



Coaching Manual

Spring 2013



Thank You for Volunteering

March 18, 2013

Dear Coaches,

Thank you for taking on the responsibility of coaching a recreational youth soccer team. Your primary objective is to make this a fun experience for the players. In this binder you will find important information needed for managing and coaching your team. Please familiarize yourself with the contents as it will answer many frequently asked questions, and prepare you for this season and any thereafter.

It is very important to communicate with your player families immediately. All of them are anxiously waiting for practice and game schedules. If this is your first time coaching, it is customary to begin practice 2 or 3 weeks before the first game which this year is on Saturday, April 13. A committee will be lining the fields as soon as weather permits, but painted lines are not required for practice sessions. Be courteous by giving the families as much time as possible to plan ahead. All regular season games and tournament schedules will be linked to the RPYSC website www.rpyouthsoccer.com website as soon as they are available. Please don't wait to communicate with the player parents. In my experience, email has proven to be the most reliable way to communicate with a team.

No Lines, No Laps, No Lectures. The kids want to play soccer, not stand in a long single line, be lectured, or be punished. Keep them moving and touching a ball! You typically only have an hour with them, so make it fun and they will learn and enjoy a memorable experience. Teach the game by following the new Coaching Curriculum developed by our newly formed RPYSC Coaching and Player Development Committee. It provides practice outlines from a variety of resources, and insights into the development of a player. The Committee members are experienced coaches and players including the current R-P HS Varsity and JV Boys and Girls coaches. If this is your first time coaching, or you are a returning coach that has wondered what to do for practice, please dig into this guide and don't hesitate to ask for assistance.

US Soccer, the National governing body of the sport, has launched the RESPECT Campaign, a Code of Conduct for Spectators or Fans. Please review this information and communicate the expectations with your player parents. Many times conflicts result from not knowing the Laws of the Game. There is physical contact in soccer and many parents don't understand that either. Recreational soccer is also a training ground for new young officials. The spectators are the responsibility of the coaches, not the referee. Please encourage all fans to respect players, officials and other fans, be enthusiastic and supportive of the teams, and cheer in a way that inspires without belittling.

Lastly, R-P Youth Night is Tuesday, April 30 as the R-P HS Girls Soccer Team takes on Zeeland East. If you've never been to a HS game, it will be eye opening! The JV Game begins at 5:00 and the Varsity Game Begins at 6:45. It's a great opportunity to show players the speed and excitement of High School Soccer. Team admission is FREE! Take the night off from practice and learn from the game with your team. Have your players wear their jerseys! All the teams will take the field between games at 6:30. Please check in at the gate by 6:00 so we can take the field in force and show our support.

Make it a great season!

Ron Peel
RPYSC President



Board of Directors

March 18, 2013

Reeths-Puffer Youth Soccer Club, Inc. is a nonprofit corporation managed by a large and diverse group of volunteers that desire to make a positive difference in the community, including licensed and experienced coaches, players and officials. If you have any questions or concerns about the operation of the club, please feel free to ask any one of us. We regularly provide important information to the public via Facebook posts and the club website.

RPYSC Board of Directors

- **President:** Ron Peel
- **Vice-President:** Jon Sykes
- **Treasurer:** Melissa Bell
- **Secretary:** Mary Jo Sykes
- **Registrar:** Shelley Jones
- **GVSA Select Representative:** Jon Sykes
- **GLSCL Representative:** Melissa Bell
- **Director of Coaching:** Matt Schmitt
- **Coaching & Player Development Committee:** Matt Schmitt, Keith Knapp, Jeremy Tjapkes, Dylan Darga, Ron Peel
- **Concessions Coordinator:** Laurie LeMieux
- **Equipment Managers:** Lynelle Brainard & Heather Sikkenga
- **Members at Large:** Lynelle Brainard, Pam Cihak, Jerry Conrad, Mike Cooper, Ryan Dibble, Adam Glaser, Phil Jahn, Andrew Johnson, Heather Sikkenga, Tim Wheeler

www.rpyouthsoccer.com
Facebook @ "Reeths-Puffer Youth Soccer"
RPYSC, PO Box 5062, Muskegon MI 49445
(231) 769-2331



Equipment Bags

March 18, 2013

Your equipment bag is stocked with all the items necessary for a great season. It includes balls, first aid kit, pinnies, and goalie gloves if U8 or above.

If you find that you are in need of replacement items or access to the air pump, please let us know. Concessions are open every Saturday during game hours and the Site Director on duty will be glad to assist you. Simply go to the side window of the concessions food service area and let the staff know you are looking for the Site Director on duty to help with equipment needs. Please do not help yourself as we are trying to keep an accurate record of our supplies.

The concession stand is not regularly open during practice times, so if you need something mid week, you must contact one of us and we will arrange for someone to meet you, but if at all possible, please save your requests for game day.

After the last game of your season, please return your equipment bag to the concession stand. We will collect the bags, sort and refill them in preparation for the next season.

Please contact us if you have any questions about anything in your bag. We are also U6 coaches and ask that you are respectful of our practice and game times.

Thank you for your cooperation!

Equipment Managers:

Heather Sikkenga (HeatherSikkenga@comcast.net)

Lynelle Brainard (Lynelle_Brainard@yahoo.com)



Game Change Process

March 18, 2013

Unexpected changes in work or personal schedules might make it necessary to reschedule a game, but please reschedule only as a last resort. Any coach or assistant coach on the team roster is permitted to coach a game. We will do our best to assist you through this process, but scheduling a new time is the responsibility of the coach or team manager.

U6/U8 Game Change Procedure:

1. Contact the opposing coach by referring to the Coaches Contact List for email addresses and phone numbers.
2. Find a mutually agreed on time and date, checking the regular season game schedule for field availability.
3. The home team, the one listed first on the schedule, submits the game change information to info@rpyouthsoccer.com. Put "RP Scheduler" in the subject line.
4. The RP Scheduler will verify there are no issues, will notify the referee assigner of the change, and will send a confirmation email to both coaches.
5. Communicate the change to your team.

U10 & Up Game Change Procedure:

1. Contact info@rpyouthsoccer.com. Put "RP Scheduler" in the subject line.
2. The RP Scheduler will contact the opposing club's league representative to obtain coach contact information and will pass that information on to the RP Coach.
3. Find a mutually agreed on time and date, checking the regular season game schedule for field availability. Select games occupy some R-P fields after 2:00 PM on Saturdays and at any time on Sundays.
4. Contact the RP Scheduler with the proposed date and time.
5. The RP Scheduler will verify there are no issues, will notify the referee assigner of the change, and will send a confirmation email to both coaches and the GLCSL scheduler.
6. Communicate the change to your team.

Thank you for your cooperation!



Inclement Weather Policy

March 18, 2013

It is the priority of RPYSC to be safe, clear and consistent regarding procedures to follow when inclement is present, and so our Inclement Weather Policy is consistent with that of the Michigan High School Athletic Association.

- **All practices and contests shall be suspended for 30 minutes after LIGHTNING is last observed or THUNDER is last heard. No Exceptions!**
- It is the coach's responsibility to instruct players, coaches and any spectators to seek shelter.
- It is the coach's responsibility to stay with the players until a parent or guardian is present for them.
- Anyone may seek shelter within the RPYSC concession stand pavilion and garage.
- It is the responsibility of the coach, officials and RPYSC site director to decide if a practice or contest shall be resumed.
- The RPYSC Site Director shall have final authority to suspend or resume all practices and contests.
- If present, RPYSC Board Members are considered site directors on practice nights.
- Games suspended during the first half of the contest and unable to resume may be rescheduled following the game rescheduling procedure.
- Games suspended during the second half of the contest and unable to resume shall be considered complete and the score shall be final.

Thank you for your cooperation!



Team Assignment Policy

March 18, 2013

The RPYSC Registrar is responsible for team assignments and follows the policy below. Should any exceptions arise, the Registrar will consult the RPYSC Board of Directors Officers to make a final decision regarding player placement. Every effort is made to honor special requests. Coaching placement decisions are the responsibility of the RPYSC Board of Directors Officers.

Team Assignment Policy:

- 1) A Returning Player is one that played the previous season.
- 2) Returning Players are normally assigned to the same team and/or coach as the previous season, but might be placed with a different team to equalize roster numbers if a coach was not requested.
- 3) A Returning Player requesting to be assigned to a different team and/or coach will have the status of a New Player.
- 4) A New Player is one that either has not played before or did not play the previous season.
- 5) New Players will be assigned to teams once all Returning Players have been assigned.
- 6) New Player special requests will be considered once all Returning Players have been assigned.
- 7) Every effort will be made to honor a special request, and the parents will be notified if a request cannot be honored.
- 8) U6-U8 teams are limited to 1 Head Coach and 1 Assistant Coach.
- 9) U10-U19 teams are limited to 1 Head Coach and 2 Assistant Coaches.

Thank you for your cooperation!



Medical Insurance Claims

March 18, 2013

Reeths Puffer Youth Soccer Club carries Accident Medical Insurance to cover its players, coaches, volunteers, board members and spectators in the event of accidental medical injury. We have coverage through 2 different sources. They include coverage through Michigan Youth Soccer Association (MSYSA) for players and coaches registered through Great Lakes Co-Ed Soccer League and with Westbend Mutual Insurance Company for our In-House players, coaches, volunteers, board members and spectators.

Both policies are a secondary policy, which means the injured person's primary insurance covers the claim first. It is important to know that MSYSA and Westbend Mutual must be notified within 7 days of the incident for coverage to be applied. In the event of an injury requiring medical attention the procedure will be as follows:

1. Instruct your families to see their family physician, emergency room or urgent care facility as soon as possible for a treatment and initial diagnosis of the injury. Remember, the injured persons primary insurance company covers first. Submit a claim to your insurance company as you normally would.
2. Instruct your families to contact me within 48 hours of their visit to the doctor and I will help get the family connected with the secondary policies. They will instruct them and handle all the details from there.

I will be glad to do everything I can to assist you. Please remember that once contact has been established between the insurance company and the claimant, HIPPA regulations prohibit our involvement in the claims process.

Melissa Bell
RPYSC Treasurer
info@rpyouthsoccer.com or 231-769-2331



Risk Management Policy

March 18, 2013

Together with Michigan State Youth Soccer Association (MSYSA), the governing body for the sport of soccer in the State of Michigan, Reeths-Puffer Youth Soccer Club is committed to ensure the success of our soccer program and the safety of the players, coaches and volunteers.

It is an MSYSA requirement that all coaches, assistant coaches, team managers or any other team volunteer participate in a background check using the Risk Management system of the MSYSA. No one is permitted to volunteer with any team, nor be added to a team roster, until a Risk Management number has been assigned to them.

Currently nearly 17,000 approved coaches, managers, referees, board members, volunteers, and staff members participate in the Risk Management System. Every one of them has supplied their SSN. Further, in the 10-12 years MSYSA has been collecting SSNs, there has never been an approved applicant who has not provided their SSN. With all of these applicants, in all of the years of collection, there has never once been an identity theft issue resulting from the background check MSYSA has performed.

GotSoccer is a secure site on a secure server that provides sport specific registration software to organizing entities. GotSoccer themselves have installed safeguards to ensure that SSNs in particular are not available to anyone but those performing the background checks.

If you would like to add an assistant coach or team another volunteer to your roster, please contact the club registrar Shelley Jones for assistance at rpyssc REGISTRAR@gmail.com. RPYSC will reimburse the \$10 fee.

Thank you for your cooperation!



MICHIGAN STATE
YOUTH SOCCER ASSOCIATION

9401 General Drive, Suite 120 • Plymouth, MI 48170

(734) 459-6220 • Fax: (734) 459-6242

Website: www.michiganyouthsoccer.org

E-mail: stateoffice@michiganyouthsoccer.org

January 11th, 2013

RE: Michigan House Bill No. 5697/Senate Bill No. 1122- Youth Athletic Concussions

Dear MSYSA League Officials,

Please be advised that on January 1st 2013, Michigan House Bill No. 5697 and Senate Bill No. 1122 took effect enacting new regulations regarding youth athletes and concussions. Within 90 days of this bill being passed the Michigan Department of Community Health will make available a waiver form that MUST be signed by all youth athletes in Michigan and kept on file for the duration of their adolescence.

MSYSA clubs and leagues will be responsible for collecting and keeping the Department of Community Health waiver. The waiver will need to be signed by parents or guardians of all soccer participants playing in MSYSA and kept on file at the club or league level. According to House Bill No. 5697:

THE ORGANIZING ENTITY SHALL MAINTAIN THE STATEMENT OBTAINED UNDER THIS SUBDIVISION IN A PERMANENT FILE FOR THE DURATION OF THAT YOUTH ATHLETE'S PARTICIPATION IN ATHLETIC ACTIVITY SPONSORED BY OR OPERATED UNDER THE AUSPICES OF THAT ORGANIZING ENTITY OR UNTIL THE YOUTH ATHLETE IS 18 YEARS OF AGE. UPON REQUEST, THE ORGANIZING ENTITY SHALL MAKE THE STATEMENTS OBTAINED UNDER THIS SUBDIVISION AVAILABLE TO THE DEPARTMENT.

For your convenience, MSYSA has posted many helpful resources regarding concussions and youth participation on the MSYSA website. From the homepage (www.michiganyouthsoccer.org) navigate to the Membership Services tab and then click on the Concussion Information tab. Feel free to use any of this literature for you own organization.

Once the Michigan Department of Community Health publishes the waiver form, MSYSA will notify all member leagues and provide the form. All MSYSA members leagues should expect to be in compliance with this new legislation for the Spring 2013 Season.

If you should have any questions regarding the new Michigan Legislation and or concussion information please contact Joel Dragan at the MSYSA State Office.

Sincerely,

Michigan State Youth Soccer Association
(734) 459-6220
stateoffice@michiganyouthsoccer.org

cc.: MSYSA Board of Directors
Duane Johnson, MSYSA Legal Counsel
MSYSA Risk Management Committee
Michigan Department of Community Health



**Michigan State Youth Soccer Association is dedicated to excellence
in leading, educating, and serving the soccer community.**





SIGNS AND SYMPTOMS

These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right"

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

Hospital Name: _____

Hospital Phone: _____

Hospital Name: _____

Hospital Phone: _____

For immediate attention, CALL 911

If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports



Spring 2013 Field Layout

