



**PRAIRIE CITIES SOCCER LEAGUE
COACHES MANUAL
2018/2019 Season**

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Prairie Cities Soccer League and Illinois Fire Juniors

Executive Board: President - Tim Koch
Vice President – PCSL, Kirt McReynolds; IFJ, Chris Downing
Finance – PCSL, Rich Berlin; IFJ, Matt Frank
Secretary – PCSL, Jeremy Haley; IFJ, Kris Nutt
Board Members: John Lambert, Alicia O’Malley Chaon, Scott Hargus, Frank Schuler,
Jeremy Kelley, Erika Hunt, Miranda Frank, Paul Cadwell

Important Dates

FIRST DAY OF PRACTICE - Monday, August 20
(teams are **not** allowed to practice prior to this date.)

SEASON DATES –

U6 Inter-squad Scrimmage: Saturday, Aug. 25

U6-HS First Game: Saturday, Sept. 8 Last Game: Saturday, Oct. 13 (6 games)

SCHEDULES – The schedules will be posted on the PCSL web site under the age division and coach's name. The League reserves the right to change the schedules as needed. It is the coach's responsibility to distribute the schedule to the parents. Be sure to give them your name, age group, the Field # and its location. With the age division and coach name, parents will be able to reference the www.pcslsoccer.org website for the schedule, field location and up-to-date changes and information.

PICTURE DAY – Team pictures will take place Sept. 10, 12 & 13 at the PCSL Complex. The order forms along with your team's scheduled date and time were given to you along with your roster. Please distribute these forms to your parents. The www.pcslsoccer.org website will also post the exact times and dates for each age group. If you have a conflict with the time/day assigned, please contact the photographer, Verdun TSS Photography directly to reschedule at verdun@tssphotography.com. When pictures are ready for distribution, the photographer will mail picture packets directly to each player who placed an order.

COACHING REQUIREMENTS

VOLUNTEER REGISTRATION

All coaches, head coaches and assistants must complete all volunteer requirements **prior to receiving your roster**. All volunteers are required to register as a volunteer, submit an IYSA medical waiver, complete a background check and complete a sexual misconduct awareness education prior to being allowed to volunteer.

1. Complete the Volunteer registration on-line. [2018/2019 - Coach/Asst. Coach/ Volunteer Registration](#).
2. Complete, sign and submit to the PCSL office the [Illinois Youth Soccer Association \(IYSA\) Emergency Medical Release and Liability Waiver](#). IYSA Waiver is required of every player, coach and referee each year. The form expedites treatment when there is no family member present to provide the injured person's medical history.
3. Successfully complete a background check. Background checks are valid for 2 years. The League will pay all the costs associated with this search. Coaches will be provided with a link to the background check, if needed.
4. Successfully complete the US Olympic Committee SafeSport training Sexual Abuse Awareness Training and submit a copy of their Certificate of Completion to the PCSL office. This training is for all persons that have contact with athletes and is valid for 2 years. Coaches will be provided with a link to the background check, if needed.

ROSTERS AND IYSA EMERGENCY MEDICAL RELEASE & LIABILITY WAIVER

It is required that you carry a copy of your team roster and have each player's [IYSA Emergency Medical Release & Liability Waiver](#) forms with you at **every game and practice**. It is also required that each coach/assistant complete the waiver and have on hand at every game and practice. The IYSA Emergency Medical Release & Liability Waiver form must be completed before the participant (players/coach) can participate in any PCSL activity.

TEAMS

PCSL does not assign players based on last year's team, car pooling arrangements, coach preferences, scheduling conflicts and other individual requests.

PCSL forms teams based on location code. Additional factors determining a player's placement are the closest available volunteer coach, the school a child attends and when the player registered.

Inform the office of:

- Your assistant coach, practice times and location.
- Changes to a player's team assignment or status (such as drop outs or additions) are to come through the PCSL office in writing. If a coach has a child playing on their team that was not assigned to that team by the league they will automatically forfeit their position as a coach.

- Change of address, email, phone number or other contact information should be sent to the office in writing.

DISTRIBUTION OF LITERATURE

To distribute any literature that is not PCSL Board approved at practices, games, via the phone, email or mail is prohibited. The team roster is the sole property of the PCSL and is not to be used to generate mailing lists for any other business except that of the PCSL.

UNIFORMS

Coaches need to inform new PCSL parents to purchase their child's uniform at: Read's Sporting Goods, 812 IAA Drive, Bloomington, IL. Phone: 309-663-0355.

The required uniform is royal blue shorts, 1 royal blue t-shirt, 1 gold t-shirt (both with the PSCL logo), royal blue soccer socks, gold soccer socks and shin guards. The average cost of the 2 shirts (blue & gold), blue shorts, 2 socks (blue & gold) and basic shin guards at Read's is \$45. It is mandatory that the color of your socks and jersey match for each game. When weather requires **additional clothing, it is to be worn under the uniform**, including the socks. Players showing up to the game not in the official uniform can be issued a yellow card. The uniform cannot be altered (ie. the child's name or a number on the shirt).

SOCCER BALL

Every child should bring their own soccer ball to practice. The required ball size for the age group is listed below.

Under 6 - Under 8	size 3
Under 9 - Under 12	size 4
Under 14 - HS	size 5

PRACTICE POLICY

Coaches are expected to support PCSL's philosophy, "Everyone Plays." Our program's goal is for kids to play soccer so we mandate that every player on every team must play at least 50% of every game regardless of practice or game attendance.

The coach is responsible for establishing the time & place for practices. It is advisable to check with the school, park department or other owner of the site to see if times are available. The PCSL policy is that all practice fields are available on a first come basis each day. Be sure to share the space so everyone has somewhere to practice. If proof of insurance is needed to gain authorization for a particular location, please contact the office and an insurance certificate will be provided. When you contact the office, please have contact/address information ready for the property including a fax number or email address to where the certificate should be sent. The PCSL Complex may not be used for practice at any time. Listed below are some suggested local sites for practices. Please keep in mind that it is not a complete list as parks and other areas for practice are popping up all the time:

BLOOMINGTON

MILLER PARK
NORTHPOINT PARK – football
OAKLAND SCHOOL
ROLLINGBROOK PARK
STEVENSON SCHOOL
SUBURBAN EAST PARK
SUNNYSIDE PARK
CLEARWATER PARK
BROOKSHIRE PARK
WHITE OAK PARK
TIPTON PARK
PEPPER RIDGE PARK
MCGRAW PARK
BITNER PARK
GAELIC PARK

NORMAL

COLENE HOOSE SCHOOL
FAIRVIEW SCHOOL
OAKDALE SCHOOL
PARKSIDE JUNIOR HIGH
ONE NORMAL PLAZA- west side football
PRAIRIELAND PARK
RAAB ROAD FIELDS
SUGAR CREEK SCHOOL
GLENN SCHOOL
GROVE SCHOOL
MARTIN LUTHER KING JR. PARK
UNDERWOOD PARK
MAXWELL PARK
FELL PARK
ANDERSON PARK

MATCHES

Players should be at the match site 20 – 30 minutes prior to the match.

No coaches may be on the playing field during the match. Coaches and players who are sitting out should be on one side of the field; spectators on the other. Coaches on the players' side of the field are limited to no more than three; one coach and two assistants.

In the U6, U7 & U8 divisions only, one coach may be on the field during the match, but should try to not shout instruction and only manage the match. In all other age divisions, the coaches must stay on their designated one half of the field. Parents are to be 6 feet behind the touchline to give the linesperson adequate room to move up & down the field, so as not to interfere with the progress of the match.

When a referee is not available for a match, each team provides a designated referee (other than the coach) for each half of the match. The coach should report any lack of referee or any problems with a referee with a note on the match report or in writing to the office at league@pcslsoccer.org.

MATCH REPORTS

Scores are reported on the Match report form by the referee at the end of each match. Coaches are asked to sign the match report at the end of the game. Please leave any comments in the space provided and return to the referee. The referee will turn in the completed match report in one of the mailboxes located just inside the exit fence or near the center fields.

If a referee is not present at the game, please fill out the form and indicate that the referee did not show. Forms can be found in the equipment boxes located near each field. If a form is not available, fill out the information on a piece of paper & leave it in the equipment box. This information is important to the league's organization.

WEATHER

Matches are played in most weather conditions. The official & coaches can call a match that is underway because of thunderstorms or severe weather. In case of lightning, the match or practice is called immediately & not resumed.

Matches may be cancelled prior to the game time because of weather. There are several ways to learn of cancellations: listen to WJBC (1230 AM) & check their website (<http://wjbc.com/cancellations>), check the PCSL website (www.pcslsoccer.org), follow us on Twitter (<http://twitter.com/pcslsoccer>) and Facebook (www.facebook.com) for notification. If the League has cancelled games, do not play even if the weather clears. Once matches are cancelled, they will not be rescheduled or resumed. Do not call the office for cancellation information.

PCSL has created Facebook and Twitter accounts to better meet the League's needs and to keep up with our ever growing mobile population of families within the league. We will use our Twitter account to provide you with last minute updates regarding cancellations, field conditions and other important League information. We have a "live Twitter feed" on our website and Facebook page. As soon as updates are made on Twitter, they are instantly posted on each. You can get instant updates on your cell phone by following us on Twitter at <http://twitter.com/pcslsoccer>. Just text "follow PCSLsoccer" to 40404.

FIELD INFORMATION

See the map included at the back of the manual or visit www.pcslsoccer.org for a map of the fields Community Fields. **NO ALCOHOLIC BEVERAGES, SMOKING OR PETS ARE ALLOWED ON THE PROPERTY.** Enclosed is a parking lot illustration. Please inform your parents that the traffic flows in one direction at the complex and to follow the signs for entrance and exit to the fields.

Leave the field free of litter after your match. Instruct the parents & children to pick up after themselves and use the trash containers.

EQUIPMENT

Corner flags and referee flags are stored in an equipment box at each field. Problems with nets or equipment should be reported on the match sheets. The coaches and parents of the teams playing the first match of the day put up corner flags. Coaches of the last scheduled match of the day are responsible for putting the corner flags & the linesmen flags, etc. away in the equipment box. Verify that the box is closed before leaving the field.

FIRST AID & PLAYER SAFETY

A first aid kit has been included in the equipment bag. The league recommends that every coach carry this basic first aid kit to every practice and game. The equipment box on the fields will have more extensive first aid supplies if needed. Be aware of any medical condition that your players may have and encourage the parents to let you know. There is an online concussion training called, "Heads Up" Concussion training" that we encourage you to complete at <http://www.cdc.gov/concussion/HeadsUp/youth.html>.

Prior to each practice and match, coaches should examine the practice area/field for anything that can make it unsafe for play, represent a potential injury to players, volunteers and spectators. Please look for the following potential hazards:

- Water, saturated, wet slippery playing or goal area
- Dry, hard playing field
- Permanent hazards (move playing area)
 - Sprinklers, utility access covers, pipes/faucets, drains

- Debris (clear before each practice/game)
 - Broken glass, rocks, gravel, bottles/cans, pencils/pens, trash
- Bikes/toys too close to touchlines
- Holes, large divots, bumps
- Walls, fences, concrete edging too close to playing fields
- Poles/posts
- Trees, shrubs protruding into field or too close to touchlines
- Playing field too close to each other
- Coach, player, spectator seating areas too close to touchlines
- Field equipment from other sports

After each practice and match, coaches are responsible for ensuring that players find their parents, guardian or prearranged ride. Older players may be allowed to transport themselves to and/or from team activities.

Discuss with your players the importance of not hanging onto the top of a goal post. Improperly secured goals can tip over and injure or kill a player. Please notify the league if you find a goal which has come loose from its anchors.

No jewelry including earrings, hats, hair ornaments (ie. barrets) or other items that can poke or injure a child are allowed. Medical information tags, if worn, have to be taped against the body. Soccer shoes or gym shoes are required, no other type of shoe or cleats are allowed (in particular, football or baseball). A player cannot participate while wearing a cast or splint of any kind.

INCIDENT REPORTING

An IYSA Incident Report Form should be used whenever there is a personal injury, damaged property and threats of or actual physical violence surrounding an PCSL game, practice, event or property. This form should be completed by the league administrator to document an incident/injury. Please submit an email to Pam Bauman, League Administrator at league@pcslsoccer.org when you have an incident to report.

INSURANCE

The Illinois Youth Soccer Association (IYSA) will extend, at no extra charge, its secondary player medical insurance for currently registered IYSA teams providing the team consists of only currently registered players, for participation in non-IYSA/US Youth Soccer games, including indoor games. The claimant needs to contact the PCSL office if secondary insurance is needed. Claim forms need to be submitted within 30 days from the date of injury.

COACH & PARENT EXPECTATIONS

Positive Coaching is a fundamental philosophy because of the crucial role that a coach has. It is the responsibility of coaches to Honor the Game, Show Respect, and Lead by Example as we enrich the lives of children in our community. All coaches are expected to abide by the PCSL's **Coach Pledge**. This pledge was included on the Coach Sign Off form that you were asked to read through, sign and turn in prior to receiving your team roster/coach packet. A copy of that same sheet with the sign off/Coach Pledge is included at the end of this manual.

Parents also have the responsibility as the coach, to Honor the Game, Show Respect and Lead by Example for the children. Hold a “Parent Meeting” prior to or at the first practice to go over team information and expectations. Parents are expected to honor PCSL’s Philosophies and read through the [PCSL Parent Manual](#) that can be found on the PCSL website under the Parent’s tab.

LEAGUE INTERVENTION

The primary interests for Prairie Cities Soccer League are the well-being and development of our community’s children. As a PCSL Coach, your behavior serves as an important example for your players and their families. You are expected to help children build soccer skills, develop good sportsmanship, play their best and have fun. Coaches and parents contribute to a positive atmosphere with a calm demeanor and positive encouragement. Any discussions during matches between coaches and referees are best conducted at halftime breaks. You are expected to remain respectful of the referee’s authority under all circumstances. Any problems or concerns on the field should be reported to the League office in writing. The PCSL Board will investigate the incident with possible sanctions for inappropriate behavior including warning, reprimand, suspension and expulsion.

Rules for PCSL Coaches/Referees – Fall 2018/Spring 2019

In addition to FIFA rules for games the following additions apply in PCSL games:

1. The Ball:

Under 6 through Under 8	Size 3
Under 9 through Under 12	Size 4
Under 14 through HS	Size 5

2. Number of Players, Playing Time and Substitutions:

Under 6	3 Players/6 playing	5 Min Quarters	At the quarter On an injury
Under 7	4 Players/8 playing	10 Min Quarters	At the quarter On an injury
Under 8	4 Players/8 playing	10 Min Quarters	At the quarter On an injury
Under 9	7 Players	12 Min Quarters	At the quarter On injury
Under 10	7 Players	12 Min Quarters	At the quarter On an injury
Under 12	9 Players	15 Min Quarters	At the quarter On an injury
Under 14	9 Players	35 Min Halves	At any legal substitution On an injury
High School	11 Players	35 Min Halves	At any legal substitution On an injury

In addition, both teams must play with the same number of players on the field. In other words, if a U7 team only has 3 players show up, the other team can only play with 3 players. If a HS team only has 7 players show up, they both play with 7 players on the field. However, if a team wants to “share” its players with the other team so that both sides can play with the maximum number of players allowed, that is acceptable. Remember, this is a recreational league designed for the kid's enjoyment. Both coaches must agree upon number of players playing if it is less than maximum allowed.

3. Player Equipment:

Soccer shoes or gym shoes are permitted. **No baseball or football cleats.** Leather street shoes with molded rubber or plastic type soles are illegal. Medical information tags, if worn, have to be taped against the body. Artificial limbs and knee braces are permitted but must be completely padded with no metal or hard material exposed. A player cannot participate while wearing a hand cast or splint of any kind.

The referee shall be the SOLE judge of what constitutes illegal equipment in instances that are not covered in the preceding paragraph.

4. Linespersons/Assistant Referees:

Each team is responsible for supplying linespersons. Linespersons are not permitted to coach while participating as linespersons. **Linespersons should be age 12 or older.**

5. Throw-ins:

Under 6 up to and including Under 8 will be allowed to re-throw an incorrect throw-in once, **after a correct throw-in has been demonstrated.**

6. Misconduct:

Yellow cards - It is an immediate send off but the player can return at the next allowable substitution for the team.

Red cards - It is an immediate send off but the player cannot return and is to sit out the next match. The player cannot be replaced if the Red Card was issued after the play has started.

Cards may be issued at the Under 6's but not "shown" (IE. held up or displayed). The player and the coach should be the only ones who are notified of the card.

7. Offside:

The offside rule does not apply in Under 6, 7 & 8. However, instructing the player to station himself/herself in or near the goal area is considered unsportsmanlike conduct. On the first offense, the referee shall instruct the coach not to station the players in such a position and that the player could receive a yellow card. If a player continues this conduct in or near the goal area, an indirect free kick is awarded where the infraction occurred and the player in question shall be cautioned by receiving a yellow card.

8. Slide-Tackling:

Slide tackling is not permitted in the Under 10 Division and lower. In these divisions, the player will receive a verbal warning on the first infraction. The second infraction will result in an automatic yellow card and an indirect free kick is awarded to the opposing team for dangerous play. In the upper divisions, contact with the ball **MUST** occur **FIRST**; otherwise it is a penal foul.

SLIDE-TACKLE - A maneuver in which one or both feet slide on the ground in an attempt to tackle the ball, which is in possession of an opponent. Additional Comments:

The player attempting to take the ball away from an opponent must slide from the side or the front, so that the defender could reasonably be within the view of the player. **LEGS** must be down, and **CONTACT** the **BALL**. If the ball is trapped so that the player with the ball trips over it, or if the ball is cleared so that the player who had the ball then trips over the defender by **HIS/HER** own forward motion, the tackle is fair.

If the defender contacts the player with the ball first or slides in with one leg up so as to kick or trip the player, this is a **PENAL** foul for which the team fouled is awarded a direct kick. Sliding past the ball and then tripping or fouling a player is not legal also. The player falling over the defender by his/her own **FORWARD** motion after the ball has been cleared, this is not a foul.

9. Offenses against Goalkeepers:

The goalkeeper has possession of the ball when one or either hands or arms is holding the ball. Possession is also a finger, hand, arm, or leg on a stationary ball brought under the control of the goalkeeper. A goalkeeper in possession of the ball cannot be charged, obstructed, or interfered with by the opposing players. Violators will be cautioned on the first infraction and appropriately carded on subsequent infractions. This is considered violent conduct.

10. Goalkeeper substitutions:
Goalkeepers must be replaced at least at the half. A goalie can only be goalie for a maximum of half the game. No goalkeeper substitution is permitted on a penalty kick. If there is a penalty against a team resulting in a penalty kick, the goalkeeper that was playing at the time of the foul remains in the goal for that kick.
11. Timekeeping:
There are no time outs. The referee may stop the clock for injuries, lost balls, etc. The clock will not be stopped for goals unless the referee feels one of the teams are deliberately wasting time. Time will be extended to take a penalty kick awarded as time ran out.
12. Heading: Heading is not allowed in age divisions U12 & below. When a player deliberately heads the ball in a game, an indirect free kick (IFK) should be awarded to the opposing team from the spot of the offense. If the deliberate header occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred. If a player does not deliberately head the ball, then play should continue.
13. U6-U8 Small Sided Games: Field will be marked with a center circle for defending players to be behind during a kickoff. The field will also be lined with a small goal box where goal kicks will be taken from on the side of the goal the ball went out of bounds. The attacking team will move back to half field to allow the goal kick to be taken. Once the ball is kicked the players at half field may move forward. This allows the players an opportunity to advance the ball forward from a goal kick and is consistent with US Youth Soccer SSG recommendations. Corner kicks will be taken from the corner of the side the ball went out of bounds. All free kicks will be direct to allow the game to flow.

Recommended Training to Match Ratio

Age Group	Training to Match Ratio
U6	<ul style="list-style-type: none">▪ 1:1▪ One practice and one game each week▪ Duration of practice: 45 minutes
U7 & U8	<ul style="list-style-type: none">▪ 2:1▪ Two practice & one game each week▪ Duration of practice: 45 to 60 minutes
U9 & U10	<ul style="list-style-type: none">▪ 2:1▪ Two practices & one game each week▪ Duration of practice: 1:00 hour
U12	<ul style="list-style-type: none">▪ 2:1▪ Two practices and one game each week▪ Duration of practice: 60 to 75 minutes
U14-HS	<ul style="list-style-type: none">▪ 2:1▪ Two practices and one game each week▪ Duration of practice: 75 to 90 minutes

COACH PLEDGE / SIGN OFF FORM

In my words and action, I pledge to:

1. Enthusiastically support and practice the PCSL philosophies
2. Stay informed about sound principles of coaching and child development
3. Respect the game and know the Laws
4. Emphasize to my players that they must abide by the Laws of the Game at all times
5. Develop a true respect for the judgment of all referees
6. Develop a team respect for the ability of our opponents
7. Ensure a safe environment for my players
8. Never yell at or ridicule a player
9. Always set a good example
10. Remember that soccer is a game and all games should be fun

I _____ have read the above PCSL Coach Pledge and received the Prairie Cities Soccer League Coaches Manual for the 2018/2019 season. I understand the coaching requirements asked of me and accept the responsibility of abiding by the procedures, regulations and expectations of the League.

Signature

Date

CONTACT INFO.

EMAIL ADDRESS _____

ALTERNATE EMAIL _____

HOME PHONE# _____ CELL/WORK# _____

PRACTICE LOCATION _____

PRACTICE DAYS & TIMES _____

PCSL Soccer Complex

Home of Prairie Cities Soccer League

