

Mt. Hamilton Youth Soccer League
San Jose, CA



Coaches Handbook
2008 Fall Season

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1.0 Introduction

Welcome & congratulations, for being a volunteer coach in the Mt. Hamilton youth Soccer League. You're probably wondering where do I start, what do I do and why did I volunteer for this job anyway? Being a coach for youth sports is a very tough job. You work evenings and weekends, you're on call 24 hours a day/seven days a week and never get a raise or promotion. So why would anyone in their right mind want the job?

Being a Head Coach is a lot of work, but it is also a job filled with never ending rewards. As a MHYSL Coach you will be constantly rewarded by the admiration of your players, by some ones first goal or header or your goalkeepers first save. Each season is filled with small victories, regardless of your Win & Loss record. Remember to celebrate these small victories and above all HAVE FUN!!!!

As a Coach in Mt. Hamilton Youth Soccer League your most important job is to teach sportsmanship, teamwork and values to your players. Whether you have a winning record on the field is irrelevant. Your players look to you to make the right decisions, to retain control and lead by example. You are their Role Model.

During the season some parent is going to be upset about your decisions, some player is going to degrade a teammate or opponent and some referee is going to make a bad call. How you react to these problems is going to have a great impact on your team.

Remember the following when the game is on the line and the competition is fierce:

- . Think before you act – don't let your emotions get away from you.
- . Your players look to you for leadership – don't let them down.
- . Soccer is supposed to be FUN – It is your job to make sure it is.

Mt. Hamilton Youth Soccer League is only as good as the Head Coaches and Assistant Coaches on the field. You are the ones the parents look to for leadership and understanding. You are the ones the league depends on for communication and responsibility. And you are the ones the players look up to as their role model, their inspiration, their teacher and their leader. Being a Coach for the Mt Hamilton Youth Soccer League is a tremendous responsibility.

Thank you for accepting the challenge.

We play by the California Youth Soccer Association Rules & Regulations (CYSA) and the current FIFA Laws of the Game. Some of the following rules have been modified/or highlighted by the Mt Hamilton

Youth Soccer League Board of Directors. This is appropriate under the Constitution & By Laws of the governing league. Please refer to the CYSA Team Manual for all other Rules & Guidelines of the game.

2.a Rules and Regulations for All Ages

The following paragraphs list the rules that apply to all Age groups within the Mt. Hamilton Youth Soccer League. Please be aware that teams playing in the Premier, Class 1 or Class 3 leagues are also subject to the rules of those particular leagues.

2.b Requirements For Competitive Class 1 and 3 Teams Playing In Mt. Hamilton Youth Soccer League

- *All teams who play for MHYSL must wear league colors: Red, Yellow and/or black.*
- *All teams who play for MHYSL must wear the MHYSL logo on their jersey which will be provided by the league.*
- *All teams must volunteer 10 hours to the league volunteering for the league:
Examples: lining fields, registration, field marshals.*
- *Any head coach for a competitive must receive board approval, as well as any assistant coach moving up to head coach. In order to be approved coach must submit a statement in writing which should include their experience, license, philosophy and background.*
- *All coaches must attend referee class and coaching classes within two years of becoming a coach in MHYSL.*
- *All competitive teams currently playing in MHYSL must adhere to these requirements before the start of the fall season of 2009. However, the MHYSL logo must be placed on the jersey before the beginning of Spring 200.*
- All official competitive teams in MHYSL must begin with MH or MTH. (Example MH Rockets or MH Fire)

If the above requirement are not followed or met by appropriate MHYSL time line, team will be sent to disciplinary board, and may be placed on probation or asked to leave MHYSL.

3.0 League Contact

Do not contact a board member directly unless you have first contacted your coordinator. Board members are volunteers as well and have many responsibilities, thus the position of coordinator was developed. Please get to know your coordinator. For the 2008 Fall, the coordinators are as follows:

Age Group	Coordinator
U6	Lou Travaglione
U8 Girls	Madan Bellam
U8 Boys	Gilbert Rios
U10 Girls	Ricardo Cardenas
U10 Boys	Alex Dominguez
U12 Girls	Dean Davidson
U12 Boys	David Ibeabuchi
U14 to U19	Dean Davidson
Class 3	Dave Luis
Class 1	Sergio Rico

4. Rainout Games

Rainouts will be called by the league president on the Friday, if it is raining. This is a critical rule because of our contract with the school district for field usage. As a general guideline, if it is even sprinkling, there will be no games for the next 24 hours. Or if there is a game underway, it is to be suspended immediately by the referee.

5. Player Passes

All players and coaches must present a player pass to the referee prior to the start of their game. Any Player or coach without a pass will not be able to participate in that game. Any player playing with out a player pass will be considered an illegal player. A Player using another player's pass will be considered an illegal player. Any player found to be an illegal player will be removed from the game. Any coach found using an illegal player will be suspended for 1 year from coaching in the Mt Hamilton Youth Soccer League. Player passes should be laminated; Coach or Team Parent can get this done at a local copy shop.

6. Playing Time

In all recreational league games each player MUST play at least 50% of the game. Coaches remember it is the goal of any coach to be sure his players have fun and learn the game. This is accomplished through playing the game. Winning is not the primary goal of a good coach, Player improvement and love of the game should always be your primary goals.

For Class 1 and Class 3 for age groups U10, U11, U12, U13, U14, U15, U16, U17, U18, and U19, the Coach may use his/her discretion for playing time.

7. Equipment

All players must wear the same color jersey on the team except the goalkeeper. They must wear soccer cleats, (No baseball cleats are allowed). Players must wear shin pads under their socks. No jewelry of any type will be worn during games or practice, unless it is medically necessary. Jerseys should be tucked in at all times.

8. Substitutions

You may sub a player at any kickoff, on either teams goal kick, after either team scores, on your teams throw ins, or for a player who is cautioned (yellow carded). Either team may sub when there is an injured player, You CANNOT sub on a Corner Kick, Indirect Free Kick or Direct Free Kick.

9. Injured Player

If a player is injured during the game the referee will stop play. The referee will then signal the coach to come on the field. (Please do not enter the field of play without the referees consent). Play will restart with a drop ball from where the ball was at the time the game was stopped. The game clock does not stop unless it is a major injury. An Injury report, Youth Soccer Case Report, must be filled out anytime first aid is required for the injury. The reports can be downloaded at www.cysanorth.org. Turn the reports into your coordinator, who in turn will submit them to the Safety Director.

10. Teams

The Players and Coaches with coaching passes will be on one side of the field, and all parents and spectators must be on the opposite side. There is to be no coaching from beyond the coaching box. There is to be no one present behind the goal at anytime during the game. Teams include Players, Parents, & Coaches and it is the Coaches responsibility to control their team during any game. Mt. Hamilton Youth Soccer League operates a zero tolerance policy. This will be punishable by being ejected from the game & possibly being expelled from our league.

11. Field Set up and Take Down for Recreational games

Both the home team and the visiting team are required to set up the goals, nets and corner flags if you have the first game of the day. Please arrive 1 hour before your game time so it does not interfere with your teams warm up time and to insure all games start at the posted game time. If you are the last 2

teams of the day or do not see any other team ready to play on your field, both teams are required to take down the goals, nets & corner flags and return them to the proper place and make sure that everything is locked up & cleaned up.

Premier, Class 1 or 3: If you are a traveling team and you are playing at home your team will be responsible for both set up and take down of the BOTH goals. The visiting team does not need to set up or take down.

When setting up the goals, please insure that the goals are anchored. No games will be played if the goals are not correctly anchored. Please use the anchors provided. When taking down the fields, please insure that all equipment is put away, and more importantly, all equipment is put away SAFELY.

12. Field Clean Up

It is the responsibility of All Teams, Coaches & Team Parents to make sure that the field is cleaned up after every game, especially the trash from your own team. If you see any trash from someone else please pick it up. If you see trash on the streets near the fields where we play please pick it up. Even if it's not ours we are responsible. We could lose the use of the fields if we don't take care of them & keep them clean. If you are the last 2 teams of the day you are required to peruse all the fields at your location and make sure that the trash is picked up and everything is locked up including the portable toilets. Then tie up the bags and put them in the nearest trash bin or put inside one of the portable toilets. Please have all your parents help.

13. Coaches

Each team is required to have at least 2 coaches, a Head Coach and an Assistant Coach. It is the coaches' responsibility to run the team in a Positive & Fun environment for all players. No negative coaching or foul or abusive language will be tolerated. Only Fair play and Good Sportsmanship will be supported by the Mt Hamilton Youth Soccer Board of Directors & California Youth Soccer Association. You are also responsible for your sidelines to be run in this way, including, players, parents & other spectators. All coaches are encouraged to have an (F) License by their second year of coaching and all Select coaches are required to have at least an (E) License by their second year.

ALL COACHES ARE REQUIRED TO COMPLETE THE CYSA VOLUNTEER DISCLOSURE STATEMENT AND THE MT HAMILTON LEAGUE COACHES CONTRACT. ON PREMIER, CLASS 1 OR CLASS 3 TEAMS THE ASST. COACHES AND MANAGERS ARE SUBJECT TO THE SAME REQUIREMENT.

14. Team Parent

Each team is recommended to have a Team Parent. This parent is to help the coaches in many ways, such as phone calls, picture day, and snacks scheduling and organizing their teams' volunteer time. Team Parent Coordinator will advise of their responsibilities.

15. Volunteers

16. Protests

If you wish to protest a game, you must put it in writing within 48 hours and deliver it to your age group coordinator. This letter must be accompanied by a check for \$25 payable to the MHYSL.

If you win the protest you will receive the \$25 back. If you lose the protest you will not get your money back. Remember you cannot protest a judgment call only a ruling.

17. Complaints

If you have a complaint regarding a referee, coach, parent or player, you must put the complaint in writing and give it to your age group coordinator. They will get it to the necessary committee.

18. Disciplinary Committee

Any player given a Red Card and sent off the field by a referee will have their player pass confiscated by the referee and forwarded with a report to the League President. Circumstances will be reviewed and appropriate action taken by the Disciplinary Committee. The action will include suspension for a minimum of one game (more may be given). The Disciplinary Committee will also review written complaints about any coach or adult volunteer.

19. Standings

For Under 6, Under 8 and the Under 10 recreational age groups, there are no standings kept by the league. There is not a first place or a last place. All players participating in these divisions will receive a participation trophy.

20. Age Specific Rules and Regulation

Age Group	Ball Size	Max Players Per Team	Max Field Players w/ Goal Keeper	Game Length Time	Slide Tackle Allowed	Direct Free Kick
U6	3	12	5	4 x 10 min.	No	No
U8	3	13	7 or 8	4 x 12 min.	No	No
U10	4	13	9	2 x 25 min.	No	Yes *
U12	4	13	11	2 x 30 min.	Yes	Yes
U14	5	18	11	2 x 35 min.	Yes	Yes
U16	5	18	11	2 x 40 min.	Yes	Yes
U19	5	18	11	2 x 45 min.	Yes	Yes

*Direct free kicks are only for fouls in the penalty area. The ball must be placed at the closet point on the edge of the penalty box.

NOTE: Under 6 teams will be made up of Boys and Girls. All other age groups will have separate divisions for boys and girls, unless a specific individual request is made by the parents in writing.

21. Field Usage

In order to insure safety for the players, MHYSL has selected the school fields that may be used for practice and games by age group and division. Failure to follow these guidelines may result in suspension of the coach from the league, as well as the possibility of a team suspension. The following pages show which field and their coordinators are to be used for practices and games. If a school or field is not listed, you may use that school for practice regardless of age group.

Game Fields	
Age Group	School Field
U6	Cadwallader
U8 Girls	Laurelwood
U8 Boys	Montgomery
U10 Girls	Cadwallader
U10 Boys	Cadwallader
U12 Girls	Leyva
U12 Boys	Leyva
U14 to U19	TBD - Dean Davidson
Class 3	TBD - Dave Luis
Class 1	TBD - Sergio Rico

ALL COACHES MUST CONTACT THEIR AGE GROUP COORDINATORS FOR PRACTICE DAYS AND TIMES.

22. COACHES CONTRACT JOB TITLE

MHYSL SOCCER COACH REPORTS TO:

AGE GROUP COORDINATOR

GENERAL DESCRIPTION

As a coach in the Mt Hamilton youth Soccer League, I understand and accept the responsibility to uphold the tradition of excellence established by the league. I also understand that my responsibilities as a MHYSL Coach are of great importance and that my actions may have significant impact on the young athletes whom I work with. Therefore, I promise to conduct myself in accordance with the MHYSL rules and regulations, and the guidelines below:

I will treat each player, parent, referee and opposing team with respect and dignity, always putting my players' development and welfare above the interests of adults.

I will teach fundamental soccer skills in a positive and fun environment and will work to improve my coaching abilities and techniques by participating in MHYSL, or CYSA sponsored clinics.

I will conduct practice sessions in an organized and instructional manner, insuring the safety proper development & equal treatment of all players.

I will become thoroughly familiar with FIFA, CYSA & MHYSL Rules.

I will insure every player is given equal treatment & proper playing time, in accordance with the minimum playing time rules of Mt Hamilton Youth Soccer League.

I will read, understand and abide by the CYSA rules & regulations regarding Safety, Rules of Conduct and Prevention of Child Abuse. I will also read and be responsible for the information contained in the MHYSL Coaches Handbook and CYSA Team Manual.

I will communicate clearly with players & parents their rights and responsibilities and distribute league information to players and parents whenever requested.

I will fully support all MHYSL activities, including field maintenance, work assignments, team participation in fundraising events, training seminars, community programs etc.

I will protect MHYSL equipment & uniforms from damage, theft & loss and will return all equipment & uniforms to MHYSL by the assigned return date. I understand I may be held financially responsible for any damage or loss of MHYSL equipment and/or uniforms.

I will ensure my actions and the actions of my coaches, players and parents are always within the guidelines of the Mt. Hamilton Youth Soccer League and Good Sportsmanship.

I understand that if I do not follow the above guidelines, I may forfeit my position as coach for the Mt. Hamilton Youth Soccer League.

With my signature below, I acknowledge that I have read, understood and will abide by the promises made herein.

Age Group/Team Name/Title Name of Coach (Please Print)

Signature of Age Group Coordinator (Date) Signature of Coach (Date)

23. League Sponsorship

Mt. Hamilton Youth Soccer League is a non-profit organization dedicated to providing the finest youth soccer program available. Our Funding is entirely dependent upon the contributions of Local businesses and Individuals along with players' registration fees. All donations are tax deductible.

Mt. Hamilton Youth Soccer League is asking your assistance in sponsoring our 2008 Fall Youth Soccer Season.

During these times when money is tight it has become difficult to raise the needed funds to provide the dollars needed to participate in such an exciting event for these young children. Sponsoring a team is a good investment in the youth community. You can be a proud sponsor of The Mt. Hamilton Youth Soccer League for a contribution of \$250.00. Your contribution will help us pay for Referees, Maintenance of our Practice & Playing Fields, Uniforms and Soccer Equipment.

If you choose to sponsor a team, we would like to acknowledge your contribution in our newsletter which goes to over 1,000 players and your name on our Web-Site at www.mhysl.org. Also, you will receive a BIG Thank You! Please fill out the information below, so that we can list your business correctly. Your canceled check will be your receipt.

Thank you!

Mt. Hamilton Youth Soccer League PO BOX 730009 San Jose, CA 95173

Company Name _____

Contact Person _____ Phone # _____

Address _____

If collected by a team please include: Team Name _____

Coach _____

Please attach a business card and /or a small advertisement to insert in our literature. Digital files are best; email them to Maggie Mendoza, League Treasure, at magvmend@aol.com

Receipt from and checks payable to Mt. Hamilton Youth Soccer League This is to acknowledge receipt of \$ and the sponsors' contribution form:

Received by: _____

Date: _____

24. Red Cards

If a coach or a player receives a red card, the player pass will be sent to the League President. The circumstances surrounding the red card will be reviewed and appropriate action taken by the Disciplinary Committee. The action will include suspension for a minimum of one game (more may be given). In order to receive the player pass back from the League President, the following paperwork MUST be completed, which verifies the player/coach has served the relevant suspended games.

Verification of Red Card Suspension

Dear League Official, the following are details regarding a Red Card suspension

Date of red card	
Player/Coach name	
CYSA number	
Number of games suspended	
Team Name	

Please verify that the listed game information is correct, and that the player/coaches pass is not present and/or the coach/player is not involved. If this is correct, please sign and date the appropriate line.

Date	Location	Opposing Team	Referee Name	Signature

Thank you, Mt. Hamilton Youth Soccer League

Upon completion of games served, this form is to be returned to the Mt. Hamilton Youth Soccer League President. The player/coach pass will not be returned until this completed sheet is submitted.

MHYSL Official Use Only

Pass Returned to (name)	
Date	
Signature	
By	

District II Coaching License Policy

In order to properly teach the players of District II, we support a progressive soccer-coaching program that develops coaching skills at a rate comparable to that of the players. District II's licensing requirements also provide a basic foundation for a uniformity of coaching quality within the various playing leagues that serve our area.

The licensing requirements for District II coaches are as follows:

- All Division 1 (Class 1) and Division 3 (Class 3) head coaches in District II shall hold at least a CYSA E/D coaching license.
- All Division 1 and Division 3 assistant coaches shall hold at least a CYSA F coaching license.
- New coaches of teams U15 and younger must obtain a CYSA F license in their first year, a CYSA E license in the next year, and a CYSA E/D license in their third year if they desire to be a head coach of a Class I or Class III team in District II.
- All head coaches of Division 1 teams U16 or above in District II will be required to hold at least a CYSA State D coaching license or the equivalent NSCAA National diploma.
- No individual may serve as the head coach of more than three Division 1 and/or Division 3 teams at the same time.

Coaches must submit a copy of the applicable coaching license to their league registrar during the fall sign-up period in order to be issued a coach's pass.

If you have any questions about this policy, please direct them to the District II Coaching Coordinator. Contact information is available by clicking on the board of directors link on the left-hand side of the District II home page.

25. Age group training curriculum

In the Spring of 2008 MYHSL rolled out a training curriculum available to all coaches of our league. The program represent a major milestone and will help us to raise the level of play and coaching at MHYSL.

Purpose of the curriculum is to provide guidance to our coaches and assist them in the development of our youth players based on a consistent and proven framework reflecting best practices from top soccer coaches around the world.

This curriculum can be obtained through your age group/competitive team coordinator and consists of:

- General guidelines on training and coaching youth soccer players
- 10 ready-made training sessions for coaches for each of the following age groups: U6, U8, U10, U12 and up.
- Coaches clinics

All training sessions will start with a warm-up, followed by the core of the practice where 1 or 2 soccer topics will be trained combined with a demonstration by the players, often in a scrimmage format, where the coach can observe his players and provide further guidance and coaching.

We trust this curriculum contributes to the soccer knowledge and skills of our youth players and supports our coaches in the preparation of age appropriate training sessions. For questions or other information please contact our Winning Mood technical manager at MHYSL, Koen Driessen, at: k_driessen83@hotmail.com or Rik Thorbecke, Coaching Coordinator at: rthorbecke@gmail.com

Updated 7/30/2008



Duplicate Coaching License Request Form

Please fill out form as *completely* as possible. The cost of a new license is **\$10.00**.
Make checks payable to: **CYSA**.

Please print or type request.

License Level (Please circle): GK F E E/D State D/National D

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _(_____)_____ Date of Birth: _____

E-mail: _____

Date course was taken: _____

Location of course: _____

Instructor: _____

Credit Card Number: _____ Exp: _____

Visa or Master Card Only – No Debit Cards

Cardholder's Signature: _____ Date: _____

Mail request to:

California Youth Soccer Association (CYSA)
1040 Serpentine Lane, Suite 201
Pleasanton, CA 94566

Or Fax:

925-426-9473





CALIFORNIA YOUTH SOCCER ASSOCIATION REFEREE'S SEND-OFF REPORT

Game Date: _____ Field: _____ City: _____

Name of League or Tournament: _____ Game Time: _____

Home Team: _____ Visiting Team: _____

Name of Individual: _____ Team: _____

Age Group: _____ Registration # _____ Jersey # _____ Time of Foul: _____

Individual Sent Off Was: Player Coach (Section 4:08:06, 2 additional games for coach)

REASON FOR SEND OFF:

- SERIOUS FOUL PLAY (Section 4:08:02, 2 game minimum)
- VIOLENT CONDUCT (Section 4:08:02 D, 2 game minimum)
- SPIT AT OPPONENT OR ANY OTHER PERSON (Section 4:08:02 D, 2 game minimum)
- DENIED OBVIOUS GOAL-SCORING OPPORTUNITY TO OPPONENT MOVING TOWARDS GOAL BY OFFENSE PUNISHABLE WITH FREE KICK OR PENALTY KICK (Section 4:08:02 B, 2 game minimum)
- DENIED OBVIOUS GOAL-SCORING OPPORTUNITY BY DELIBERATELY HANDLING BALL (Section 4:08:02 A, 1 game minimum)
- OFFENSIVE, INSULTING OR ABUSIVE LANGUAGE (Section 4:08:02 B, 1 game minimum if uttered in frustration but not directed at a person; 2 game minimum if directed toward any person)

SPECIFIC LANGUAGE OR GESTURE: _____
 DIRECTED AT: OPPONENT TEAMMATE SELF
 REFEREE COACH OTHER: _____

- RECEIVED SECOND CAUTION IN SAME GAME (Section 4:08:02 C, 1 game minimum)

REFEREE'S EXPLANATION OF SITUATION:

(use back for more space)

Referee: _____ Phone: _____ E-Mail: _____

AR 1: _____ Phone: _____ E-Mail: _____

AR 2: _____ Phone: _____ E-Mail: _____

DISCIPLINARY COMMITTEE ACTION

Section 4:08:06 requires that coaches and assistant coaches sent off shall have two games added to the suspension that would be levied against a player.

Number of Games Suspended: _____ Number of Games Served: _____ on _____
(indicate date & time of games served)

Send Off Report sent to: _____ on _____ Pass returned to: _____ on _____
(name) (date) (who pass sent or given to) (date)

Official Assessing Penalty

Position

Date

Key Website Links:

- MHYSL: <http://www.mhysl.org/>
- Class 3 -- Delgado: <http://www.delgadosoccer.org/>
- Class 1 – Abronzino: <http://www.abronzinosoccer.org/>
- CYSA, District 2: <http://www.cysadistrict2.org/>
- CYSA North: <http://www.cysanorth.org/>