



Hulmeville Soccer Club

Coaching Manual

Welcome to Coaching!

We have created this document to provide coaches with information and resources to help them in the training, knowledge of the game and club procedures, and general soccer knowledge.

Please send any comments or suggestions to our Directors at info@hulmevillesoccer.org

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New to coaching soccer?

First, we want to say thank you and welcome to the adventure. This club depends on volunteers like you to coach. Without you, there is no club, there is no Hulmeville Soccer.

Returning?

Thank you again, from all of us. We would love to hear how we can make your life easier. Send us some feedback, both positive and negative.

Coaching Basics

Risk Management - Clearances

The **top priority for anybody in Pennsylvania that works, volunteers or interacts within a club, league or organization that deals with children and adolescents, is clearances**. This is also known as Safety and Risk Management. Parents are entrusting you with their children. We want to keep our children as safe as possible. Anyone that interacts with children of other families in the club, by law, must have their clearances up to date. It only takes a few minutes and is free to anyone that volunteers. The path to your clearances start at the [US Soccer Website](#). Once you have obtained them, please mail them to info@hulmevillesoccer.org. We will keep them securely on file.

Mandated Reporter

Congratulations, you are officially now a mandated reporter. If you suspect any form of abuse, neglect or illegal activity with any one of your team members or other children or adolescents in the club, you are legally required to report it to the ChildHelp Line (1.800.4ACHILD) and/or the local police. If abuse goes unreported and it comes back that you knew about it, you could face punitive charges and/or jail time. In short, trust your gut, and every day, in every way, always CYA.

The Rule of Three

Never let yourself be alone with a child that is not yours. If a child must use the facilities or needs care, have that child's parent or guardian escort them. If that child's parent or guardian is not around, then have at least two non-related adults and/or team members escort them. Three is the magic number, more people can never hurt.

Etiquette for Contact with Players

- Never initiate physical contact with a child. If a child is injured that is not yours, you can ask, "Do you need a hug?" Only with the child's consent, can you comfort the child. Our instinct is to comfort, but to protect ourselves, we must ask.



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- Instead of hugs, use fist taps, or high-fives for a "job well done". You do not know the history of a child, a touch that seems benign to you, could be terrifying to them.
- When in doubt, seek us out. Come to the shed, find a Director and talk to us. We're here to help you.

Practices

Once you receive your roster, you will have the opportunity to schedule your practice times. It is up to you whether to hold more than one practice. For U8 and older we recommend two evenings a week. That way if the family has a conflict, they will have another opportunity to meet during the week. Practices will involve discussing strategy, working on footwork, positions and skills. Most coaches will end the practice with a scrimmage to test their team's newly learned skills.

Lesson Plans

- There is a really good resource available on the [US Youth Soccer Website](#). This includes articles covering basic drills and plans broken up by age group.
- The [Positive Coaching Alliance](#) has some really good articles to help you with team dynamics, parents and class management. There is a tip article for [First Time Sport Parents](#) as well.
- The [TeamSnap Blog](#) has many articles that can help. Even help with some of the more fun stuff like good action shots and things to do at games and practices.



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Field Maintenance

It is required that coaches or team parents maintain the lines on the field(s). Since it is a task that takes more time from the coach, we have spread that role out across all teams that share the field. There are painters, paint and measuring tape located in the field boxes spread across the fields. These boxes are locked when not in use to prevent theft and vandalism; however, you are more than welcome to write to info@hulmevillesoccer.org and ask a Director to meet you at the field during any day of the week. Please give us fair notice and let us know beforehand. "Can you meet me on the field tomorrow after 5:00 pm" is fine.

Scores

It is a requirement of the recreational coaches to report the scores within 24 hours after a game to info@hulmevillesoccer.org. We do this, so we can keep the website updated and everyone following ready to take on the next challenge.

Parental Control

As a coach, it is your responsibility to manage your teams' parents. Parents are crazy. We can truly say that because we are them. We fully understand that sometimes passion gets the best of us and we tend to go a little crazy on the Referee, Coaches or other players. This is not acceptable. **Referees in youth soccer can be as young as 14 years old.** They are children themselves. More importantly, they are human. They make mistakes. If you hear a parent being abusive to a referee, coach or player, you must act to stop it. If your attempt fails to work, then you need to report it to a Director, so that we can take care of it.

Delegation

As the coach, do not be afraid to ask a team parent for help. Parents are often more than willing to help. Often, they are not sure how to begin. Explain your responsibilities to them and delegate them accordingly. Keep in mind, that for even them, **Risk Management** applies. **They need to be cleared to work with the kids.** Have them do the same Risk Management as you did, they are volunteers too.



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The Game

There is a good article by Megan Smith on the basics of the game called, [Positions in Soccer and their Roles](#). It's a great opener for new parents or coaches.



Before the Game

Coaches are responsible for field setup.

- When you get to the field, make sure the corner flags are present. If not, you'll need to retrieve them from the field box.
- Make sure the lines are freshly painted. They should be clearly visible. Once again, the field boxes should contain line painters and paint.
 - [Here's a video on painting lines.](#)
<https://www.youtube.com/watch?v=LdbVuD-Z-2s>
 - It's not quite the same application, but the same procedure is used for the field.
- Check the goals.
 - They should all be anchored into the ground. If not, report it immediately to the Shed.
 - The referees will not allow the game to proceed if the nets are not properly anchored.
- For the **Recreational program**, teams and parents from the opposing teams should sit on either side of the field. It is first come, first serve. The early bird gets the sun behind their back, you also get the job of starting all the above.



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During the Game

- **For the Recreational Program**, all players should be playing 50% of the game. Depending on how you want to substitute your line, is up to you. But we ask that you give each player, no matter their skill level, at least 50% play time.
- Substitutions are allowed at any stoppage of play with the referee's permission.
 - "Sub, ref?" should be all you need to shout.
 - The referee will acknowledge you with their decision.
- Be mindful of the weather.
 - Especially hot days make sure your players are well hydrated.
 - Watch for signs of heat exhaustion and fatigue.
 - Your players will have varying stamina.
 - Some players may need to be substituted more frequent than others.
 - We would encourage you to develop a system where they can signal you if they need to come off.
- **If you are leading by five goals, please take proactive measures to slow your game down.**
We want to keep the game fun for everyone.
 - Be creative, allow your players to only kick with their non-dominant foot.
 - Have them take the ball back to their goal, then to their opponents' goal 1, 2 or 3 times before they can score.
 - Give the opposing players a chance to learn by swapping a couple of players for the rest of the game.
- **For U14 and U19 players**, any yellow card infraction will result in a 5-minute cool-down penalty.
 - They may not re-enter the game for at least 5 minutes after play has resumed.
- Do not criticize or condone the referee's call or action.
 - The Referee controls the game.
 - If you disagree with a call, remember that it is a game.
 - If you feel the referee has done an exceedingly poor job, you are more than welcome to write the Referee Assignor, Jeff Tener at referees@hulmevillesoccer.org or talk to a Director after the game.
 - Remember the Referee can be as young as 14 years old, still a child.
 - The referee is influenced by your actions.
 - There is nothing in the rule book that says they must be fair.
 - Forgiveness and understanding will go much further in your favor than yelling at the referee.



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After the Game

- Have your kids line up, facing the opposing team. You will end the line.
 - Both teams, including the coaches, will give each other a hand-shake or a high-five.
 - It was a good game, no matter the outcome.
- Have your kids thank the referees.
 - They worked hard to give you a good game, even if you disagree with the outcome.
- If you are the last team on the field, or there is no other team warming up
 - The corner flags need to be collected and returned to the field box.
 - Make sure the line painters are stored if you used them.
 - Make sure the field boxes are securely locked.
- Send a quick email to info@hulmevillesoccer.org,
 - Let us know the score
 - (Optionally) Let us know if there is anything else you feel needs mentioning.
 - (Optionally) How'd the referee perform?
 - Any constructive advice we should relay?

In case of Emergency

- The referee should stop the game.
- The players should take a knee out of respect for the injured player.

In case of severe injury or medical distress

- **If the situation warrants it, immediately call 911.**
 - Our main facility is located at 501 Trenton Road, Langhorne, PA.
- **If the event takes places at one of our satellite fields**, send an email to info@hulmevillesoccer.org as soon as the situation permits to inform the Directors.
- **If you are at Hoover, when the shed is manned by a Director, send an adult to the shed immediately.**
 - Golf carts are available to assist the injured player or family member off the field onto an accessible place for any medical vehicles.
 - Basic medical equipment is available, including an AED, in case of cardiac emergencies.



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Concussions

- If you feel that a player could have suffered concussion
 - If the referee hasn't stopped play, immediately ask them to stop play.
 - The player should immediately be assessed...
 - Do they know their name?
 - Do they know where they are?
 - In what year or month, were they born?
 - Substitute and remove them from the field
 - For older players, can they count to 100 by 7s?
 - Are their eyes glazed over?
 - Does their head hurt?
 - Once again, use your best judgement. If you suspect a concussion at all, then they should sit out the rest of the game.

Bleeding or open wound

- The player should immediately be removed from the field and substituted if possible.
- Signal the player's parent or guardian to come over and assess the situation.
 - If a parent or guardian is not present, ask an adult to report the injury to the shed and have the player's parent or guardian called.
- They may not re-enter the game until the bleeding has been stopped and all signs of blood are cleaned up.

Sprained or broken appendage

- **If you are at Hoover, when the shed is manned by a Director.**
 - Send an adult to the shed immediately.
 - Golf carts are available to assist the injured player or family member off the field onto an accessible place for any medical vehicles or to their car if needed.
- Signal the player's parent or guardian to come over and assess the situation.
 - If a parent or guardian is not present, ask an adult to report the injury to the shed and have the player's parent or guardian called.

Have a safe and wonderful season. If there is anything we can do to improve the club or your experience, write us or come visit us at the Shed.

Thank you,

The Hulmeville Soccer Club's Board of Directors and staff