



Handbook for Recreational Soccer Coaches

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1. Coaching Requirements

The coach or designated adult (18 years or older, unless approved by the Association) should attend every practice and every game. All coaches, team managers, and assistance must be Risk Management Cleared through Washington Youth Soccer. There must be an approved adult at all functions.

All teams must have two (2) RMA cleared adults on their roster. This must be completed prior to the start of practices.

If you have never applied for Risk Management Clearance, please plan to set aside time to do so prior to the start of practices. It requires about two hours of time to complete all the requirements. It takes less time to renew your trainings once you have gone through the process in the past.

To complete or update your RMA, you must take two online courses (Intro to Safety and SafeSport), then submit an application for a national background check. Washington Youth Soccer has streamlined the process and it's much better now. You only need to create one account and everything can be completed there. You can find instructions and links for the new, streamlined process on our website under the "Coaches/Coach Registration Instructions" tabs.

2. Hoss Field Expectations

Hoss Field is private property and requires a contract to use the fields. We have an agreement with Hoss Fields, pending we show care and due diligence while using it. This means we need to pick up trash if we see any, respect the bathrooms, lock up the fields when leaving, report any issues to the Hoss Board, and keep kids/guests from causing any damage to the fields, bathrooms, parking lot, fences, tables, equipment, goals, sprinkler boxes, etc.

The gate code will be given to coaches at the coach's clinic. The gate code is confidential and should not be shared with anyone who is not an RYSC coach or board member. We are stewards to protect the field and equipment that we use to run our club. Without Hoss and the equipment, we would not have a local place to practice and play games.

Practice and game day expectations are as follows:

- If you are the first to arrive at the field, open the gates for others.
- If you are the last to leave, make sure to close the gates.
- If you see kids playing on or near the sprinkler boxes, on or near the fences or in the gated off areas, please tell the children not to touch/mess with any of this. Please instruct the parents of your players that siblings should not be left unattended at practices or games as damage to any of this is very expensive to fix and can result injury.
- If you do not see any other teams practicing, touch base with the other coach to identify who will close up the fields at the end of practice.

- Coaches should be the last to leave practices and games to ensure the fields are properly locked up. There have been major theft issues at the field, so it is of paramount importance to ensure everything is locked up.
- If you are leaving the field on a Saturday and you are not sure if there is another game after you, lock the gates. Our motto is, when in doubt lock it up. If you see another RYSC soccer team arrive at the fields, you can assume they will lock the gates.
- If you see trash or coats left behind, please pick it up and dispose of the trash in the garbage cans. Coats can be left hanging on the fence. A board member will pick them up at the next practice if they are still there.
- If you see a non-RYSC team using Hoss Field, and you feel comfortable approaching them to ask if they have a contract with Hoss, you may do so. You are not expected to approach them if you are not comfortable, however, you must notify a RYSC board member to let us know that you've left the field unlocked. RYSC will contact Hoss.
- If you would like to change your practice day/time and/or you'd like to add another practice day/time, you must prearrange this with the Field Coordinator (contact information below). This is very important to prevent overlapping issues with other teams, clubs, or maintenance crews. Hoss Field requires that RYSC give them a practice/game schedule so they can plan accordingly for field use/maintenance.

3. How Teams are Formed

- Club has final decision on rosters.
- Players may participate in older age divisions, but are not allowed to play in younger age divisions unless granted a waiver by Washington Youth Soccer on medical grounds or by the appropriate Director of Competition for special circumstances.
- Girls are permitted to play on boys' teams, but boys are not permitted to play on girls' teams.
- Roster size is determined by league guidelines. Each club has final determination on roster size. The appropriate Director of Competition may grant a waiver for special circumstances.
- Open roster spaces will be filled at the club's discretion.
- Players are defined by the birthday they reach in the calendar year in which the playing year finishes. For example, for the 2022-2023 playing year a player born in 2013 will be defined as U10 and a player born in 2011 will be defined as U12.
- If using a guest player, you must follow the [Guest Player Policy](#).
- A select player may not be rostered to a recreational team unless an exception to this rule is approved by the TCYSA Director of Competition. Requests will not be considered for any player who is simultaneously playing on a select team. [Refer to the Select Player Policy](#) for more information.

4. Organizing Your Team

- A. Contact your players on your roster ASAP! Even if you are not starting practices right away, the players and parents need to know their child has been placed on a team. Please ask parents to respond to your message so you know they are getting your email/text.

- B. **Team Meeting** - Once assigned a team roster and your practice day/time/location has been established; let all the parents know about the details of your first practice. Request that parents attend the first practice and hold a parent meeting to address important issues.

At the meeting:

- Introduce yourself and outline your credentials (especially a love of the game and a commitment to sportsmanship).
- Lay out what your objectives and expectations are for the players and the team and how you plan to achieve these.
- Address the Spectators' Code of Conduct and emphasize important points. You may want to give each family a copy.
- Make a list of what your players will need to bring to practices/games and what they should not bring (**do bring** shin guards, cleats, water bottle, ball; **do not bring** iPods, jewelry, gum).
- Let everyone know how you plan on communicating with them (phone or email) and let them know that you expect them to respond unless otherwise noted.
- If you want snacks after games and/or practices, ask for a parent volunteer to organize this.

C. **Rosters**

- Each team should have two registered and Risk Management cleared coaches listed on its roster.
- Only rostered players may participate (this includes practices).
- Detailed rosters are for coaches/team managers use only and are not to be distributed to the team or given to referees (use safe roster for games which lists only player name, jersey number, and birth date).

D. **Team Name**

- If you are a new team, or are changing an existing team's name, email this information to your club's manager (ryscregister.wa@gmail.com) as soon as possible so that your team name can be listed on the TCYSA game schedules.

E. **Uniforms**

- Uniform jerseys will be provided by RYSA.
- Shin guards are required; socks are required to be worn *over* shin guards.
- Goalkeepers shall wear shirt colors/pennies that distinguish them from other players.
- Cleats are recommended – toe cleats (baseball and football style) are not permitted.
- Matching shorts and socks are not required. However, if you would like to organize an effort to order matching socks so your team looks more uniform, you may do at your discretion.
- Shorts should not have pockets.

F. **Playing Time Expectations**

- Each child should see a minimum of 50% playing time per game.
- This is *recreation* soccer. It is expected that coaches should make a reasonable effort to ensure that every player plays at least 50% of the game over the course of the season. This is in line with Tri-Association expectations.

G. **Equipment**

- Teams are issued the following equipment for their use during the season: Ball bag and balls, goalie gloves, clipboard, one set scrimmage vests, one med kit, disks, cones, and coach's handbook. Additional equipment may be distributed based on availability.
- Balls are for practices only and are not for players to keep.
- Please feel free to mark balls with RYSC so you know which are ours.
- Scrimmage vests can be washed as necessary. They become very smelly if not cleaned.

H. Communication

- Good communication with your team's parents is the key to having an organized team and to achieve the best participation results. For the best results, we recommend the following:
 - Set up a group text chat with your players parents (with their permission)
 - Send a reminder text to the parents each day of practice. Send something positive to get the parents pumped up and excited as they will be more likely to pass that excitement onto their kids.
 - Send reminder texts the day of games to remind parents of the location of the game, when you want them to show up (30-45 minutes before the game starts), and a reminder who has snacks.

I. Game Schedules

- Schedules will be posted on TCYSA's website within two weeks of the first game (<https://thurstoncountysoccer.com/schedules>). Most games will be scheduled on Saturdays.
- If you see an obvious problem with your schedule, please notify the RYSA's Registrar immediately at rcysregistrar.wa@gmail.com.
- Green is the upper division, Orange is the middle division, and Blue is the lower division.
- Reschedules are costly so coaches are asked to avoid rescheduling games unless you cannot field a team and have no other options. If a coach is unable to make a game, the assistant coach should plan to cover. If you must reschedule, contact manager@thurstoncountysoccer.com for assistance.
- Coaches can find coach contact information for all the coaches in their division by logging into www.thurstoncountysoccer.com. The system will recognize your e-mail and prompt you to create a password. Once you have completed this, you will find any unrecorded scores and coach contact information for the coaches in your division.

J. Weather

- If lightning or thunder is occurring at the field, clear the field immediately.
- Play may resume 30 minutes after last lightning strike or thunder is heard.
- Soccer matches generally do not rain out. You can expect to play your game even in very rainy conditions unless you have heard from a league official that the field is not playable. If the field is unplayable when you arrive, a decision will be made at the field by the referee and/or coaches.
- The TCYSA Director of Competition is responsible for cancelling games for weather/safety issues prior to the commencement of the game. The referee is responsible for abandonment after the game has started. Coaches may decide not

to play a game if they feel that the field/conditions make for an unsafe environment. The Director of Competition will decide whether the game should be rescheduled or awarded to the other team.

- Weather/safety Issues resulting in game abandonment: TCYSA Policy for all standings based league games: All abandoned matches will be replayed in their entirety, forfeited, or score at abandonment let stand as determined by the TCYSA Director of Competition unless specified otherwise. All replays must be approved in advance by the Director of Competition.

5. If a Player is Injured

If a player is injured, WYS provides secondary insurance. The Player Injury Medical Claim form can be found at www.washingtonyouthsoccer.org, under “Resources”, “Parents”, “Insurance Medical Injury Process”. Form must be completed and submitted within 30 days from injury by a coach or manager that was present at the time of the injury.

6. Coaching Methodology

Coaching Kit – bring to all training sessions and games

- Detailed Roster with parent contact information
- Coach Handbook
- First Aid Kit
- Ball, flags, cones, scrimmage vests and/or any equipment issued to you for your team’s use

Guidelines

- As much as possible eliminate laps, lines and lectures.
- Most training should be done with the ball.
- Emphasis should be placed on individual improvement.
- Praise as much as you can. Make corrections to individual players as quietly as possible. Praise big, correct small.
- Have the practice plan already in mind before you arrive at the field.
- Keep the training session focused upon one topic; passing or dribbling
- Keep activities simple and easy to understand.
- Try to be challenging but realistic, not so challenging that the player gets frustrated or bored.
- Activities should resemble the game.
- Training session should flow from the simple to the complex.

Practice Structure (increase the length of time for each activity as training sessions go from 60 minutes to 90 minutes)

- U-8 and U-9’s - 60 minutes, U-10 and U-11’s – 75 minutes, U-12 and older – 90 minutes.
 - 10 minutes – warm up activity with the ball.
 - 5 minutes – dynamic stretches (high knees, but-kickers, etc.).
 - 10 to 15 minutes of individual or small group game.
 - 10 to 15 minutes of a large group game.
 - 15 minutes for a large group game that resembles the game they will play.

- 5 minute cool down and static stretch.

7. What to Expect on Game Day/Game Day Responsibilities

- a) Refer to your [TCYSA Recreational Soccer Rules chart](#) for field lengths, playing time, rules, and team guidelines.
- b) Refer to [TCYSA's Rules of Competition](#) to understand the rules of the league.
- c) The game schedule will indicate if you are home or away team.
- d) Home team provides two properly inflated game balls. Place flags or cones on game field corners.
- e) Home team chooses the sideline for your team and your supporters. With agreement from the home field coach, teams and spectators may share a sideline.
- f) Coaches must provide an official roster to the referee at all games. Please use the "Safe Roster" only which provides only player's name, date of birth, and shirt number. Print enough copies to provide one at each game.
- g) If two teams have identical or nearly identical jersey colors, it is the responsibility of the home team to wear an alternative shirt. Scrimmage vests may be worn. Referee is the final judge on color conflict.
- h) Teams need to be prepared to start on time. Referees are expected to wait 10 minutes from the scheduled game start time for teams to be ready.
- i) **All teams are required to report game scores.** Score reporting helps the league in determining appropriate team placements. The team contact will receive an email after the game has been played prompting them to report the game score.
- j) Coaches are responsible for their sideline behavior. A coach may receive a warning or caution for poor sideline behavior.
- k) **Referees**
 - Referees are assigned for all matches and may verify rosters. You should be prepared to show a roster if you are requested to do so. ****Note that we are struggling with a severe referee shortage. The league is making every attempt to cover as many games as possible, but you may not have a referee assigned for your match.**
 - If a referee is not at the game, both teams should agree on how they are going to cover for the referee. One suggestion is to have each team find someone to referee one half of the match.
 - The league will be sending out instructions on how to check to see if a referee has been assigned to your match. Coaches should plan to check late in the week so they will know whether to expect a referee and can make a plan to cover if no referee has been assigned to their match.
 - Particularly at the younger age divisions, we have less experienced referees and they are still learning. Please be respect of this fact. **DO NOT YELL AT THE REFEREES.**
 - Team captains may address the referee for clarification on a foul or card. This must be done in the form of a question, and in a respectful manner. Players (even a team captain) may receive a Yellow card for dissent. This is at the discretion of the referee
 - Referees are directed to show a Yellow/Red card to a coach that is being cautioned/ejected.
 - At the end of the match, give a cheer for the opposing team and thank the referees. Have your players thank the referees.

- Referee Feedback – forms to evaluate your game official’s performance can be found at thurstoncountysoccer.com under “downloads”. If you have a comment, positive or negative, this is the appropriate channel for delivering your message. Coaches do not need to know the referee’s name to fill out a feedback form. The league will look up which referee was assigned to the match. It can be considered a form of intimidation to ask a referee for their name during or after a match.

8. Sportsmanship

- a) Teams should not run up the score against opponents. As a show of good sportsmanship, TCYSA recommends score difference be **no greater than 5 goals at the end of the game**.
- b) Coaches are required to take actions to limit large differences in scores during games where the teams are not well matched: player positioning, giving weaker players more playing time, shooting with weaker foot, no scoring rule, etc.
- c) Coaches are responsible for the behavior of their sidelines which includes both players and spectators. All participants are required to show good sportsmanship towards the opposing team and the referee.
- d) Although the offside rule does not apply at U8/U9, teams must respect the spirit of the rule and referees are advised to penalize players for flagrant abuses.
- e) Substitutions may be made at any stoppage of play with the consent of the referee. Please make certain the referee has given consent before sending players onto the field.
- f) The use of noisemakers, cow bells, horns or other such devices at fields are prohibited – it is your responsibility as coach to enforce this rule.
- g) If a player or coach receives a red card, there is an automatic one match (minimum) suspension and an adult must leave the field and parking area immediately. Youth players may stay with their team but may not participate further in the match. The one match suspension may be increased to reflect more serious offenses. A referee may instruct a coach to request a spectator leave the field area. The coach must comply with the instruction but should not physically eject the spectator. If the spectator fails to comply with the request the referee may terminate the match. The coach must report such incidents, within 48 hours of the match to the TCYSA Director of Competition.
- h) At the end of each match, shake hands with opposing team, coaches, and thank the referee. Have your players thank the referees also.

9. Rules of Play

A summary of important rules is set out in the Coach Guidelines document which can be found under the Downloads tab on www.thurstoncountysoccer.com.

For more information about rules of play, visit the Rochester Youth Soccer Association website under **Downloads**.

10. Player Safety

- a) Report unsafe field conditions to club manager as soon as possible.
- b) Field lining – report when lines are too faded.
- c) No jewelry is allowed including pierced earrings studs for the safety of the other players.
- d) If a player is down on the field, it is a show of good sportsmanship for the team in possession of the ball to kick the ball out of bounds intentionally to stop play so that the

injured player may be attended. On the re-start of play, the team in possession should intentionally play the ball to a player on the opposing team.

- e) Goalkeeper safety must be stressed. “The ball may not be played by an opponent when the goalkeeper is in possession of the ball. Possession is defined as having the ball trapped between one hand and a surface (ground, other hand, goal post, keepers own body, etc)”.
- f) If lightning or thunder is occurring at the field, play should be halted and players should clear the area immediately. The game may resume only when 30 minutes has elapsed since the last lightning strike. If one or both coaches decide to terminate the match, the home coach must report this fact to the Director of Competition.

11. Other Playing Opportunities for Teams

Various local and district tournaments and jamborees are available for teams looking for additional playing opportunities. These include:

- Recreational Cup –held in late fall, sign up in early/mid September.
- Mod Leagues Summer (MLS) Cup – early June.
- Tumwater Soccer Club’s Kick in the Grass – July.
- South Mason Kick-Off – August.
- State wide opportunities are listed on www.washingtonyouthsoccer.com under the tournaments tab.

Like and follow Rochester Youth Soccer Association’s Facebook page for other opportunities!

12. Coaches’ Code of Conduct

TCYSA has created a [zero-tolerance policy](#) in an effort to decrease the abuse of soccer officials (referees, assistant referees, linespeople, 4th official). TCYSA will not tolerate negative behavior exhibited either by demonstrative actions and gestures, or by ill-intentioned remarks, including those addressed toward the Officials or members of an opposing team. Coaches exhibiting hostile, negative, sarcastic, or otherwise ill-intended behavior toward Officials, opposing players, or opponent’s coaches will be subject to sanction by the match Official. Additional sanctions may be imposed by the coach’s club, the league that the match is being played under, or as allowed by TCYSA policies after a review of the match report.

As a coach in the TCYSA soccer program, I realize that I am responsible for the emotional, physical and skill growth of each player through his/her participation in soccer.

With regard to players on my team:

1. I will endeavor to learn more about the game of soccer.
2. I will learn the laws of the game and the specific laws for my team’s age group.
3. I will strive to be a good instructor and a positive role model for my players.
4. I will teach my players to understand and play within the letter and spirit of the laws of the game.
5. I will always put winning in its proper perspective; we win when we do our best no matter what the score is.

With regard to opposing teams:

1. I will endeavor to make my team a positive role model.
2. I will not coach, nor allow my players to play, with intent to cause injury to opposing players.
3. Players, spectators and I will not display hostile behavior toward players on, and supporters of, the opposing team.
4. I will applaud good play by players on my team and the opposing team.
5. I will emphasize winning without boasting and losing without bitterness.

With regard to referees:

1. I recognize that the referee is responsible for the application of the laws of the game and the exercise of judgment.
2. I believe that referees, just as coaches and players, do their best to be impartial.
3. I will instill in my players and spectators a respect for all referees.
4. My players, spectators and I will never address a referee before, during or after a game in a demeaning fashion.

With regard to my parents and spectators:

1. I will instruct my parents in the appropriate manner in which to demonstrate good sportsmanship.
2. I will ask that they not instruct players unless asked to be part of the coaching staff.
3. I will involve parents whenever I can.
4. I will instill respectful behavior from my parents by being what I want them to be.

13. Safe Sport Policy – Rule of 3

To create a safe culture, we must have strong policies in place to protect our kids. Coaches and parents are expected to follow the “Rule of 3”, which is that a coach or parent who is not the child’s relative or guardian should never be left alone (one-on-one) with a child. If another parent is late to pick up their child, the second to last parent should stick around until that parent arrives (or the second coach must stick around). The Rule of 3 states that there must always be two (2) coaches and 1 player, or two (2) players and 1 coach together. There are no exceptions to this rule until the coach and child are related.

Coaches should not communicate with their players without their parents observations; this includes text or email communications.

- Go over Coach-Player Interaction Policy and have coaches sign. Provide copy for them to keep.
- Misconduct Report Form is located on the Rochester Youth Soccer Association’s website under **Coach’s Corner**.

14. Practice Plan Resources

Review our Training Plans - Age Group Characteristics Document for coaching guidelines by age group. This document is found on the Rochester Youth Soccer Association’s website under Coach’s Corner.

Have a plan for your practices in order to make the most use out of the time. Here are some great resources you can use to form a practice plan:

- For online coaching tools, practice plan, drills, continuing education, and coaching tips, visit this website, <https://www.howtocoachkids.org/44/soccer>
- Learn how you can create a fun, learning soccer environment for your players in training and in games by visiting this website, <https://www.usyouthsoccer.org/first-time-coaches>
- Washington Youth Soccer has a lot of great coaching resources. Visit their website here (<https://washingtonyouthsoccer.org/coaching>).
- Youtube is a great resource for finding new drills.

Additional coach training resources:

- All coaches in TCYSA who are Risk Management cleared are welcome to attend any Blackhills FC practices in order to shadow a coach to support your coach development. In order to find out days and times of practices, email the Technical Director at technicaldirector@blackhillsfc.org.
- US Soccer Learning Center hosts Grassroots courses both virtually and on the field. Visit their website here ([https:// learning.ussoccer.com/coach](https://learning.ussoccer.com/coach)) for more information.
- For information on Positive Coaching Alliance's goal is to change culture and behavior throughout youth sports, visit this website, <https://positivecoach.org>
- Ask a board member to attend one of your trainings, or ask to attend a practice for another team to see how they run their practices. If you need help scheduling this, contact one of the organization's board members.
- Like and follow Rochester Youth Soccer Association's Facebook page for updated coach training opportunities.
- MOJO Sports app – this is a step by step app that can give you a lot of good ideas.

15. Who Should I contact?

Position	Contact Person/Information
President	Nathan Todd Cell: (206) 473-9055 Email: ryscpresident.wa@gmail.com
Vice President	Jessica Clark Cell: (360) 789-4622 Email: ryscvicepresident.wa@gmail.com
Secretary	Dana Corbett Cell: (206) 255-8675 Email: ryscsecretary.wa@gmail.com
Treasurer	Melissa Howes Cell: (206) 491-2641 Email: rysectreasurer.wa@gmail.com
Registrar	Sarah Tonda Cell: (253) 350-8056 Email: ryscregistar.wa@gmail.com
Equipment Manager	Jystine Gross Cell: (360) 932-0527 Email: ryscequipmentmngn.wa@gmail.com
Field/Property Coordinator	Samantha Ruster Cell: (360) 918-4127 Email: ryscfieldmngn.wa@gmail.com
Super Mod Coordinator	Vacant (if you have interest in this position, contact a board member) Cell: Vacant Email: ryscsupermodco.wa@gmail.com
Player Coordinator	Vacant (if you have interest in this position, contact a board member)
Fundraising Coordinator	Vacant (if you have interest in this position, contact a board member)