



Our mission is to provide every member a total soccer experience that encompasses a framework for hard work, discipline, sportsmanship and a commitment to creating character building experiences both on and off the field of play.



2008

Grove United Soccer Association Coaches Manual

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Coaching Manual: Grove United Soccer Association

Introduction

The following document is meant to be the manual for the roles and responsibilities of all individuals who will be in the position(s) of coaching, teaching, or training the youth participants in Grove United Soccer Association.

The goal of Grove United Soccer Association is to provide an environment conducive for the development of our youth athletes. This environment will support not only the athlete's physical development but their personal development as well. Every youth athlete in the association shall be entitled to quality training, education and competition in a safe environment that is free from drugs, alcohol and harassment.

Our Philosophy

The Grove United Soccer Association was formed as a non-profit Association and has as its objectives the following:

1. To develop, promote and govern the game of soccer for boys, girls, men and women mainly in Buffalo Grove, Long Grove Illinois and surrounding communities.
2. To advance and promote soccer within the community.
3. To provide organized competitive (travel) soccer for all individuals, regardless of age, race, sex, religious affiliation, or physical ability (subject only to a regard for an individuals health and safety) shall be encouraged to participate in the GROVE UNITED soccer program.

The philosophy of the Grove United Program is to provide participants a soccer experience that includes a structured program that teaches sportsmanship, helps build character, and teaches discipline, teamwork, individual responsibility and hard work to boys and girls of the ages of U8-U19 through their participation in our travel soccer program. Participation includes league play in fall (except HS Boys) and spring (except HS Girls), indoor sessions, tournaments, and associated camps.

Through the use of qualified and licensed soccer trainers and coaches, our program is designed to improve the skills of all participants while stressing proper instruction at the appropriate age level. Our goal is not to stress a "winning at all costs" type of curriculum but winning through development. We encourage participation through learning while having fun in the process.

Our Approach to Training and Coaching

Grove United Soccer Association will deploy the use of qualified and licensed trainers for all their youth teams U8-U19. All teams in Grove United Soccer Association are required to use a trainer at the U8-U19 levels. Teams are not allowed to hire or pay trainers directly without going through the Grove United payment process. All trainers must be approved by the Directors of Coaching (DOC) (s). Should a team not follow this process they could leave themselves and the association open to legal and

tax revenue implications. Volunteer Parent/Team Coaches will continue to be part of the team and will have a role in managing the team activities.

Team Training and Support Staff

Grove United Soccer Association will have the following type of coaching structure in place for their club.

Director of Coaching (DOC)

The club will employ a Director of Coaching (DOC) and Player Development whose primary role will be to define the soccer curriculum and will coordinate all training and player development activities. The Grove United Soccer Association board may consider different DOC's for the girls and the boys programs. The DOC will report directly to the Vice Presidents of Boys and Girls competition. The following are the responsibilities and criteria of this individual or organization:

- The DOC should possess a minimum B level USSF license or equivalent NSCAA diploma and must show proof on an annual basis that all licenses/diplomas are current and up to date. The Grove United board may recruit Director(s) of Coaching that have similar or equivalent experience in lieu of licensing.
- The DOC shall be a person of good standing and character and must submit to an annual police background check.
- The DOC shall be CPR certified and trained in basic First Aid.
- The DOC is expected to be involved in the community of soccer and have considerable network ties to the soccer coaching community including those at the local high school(s) level and to various colleges in the US. They should also be involved and knowledgeable of the rules and structure with such organizations as IYSA, IWSL, YSSL NISL, US Club Soccer and US Youth Soccer. The DOC will need to attend all league meetings designated as DOC type meetings.
- The DOC will be asked to participate in soccer forums, league meetings, seminars, and keep his/her knowledge and education of soccer current for all age levels.
- The DOC will be the Grove United Soccer Associations ambassador and promoter to the soccer community.
- The DOC will invoice the Grove United Soccer Association for performing the roles and responsibilities outlined in this document. The DOC will have the opportunity to supplement the compensation by providing training to multiple teams in the club of their choosing as well as providing training camps to the member participants of the association. The DOC is an independent contractor and not an employee of the association.

- The DOC is expected to have good business, marketing, management and organizational skills. Public relations and diplomacy skills and ability to talk with parents, administrators, and children of all ages are essential.
- The DOC shall be responsible for recruiting, screening and dismissal of all trainers for all teams from the U8-U19 level. The DOC will be responsible for monitoring that all trainers fulfill their training duties and obligations.
- The DOC is considered an independent contractor and will receive form 1099 from the association treasurer each year. Trainers recruited by the DOC are considered independent contractors by Grove United and will not be paid directly by teams themselves. The DOC will be paid for their duties 2x a year (Following the first regular league game of fall and spring seasons).
- The DOC will be responsible for designing training plans for all teams at the appropriate age level for Team Trainers and Team Coaches.
- The DOC will work closely with Grove United Soccer Association to ensure that all goals and objectives of Grove United are met.
- The DOC will assist (and recommend to the Board) in recruiting, selecting/evaluating parent team coaches and their applications.
- The DOC shall conduct coaching courses with all team coaches 1x a year.
- The DOC will evaluate and assess all teams as to their progress in achieving club curriculum goals and develop plans to align teams to meet or exceed those goals.
- The DOC shall be responsible for developing the annual tryout process and work with the Vice Presidents of Boys and Girls Competition in developing the logistics for the tryouts and the evaluation process. The DOC along with the trainers and input from parent team coaches will oversee team formation. In the case of new teams or when parent team coaches resign before tryouts, Team Coaches will not be selected until after tryouts. New Team Coaches may submit applications in advance of tryouts.
- The DOC and trainers will be responsible for the development of a twice a year evaluation process of all the association participants. The evaluation process must be completed no later than December 1st and June 1st of each calendar year.
- The DOC is expected to attend all bi-monthly board meetings of the association or at special meetings when requested.
- The DOC needs to have good communication skills and should be able to handle, address and manage conflict from parents, league administrators, referees, players and association board members.
- The DOC is expected to maintain a positive attitude, positive role model and passive demeanor if on the sideline during any soccer game. Verbal abuse of referees will not be tolerated.
- The DOC will assist in the development of the annual training budget and provide any other input to the budget related to the program.
- The DOC is responsible for paying any fines they incur for red cards received during the course of a game.

Trainer

Each team in the association will have 1 or more trainers assigned to their team. The trainer will report to the DOC and will have responsibility for carrying out the curriculum designed by the DOC for the age level(s) they are training.

Trainers are a soccer trained individual that possesses the education, experience and certification/licenses to provide a high degree of training to youth athletes. The trainer is a paid individual who does not have a son/daughter within the team they are training. The trainer will be recruited and assigned by the DOC prior or during annual tryouts. The Grove United Board holds the right to dismiss any trainer for non-performance of their role and duties. Specific responsibilities and criteria of trainers include the following:

- Trainers must have the minimum of the following USSF coaching licensing criteria for the following ages:
 - U8-U9 (E License or equivalent NSCCA diploma)
 - U10-U14 (E license or equivalent NSCCA diploma)
 - U15 and above (D license recommended or equivalent experience or NSCCA diploma) along with appropriate playing or coaching experience and knowledge.
- Trainers must submit to an annual police background check
- Trainers must be CPR certified and trained in first aid.
- Trainers may not solicit participants or setup private training camps under the GROVE UNITED SOCCER ASSOCIATION brand without the prior approval of the DOC and GROVE UNITED SOCCER ASSOCIATION executive board.
- Trainers will be compensated for their services directly through the Grove United association and are considered independent contractors Trainers will receive 1099 tax forms from GROVE UNITED SOCCER ASSOCIATION.
- Trainers will need to attend all practices and associated games including tournaments assigned to them. They will conduct themselves in a professional and cordial manner in all game situations. Trainers are responsible for game and practice management of the game including substitutions and field placement of players with input from the team coach if needed. Trainers should attempt to follow playing time guidelines as established in the GROVE UNITED SOCCER ASSOCIATION rules document. Trainers will conduct themselves with proper décor at games and not yell or beret referees.
- Trainers who can't make a practice or game need to notify the DOC so a replacement trainer can be retained.
- Trainers are expected to be a current member of the community of soccer and have considerable network ties to the soccer coaching communities. They should be involved and knowledgeable of the rules and structure within such organizations as IYSA, IWSL, YSSL NISL, US Club and US Youth Soccer and should constantly keep themselves knowledgeable and educated with regard to the soccer industry by attending seminars and forums related to soccer.
- Trainers need to have good communication skills and should be able to handle, address and manage conflict from parents, referees, players and Team Coaches.

- Trainers who receive several multiple yellow or red cards from the league during games will face a disciplinary hearing by the GROVE UNITED SOCCER ASSOCIATION board of directors. Repeat or severe offenders will not be able to train within the GROVE UNITED SOCCER ASSOCIATION program
- Trainers are responsible for paying any fines they incur for red cards received during the course of a game.

Team Coach

Each team will have a parent volunteer who will act as the Team Coach or Manager. This is strictly a volunteer position and must be renewed by the Board for each playing year. The primary role of the Team Coach is to keep the team organized and provide communications to the parents, players and trainer of news and events pertinent to the team or information sent by the Grove United Board. The Team Coach will report to the VP of Girls Competition or VP of Boys competition respectively. Specific roles and responsibilities of the Team Coach shall include the following:

- To submit all paperwork including registration forms, league forms, rosters, payments etc to the league following tryouts each year.
- To coordinate all activities within the team including scheduling practice times and rescheduling of games as appropriate.
- To attend IWSL, YSSL and NISL league meetings and participate in seeding, scheduling and league announced meetings.
- To attend and **assist** the team trainer in all practices, games and being a liaison to the players and parents of the team. Team coaches from time to time may need to even run a practice or game in some situations, but this should be the exception and not the norm.
- To help coordinate with the DOC in the logistics of team tryouts and registration process including providing input into the selection of the team(s).
- To submit the game card lineup to the referee or assistant referees for each game.
- To submit to an annual police background check.
- To hold certificates or coaches licensing for the following age levels:
 - U/8-U9: Youth Module coaching certificate or higher
 - U10-U11: Youth Module coaching certificate or higher
 - U12 and above: USSF E License or equivalent NCSSA diploma.
- To be a current member of the community of soccer and have a level of interest in the soccer communities. They should be involved and knowledgeable of the rules and structure with such organizations as IYSA, IWSL, YSSL NISL and US Youth Soccer and should constantly keep themselves educated with regard to the soccer industry by attending seminars, expositions and forums related to soccer.
- To submit to annual parent evaluation. (Such evaluation will be used to retain or release a Team Manager.)
- Team coaches need to have good communication skills and should be able to handle, address and manage conflict from parents, referees, and players.

- Team coaches who receive multiple yellow or red cards from the league during games will face a disciplinary hearing by the GROVE UNITED SOCCER ASSOCIATION board of directors. Repeat or severe offenders will be dismissed to coach within the GROVE UNITED SOCCER ASSOCIATION program
- Team Coaches are responsible for paying any fines they incur for red cards received during the course of a game.
- Attend quarterly Grove United Coaches meetings
- Collect any extra monies from the team due to extra training, extra tournaments or other costs above and beyond the base fees established by Grove United.
- Team Coaches may name a team assistant coach who must submit to an annual background check and must adhere to all the provisions listed in this document under the team coach provisions. Team Coaches may assign other volunteer positions such as a team administrator. Team Coach and other volunteer positions on the team qualify for fulfilling annual 4 hour volunteer commitment time.

**FAILURE TO FULFILL SOME OR MANY OF THE DUTIES OF THE TEAM COACH
MAY RESULT IN DISMISSAL AS TEAM COACH.**

All Head Coach Candidates must complete a Team Coach application/profile (appendix) and forward it to the respective VP of Boys or Girls programs. All applications will be reviewed by the Executive Board for the association. The Vice Presidents of Boys and Girls programs will recommend annual coaches positions for each age level. Selection of coaches will be based on but not limited to the following criteria:

1. Feedback from annual parent survey from previous season
2. Is the individual currently in good standing within the association
3. Previous experience in youth sports especially in soccer.
4. Any other training credentials

Coaches Code of Conduct

All DOC(s), Trainers and Coaching staff will conduct themselves in an adult professional manner on and off the field while interacting with our youth athletes, and representing the Grove United Soccer Association.

As a representative of the Grove United Soccer Association, you are a mentor to the members of our association. It is expected that your interaction as a Trainer or Coach will leave a **POSITIVE** image and impression.

In an effort to promote a clean and positive culture Trainers and Coaches shall not engage in the following while functioning in the role of a Trainer or Coach.

:

- Smoke or drink alcoholic beverages.

- Wear any clothing that promotes alcohol or smoking.
- Make any derogatory references to the members of the same or opposite sex.
- Make any physical / emotional advances to any association member.

Every effort shall be made to maintain a positive image and promote the association. When appropriate (weather conditions) is it expected that all sideline staff while acting in position of Trainer and or Coach will wear association apparel that promotes the Grove United Soccer Association.

The Executive Board for the Association reserves the right to suspend, discipline and or remove any team staff member as outlined in the “Grove United Soccer Association Code of Conduct Policy”.
(Main policy points referenced below)

- Repeated failure to perform duties as outlined in the roles and responsibilities of the respective position.
- Arriving at any training, competition, or association sanctioned event “under the influence of drugs and or alcohol”.
- Any report of or past history of criminal / unethical problems that may impact the youth athletes of our association.
- Team trainers and coaches who receive multiple yellow or red cards from the league during games.

Grove United Soccer Association Application for Team Trainer



ALL TEAM TRAINER APPLICATIONS WILL BE EVALUATED BY THE DIRECTORS OF COACHING AND THE EXECUTIVE BOARD ON AN ANNUAL BASIS (around tryouts) TO WHETHER THEY WILL BE ASKED TO REMAIN AS TEAM TRAINER FOR THE FOLLOWING YEAR. FAILURE TO PERFORM THE DUTIES WILL RESULT IN DISMISSAL OF THE TEAM TRAINER.

Date _____

Name: First _____ Last _____

Address: _____

City: _____ State: IL, Zip _____

Home Phone: _____ Cell Phone _____

Email _____ DL# _____

Which Team are you applying to coach for? Boys / Girls, U-_____ (Name) _____

Do you have a son or daughter on this team? Yes _____ No _____

Have you played Soccer Before? _____ If so, please describe your playing experience. _____

Have you functioned in the capacity of a trainer before? Yes _____ No _____

If so, please describe your experience as a trainer. _____

Do you have any coaching licensing? Yes _____ No _____ Level if yes _____

Do you have any additional formal training as a trainer? Yes _____ No _____

If yes Explain _____

Please provide and attach the following to this application:

- Copy of current Driver License.
- Copy of any and all Coaching Licenses.
- Names of phone numbers of three references that can comment on your coaching experience.

Grove United Soccer Association Application for Team Coach and Assistant Coach



ALL TEAM COACH APPLICATIONS WILL BE EVALUATED BY THE EXECUTIVE BOARD ON AN ANNUAL BASIS (around tryouts) TO WHETHER THEY WILL BE ASKED TO REMAIN AS TEAM COACH FOR THE FOLLOWING YEAR. FAILURE TO PERFORM THE DUTIES WILL RESULT IN DISMISSAL OF THE TEAM COACH.

Date _____

Name: First _____ Last _____

Address: _____

City: _____ State: IL, Zip _____

Home Phone: _____ Cell Phone _____

Email _____ DL# _____

Which Team are you applying to coach for? Boys / Girls, U-_____ (Name) _____

Do you have a son or daughter on this team? Yes _____ No _____

Have you played Soccer Before? _____ If so, please describe your playing experience. _____

Have you coached soccer before? Yes _____ No _____

If so, please describe your playing coaching experience. _____

Do you have any soccer coaching licensing? Yes _____ No _____ Level if yes _____

Do you have any additional formal training as a coach? Yes _____ No _____

If yes Explain _____

Please provide and attach the following to this application:

- Copy of current Driver License.
- Copy of any and all Coaching Licenses
- Names of phone numbers of three references that can comment on your coaching experience.

Signature and Date _____