

Edina Soccer Association

2013 COACH HANDBOOK

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Updated: 4/25/2013

Thank You

The Edina Soccer Association gratefully acknowledges the generous commitment of time, energy, knowledge and expertise, which you -- the recreational league coaches -- have agreed to contribute to this soccer season. Your dedication to the game of soccer, and to the young people who play it, is greatly appreciated.

Board of Directors

Edina Soccer Association

Mission Statement

It is the GOAL of the Edina Soccer Association to PROVIDE for all boys and girls of the community an equal opportunity to participate in the game at whatever ability level they may play, to have FUN while building GOOD SPORTSMANSHIP, a sense of DISCIPLINE and an UNDERSTANDING OF THE FUNDAMENTALS OF THE GAME.

The Edina Soccer Association will encourage the ACTIVE INVOLVEMENT OF PARENT AND COMMUNITY VOLUNTEERS as coaches, assistant coaches and team managers with the understanding that the SUCCESS OF THE PROGRAM DEPENDS UPON THEM, THEIR GOOD SPORTSMANSHIP AND THEIR KNOWLEDGE OF THE BASIC PROGRAM.

Statement of Values:

The **INDIVIDUAL**...that each individual be treated with respect in all situations, whether a player, coach, referee, spectator or parent.

TEAMWORK...teamwork is essential among all involved with soccer.

SPORTSMANSHIP...this is a shared responsibility. Practicing good sportsmanship starts with players and coaches, but is also required of spectators. Acceptable conduct falls within both the letter and the spirit of the rules.

IMPROVEMENT...through sound programs and a good effort by participants, soccer skill improvement can be expected.

PARTICIPATION...our goal is for all to have a chance to participate

To the extent that we act according to these values, we believe we will be making a contribution to Edina soccer and to the community as a whole.

EDINA SOCCER ASSOCIATION BOARD OF DIRECTORS - 2013

President

Angella McGarvey

Vice President

Ben Bercaw

Treasurer

Dan Katan

Past President

Tom Fabbro

Board Members

Dan Zenner, David Kupiecki, Dan Shand, Dave Hruby, Shane Stumm, Henning VonKlingraeff, Marv Helgenson, David Yonce

Coordinator

Krista Gresham ESAsoccer@comcast.net

Park & Recreation Representative

Donna Tilsner (952) 826-0437

Superintendent, Park and Recreation 4801 West 50th Street, 55424

Referee Assignor/Coordinator

Kevin Kachan, referees@edinasoccerclub.com

Referee Assignor Cell: 952-922-4820

BOARD MEMBERSHIP

For those that want more involvement in their child's soccer program, we invite you to apply for board membership. Parents and coaches are welcome to email ESAsoccer@comcast.net for more information and an application form.

2013 AGE GROUP DIRECTORS and RESPONSIBILITIES

PreK/K Boys - Shane Stumm
PreK/K Girls – Dan Shand
1st Grade Boys – Dan Katan
1st Grade Girls – David Yonce
2nd Grade Boys –Angella McGarvey
2nd Grade Girls – Dave Hruby
3rd Grade Boys – Henning VonKlinggraeff
3rd Grade Girls – Shane Stumm
4th Grade Boys – Dave Hruby
4th Grade Girls – Henning VonKlinggraeff
5th/6th Grade Boys – David Yonce
5th Grade Girls – Ben Bercaw
6th Grade Girls – David Kupiecki
7th/8th Grade Boys – Tom Fabbro
7th/8th Grade Girls – Dan Zenner
9th - 12th Grade Boys – Dan Katan
9th – 12th Grade Girls – Dan Zenner

The primary responsibility of the Age Group Directors is to oversee all activities of the assigned age group throughout the season. The first priority is to ensure that league play proceeds in accordance with the directives set forth by the Edina Soccer Association.

In addition, the Age Group Directors take the lead in problem resolution as required within their appropriate age group. In situations where serious problems arise with parents, players, coaches or referees, the Age Group Directors have the responsibility to report such situations to the Edina Soccer Association's Board of Directors.

The requirements for an Age Group Director is a basic knowledge of the Edina Soccer Association rules, a commitment to uphold accepted principles of sportsmanship and fair play, and the desire to help children enjoy soccer.

Specific Duties:

- Oversee league play, ensuring that Edina Soccer Association directives are communicated to appropriate participants.
- Attend games as possible, particularly at the beginning of the season and during the play-offs, to ensure that play runs smoothly.
- Assign coaches and players to teams and review and approve all changes in a team's roster.
- Coordinate with the Office of Parks and Recreation and Referee Coordinator concerning all games that need to be rescheduled. (See ESA Weather Policy.)
- Notify teams of final league standings, play-off games, and dates, times and locations.
- Assist in the coordination and supervision championship games:

Introduction of teams and coaches
Introduction of division champions
Distribution of trophies and awards

- Serve as representative of the Edina Soccer Association in resolving problems between parents, players, coaches and referees.
- Communicate serious problems to the Edina Soccer Association's Board of Directors and facilitate resolution of these issues.
- Prepare a report summarizing league activities including highlights, problems and recommendations for future years.

Field Reservation

For practice field reservations on the weekends, please contact Ed MacHolda at the Park and Recreation office at (952) 826-0362. Teams are encouraged to use park “green space” to save fields.

Referee Coordinator and Site Supervisors

Edina Soccer Association and Edina Soccer Club have joined together to hire a professional Referee Assignor to coordinate and assign qualified referees to all games. If there is a problem regarding referees, or if a referee has not shown up for a game, call the Referee Assignor directly on his cell phone at 952-922-4820. In addition, ESA hires Site Supervisors to provide on site management and supervision of referees. Site Supervisors are older, more experienced referees and are responsible for resolving any on-site problem. Site Supervisors float between the four field locations used for ESA games with referees (Garden Park, Highlands, Pamela and Strachauer) so a Site Supervisor may be present at your location to assist with any problem. Site Supervisors can be identified by their official shirts.

Game Cancellation, Suspension, Shortening, Rescheduling

Edina Soccer Association games may be cancelled or shortened for the following reasons:

Weather – when it poses a risk; including storms, lightning, tornado, dangerous heat and cold. However, remember soccer **is** played in the rain – don't "assume" it is cancelled – check! A cancelled earlier game does not mean the later game will not be played – show up.

**** SEE APPENDIX for entire WEATHER POLICY**

Field Conditions – when playing poses a risk either to players or to the field surface

Not enough time – Games may not be started or continued if they will a) cause the next game to start more than 10 minutes late or b) not finish before sunset. It is considered unfair to make later games suffer for earlier situations – except some injury delays. That is a Referee decision.

NOTIFICATION:

www.edinasoccer.org and ESA Hotline 952-920-0204

Game Schedules Online at www.edinasoccer.org under Spring/Summer and Age Level

In the event of advance decisions and mass changes, we do attempt to send mass emails and post them on the website and ESA Phone Hotline – but sometimes it is too late and you will only learn at the field. In most cases the decision to cancel or terminate a game in progress is a referee field decision.

PROCEDURE FOR GAMES PENDING OR IN PROGRESS

When weather threatens – the Referee (or Site Supervisor) first **SUSPENDS** the game. That is a pause where everyone goes to safety and conditions are observed for 15 minutes to see if play will be able to be resumed. Play does not have to be resumed by 15 minutes – only a decision made to "Terminate."

Obviously, for big storms, the Referee simply terminates without waiting.

RESCHEDULING - MOST CANCELLED GAMES WILL NOT BE RESCHEDULED

ESA will only reschedule Playoff Games cancelled due to weather, field conditions, or other necessities. Cancelled or terminated regular season games will **NOT** be rescheduled. (If such cancellations cause a seriously disproportionate number of regular season games to be cancelled for an individual team in their league, the board may consider adjustments.) The Referee Assignor and appropriate Age Group Director or other ESA Board representative have sole discretion for date, time and field of any necessary rescheduling. If a game is to be rescheduled, please expect and assume **SHORT NOTICE** of the replacement game after fields and referees are arranged.

Risk Management, Insurance and Safety

A) **Each team must have at least one ESA “Registered Parent” at all times** – game and practice. Most teams have two or more coaches and managers.

1) Each ESA Registered Adult and ESA Player is covered through insurance policies maintained by the ESA Board. Specifics of insurance coverage can be obtained through the ESA Board.

2) Anyone who will have significant regular contact with youth players and referees, such as a coach, manager, or ESA official **MUST** be Registered **BEFORE** beginning their position.

3) Any ESA Registered Adult – from any ESA team, can temporarily stand-in for you. He/She does not have to “coach” – just supervise. In an emergency, you can also call a Board Member or the Referee Coordinator to temporarily come watch the players.

4) A common question: “If the team parents agree, why can’t I have one of the parents coach one game for me?” The parent can coach – as long as someone else present is Registered. Otherwise no, because:
a) If something happens, both the parent and ESA can be uninsured. b) In today’s world there are some people who should not be with other people’s children – the reason background checks are required even of parent coaches/managers.

The process: Background checks are done through a local agency on ALL coaches, volunteers, and board members who have applied through our website. These checks are completely confidential and are brought to the attention of the executive committee if the background check results in any issues.

B) Risk Management Issues

1) If there is inappropriate treatment of a youth, you as a Responsible Adult need to take action, speak up, call the Referee Coordinator, any ESA Board Member and/or call 911- depending on what is occurring. Regardless of the source, even if it is from your own team.

2) The cornerstones of the risk management program are ESA proper behavior policies against abuse and harassment. See Code of Conduct.

C) Proper Game BehaviorReferee Abuse Policy

1) Simply put - as a matter of good Risk Management, we will not risk assigning referees to the future games of teams, coaches, and spectators who have been accused of harassing or abusing our referees.

GETTING STARTED AS THE COACH

Following are some helpful hints on how you should conduct your season as a youth soccer coach.

Team Roster:

Any request for deletions or changes to the players on your team must be approved by the appropriate Age Group Director or ESA Board President and submitted within two weeks of receiving the roster.

Team and Parents Meeting:

We strongly suggest holding a meeting of all team members and parents immediately after teams have been assigned. This meeting can be held at a soccer field, park, coach's home, etc. The purposes for the meeting include:

- Getting to know the players (see sample player information sheet);
- Handing out team information and uniforms
- Setting up a practice schedule (if you choose to have practices)
- Reviewing goals for the season
- Setting up a calling tree
- Stressing the need for parents to be involved -- getting their child to games and practices on time -- attending games; and
- Volunteering as an assistant coach or team manager.

Assistant Coach/Team Manager:

The role of a team manager is to help with the organizational responsibilities of the team, which occur off the playing or practice field. Assistant coaches and team managers supervising players must be "Registered Adults" (see Risk Management.) Duties could include setting up or facilitating:

- Calling tree
- Car pools to assure better attendance
- Liaison between parents and coach
- Help with the team in the absence of the coach

On-Going Responsibilities:

- Adults** Make certain a Registered Adult parent coach or manager is always with your team.
- Practice** Practices build teamwork. For 3rd grade and above, we recommend holding as many practices as possible or practical -- these will depend upon your schedule and those of your players and their parents.
 1. Avoid using soccer fields for practices...they get excessive use during games.
 2. Use open areas in our parks. "Green Space." Choose one convenient to your team members. See Field Reservations.
- Familiarize yourself with the rules of soccer.** FIFA international *Laws of the Game* apply, as adapted for youth by USYSA and MYSA except as amended by the Edina Soccer Association for age groups in this book. **See: <http://www.fifa.com/en/game/laws.html>.** Please understand, referees are taught **how** to "interpret" rules for varying ages and situations. No two situations are identical. Therefore USSF rules always say "In the opinion of the referee."

Good sportsmanship The primary goal for players of any age should be to have “**Fun.**” All coaches are expected to conduct themselves in a calm, sportsman-like manner – win, lose or draw – even when you perceive that an officiating error “cost you the game.” Please refrain from yelling at the referees or players. Remember that soccer is a game that requires a great deal of player judgment – young players do not learn this thought process if you attempt to direct them from the sidelines. Young players rarely have the physical ability to use sophisticated techniques beyond their years that they see their heroes and older players use. Other Conduct

1. No swearing at any time.
 2. No smoking before, during or after practices or games, or while on school or park property.
 3. Enforce your team rules fairly.
 4. Do not punish your team for “losing” a game. Usually one team wins and one loses. In general, a 50-50 season is a “good” season. Only one team can be the “champion!”
 5. Play all players as equally as possible. All players present at a game **must play approximately the same number of minutes each game, regardless of ability.**
 6. Play only those players assigned to your team. No outside players allowed. However, if you have too few players – causing a forfeit – it is okay to borrow players from the other team and play a “friendly” game that does not count. Let them have “fun!”
 7. Never enter the playing field except upon the instruction of the referee. Even if a player is slightly injured, play may continue until the referee sees a logical stopping point.
 8. Pre K/K-2nd Grades: Coaches only allowed on the field when the ball is NOT in play (i.e. after a goal has been scored).
- 3rd Grade & Older: Coaches never allowed on the field at any time.

Safety Make sure all youth players and referees at the fields are accounted for after games and practices. If you see unsupervised youth players, from any team, or youth referees, inquire if they are to walk or bike home, or have permission to stay and play in the park. In bad weather, see that all youth get to shelter.

No "horseplay" More serious accidents occur from "horseplay" than during the game of soccer. Please enforce a rule of no "horseplay" before, during and after games. In the event of an accident, respond in the manner recommended in the First Aid guideline section of this manual.

No treat policy ESA has adopted a “no treat” policy. Teams are requested to not bring snacks, juice boxes or other treats to game fields. Teams may want to organize a visit to the local ice cream or pizza parlor or some other off site gathering at the end of the season.

Pre-Game Checklist:

- Properly inflated soccer ball.
- Goalie shirt or pinnies (3rd Grade and older)
- First Aid Kit Provided in Team Bags
- Team roster and lineup forms.

CODE OF CONDUCT FOR PLAYERS, PARENTS AND COACHES

Governing Principles for our Soccer Community

- Soccer, like all competitive games, is both a physical and mental competition conducted according to rules with the teams playing against each other.
- It is a public activity which brings together important members of the community of Edina...our children as players and our parents as coaches and spectators.
- It is an activity that represents our values as a community even though it is usually thought of as "having fun".
- As an *activity representing our values*, how we *behave on the soccer field* can cause intense emotional responses when rules are violated (e.g. *that's not fair!!!*). We all have an internal list of do's and don'ts and of what is "fair and right" and what isn't, that gets expressed when someone behaves in a way that doesn't meet those standards.
- As an activity with the possibility of expressing the best ways to behave in our community of Edina (positive models of appropriate ways of living, e.g. good sportsmanship), it is an opportunity for all of us to behave as *heroes and heroines*, in losing as well as in winning. The contrast is also true.

Players

- Do your best.
- Have fun.
- Make friends
- Learn and obey the rules.
- Learn to play as a team.
- Be respectful when you win, be gracious when you lose.
- Control your emotions and your language (be respectful and considerate).
- Be fair.
- Listen to and accept the Referee's final decisions...If they didn't see it they can't call it. Moreover, understand referees are especially taught to interpret rules differently depending on the situation.

Parents

- Model your best behavior for your children and your community.
- Recognize the positive things that your child accomplishes in each game.
- Help reduce competition and pressure.
- Recognize opponents as necessary friends without which there could be no game.
- Remember that between the excitement of the winner and the disappointment of the loser, we find a person called a Referee – often another youth doing his or her best.
- Be kind to your child's coach and the officials. They are doing their best. Most ESA coaches are kind-hearted volunteer parents, not highly trained soccer coaches.

Coaches

- Good coaching is good parenting. The goal is to grow better children while they are having fun, learning new skills and meeting new people.
- What you model is what they will learn about you, about competition, about fairness, about respect, about managing defeat and having fun.
- Just as coaches and players do the best that they can, so do referees.

Winning is desirable. However, the most important outcome of each game is having fun, motivating children to do their very best and making each child feel that he or she has contributed something valuable.

We hope that you will discuss these ideas with your children and use them as a reference point for developing the type of soccer community of which we can all be proud. We wish to emphasize that the *referees, the members of the Soccer Board and the coaches* will be the "keepers" of the behaviors that are acceptable in games. If parents, coaches or players violate these rules, the following consequences could be applied:

- removal of a parent, coach, or player from the field;
- removal of a player from the game;
- ending and forfeiting of the game; or
- removal of a player from the team.

We also know that mistakes can be made. If a parent or coach wishes to question or protest a call or decision made by a referee or complain about an incident that occurred during a game, they should discuss their concerns with the Site Supervisor or the *Referee Assignor, Kevin Kachan at 952-237-4846*. Feel free to call him directly from the field. If there is a dispute about an incident, contact the appropriate age group director.

DISPUTE RESOLUTION PROCEDURE

The Edina Soccer Association has adopted the following procedure for use in resolving disputes deemed by the Board of Directors to be a serious threat to the conduct of Association activities by any participant, be it player; coach; spectator or official. Representative violations which should be resolved via this procedure would include but not be limited to: physical endangerment or abuse; verbal abuse; repeated disregard for Association rules.

Step One

Age Group Director Review and Report

The appropriate Age Group Director reviews facts and gathers information surrounding the incident. The Age Group Director will interview complainant, violator, and witnesses as necessary in order to provide an objective description of the factual situation. The Age Group Director must report the incident to the ESA Executive Committee (consisting of the ESA President, Vice President and other officers) within 24 hours.

Step Two

Executive Committee Review and Decision

The ESA Executive Committee will review the Age Group Director's report and obtain additional information as necessary. The Committee may interview witnesses, perpetrators or others as necessary and may call upon other ESA Board members to aid in the investigation or decision making process. The Executive Committee has full authority to conduct a complete review of the violation and impose any penalty it deems appropriate including temporary suspension or banishment from ESA activities. The Executive Committee will render its decision no later than five (5) days after receiving notification of the incident. The Executive Committee will notify or work with, if necessary, the appropriate governmental agencies in the event that serious civil or criminal behavior is involved.

RULES FOR PreK/K, 1st, & 2nd Grade

All ESA PreK-K, 1st & 2nd grade games shall follow the FIFA (Federation Internationale de Football Association) **Laws of the Game** except as amended or modified by US Youth Soccer Association, Minnesota Youth Soccer Association and this document. These amendments are numbered to relate to the corresponding numbered items found in the **Laws of the Game**. Copies of the latest **Laws of the Game** are available on-line www.ussoccer.com

Law I - The Field of Play: Field size shall be marked by the Edina Park and Recreation Department.

Law II - The Ball: Size three (3).

Law III - Number of Players, Substitutions and Team Composition: First 30 minutes is skills/development led by instructors. Afterwards, players break into 2 teams to play a 30-minute game.

A. Playing team size for the 2010 summer season shall be as follows:

1. PreK through 2nd Grade: 4 players a side.

2. No goalie will be used.

B. Substitution

1. PreK through 2nd Grade: at the discretion of the coach with all kids present playing approximately the same number of minutes each game.

C. Coaching

1. Coaches are NOT allowed on the field while the ball is in play.

Law IV - Players' Equipment: Conform to FIFA with the following exceptions:

A. Uniforms: players must wear black shorts, white socks and the ESA issued team shirt to be eligible to play.

B. Shin-guards: **MANDATORY** and **must be worn under**, and **FULLY COVERED** by the socks. Exposed shin guards catch other's feet and cause injuries.

C. Shoes: tennis shoes, turf shoes or soccer shoes may be worn. Soccer cleats on shoe must be non-metallic, non-removable, and no deeper than 1/2 inch with no sharpness.

D. No player shall be allowed to play with a hard cast unless it is fully padded in thick foam and is acceptable to the referee.

E. **NO JEWELRY** (except for studded earrings which must be taped to help avoid injury). **NO** necklaces even under shirt, and **NO** hair devices with metal or hard plastic. The **ONLY EXCEPTION** is Medical Alert Jewelry which is considered safe if taped so that the life-saving information is showing.

F. Athletic safety glasses with safety lenses and a 180 degree hinge are recommended for all players wearing eyeglasses. Minimally, an eyeglass safety strap is required.

Law V - Referees:

A. Referee/Instructor is provided.

B. Referee's decision on points of fact connected with the game shall be final.

C. **Law VI - Linesmen:** None used. Referee calls lines.

D. Law VII - Duration of the Game:

E. A. PreK through 2nd Grade begins with approximately one-half hour for instruction, followed by approximately one-half hour for a game – including the Referee's time allowance for half and quarter breaks and changing to the next group.

F. **B. All players present must play approximately the same number of minutes per game, regardless of ability.**

G. **Law VIII - The Start of Play:** Conform to FIFA with the following exception:

H. A. Opponents must be five (5) yards from the center mark while kick-off is in progress.

I. B. Ball must be kicked into opponent's half of field.

J. C. Initial kicker may not kick ball a second time until it has been played or touched by a second player.

K. **Law IX - Ball In and Out of Play:** Conform to FIFA. Ball is in play until it entirely crosses the touch-line or goal-line or until the referee stops play by blowing a whistle.

L. **Law X - Method of Scoring: Conform to FIFA.** Entire Ball must cross entire goal-line while on the ground or in the air and must cross between goal posts and under cross bar.

M. **Law XI - Off-Side:** There shall be no off-sides.

N. **Law XII - Fouls and Misconduct:** Conform to FIFA with the following exceptions:

O. A. All fouls will result in an **INDIRECT FREE-KICK** with the opponents five (5) yards away.

- P. B. The Referee must explain ALL infractions to the offending player.
- Q. **Law XIII - Free-Kick:** Conform to FIFA with the following exceptions:
- R. A. Shall be classified under one heading - INDIRECT.
- S. B. A goal may not be scored from an indirect kick until the ball has been played or touched by a second player of either team.
- T. C. No free-kicks shall be taken by the attacking team within the defending team's goal area.
- U. **Law XIV - Penalty-Kick:** No penalty kicks are permitted.
- V. **Law XV - Throw-In:** Conform to FIFA with the following exceptions:
- W. A. Kick-ins (Pass-ins) shall be substituted for throw-ins for PreK-K.
- X. B. A kick-in (PreK-K) or throw-in (1st & 2nd) restarts the game after the ball entirely crosses the touchline.

RULES FOR 3rd, 4th, 5th, 6th, 7th, 8th Grade

All ESA 3rd Grade and older games shall follow the FIFA (Federation Internationale de Football Association) **Laws of the Game** except as amended or modified by US Youth Soccer Association, Minnesota Youth Soccer Association and this document. These amendments are numbered to relate to the corresponding numbered items found in the **Laws of the Game**. Copies of the latest **Laws of the Game** are available on-line at www.fifa.com/en/game/laws.html

Law I - The Field of Play: Field size shall be marked by the Edina Park and Recreation Department.

Law II - The Ball: Soccer ball size shall be as follows:

A. 3rd, 4th, 5th 6th Grade: #4 ball

B. 7th, 8th Grade: #5 ball

Law III - Number of Players, Substitutions and Forfeiture: Conform to FIFA with the following exceptions:

A. Playing team size for summer 2013 season shall be as follows:

6-a-side: 3rd, 4th, 5th, 6th Grade

7th & 8th Grade should go 7 or 8-a-side (will be determined prior to season starting)

B. Minimum team size to start or continue a game shall be as follows:

6-a-side: 5-6 players

C. Forfeit time is fifteen (15) minutes after the scheduled game time. Referees only report the cause (no show, insufficient players, etc.) However, since there are no standings kept, the teams are encouraged to play a "friendly" and share players to do so if necessary.

D. Substitutions may be made only after acknowledgement by the referee and as follows:

Either team may substitute at ANY stoppage by the referee:

a. between periods;

b. on a throw in by either team

c. on goal kicks or corner kicks by either team;

d. after a goal is scored;

e. when play is stopped for an injury; and

f. when a player is cautioned or disqualified.

E. Each participant should play approximately the same number of minutes (equal playing time) each game, regardless of ability.

Law IV - Players' Equipment: Conform to FIFA with the following exceptions:

A. Uniforms: players must wear black shorts, white socks and the ESA issued team shirt to be eligible to play.

B. Shin-guards: **MANDATORY** and **must** be worn under, and **FULLY COVERED** by the socks. Exposed shin guards catch feet and cause injuries.

C. Shoes: tennis shoes, turf shoes or soccer shoes may be worn. Soccer cleats on shoe must be non-metallic, non-removable, and no deeper than 1/2 inch with no sharpness.

D. No player shall be allowed to play with a hard cast unless fully padded in thick foam and is acceptable to the referee.

E. **NO JEWELRY** (except for studded earrings which must be taped to help avoid injury). **NO necklaces** even under shirt, and **NO hair devices** with metal or hard plastic, no bracelets - even string friendship bracelets. **OR NO PLAY**. Each of these causes specific types of injuries. The **ONLY EXCEPTION** is Medical Alert Jewelry which is considered safe if taped so that the life-saving information is showing.

F. Athletic safety glasses with safety lenses and a 180 degree hinge are recommended for all players wearing eyeglasses. Minimally, an eyeglass safety strap is required to play.

Law V - Referees: Conform to FIFA with the following exceptions:

A. 3rd Grade and Older The number of referees and linesman assigned to ESA games shall be determined by the Referee Assignor in collaboration with ESA Board representatives. Depending on the level of play, games may use one or two center referees and may also use one or two linesmen.

B. In the event the Referee is not present 10 minutes before the match, the procedure is:

(a) find the Site Supervisor at the field location, or (b) call the Referee Assignor from the field at 952-237-4846. There are frequently substitutes available or referees may be rotated amongst fields for best coverage.

1. Do not insist that the Assistant Referee (either for lines or with a whistle) take over the Center Position. They may **NOT** do so without the permission of the Site Supervisor or Referee Assignor. Over-matching referees can cause inadvertent mistakes, which in-turn, can cause referee harassment.

2. If no qualified referee is available, the coaches shall center referee the game, with each team

refereeing • the game. A coin toss may decide who goes first. On late arrival of a Referee, the Referee shall take-over the game in progress at a brief pause.

C. The Ultimate Authority for conduct of the match is vested in the Site Supervisor and the Referee Assignor. When felt necessary, they may terminate, postpone, or move a game for any reason; cause the removal of spectators, coaches or players; and change or remove referees. They may also refuse to provide referees to games where a person is present who has previously been accused of harassment or abuse, until the issue is resolved.

Law VI - Lines: In matches where “Linesmen” have been assigned for a 3 referee system, if missing one or both, the Center Referee may choose to work alone or have “Club Lines” who are chosen from spectators. Club Lines may ONLY signal out-of-bounds balls. They MAY NOT signal goals, fouls, or off-sides – even if they are themselves referees. If they persist in trying to signal such calls the Referee shall dismiss them from Club Lines.

Law VII - Duration of the Game: The referee is the official time keeper.

A. Two (2) running time periods of twenty-five (25) minutes.

(Water breaks. When weather warrants, the Referee may call two (2) minute water breaks at a convenient pause mid-half. Water breaks are running time not stoppage time.)

See Weather Appendix for mandatory Heat and Cold Rules which may shorten the game.

B. There MUST be a break of five (5) minutes between periods to provide rest for players and referees.

C. An earlier game may not cause a later game to start more than 10 minutes late. The Referee has SOLE discretion to shorten the early game (up to • regulation) to get it in. (Referee should play “Equal halves” if shortened from start. That means when it is known that there will not be the full length available – halves = time minus break, divided by two.)

D. Even if starting late and shortening the game still will not get a game in before the next game or before sunset (dusk not dark) – the game is reported as incomplete with the reason given. Referees will be considerate, especially if they were late – and they can fit everyone in, running late. (Remember ESA coaches can start a late game before the referee arrives.) If teams caused it, and want to play a short “friendly” game the referee may do it. Rush hour traffic is no longer an accepted team excuse. Referees are not obligated to work far over-time.

E. Likewise, while weather sometimes causes the end of an earlier game but still allows play of the later one (don’t blame the referee – s/he must do this), a lot of injury time is no-one’s fault, so referees usually try to accommodate, as long as the games can be squeezed in before dusk – and if they do not have to leave for another game at another field.

F. Each participant should play approximately the same number of minutes (equal playing time) each game, regardless of playing ability.

Law VIII - The Start of Play: Conform to FIFA.

Law IX - Ball In and Out of Play: Conform to FIFA.

Law X - Method of Scoring: Conform to FIFA.

Law XI - Off-side: Conform to FIFA.

EXCEPTION for 3rd & 4th Grade: To conform to 2010 soccer rules, the 3rd & 4th grade referee will no longer call offsides, unless there is unethical behavior - such as where a coach “stations” an able-bodied* player down field for the purpose of receiving balls and scoring. However, Coaches should teach how to play on-side and attempt to have them play on-side correctly to learn. ESA has available to lend to teams, the 15 minute video “Myths of the Game,” which explains offsides and other basic rules well. * ALL GRADES: ESA includes players who may have limitations, for which we adjust the rules.

Law XII - Fouls and Misconduct: It is important to note that rules change, are modified, or re-interpreted every year – which is why USSF certified referees must take full day re-certification courses every year.

Referees are particularly taught to adapt rules to the age and skill level of the players. For ESA 3rd & 4th grade, the referee MAY choose to ignore all but the most flagrant deliberate fouls and simply let the kids “play-on.” They MAY initially give “do-overs” for throw-ins, goal kicks etc. after briefly explaining how to do it. Cards are rarely used in young games. The referee may warn the player or tell the coach to remove the player. Coaches should note that 3rd and 4th grade players rarely have either the physical development or sufficient training and practice to “properly” play aggressive “physical soccer” with slide-tackles or driving an opponent off of the ball without serious fouling. Discourage it!

An Edina Soccer coach who sees improper play – called or uncalled – or sees that the referee must talk to or caution a player should remove the player at least for instruction and/or time to “cool off.”

For those moving up from 2nd grade where there are no goalkeepers, a goalie needs to know that s/he

may not touch a ball with his/her hands if it was passed to him/her by the “foot” of a player on his/her team. The goalie may play the ball with his/her feet, head, chest, etc. If his/her teammate used head, knee, thigh or chest to pass to the goalkeeper, s/he may pick it up the same as any other ball coming his/her way.

Otherwise, conform to FIFA with the following exceptions:

A. Coaches shall not enter the field of play during games unless specifically requested by the referee, most commonly for an injury.

B. Any player who "plays illegally" shall be suspended for the entire remaining season. "Plays illegally" means intentionally:

1. Using the wrong name or address

2. Playing without registration

3. Playing on a different team or at a different age level than assigned (except where teams scheduled to play each other agree to rebalance players to allow the play of a “fun” game because one team was short of players).

C. Any game knowingly played by a team in which an illegal player participates shall be considered a forfeit by that team.

D. In situations where infractions of rules, including verbal or physical threat to a referee, may result in forfeiture of games or suspension of players or coaches, the Referee Assignor’s anti-abuse policy shall be implemented and, if necessary the ESA Dispute Resolution Procedure shall be implemented.

ADDITIONAL RULES:

A. Opposing coaches and players shall shake hands after each game.

B. STANDINGS – No standings will be kept for the 2010 season.

C. Playoff placement, if any, will be predetermined by the board.

D. TOURNAMENT, PLAY-OFF AND CHAMPIONSHIP GAMES:

The following format shall be used during tournament, play-off, and championship games when a game is tied at the end of regulation play.

1. Two (2) overtime periods of five (5) minutes each will be played under the normal rules of the game.

a. Team captains toss a coin to determine which team kicks off for the first overtime period. If there is a second overtime period, the team that did not kick off for the first overtime kicks off for the second.

b. The first team to score a goal during either overtime period is declared the winner (sudden death) – and the game is over.

c. If there is no winner at the end of the first overtime, there will be a three (3) minute half-time break and the teams switch sides for the second overtime period.

2. If the score is tied at the end of the second overtime period the winner will be determined by kicks from the penalty mark (a “shoot-out”).

a. **THE PLAYERS ON THE FIELD AT THE END OF THE SECOND OVERTIME PERIOD WILL FIRST PARTICIPATE IN SHOOT-OUT PENALTY KICKS** as described in the FIFA *Laws of the Game*.

b. Five (5) players alternately shoot for each team. If one team scores more goals than its opponent after five (5) players from each team have taken their shots, it is the winner.

c. If the score remains tied, five (5) new players continue the shoot-out as a sudden death – if one player of a pair makes a goal and the other does not, the game is won by the former.

d. In ESA, IF all the players on the field have participated and the score remains tied, the “bench” players (off the field} will continue in the same format.

e. After all the players have participated once and the game is still tied, players will participate again in the same order as initial participation.

E. Spectators must be kept 6 feet away from the touchlines (sidelines) and from behind the endlines (goal and goal lines). Play stops until they move.

F. Grade 8 and above Spectator Rule: Spectators and teams (with coaches/responsible adults) are to be on opposite sides of the field, if possible.

G. The use or possession of alcohol, beer, mood-altering chemicals, smoking or chewing tobacco by coaches, players, parents or referees at any activities involving ESA teams is forbidden (including games, practices, etc.). The recommended Edina Park Board policy guidelines will be implemented, which may include loss of participation eligibility, and a requirement of visitation to the Edina Chemical Health Counselor and/or chemical dependency treatment.

RULES FOR 9th, 10th, 11th & 12th Grade ~ 6V6, 7v7 or 8V8

Beginning 2003, ESA added an exciting fast-paced kind of recreational soccer heavily played internationally, especially by older teens and adults. This format provides a higher scoring game of strategy and ball movement. The rules are a bit different, designed to make it *fun* for the 9th, 10th, 11th and 12th grade teams.

Highlights are: substitution “on-the-fly” somewhat like hockey, kicked pass-ins allowed, goal throws – but not past the mid-line, no goal kicks or punts, backward kick-offs allowed, and more.

Law I - The Field of Play: Field size shall be marked by the Edina Park and Recreation Department.

Law II - The Ball: Soccer ball size shall be as follows: 9th- 12th Grade #5 ball

Law III - Number of Players, Substitutions and Forfeiture: Conform to FIFA with the following exceptions:

A. Playing team size 7-a-side: 9th-12th Grade

B. Minimum team size to start or continue a game shall be: 4-a-side

C. Forfeit time is fifteen (15) minutes after the scheduled game time. However, since there are no standings kept, the teams are encouraged to play a “friendly” and share players to do so if necessary.

D. Substitutions of field players are made “on-the-fly” at any time in the following manner:

1. The substitution zone is a 5 yard area – marked or unmarked – starting from the midline on your team’s half of the field.

2. Before a new player can step onto the field

a. A player leaving the field MUST step BOTH FEET over the touchline and off the field in the substitution zone. Only injured players can leave elsewhere on a referee’s stoppage.

b. A player entering the field may then step onto the field in the substitution zone

c. Referee permission is not needed for field players even during active play.

E. Substitution of goalkeeper is at any stoppage with the referee’s permission – except not at throw-ins/kick-ins from the touchlines (sidelines) for out-of-bounds balls.

F. Each participant should play approximately the same number of minutes each game (equal playing time), regardless of playing ability.

Law IV - Players' Equipment: Conform to FIFA with the following exceptions:

A. Uniforms: players must wear black shorts, white socks and the ESA issued team shirt to be eligible to play.

B. Shin-guards: **MANDATORY** and **must** be worn under, and **FULLY COVERED** by the socks. Exposed shin guards catch feet and cause injuries.

C. Shoes: tennis shoes, turf shoes or soccer shoes may be worn. Soccer cleats must be non-metallic, non-removable and no deeper than 1/2 inch.

D. No player shall be allowed to play with a hard cast unless fully padded in thick foam and is acceptable to the referee.

E. **NO JEWELRY** (except for studded earrings which must be taped to help avoid injury). **NO** necklaces even under shirt, and **NO** hair devices with metal or hard plastic, no bracelets - even string friendship bracelets. **OR NO PLAY.** Each of these causes specific types of injuries. The **ONLY EXCEPTION** is Medical Alert Jewelry which is considered safe if taped so that the life-saving information is showing.

F. Athletic safety glasses with safety lenses and a 180 degree hinge are recommended for all players wearing eyeglasses. Minimally, an eyeglass safety strap is required.

Law V - Referees: Conform to FIFA with the following exceptions:

A. The number of referees and linesman assigned to ESA games shall be determined by the Referee Assignor in collaboration with ESA Board representatives. Depending on the level of play, games may use one or two center referees and may also use one or two linesmen.

B. In the event the Referee is not present 10 minutes before the match, the procedure is:

(a) find the Site Supervisor at the field location, or (b) call the Referee Assignor from the field. There are frequently substitutes available or referees may be rotated amongst fields for best coverage.

1. Do not insist that the Assistant Referee (either for lines or with a whistle) take over the Center

Position. They may NOT do so without the permission of the Site Supervisor or Referee Assignor. Over-matching referees can cause inadvertent mistakes, which in-turn, can cause referee harassment.

2. If no qualified referee is available, the coaches shall center referee the game, with each team refereeing 1/2 the game. A coin toss may decide who goes first. On late arrival of a Referee, the Referee shall take-over the game in progress at a brief pause.

C. The Ultimate Authority for conduct of the match is vested in the Site Supervisor and the Referee Assignor. When felt necessary, they may terminate, postpone, or move a game for any reason; cause the removal of spectators, coaches or players; and change or remove referees. They may also refuse to provide referees to games where a person is present who has previously been accused of harassment or abuse, until the issue is resolved.

Law VI - Lines: In matches where Assistant Referee "Linesmen" have been assigned for a 3 referee system, if missing one or both, the Center Referee may choose to work alone or have "Club Lines" who are chosen from spectators. Club Lines may ONLY signal out-of-bounds balls. They MAY NOT signal goals, fouls, or off-sides – even if they are themselves referees. If they persist in trying to signal such calls the Referee shall dismiss them from Club Lines.

Law VII - Duration of the Game: The referee is the official time keeper.

A. Two (2) running time periods of twenty-five (25) minutes.

(Water breaks. When weather warrants, the Referee may call two (2) minute water breaks at a convenient pause mid-half. Water breaks are running time not stoppage time.)

See Weather Appendix for mandatory Heat and Cold Rules which may shorten the game.

B. There MUST be a break of five (5) minutes between periods to provide rest for players and referees.

C. An earlier game may not cause a later game to start more than 10 minutes late. The Referee has SOLE discretion to shorten the early game (up to 3/4 regulation) to get it in.

(Referee should play "Equal halves" if shortened from start. That means when it is known that there will not be the full length available – halves = time minus break, divided by two.)

D. Or, even if starting late and shortened still will not get a game in before the next game or before sunset (dusk not dark) – the game is reported as incomplete with the reason given. Referees will be considerate, especially if they were late – and they can fit everyone in, running late. (Remember ESA coaches can start a late game before the referee arrives.) If teams caused it, and want to play a short "friendly" game the referee may do it. Rush hour traffic is no longer an accepted team excuse. Referees are not obligated to work far over-time.

E. Likewise, while weather sometimes causes the end of an earlier game but still allows play of the later one (don't blame the referee – s/he must do this), a lot of injury time is no-one's fault, so referees usually try to accommodate, as long as the games can be squeezed in before dusk – and if they do not have to leave for another game at another field.

F. Each participant should play approximately the same number of minutes each game (equal playing time), regardless of playing ability.

Law VIII - The Start of Play: Conform to FIFA.

A. The ball may be kicked (passed) backwards without having first been kicked forward.

B. The ball may be kicked into the opponent's goal from kickoff. (Advice: "whamming" it at the opponent's goal on kick-off rarely works and gives the ball to your opponent.)

Law IX - Ball In and Out of Play: Conform to FIFA.

A. Out-of-bounds on the touchlines (sidelines) may

1. be thrown-in – but not into the goal without touching any player first,

2. be passed-in (kicked), by placing the ball on the touchline where it went out and passing it with a foot into play. It may not go into the goal without touching any player first. This must be a low pass to, in the direction of a player. It is not like a corner-kick. A high kick is the same as a bad throw-in, giving the ball to the opponent. THE PRIMARY INTENT OF THIS RULE is to allow speedy return to foot play after a ball has gone out of bounds. Pass-ins are easier to handle than throws.

B. Out-of-bounds on the endlines (goal-lines)

1. The defending team does NOT get a goal kick. The goalkeeper must throw or roll the ball from the goal area using the hands. The ball may not be thrown over the midline (the ball must touch ground or a player before crossing the midline.) The ball may NOT score untouched on a goal throw (example: it is

thrown, touches the ground on the throwing keeper's side, and then bounces or rolls into the opposing goal untouched.)

2. The attacking team does NOT get a corner kick. The ball may be thrown-in or passed-in (kicked-in) from the nearest touchline to where it went out. It may NOT be thrown-in or kicked-in from the endline. The Ball may NOT score untouched on a throw-in/pass-in.

C. The goalkeeper may NOT punt the ball on catching it. It must be thrown or rolled with the hands. The ball may NOT score on a throw.

Law X - Method of Scoring: Conform to FIFA.

Law XI - Off-side: Conform to FIFA.

Law XII - Fouls and Misconduct: It is important to note that rules change, are modified, or re-interpreted every year – which is why USSF certified referees must take full day re-certification courses every year.

Note:

Edina Soccer does have some referees very experienced in this international type of game. We will attempt to use them for initial games to get teams used to this format, however they also are needed in top level traveling games.

A. 9th-12th grades are expected to play fairly and will be subject to normal warnings, cautions, yellow cards and red cards.

B. 7v7 Yellow/Red Card and Penalty Procedures in addition to normal rules:

There are different variations. ESA will use the following procedure, common locally:

1. On a yellow card, the player must leave the field (be substituted) for two minutes before being allowed to return on any normal 7v7 substitution. The team does NOT have to play short – a substitute (if available) may be sent in for the cautioned player. The coach, not referee, is on his/her honor to accurately keep time and not re-enter the player before 2 minutes is served. If the referee stops time, penalty time also stops.

2. On a second yellow card to the same player in the same game (a “soft red”), the player is sent off from the game and the offending player's team must play short for 5 minutes – regardless of how many goals are scored. After 5 minutes, the team may send in a substitute on any normal 7v7 substitution. If the referee stops time, penalty time stops.

3. On a “hard red” card (a red card for an offense that by itself requires a red card) the player is sent off from the game and the offending player's team must play short for the remainder of the game.

4. Suspensions:

a. A “hard red” card suspension is normally served by the player sitting out the remainder of the current game and the next game he/she attends.

b. A “soft red” is normally served by suspension from the game being played.

c. ESA special rules. On receiving a second “soft red” in a season, the suspension is the same as for a “hard red” – suspension for the following game. On receiving two or more red cards, of which at least one is “hard red,” each time the player must serve suspension for two following games. End of season red cards, for which a suspension can not longer be served, may be carried to following seasons on the discretion of the Referee Assignor or the ESA Board, depending on the nature of the offense(s).

d. The “honor system” is used in ESA. The coach is responsible for seeing that the suspension is served before the player may play again. The player must come and “watch” his/her team play without him/her. If it is reported to, investigated, and decided by the Referee Assignor as being true that the player played in his/her next game appearance, the score for both games will be recorded as a loss for the team and the player banned from further league play for that year.

C. An Edina Soccer coach who sees improper play – called or uncalled – or sees that the referee must

talk to or caution a player should remove the player at least for instruction and/or time to “cool off.”

D. Otherwise, conform to FIFA with the following exceptions:

1. Coaches shall not enter the field of play during games unless specifically requested by the referee, most commonly for an injury.

2. Any player who "plays illegally" shall be suspended for the entire remaining season. "Plays illegally" means intentionally:

a. Using the wrong name or address

b. Playing without registration

c. Playing on a different team or at a different age level than assigned (except where teams scheduled to play each other agree to rebalance players to allow the play of a “fun” game because one team was short of players).

E. Any game knowingly played by a team in which an illegal player participates shall be considered a forfeit by that team.

F. In situations where infractions of rules, including verbal or physical threat to a referee, may result in forfeiture of games or suspension of players or coaches, the Referee Assignor’s anti-abuse policy shall be implemented and, if necessary the ESA Dispute Resolution Procedure shall be implemented.

ADDITIONAL RULES:

A. Opposing coaches and players shall shake hands after each game.

B. STANDINGS – No standings will be kept for the 2010 season.

C. Playoff placement, if any, will be predetermined by the board.

D. TOURNAMENT, PLAY-OFF AND CHAMPIONSHIP GAMES:

The following format shall be used during tournament, play-off, and championship games when a game is tied at the end of regulation play.

1. Two (2) overtime periods of five (5) minutes each will be played under the normal rules of the game.

f. Team captains toss a coin to determine which team kicks off for the first overtime period. If there is a second overtime period, the team that did not kick off for the first overtime kicks off for the second.

g. The first team to score a goal during either overtime period is declared the winner (sudden death) – and the game is over.

h. If there is no winner at the end of the first overtime, there will be a three (3) minute half-time break and the teams switch sides for the second overtime period.

2. If the score is tied at the end of the second overtime period the winner will be determined by kicks from the penalty mark (a “shoot-out”).

i. THE PLAYERS ON THE FIELD AT THE END OF THE SECOND OVERTIME PERIOD WILL FIRST PARTICIPATE IN SHOOT-OUT PENALTY KICKS as described in the FIFA *Laws of the Game*.

j. Five (5) players alternately shoot for each team. If one team scores more goals than its opponent after five (5) players from each team have taken their shots, it is the winner.

k. If the score remains tied, five (5) new players continue the shoot-out as a sudden death – if one player of a pair makes a goal and the other does not, the game is won by the former.

l. In ESA, IF all the players on the field have participated and the score remains tied, the “bench” players (off the field} will continue in the same format.

m. After all the players have participated once and the game is still tied, players will participate again in the same order as initial participation.

E. Spectators must be kept 6 feet away from the touchlines (sidelines) and from behind the endlines (goal and goal lines). Play stops until they move.

F. 9th – 12th grade Spectator Rule: Spectators and teams (with coaches/responsible adults) are to be on opposite sides of the field, if possible.

G. The use or possession of alcohol, beer, mood-altering chemicals, smoking or chewing tobacco by coaches, players, parents or referees at any activities involving ESA teams is forbidden (including games, practices, etc.). The recommended Edina Park Board policy guidelines will be implemented, which may include loss of participation eligibility, and a requirement of visitation to the Edina Chemical Health Counselor and/or chemical dependency treatment.

COACHING AIDS

The following pages are provided to aid you as a coach in organizing the coming season. Feel free to copy or modify information as appropriate. If you have ideas for additional or improved information for the next version of the handbook, please contact your Age Director or any member of the ESA Board of Directors.

Resources:

Books and videos are great learning tools and can help orient you to the game of soccer. There are many such resources available through the public library, as well as at local stores selling soccer equipment. Several of these books and videos are available for checkout from the Edina Park and Recreation Department, and are noted below.

Books:

The Teaching of Soccer, Simon Whitehead, Education Sports Programs, Inc., Minneapolis, 1987
FIFA LAWS OF THE GAME -- also available online.

Videos:

"Winning Soccer"

"Soccer Fundamentals" - parts 1, 2 & 3

"Goal" - parts 1, 2 & 3

"Individual Tactics Series" - parts 1 & 2

"Myths of the Game" understanding off-sides, goal-no goal, handball, double touches and much more. (good for parents too!) "First Step – An Injury Prevention and Performance Enhancement Program" – from MYSA

Special clinics for coaches are offered from time to time by the Edina Soccer Association and by other organizations. Contact the ESA Coordinator for more information about these options. Some are listed on the Edina Soccer website.

Practices:

Practices should be fun! Each individual coach determines when, and if, his or her team will have practices. No ESA player may be penalized for not attending a practice or game.

Practices help a team to progress. Players learn and improve their skills, get to know one another, and are better able to anticipate what a teammate will do during a game situation.

Some teams will want to practice as much as possible; others will practice infrequently. Either way, make certain that you and the players have *fun*. Parents are often the key to the success of practices, especially at the younger ages (since they are the primary means of transportation).

During the early part of the season, you will generally wish to spend more time working on some of the basic skills, and less time on plays and scrimmages. As the season progresses, more game-like situations can be introduced to practices, taking the place of elementary drills. Contact other coaches about scrimmaging their teams.

Practices for grades 2 and under are not encouraged. They will receive training from instructors at their games.

Formations and Lineups:

For each team size, there are several possible formations or lineups that can be used. In general, use a formation that suits the personality and skill level of your team.

If you have several players who like to move forward with the ball, then have more midfielders and forwards in your formation. If you have skilled players who attack and defend well, use more midfielders in your formation. In 4v4, up through grade 2, prime consideration is individual skill development. On kick-offs, generally start with 2 Forwards and 2 Defenders, and then "let them play," while gently reminding 1st & 2nd grade Defenders to stay back and protect against goals when it is their turn for defense.

For the older grades, the 5v5 formation is often 2 & 2 plus the added goalkeeper. However, the older age 5v5 fast pace encourages players to intentionally "overlap," "cross-over" and switch positions with each other during play. A key offense strategy is "keeping your distance" and quickly passing around the smaller size field. A key defense strategy is covering opponents, whether zone or "man-on-man."

Some possible formations are listed below:

Defense Midfield Forwards

6-a-side 2 1 2 Plus goalkeeper

3 0 2 Plus goalkeeper

2 0 3 Plus goalkeeper

Sample One-Hour Practice

1. Warm-up (5-10 minutes): begin with a short period of jogging to loosen- up. Players should also go through a routine of stretching (always slow with no bouncing).
2. Skills drills (10-30 minutes): trapping, dribbling, passing and heading are essential skills for every young player. To develop these skills, drills can be designed to work specific skills while still being fun. These will often involve grouping your players in two's, three's and four's.
3. Plays and game simulations (10-20 minutes): specific plays can be practiced and drills designed which simulate game conditions. These allow the players to begin using the basic skills in game situations.
4. Scrimmage (20-30 minutes): scrimmages are always important because it allows your players to test their skills against other players. One frequent method of scrimmaging is to split the team into two squads and play on half the field. Controlled scrimmages are also very useful. The team plays as if in a regular scrimmage or game, but stops in place when the coach whistles play dead. The preceding play can then be analyzed to help the young players better understand their roles and responsibilities in the flow of play.

PLAYER INFORMATION SHEET

Name _____ Age _____ Grade _____

Parent's Names _____ / _____

Mother Father

Telephone _____ / _____

Home/ Work Home/ Work

Background:

1. Do you have any special needs (e.g., asthma, etc.) of which I should be aware?

2. Are there times you will be gone during the season or play-offs? If yes, when?

3. Have you played soccer before?

YES _____ / # of years _____ NO _____

4. What position(s) do you like to play?

5. What do you like best about playing soccer?

Practice: Can you practice on:

6. Weeknights? _____ Time? _____

7. Weekends? Saturday _____ Sunday _____ Time? _____

Goals:

8. What **personal** goal would you like to accomplish this summer playing soccer?

9. What **team** goal would you like to accomplish this summer?

FIRST AID GUIDELINES

First aid is the immediate and temporary care given to a person in need. The following pages are excerpted from a booklet prepared by the Edina Fire Department to assist you in handling the various medical emergencies that you may encounter. This information is intended to provide basic guidelines; additional training may be required to administer some of the treatments. For more comprehensive first aid training, contact the American Red Cross.

If an emergency arises, GET HELP RIGHT AWAY! In Edina, for Fire, Police or Ambulance **call 911**. Speak clearly -- give your location and a brief description of the problem. If possible, do not hang up until asked to do so.

Chapter 1

Assessment of the Emergency Situation

An emergency situation may present itself in many different ways. You may witness it happening, you may be called over to it or suddenly come upon it. A medical emergency may be caused by illness, disease or accident. When you are confronted with an emergency, DO NOT PANIC; instead maintain control. Determine quickly if help is needed and get it on the way. Be prepared to assign duties to others, such as, "YOU call an ambulance..the number is 911."

Immediately assess the situation for life-threatening problems. In all situations, remember the "ABC's" -- Airway, Breathing, Circulation, and then serious bleeding. Be prepared to do CPR (Cardio-Pulmonary Resuscitation) if you are properly trained, and then control any serious bleeding.

Do not move the patient unless it is absolutely necessary. If the patient is conscious, then talk to and reassure him. Tell him to lie still until help arrives. If the patient is cold, cover him with a blanket or jacket. Obtain as much information as possible about what happened.

Chapter 2:

Level of Consciousness and Basic Life Support CPR

Your primary concern in any medical emergency is to determine whether a life threatening situation exists and to intervene if it does. If the patient is awake and talking, you can be assured that he is breathing and has a heartbeat.

If patient does not respond to your voice and touch, you will have to begin your primary assessment to determine if CPR is necessary. CPR (Cardio-Pulmonary Resuscitation) should be performed only if you are properly trained.

CPR Refresher: Establish unresponsiveness -- no response to normal voice or touch.

Airway -- open the airway by tilting the head back and lifting up on the neck.

Breathing -- look, listen and feel for breathing. If absent give 4 full quick breaths.

Circulation -- check carotid pulse. If absent, locate hand position and begin chest compressions. 15 compressions, then 2 breaths of air. Repeat 15:2 ratio until relieved or the patient's heartbeat and breathing return.

Remember that if you are involved in a trauma situation with a possible neck injury, you should use the jaw thrust alternative for opening the airway and also provide more neck and head support if it is necessary to turn the patient onto his back.

Remember that after 4-6 minutes without breathing or a pulse, brain damage becomes imminent. You have no time to waste!

Remember your ABC's - Airway, Breathing, Circulation, then serious bleeding.

Remember to clean any vomit, mucus or blood from the victim's mouth and also false teeth (if loose).

Chapter 3

Heart Attack

Heart attack, or acute myocardial infarction (AMI), is a sudden blocking of the coronary arteries that normally supply the heart muscles with blood and oxygen. The result of the blockage is death to an area of the heart muscles involved. Thereby, any activity by the patient increases the heart's work load and potentially increases the damage and chances of cardiac arrest (heart stops).

Angina Pectoris is a similar condition except that heart damage does not occur if it is controlled. With angina, the coronary arteries are narrowed and the heart is unable to gain an adequate amount of oxygen for its work load. Stopping activity and/or taking medication reverses this.

Symptoms: 1. Pain or discomfort in chest

A. may be more of a tightness or squeezing

B. may or may not be severe

C. may radiate or travel down shoulders and arms or into jaw

2. Weakness or fainting
3. Sweating
4. Shortness of or difficulty breathing
5. Pale skin color -- possible bluish tint
6. Nausea or vomiting
7. Apprehension and fear
8. Unconsciousness or death

Treatment: 1. Recognize symptoms and call the ambulance -- 911

2. Have the patient stop activity and sit or lie down
3. Talk to and reassure the patient
4. Be prepared to do CPR if needed

Chapter 4

Stroke

Stroke, cerebrovascular accident (C.V.A), occurs when the blood and oxygen supply to a portion of the brain is blocked. The result is injury or death to that portion of the brain, possibly causing weakness or paralysis to part or all of the body.

Symptoms: 1. Unconsciousness

- A. snoring-type respirations may be present
- B. pupils of eyes may be unequal in size
- C. eyelid or one side of face may seem to droop

2. Confusion or disorientation

- A. may have difficulty with speech
- B. may be agitated
- C. may be very frightened
- D. may be confused or repetitive

3. Paralysis or weakness

- A. usually one-sided

Treatment: 1. Recognize the symptoms and call for an ambulance - 911

2. Observe vital signs and be prepared to do CPR if necessary
3. Keep the patient lying down and relaxed
4. Talk to and reassure the patient, even if he doesn't seem to understand

Chapter 5

Breathing Difficulties

Breathing difficulties can be associated with other problems. They may be a result of heart attack or stroke, or from an allergic reaction.

Asthma and emphysema are diseases which directly affect the respiratory system. Another possible respiratory problem is a blocked airway. This occurs when food or some other object becomes lodged in the throat.

Asthma and Emphysema:

Symptoms: 1. Labored breathing with wheezing or whistling

2. Apprehension and anxiety
3. Cyanosis or bluish tint to skin

Treatment: As a rule, these patients have been instructed on how to handle an attack and may have medication. Quick and proper attention is necessary during an asthma attack. Keep the child relaxed by staying calm and helping to calm other children who are present. If the child begins to panic, breathing will become more difficult. Ask the child if he or she has an inhaler. If it is not in the child's possession, find it and bring it to him or her. Encourage the child to sit up and help begin treatment outlined in the child's "Asthma Action Plan," typically found in his or her inhaler case. Assist them as much as possible, and if the attack is not controlled, call for an ambulance – 911.

Obstructed Airway:

Symptoms: 1. Labored or difficult respirations

2. "Universal Signal" -- both hands held to throat
3. Unable to speak

Treatment: 1. Call for ambulance - 911

2. Apply the Modified Heimlich Maneuver if you have been properly trained. If not, then have the person bend over as far as possible and deliver repeated firm slaps between the shoulder blades in an attempt to dislodge the object.

3. Be prepared to do CPR.

Chapter 7

Diabetes

The most common complication seen with diabetes is insulin shock or reaction. It generally results from taking too much insulin, not eating properly or overexertion.

Symptoms: 1. Convulsions or unconsciousness

2. Confusion, restlessness or agitation

3. Sweating and a rapid, weak pulse

Treatment: 1. **If the patient is awake**, then give him sugar (either straight or in another form such as candy, pop or juice)

2. **If the patient is not awake**, then call for the ambulance (911), and watch his vital signs

Chapter 8

Seizures and Convulsions

There are several different causes and types of seizures. Although they are not usually life threatening, they may be a sign of something more severe, so get help on the way.

Epilepsy, Strokes, etc.:

Symptoms: May involve entire body with convulsions and shaking, and the persons mouth clamps shut; possible bluish tint to skin.

Treatment: Protect the person from injuring himself, especially the head. The seizure should subside within a couple of minutes.

Febrile:

Symptoms: High temperature, usually involves convulsing of whole body

Treatment: Same as above, plus wipe patient with cold rags or immerse in cool water to reduce temperature.

Chapter 9

Fainting

Fainting is a sudden, temporary loss of consciousness. Some common causes are fatigue, fear, excitement or heart attack.

Treatment: Lay the person down and insure that he has an open airway.

The person should wake up momentarily. If the person is over 50 years old, then treat as you would for a heart attack. If a person feels faint, have them sit down and put their head between their knees.

Chapter 10

Abdominal Pain

There are many things that can cause pain and tenderness to the abdominal area. If the pain is severe or is accompanied by fever or any discharge of blood, call the ambulance - 911.

Treatment: Have the person sit or lie down. Don't give anything to eat or drink. Loosen any tight clothing. Call the ambulance - 911.

Chapter 12

Allergic Reaction

Most allergic reactions will be caused by something eaten, an insect sting or medications. Symptoms may include redness hives, itching about the body, swelling of fingers, eyes, and more importantly, the mouth and throat.

Treatment: 1. Call the ambulance - 911

2. Watch the airway and vital signs. Be prepared to do CPR if properly trained

3. Keep the person as calm and relaxed as possible

Chapter 13

Heat Stroke and Exhaustion

Heat exhaustion and heat stroke generally occur in people working or physically exerting themselves in hot weather and sunshine.

Heat Exhaustion:

Symptoms: 1. Profuse sweating

2. Generalized weakness

3. Weak, rapid pulse

4. Pale, clammy skin

Treatment: 1. Assure an open airway

2. Remove person to a cool place

3. Remove as much clothing as possible and fan the person
4. Call the ambulance if in doubt - 911

Heat Stroke:

- Symptoms:**
1. No sweating present
 2. Skin is dry, hot and flushed
 3. Body Temp may soar to 106° or higher
 4. Possible convulsions and loss of consciousness
 5. Potentially life-threatening

- Treatment:**
1. Call the ambulance - 911
 2. Move the person to a cool area
 3. Monitor vital signs

4. Cool the person down by dousing or sponging with cool water

Chapter 16

Cuts and Lacerations

The size of a wound may vary from quite small to a large gash--to an amputation of an extremity. Bleeding may vary from a trickle to spurting, and a small amount of blood can look like a lot. Don't panic! Treatment is consistent and fairly easy.

- Treatment:**
1. Apply pressure directly over the wound, using a sterile dressing, a clean cloth, or your bare hand.
 2. Elevate the wound above heart level, if possible.
 3. In extreme cases, you may have to compress the pressure point above the wound.
 4. Do not use tourniquets.
 5. Call for the ambulance if severe at all - 911.
 6. Locate and save any amputated parts, if at all possible.

Chapter 17

Fractures, Dislocations and Sprains

It is difficult and quite often impossible to differentiate between a possible fracture, dislocation or sprain without having an x-ray. Therefore, it is wise to treat all three the same -- as a fracture.

- Treatment:**
1. Do not move the person unless absolutely necessary
 2. Help the person support the involved area if he is unable to do so himself, but do not move it
 3. Call for the ambulance - 911

Chapter 18

Head, Neck and Back Injuries

Any person knocked unconscious due to a blow to the head should be treated as having a possible neck injury and possible concussion.

- Treatment:**
1. Call the ambulance - 911
 2. Insure an open airway but with as little movement as possible.
 3. Keep the person from moving, as any movement could possibly cause paralysis or death.

Chapter 19

Nosebleed

Whether caused by trauma or occurring spontaneously, treatment is the same.

- Treatment:**
1. The person should sit up and lean forward
 2. Pinch with the thumb and forefinger about halfway up the nose
 3. Maintain firm, constant pressure for at least **ten minutes**
 4. If the bleeding does not stop or is severe, call the ambulance - **911**
 5. The person should avoid swallowing blood, sniffing or blowing his nose

Chapter 20

Foreign Objects

Any object causing a penetration wound should be left in place, if at all possible, until it can be removed by a physician. Stabilize the object, if possible, and call the ambulance - 911.

If an object is in an eye, the person should lie down and have both eyes closed.

Chapter 21

Animal and Insect Bites

Animal Bites:

- Treatment:**
1. It is very important to **locate and confine the animal** involved in order to rule out

rabies.

2. Control bleeding with pressure

3. If a severe wound, call the ambulance - 911

4. If a minor wound, wash it thoroughly with soap and water and consult a doctor.

Insect Bites and Stings:

Treatment: 1. Watch for allergic reactions

2. Observe breathing and vital signs, and call the ambulance -- 911 -- if necessary.

3. If the stinger is still in the skin, do not pick or pinch it out, but flick it out so as not to squeeze more poison into the site.

APPENDIX

FIELD LOCATIONS

The following is a complete list of every official soccer field location in Edina, including reserve fields and those used by other sports at this time. Some are divided into several smaller fields for small-sided games. Practices may be held on most open grass areas in parks.

ESA01	Braemar Arena	7501 Highway 169
ESA02	Creek Valley School-West Field	Gleason Road and 74th Street
ESA03	Creek Valley School-West Field	Gleason Road and 74th Street
ESA04	Creek Valley School-Central Field	Gleason Road and 74th Street
ESA05	Creek Valley School-Central Field	Gleason Road and 74th Street
ESA06	Creek Valley School-East	Gleason Road and 74th Street
ESA07	ECC Kuhlman Stadium	5701 Normandale Rd
ESA09	Edina H. S. Lower - East Field	7754 Valley View Rd.
ESA10	Edina H.S.-Lower Track Field	7754 Valley View Rd.
ESA11	Edina H.S.-Lower West Field	7754 Valley View Rd.
ESA12	Edina H.S. Upper - North Field	7754 Valley View Rd.
ESA13	Edina H.S. Upper - South Field	7754 Valley View Rd.
ESA14	Garden Park – Fields 1, 2, 3, & 4	5520 Hansen Road
ESA15	Highland Park	5200 Doncaster Way
ESA16	Highland Park	5200 Doncaster Way
ESA17	Highland Park	5200 Doncaster Way
ESA18	Lewis Park - Central Field	Cahill Road and Dewey Hill Road
ESA19	Lewis Park - East Field	Cahill Road and Dewey Hill Road
ESA20	Lewis Park - West Field	Cahill Road and Dewey Hill Road
ESA21	Pamela Park - Junior Fields 1 & 2	5900 Park Place
ESA22	Pamela Park - Senior Field	4200 W. 68th Street
ESA23	Pamela Park – Practice Field	4200 W. 68th Street
ESA24	Strachauer Park Fields 1 & 2	6200 Beard Ave
ESA25	Our Lady of Grace School	5051 Eden Avenue
ESA26	Our Lady of Grace School	5051 Eden Avenue
ESA30	McCarthy Field	5701 Normandale Road
ESA31	Weber	42nd and Grimes Ave

APPENDIX Excerpted and adapted from

ESA Weather Guidelines [OnLine]

Weather conditions are the responsibility of the game officials, coaches, tournament directors and club administrators. All should be aware of the potential dangers posed by different weather conditions and work together to keep the players and other participants as safe as possible. If the weather conditions warrant, game officials and coaches should discuss before the game starts what the procedures will be to insure the safety of the players.

Technology has improved the monitoring capability for all concerned. Weather radios are relatively inexpensive and provide virtually instant information on alerts, watches and warnings. Lightning detectors can take the guesswork out of how far away lightning is. Cell phones and two-way radios can meet communication requirements to implement weather plans.

Preliminary Concerns

Coaches are responsible for keeping informed of the weather conditions at home, along their route to the game and at the game site. The coaches are also responsible for communications with the opposing coach and their own team in the event of inclement weather. Discussions between the coaches must provide for common sense to prevail. The [ESA Referee Coordinator] must be informed of any games affected by inclement weather.

Severe Storms

Severe storms can produce high winds, hail, heavy rain, lightning and/or tornados. If a severe storm approaches the playing area, the safety of the players may require that the game be suspended while shelter is sought.

Suspension and eventual termination are the referee's decision – or that of the ESA Site Supervisor or Referee Assignor.

High winds can create problems by dust and debris being in the air or blowing over objects. Hail can cause injury.

Heavy rain can create hazardous field conditions or lead to flash flooding. Lightning is discussed separately.

Tornados are obvious dangers of any severe storm. Use common sense and seek shelter as appropriate. ESA coaches and adults are responsible to see that ALL youth – players, referees, and spectators are provided shelter when shelter is necessary.

Lightning

Lightning is the second leading cause of storm related deaths (flooding is first). Lightning can strike up to 10 miles outside of a thunderstorm, literally a bolt from the blue. The danger from lightning can persist for 20-30 minutes or more after a thunderstorm has passed. The National Weather Service does not issue watches or warnings for lightning by itself.

If a person can hear thunder, or see lightning, the danger already is present. A clear, sunny sky overhead with storm clouds nearby can still be dangerous.

The following guidelines are recommended:

If lightning is within 5 miles, the game(s) should be suspended and shelter sought. A lightning detector can identify the distance accurately but may not be available. A rough guideline is to measure the time between the lightning flash and hearing the corresponding thunder. If it is 30 seconds or less, seek shelter. It may not be possible to determine which lightning strike generated which roll of thunder. A simple rule: If you can hear it, clear it.

Shelter should be in larger, enclosed structures. Smaller, open structures, tents, trees, isolated areas, etc, should be avoided. Cars, with windows rolled up, or buses can provide good shelter. Avoid contact with metal or other conducting materials to the outside surfaces. Do not stay in open, unprotected areas.

Games should not be restarted for at least 20 minutes after the last roll of thunder is heard.

Heat

Heat is a problem when it prevents the body from cooling itself. The hotter the body gets, the more likely it is to increase fatigue levels, develop cramps, and increase the possibility of heat exhaustion and heat stroke. The hotter and more humid the weather, the faster these problems can develop. Temperatures as low as 75 degrees, with a relative humidity of 100%, can be serious.

1. A heat index chart should be given to every coach and referee. [See mshsl website listed below.]

2. Games [and practices] need to be adjusted as the heat index rises:

Mandatory water breaks

Go to quarters.

• Shorten the games

3. Provide training to coaches to teach the signs of heat exhaustion and heat stroke.

Club administrators and officials are responsible for monitoring the heat index (by weather radio, online or the

Weather Channel) and keeping the participating teams and game officials informed of the heat index. Coaches are encouraged to also monitor the conditions.

Advance cancellations may also be on the “ESA Hotline” at 952-920-0204 or posted on the ESA website at www.edinasoccer.org.

The following are recommended minimum guidelines when there is a possibility of dangerous high heat index:

Heat Index

Up to 89°

90° - 99°

100° - 105°

105°

Recommended Guidelines

Normal Play [2 minute water breaks per half with running time - over 85°]

Mandatory 2-minute water breaks per half with running time. Each half shortened by 5 minutes.

Mandatory 2-minute water breaks per half with running time. Each half shortened by 10 minutes.

Suspend play.

Cold

For fall play, cold becomes a factor. Players should be allowed to dress in appropriate clothing [use pinnies to keep teams identified.]. Field conditions will be affected by freezing rain, sleet and snow. The ground may become frozen and be unsafe for play.

Tornados

If tornado sirens sound within thirty (30) minutes of the scheduled start time of a game, that game is canceled. If an "all clear" is in effect thirty (30) minutes prior to the scheduled start of the next game, it will be played. In the absence of an instructor or referee, the coaches will make the decisions.

Advice on Weather Related Physical Limits for Games and Practice

The Minnesota State High School League (www.mshsl.org) is another valuable resource advising you of safe limits for practices and games. The direct page location for instructions and graphs showing the effects and limits of heat index and wind chill is <http://www.mshsl.org/mshsl/Publications/code/athletic/GeneralInfo03-04.htm#COMPETITION>
INDEX FOR HEA