to take place.

Other Rules:

- A maximum of two (2) adults from each team (one coach plus an assistant coach or parent) are allowed on the field during each scrimmage. These individuals will act as supervisors and coaches for all players.

- Although parental involvement is permitted on the field during toddler programming (provided the parent or guardian is wearing appropriate, flat bottomed, athletic shoes), direct supervision is discouraged and not permitted during the final ten (10) minute scrimmage.
- No scores are recorded in the toddler division.
- There is no offside in indoor soccer.
- Spectators must be on the opposite side of the field from the player's bench.
- Spitting on the field or bench is not permitted and will not be tolerated.
- Water and sports drinks (e.g. Gatorade) only are allowed on the team bench. Food and hot beverages are not permitted on the field.
- Smoking is not permitted anywhere inside the building.

KSC will abide by all other OSA, CSA and FIFA Guidelines and Rules of the Game.

What children want from their soccer coach:

<http://www.footy4kids.co.uk/whatchildrenwantfromtheircoach.htm>

Everyone involved in soccer coaching needs to understand what children want from their 'ideal' soccer coach. Most importantly, it is important to treat children with respect and not as if they were objects. They like you to listen and take notice of their feelings and opinions.

A recent series of interviews with 140 young athletes in different sports gives an idea of those aspects of coaching which young athletes think are important. The opinions, which were given, may change according to sex, age, and sport; however, these were general comments.

Knowledge. Coaches should know their sport well and most children prefer coaches who have participated in the sport. It provides them with credibility.

Personality. Children like coaches who are friendly, happy, patient, understanding and have a sense of humour.

Authority. Children like coaches to be firm but fair, and while boys, particularly, like to be worked hard they don't like to be shouted at.

Taking personal interest. As they get older and more able, many young athletes like coaches who take an interest in the things they do besides sport.

Reaction to performance. When they do well, children like the coach to say "Well done!" but they don't like them to "go over the top" (OTT). When children perform poorly, they like to be given some encouragement and told what went wrong. They want to be told how to correct mistakes without being shouted at or ignored.

Encouragement. Most children, particularly in team sports, like to have the coach shout encouragement to them when they are competing.

Decision making. Few young children express a wish to have a say in the decisions which affect them; they expect coaches to coach and trust them to make the right decisions. As they get older and more experienced, they are more likely to want to be consulted. This may be the case with 13+ children.

Organization. Children like coaches to be organized and present structured coaching sessions. They also like them to take responsibility for seeing that they are in the right place at the right time.

Instruction and feedback. Children do like to be shown what to do, how to do it and to have mistakes corrected. In short: teach them!



The Importance of Communication

Communicating as a coach means communicating effectively and keeping everyone involved. It requires knowing your players and having them play fair. It also means attending to fitness and safety. Communication is a two-way process. Good communication leads to understanding.

Communication With Parents

It is important to listen to parents whenever they want to talk to you about their child. It is also your role to guide parents in their involvement in the sport. You can do this in a number of ways:

- Encourage parents to acquire an understanding and appreciation of the game through knowledge of basic rules, skills and strategies.
- Demand the same respect for fair play from parents as you do from your players.
- Discourage those who want to coach from the sidelines. Getting information from more than one person will only confuse young players.

Parents should guide their children's involvement in sports, but they should also allow a child to make his or her final decisions. A child who really does not want to play soccer now, should not be forced into doing so. This will only lead to negative feelings about sports in general and lessen the chance that the child will take it up again later.

Communication With Players

Ongoing communication with your players will be easier if you have taken the time at the beginning of the season to talk about goals, outline your plan of approach and answer questions.

Tips for effective communication with your players at games and/or practice:

- Give them an opportunity to speak.
- Listen to what they say and how they say it.
- Speak to athletes using words they understand. Keep it simple. Bend down (crouch or kneel) so you can talk to your players at their level.
- Speak to every player at every session.

Helping Your Players Feel Good About Themselves

As a coach you can help your players to develop confidence and self-esteem. Here are some suggestions:

- Greet players individually when they arrive for each session. Make them feel good about being there.
- Show confidence in their ability to learn. Encourage them to believe in their own ability.
- Offer activities that suit their level of development.
- Encourage effort without always focusing on results.
- Avoid elimination games and other activities that may add undue pressure. Create situations where each participant can experience success.
- Be specific when telling children what you like about their effort or performance.
- Use a smile, nod, or wink to acknowledge them.
- Praise them for special things they have done.
- Give them responsibilities.
- Involve them in making decisions and give each of them the opportunity to be a leader.
- Ask for their input and invite their questions.

In spite of all your efforts, some players may still not respond. If any of them are uninterested, difficult, or unhappy, talk to them about it.





Nutritional Information for Athletes

Information taken directly from: <http://kidshealth.org/kid/index.jsp>

All kids need to eat a variety of healthy foods, and athletes are no different. Everybody needs foods that include:

- Protein (found in meat, eggs and dairy products)
- Carbohydrates (found in rice, breads, pastas, cereals)
- Vitamins & Minerals (found in fruits and vegetables)

Athletes need more food. Why? They burn more calories by practicing and playing. School-age kids (ages 6 to 12) generally need between 1,600 and 2,500 calories a day. An athlete who is more active might need to eat even more. But each kid is different. It's important to consider how much time the athlete actually spends being active and training for their sport.

Please encourage your players to bring healthy snacks and water to games/practice. Some ideas are oranges, apples, and granola bars.

Calcium and Iron

Calcium and iron are two important nutrients for kids - especially athletes. Calcium builds strong bones, which are less likely to break under the stress and strain of heavy activity. You'll find calcium in dairy products, like milk, yogurt, and cheese. Other good sources include dark, green leafy vegetables and calcium-fortified products, like orange juice. It's important to include iron-rich foods in your diet, as well, such as meat, eggs, and dried fruit. Without enough iron, kids might get tired more easily.

Bring on the Liquids

You've probably seen athletes' drinking water when there is a break in the action. That's because athletes need water before, during, and after exercise. Dehydration lead to a drop in performance. Serious dehydration can even make an athlete sick enough they need to go to the emergency department for treatment. Drinking before, during, and after exercising (or an event) is the best way to stay hydrated. On top of that, don't wait until you're thirsty! Water is your best option and should be your first choice. A sports drink mixed with water is another option if kids are participating in an activity which lasts over 90 minutes in duration.

Time to Practice or Compete

When it's time to practice or play, athletes get energy from the foods they've eaten that day and throughout the week. Encourage your athlete's to eat 1 1/2 to 3 hours before practice or game time.

CODES OF CONDUCT:

Kitchener Soccer Club's Codes of Conduct establish a clear set of guidelines for coaches, players and parents/guardians. The primary goal of each code of conduct is to help ensure soccer is a fun, positive and enjoyable experience for *everyone* involved.

Coaches Code of Conduct

Please review the Coaches Code of Conduct below (agreed upon earlier by signing the back of KSC's volunteer application)

- I will teach my players to play fairly and to respect the rules, officials and all players.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly.
- I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will ensure equipment and facilities are safe and match the player's age and ability.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will work in conjunction with officials for the benefit of the game.
- I will respect game officials, including head referees, linesman and timekeepers and also respect the decisions they make.
- I will go over the 'Players Code of Conduct' as well as the 'Parents Code of Conduct' with the players and parents on my team.
- I will maintain high standards of personal contact and fair play.
- I will never be involved in any circumstance, which may be offensive or suggest sexual connotations.
- I understand I am responsible for ensuring that substitute players, bench personnel and my team's spectators do not interfere with the match.
- I will not use inappropriate or offensive language in and around the soccer pitch.
- I will not ridicule, show disrespect, or yell at officials.
- I will be on time and prepared for all games and practices.
- I will not smoke on the bench or anywhere near players.
- I will dress appropriately and wear the coach's shirt provided by the Club at all games and practices such that I present a professional image and can be easily identified.

Parent's Code of Conduct

(Please review with parents on the first day of soccer)

- I will remember that my child plays soccer for his or her enjoyment, not for my enjoyment.
- I will NOT give instructions to players -- that is the coach's job.
- I will teach my child that doing one's best is as important as winning, so my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner by offering praise for competing fairly, doing their best, and displaying effort at all times.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays by both my child's team and their opponents.
- I will never question the referee's judgment or decision.
- I will support all efforts to eliminate verbal and physical abuse from children's soccer games.
- I will respect and show appreciation for the volunteer coaches, who give their time for the benefit of my child.
- I will make sure my son/daughter shows up for scheduled practices and games at the time designated by the coach.
- I realize the team can be penalized for my behaviour and I must obey an order by a referee or from the team's coach to leave the vicinity of the field.

Player's Code of Conduct

(Sections of the player's code of conduct may not apply to the younger age divisions)

- I will play soccer because I want to, not because others want me to participate.
- I will play by the rules of soccer and in the spirit of the game.

- I will control my temper. I will not fight, "mouth off", or use bad language.
- I will respect my opponents, my coaches and all game officials.
- I will be a team player.
- I will remember that winning isn't everything - that having fun, playing fair, improving my skills, making friends and doing my best are the most important.
- I will acknowledge all good play - those of my teammates and of my opponents.
- I will accept the decisions of coaches and referees and show them respect.
- I agree that practices and games are equally important.
- I will arrive at least 10 minutes before practices and games.
- If I cannot make a game or practice, I will notify the coach at least 24 hours in advance so that arrangements can be made.

My Uniform

- I will take good care of my uniform and wear it only on game days. I will ensure it is clean for every game.
- At practices I will wear a comfortable shirt and shorts.
- I will wear shin guards and appropriate footwear to all games and practices.

I will remove any and all jewelry, watches or any item that may cause injury to me, teammates, or opposing players prior to participating in games or practices.

Discipline

- At all times I will show respect for coaches, game officials, teammates and opposing players.

Infractions that occur during the game are governed by the Laws of the Game and will be decided by the referee. Certain serious infractions (e.g. referee assault) will result in a discipline hearing, possible suspension from soccer and a fine being levied by the Ontario Soccer Association. Paying any such fine is my responsibility. The team's coach will handle infractions that occur at times other than a game.



COMPETITIVE SOCCER...

HOW DOES IT ALL WORK?

ALL-STAR

Kitchener Soccer Club All-Star teams are made up of participants that register for our outdoor house league program. All-Star teams expose participants to higher levels of play than they currently receive in the house league system. All-star also gives participants experience in competitive play. Teams play in tournaments and exhibition games that take place around Southwestern Ontario.

Teams are selected on a tryout basis; all participants registered in the outdoor season are welcome to attend tryouts. Tryouts take place in late May/early June. Teams are very coach driven and rely on the voluntary assistance of a coach; thus, teams are entirely dependent upon the availability of a coach. Unfortunately, no coach equals no team. Please let the office know if you may be interested in coaching an All-Star squad.

REP

Kitchener Soccer Club had 38 competitive teams, both male and female, participating in various leagues throughout the 2010 season, ranging from U9 – U18.

Participants playing at the rep level have a desire to play in a competitive league and wish to continue their soccer skill development within a more demanding setting. The rep program exposes participants to a higher level of play than in house league or All-Star.

Rep team tryouts occur in the fall (for the following summer season) and teams practice throughout the winter months, while traveling to some indoor tournaments. League play occurs in the following summer months throughout the week at Budd Park. Most games start at 7:00pm or 8:30pm, and our Kitchener rep teams are called the “Spirit”.

Come on out and support your Kitchener Soccer Club competitive teams!

COACHING RESOURCES:

- Canadian Soccer Association: www.canadasoccer.com
- Ontario Soccer Association: www.ontariosoccer.net
- Coaching Association of Canada: www.coach.ca/eng
- Coaches Association of Ontario: www.coachesontario.ca
- Sport Canada: www.pch.gc.ca
- Footy4Kids: www.footy4kids.co.uk

THANK-YOU



VOLUNTEERS!