



**INDEPENDENCE SOCCER CLUB  
COACHING GUIDELINES**

## **THE MISSION OF INDEPENDENCE SOCCER CLUB**

The mission of ISC is to promote the growth of and appreciation for the game of soccer by providing opportunities for the youth of Northern Kentucky to learn the Laws of the Game and participate in organized programs of soccer; to organize and promote youth soccer organizations, clubs leagues, and associations for youth up to and including those 18 years of age; and to encourage good sportsmanship and fair play of all participants therein. It is the vision of ISC to provide the best atmosphere for an enjoyable and affordable soccer experience for everyone. ISC advocates continued development and good sportsmanship for coaches, players, parents and officials. ISC will always uphold the best interest of all of its families, players, coaches and officials and place it first above everything else. ISC will provide all members with the opportunity to participate in, develop and enjoy the game of soccer. In short, our goal is to provide an atmosphere in which all youth can continue to play and love soccer!

## **AFFILIATIONS**

ISC was founded in 1984 and is proud to be a member club of Kentucky Youth Soccer. Kentucky Youth Soccer represents over 40,000 youth players, 6,000 active coaches, and thousands of volunteers through its network of over 83 local member associations across the state of Kentucky. Membership in Kentucky Youth Soccer also brings with it membership in the United States Soccer Federation (USSF) and US Youth Soccer. US Youth Soccer develops and promotes youth soccer in all 50 states and currently has over 3,000,000 youth soccer players. USSF is the governing body of soccer in the United States, as recognized by the United States Olympic Committee and the International Olympic Committee that develops soccer at all levels, youth and adult, amateur and professional.

## **OUR COACHING PHILOSOPHY**

The game of soccer is just that--a game. **The number one reason children PLAY soccer is to HAVE FUN. Accordingly, your number one goal as coach should be to ensure that every child has fun at every game, training session, etc.** It is detrimental to the player if there is too much pressure placed on them too early to achieve a result rather than simply experiencing the sheer joy of a youth game. Youth soccer is not about wins and losses or how many trophies are collected. It is about having fun, bonding on a team, and developing as a player, teammate and person.

Proper soccer development means children are playing child-centered, age appropriate activities, so they are able to experience, comprehend, and execute the game as it relates to where they are in their cognitive development. It's about receiving equal playing time, so the players are all given equal opportunity to learn. It's about learning the techniques of the game through a variety of fun games where players have as much contact with a ball as possible. It is about playing all the different positions on the team, so the player learns all the skills necessary to develop in the game.

ISC wants you to respect the game of soccer, respect the players, the opponents, the referee, and the parents; and to teach your players to do the same. Players should come out of their experience with the coach as better people and better citizens, not just better soccer players.

## **COACH REGISTRATION PROCEDURES**

In order to begin practices and games, the following steps must be done to add you to your team.

### ***B. Mandatory Coach Background Check***

Register in Affinity, our state soccer database, for a background check.

1. Go to: <http://kybackgroundchecks.sportsaffinity.com/reg/index.asp?sessionguid=>
2. Click on the Registration tab at the top right of the page.

3. If you have an account, please enter your username/password. If not, then click on Create New Account. If you cannot remember your password, click on the forgot username/password link.
4. You will be taken to a page with all of your family information. Click on the green Continue button.
5. On the next page, click on Register as Coach/Admin.
6. You will get a popup where you will choose 'Background Checks' as the play level - the popup box will then populate with more information. Please double check your address – if wrong, please update.
7. As you scroll down, you will fill out following questions: enter your DOB; choose the club you are a part of; choose your role within the club; enter your legal first and last name - do not use nicknames; and finally, answer the last three questions. All questions are mandatory – after completing the questions, click on Save & Next Page.
8. After hitting Save & Next Page, you will be taken to the Electronic Legal Agreement section in order to consent to the background check. You will need to click on the check boxes to the left of the statements above the words I Accept. Your name will populate at the bottom of the page where you will hit the button that says Agree & Continue.
9. You will then be taken to the final page to complete the check. You will need to click on the green button at the bottom that says No Payment Due, Continue.
10. Your registration should be complete.

*C. Rosters and Schedules (U-8 and up)*

1. Once finalized rosters have gone out from the Registrar, you may contact your team to begin practices.
2. Schedules are typically posted to the NKSL website two weeks prior to season start. You will be e-mailed a link to the schedules once ISC has been notified that they are final.

*D. Rosters and Schedules (U-4/U-6)*

3. Once finalized rosters have gone out from the Registrar, you may contact your team to begin practices.
4. Schedules are typically sent to all parents and coaches via e-mail a week to two weeks before the season begins.

## **COACHING POLICIES**

*A. Coaching Expectations*

First and foremost, ISC thanks you for volunteering to coach our youth soccer players. As a coach for ISC, the following is expected of you:

1. At all times, follow our Code of Conduct, set forth below, including but not limited to: demonstrating leadership, good sportsmanship, respect, and coaching with humility – this game is about the children, not you.
2. Allow each player to play half of every game. The ISC plays in the Northern Kentucky Soccer League, where each player shall play half of each game.
3. Be on time and prepared for all games, training sessions, team events, coaching meetings, and any other events or assignments.
4. Contact your team and parents once you receive your roster. It is your duty to communicate with your team, distribute the game and practice schedules, etc.
5. Arrive at practice on time and remain until a parent picks up every child. However, never be alone with any child without another adult present. If you find yourself in a situation where you are alone with a child, you could make a phone call to another adult and remain on that call until that child is picked up.
6. Assist at our tournament, as assigned.
7. Help out whenever you see things that need to be done. E.g. if you arrive for a training session or game and see that the fields need to be painted, please do so. If you are not sure of what to do, ask, or email the field coordinator with questions or issues at [practice@iscsoccer.org](mailto:practice@iscsoccer.org).

8. Organize practices and teach the game through age appropriate activities/games.
9. Provide a safe environment i.e. Inspect playing surface.
10. Contribute positively to the development of each player's self-esteem.
11. Give regular, positive feedback to players.
12. Distribute a schedule of practices and games in a timely manner.
13. Respect referees, know the rules, and conduct yourself respectfully on the field.

#### *B. Practices*

ISC utilizes soccer fields at the following Kenton County Parks: Middleton-Mills Road, Pioneer, Doe Run, and Lincoln Ridge. To schedule practice sessions for your team (U8 and up only) please email our practice coordinator at [practice@iscsoccer.org](mailto:practice@iscsoccer.org). Practice spots are available from 5:30-7:00 and 7:00-8:30, Monday through Friday.

#### *C. Communication*

If, at any time during a season, you need to inform ISC of anything, please first contact our Director of Coaching at [doc@iscsoccer.org](mailto:doc@iscsoccer.org). You may also contact the ISC's Board of Directors at [board@iscsoccer.org](mailto:board@iscsoccer.org).

In addition to anything that you feel should be brought to ISC's attention and/or you need assistance with, ISC must be notified of the following:

1. Any issues involving any member of the team, including but not limited to, a coach or assistant coach, player or parent, being involved in any altercation resulting in either a red card or being removed from the field by any means.
2. Any red card being issued for any reason.
3. Any incident involving law enforcement in any capacity.

#### *D. Coaching Code of Conduct:*

As a volunteer coach with ISC, you not only represent yourself and your players, but the ISC, Kentucky Youth Soccer and the United States Soccer Federation.

As a coach, you are expected to maintain a high level of sportsmanship, professionalism, and integrity both off and on the field. A coach's primary responsibility is for his/her players to have fun, to develop as soccer players, and to instill a passion for the game. The performance of coaches is not measured in wins and losses, but rather in what is taught to players in terms of technique, sportsmanship, and fair play.

As coach, you are charged with the responsibility of controlling your players and parents at all times during all matches. Coaches lead and teach by example; players will be a reflection upon each individual coach.

Accordingly, all coaches are expected to:

1. Use positive reinforcement when dealing with players, never use foul or abusive language, and never abuse a player mentally, verbally, or physically.
2. Have respect for the authority of the referee and his/her assistants. You should not harass, abuse, or berate the referee during or after the match. You should not enter the field of play without the referee's permission.
3. Exhibit good sportsmanship both off and on the field. You should teach your players the rules of the game, fair play, and proper game behavior.
4. Have a basic knowledge of the game and to pursue coaching education allowing you to better develop your players.
5. Treat each player, parent and referee fairly and respectfully.

#### *E. Referees, Rainouts and Reschedules*

The ISC rainout number is (859) 392-0199. We will also update Facebook, Twitter and the Rainout Line app (available in the Apple App Store and on Google Play). Parents can also call the number for the Rainout Line app at (859) 544-1700. We strongly suggest that you contact your parents or establish a parent volunteer to do so.

You can find the field info for Non-ISC fields here:

<https://sites.google.com/site/nklsoccer/League/field-directions>

If you must reschedule a game (U8 and older) it is your duty to coordinate that with the opposing coach, the appropriate field manager and the referee scheduler. Once you and the opposing coach have agreed upon a time and place and ensured that the field is available, then email the appropriate referee scheduler to have a referee assigned to your game.

If you must cancel a game (U8 and older) you must notify the referee assignor for that field, and the opposing coach, **NO LATER THAN 5:00 PM ON THE TUESDAY IMMEDIATELY PRECEDING YOUR GAME.** Otherwise, you are responsible for paying the referees' fees for that game.

You can find more information on Game Cancellation procedures here:

<https://sites.google.com/site/nklsoccer/League/cancellation-procedures>

#### *F. Suggested Coaching Practices*

All Coaches are encouraged to establish effective lines of communication with the team parents early in the season by holding a parent orientation meeting. Usually, this occurs at the beginning or end of a training session. The time you invest will pay dividends for all concerned throughout the season. If a meeting is impossible, then the following information could be put in a letter to parents/players.

##### **1. Purpose of a Parent Orientation Meeting**

- a. Allows parents to become acquainted with you, the coach.
- b. Inform parents about the nature (and inherent risks) of the sport.
- c. Articulate your expectations of them and of their children.
- d. Enables you to address any parents' concerns.
- e. Enables parents to understand the objectives of the team.
- f. Establishes clear lines of communication between you, parents, and players.
- g. Allows you to obtain parental support (assistant coaches, team parents, etc.).

##### **2. Things to Consider When Organizing the Meeting**

- a. Hold it early in the season, preferably before the first team practice.
- b. Having the players present is optional. However, if they are not present then it is advisable to hold a meeting with your players and clearly explain to them what you explained to the parents.
- c. Be prepared and be organized to conduct the meeting efficiently.
- d. Prepare any handouts you would like to distribute, for example:
  - Team roster
  - Schedule of practice and games
  - Club rules
  - Team goals/rules
  - Summary or outline of the meeting Important Points to Cover Coach introduction
  - Introduce yourself and assistant coaches (or ask for volunteers at this time).
  - Give background information about yourself (why you are coaching, experience).
  - Practice schedule
  - Game schedule.
  - Discuss how players must respect opponents, coaches, officials, and the game itself.
  - Required equipment (shirts, socks, shorts, shin guards, water bottle).
  - Recommended size of ball and soccer shoes.

- Inherent risks (soccer is a contact sport, albeit a relatively safe one).
- Medical insurance (ISC insurance provides secondary coverage through Kentucky Youth Soccer Association).
- Briefly discuss rules of the game and team management
- SNACK LIST: The coach should organize a simple snack schedule for game days. Orange or apple slices, or seedless grapes are good choices. Make sure that all trash is picked up and placed in an appropriate receptacle.

#### *G. Suggested Coaches Equipment*

1. EQUIPMENT BAG: Coaches should prepare a large BAG for all of the items listed below!
2. FIRST AID KIT: A simple kit for games and practices is a good idea for every coach.
3. PUMP and inflating needle: Sometimes the game ball is over inflated or too soft and may need adjusting. The same goes for the balls players bring to practice.
4. SHIN GUARDS: a spare pair of old ones will cover for a forgetful player!
5. SPARE SHIRTS: (2) for your goalkeepers - Having two extra shirts of different colors (each contrasting with your team shirts) insures that you will always have a goalkeeper's shirt that contrasts with the opposition colors.
6. GOALKEEPER'S GLOVES: An inexpensive pair is a useful addition to your game bag.
7. BALLS: If possible, have a good quality ball available for the games. This can be used as a game ball if none is provided. Also, while each player should have his/her own ball and bring it to practice having some extras may save your training session!
8. CONES or PYLONS: Use these to set up small areas for practice activities, or to mark boundaries for a game field. Cones of a different color or size will make a distinctive goal.
9. PENNIES/VESTS: These are used to divide up teams for training activities.

#### *H. Equipment Shed*

1. The code to use on the equipment shed lock is 0199.
2. Goals, painting kits, signs, and any other equipment stored in the equipment shed are the property of the ISC. Please respect it as community property belonging to all ISC members.
3. If you remove equipment from the shed, please make sure to return it.
4. Any time you close the doors to the shed, please make sure that you close the inside latches on the left door so that the wind does not blow it open.

#### *I. Tournaments*

ISC strongly encourages all of our teams to participate in tournaments, whether hosted by ISC or other clubs. However, prior to participating in any tournament, the coach shall verify that the tournament is sanctioned by KYSA. This information can be found on their website [www.kysoccer.net](http://www.kysoccer.net). If a coach should choose to participate in any tournament that is not sanctioned by KYSA, then that coach does so at his/her own risk and assumes all liability therefrom.

#### *J. Refunds and Coaching Education*

It is our policy to issue a refund to all head coaches who coach a team which their child is a member. The refund shall equal the amount of the registration fee paid, and shall not include any late fees, credit card fees, or other miscellaneous fees or costs that may have been added to the actual price of registration.

In order to receive a refund, the coach is expected to:

1. At all times abide by the ISC's Coaching Code of Conduct;
2. Attend the preseason coach's meeting and assist with field set up;
3. Attend all games the team plays, or ensures that another responsible volunteer attends any game the coach cannot;
4. Attend the post season coach's meeting and assist with field breakdown;

5. Assist with ISC's tournament as requested;
6. Otherwise abide by these guidelines.

In addition to the refund, the ISC will reimburse any coach who successfully completes any coaching education course. The reimbursement shall be equal to the cost of registration for the course, and shall be issued upon proof of successful completion of the course. The ISC shall also reimburse any coach or player for successfully completing any referee certification course. The reimbursement shall be equal to the cost of registration for the course, and shall be issued upon proof of successful completion of the course.

*K. Additional Resources*

1. Please visit our website at [www.iscsoccer.org](http://www.iscsoccer.org).
2. There are many great resources available at the Kentucky Youth Soccer Association website at [www.kysoccer.net](http://www.kysoccer.net).