

# OREGON FUTBOL ACADEMY



# COACHES' HANDBOOK

## OFA MISSION STATEMENT AND PHILOSOPHY

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Soccer is a game for the kids. Therefore, at the heart of our mission, OFA expects the highest character from all players, parents, spectators, coaches, referees, volunteers, and administrators. It is the common goal of this club among all its participants to inspire youth to practice the ideals of good sportsmanship and fair play.

### MISSION STATEMENT

The mission of OFA is to provide a fun, safe, all-inclusive soccer experience that develops players and coaches to their full potential.

### PLAYER DEVELOPMENT PHILOSOPHY

Children learn and develop to their full potential through game-like experiences in an enjoyable environment that supports individual growth. This is modeled in the Play-Practice-Play practice plans from US Soccer.

### COACHING PHILOSOPHY

Coaches provide a player-centered environment through reality-based, experiential, and holistic learning. In order to provide the best player experience, coaches are highly encouraged to take at least one of the US Soccer Grassroots online courses.

## COACH RESPONSIBILITIES

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Coaches play an incredibly important role in a player's sports experience. In short, coaches must be a positive and healthy influence on a player. A coach must promote good sportsmanship, safety, and work ethic. He/she must also encourage teamwork and discipline. Coaches must set an example for his/her players at all times.

### COACH REQUIREMENTS

- **Background check, SafeSport** annual online training, and **Heads Up** online concussion training. All adults working with players at any time must have completed these three items. ONLY rostered and carded coaches and team managers may be on the team sideline during games. Send certificates to OFA registrar. [registrar@oregonfutbolacademy.com](mailto:registrar@oregonfutbolacademy.com)
- Coach behavior should follow the policies outlined in this handbook. In short, represent yourself, your team, and your club in a manner consistent with good sportsmanship.
- DO NOT leave practice or the game field until ALL players have been picked up. Plan to arrive early to practice whenever possible in order to be present as players arrive.
- When your practice or game is complete, **please clear the field of all debris and return training equipment to storage** and goals to game-ready placement.

### COACH CONDUCT

- Coaches shall not make any derogatory remarks or gestures whatsoever to the referees, linesmen, players, opposing coaches, or spectators. Coaches shall not use profanity in speaking with players, coaches, referees, linesmen, or spectators. Coaches shall not incite in any manner disruptive behavior of any kind. Coaches shall not harangue or attempt to distract players, referees, or linesmen.
- Coaches shall be fully responsible for the conduct of his/herself, his/her players, and assistant coaches.
- Coaches shall not consume alcoholic beverages, smoke, or be under the influence of any drugs or alcohol during games, practices, or OFA sponsored events, including but not limited to out of town travel for games and/or tournaments, team dinners, and hotel stays.

- **Coaches shall be responsible at the conclusion of any game and/or practice for assuring that all litter generated by his/her team is collected and disposed of in a trash receptacle.**

## MERCY RULE

The emphasis in youth sports, driven by parents and coaches, is often on winning. It is less important to coach players to win—instead it is more important to teach them the soccer and life skills that will help them become winners. The mercy rule is common to soccer leagues across the country and is not unique to OFA. In general, it is good practice to keep the scores within 7 points.

Lopsided games in youth sports are inevitable, and care must be taken not to demoralize the weaker opponent. It can be a challenge to coaches of both teams to make uneven games a worthwhile soccer experience for everyone involved. Demonstrating good sportsmanship and fair play are essential in these situations. If handled properly by coaches, there can be dignity and room to learn in defeat and respect and restraint in victory.

If your team is winning easily, see it as an opportunity for your players to develop skills other than shooting. When your team is dominating, try to change things up early in the game so that players will continue to be challenged and the win isn't too easy. At older ages, it hurts a team to win too easily because players get overconfident, play slower, start to dribble too much, and not play as a team. These bad habits tend to carry on into subsequent games at the expense of team development.

**The following are possible actions that can be taken to further challenge and develop player skills of the stronger team in a lopsided game.**

- Put players out of their preferred position. All players should have opportunities to play offense and defense. Shift your lineup.
- Restrict scoring from close range. Only shoot from outside the penalty area.
- Only score from crosses, headers, or volleys. No break away goals.
- Practice passing and shooting with the weaker, non-dominant foot.
- Keep possession for long periods and only shoot when they have made a set number of passes.
- Use different lineups that emphasize defensive focus and less on going forward.
- Increase playing time for lesser skilled players.
- Limit the number of touches on the ball or two-touch or three-touch before passing or shooting.
- Remove one of your players or discretely ask the other coach to put in an extra player. Be sure to make this change during a dead ball substitution with the permission of the referee.

In order to emphasize sportsmanship, make sure that your instructions to your team are not given in an overt way that will demoralize your opponent. Instruct your team to continue to respect the other team by not overtly celebrating when they score. As a coach, it is your duty to model respect for your opponent to your players. In the end, sportsmanship and fair play are more important than an 8-0 victory.

As a coach, if your team has just been on the receiving end of a heavy defeat, use the experience to teach your players. Start out with the positive and point out what your team did well in the game. Question your players about what they noticed about the winning team. For example, did they see their off-ball movement that created space to receive a pass, or did they hear how well the other team communicated?

## SIDELINE COACHING

- Coaching will take place within the coaches' box, which is ten yards from the half-way line and one yard from the touch line.
- Language and attitude will be consistent with good sportsmanship. Misconduct of any kind, or the incitement and/or encouragement of violence shall not be tolerated under any circumstances and is subject to disciplinary action.
- A coach may not enter the field of play except on the referee's signal.

- No mechanical, electrical, or other devices shall be used to amplify the voice.
- Be sure to allow players time to make decisions and apply what they have learned in practice.

## RISK MANAGEMENT

- Never leave a player alone at a field after practice or game.
- Do not give a player a ride home without others present in the car.
- All coaches and volunteers are mandatory reporters for child abuse and must complete SafeSport training. If there is an issue or incident that needs reporting, fill out the appropriate documentation at safesport.org or call (720) 531-0340. If you have any questions, please contact the OFA Recreation Supervisor at recreation@oregonfutbolacademy.com.

## COACHING RESOURCES

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Practice plans with explanations and videos for each activity will be provided for each developmental division through the Mojo app. These plans were created to help standardize the soccer experience for players in the program and ensure that each player is progressing in age-appropriate skill development. While these plans should serve as a guideline for your practice sessions, know that you have the option to make modifications for your team as needed.

The directors of coaching will be a valuable resource as they provide explanations of practice plans, video demonstrations, weekly check-ins, and support at practices and games. Please reach out to them with any questions or concerns.

## COACHING GEAR AND EQUIPMENT

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All coaches will receive an OFA shirt each season. Please wear OFA apparel to all games.

All practice equipment is located at DBSC in the storage buildings. Available items include cones, weights, poles, speed/agility ladders, practice balls, and game balls. Practice balls are provided for training and should not be removed from DBSC. Small bags of game balls are available for away games and must be returned at the next practice.

Large goals should only be moved by coaches. Please use the wheels—do not drag goals as this will cause damage to the turf. All goals must be returned to the proper placement at the end of practice.

## WHAT COACHES SHOULD HAVE AT ALL GAMES AND PRACTICES

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- OFA coach's shirt
- Official team roster (and laminated player cards on a ring for senior development teams)
- Emergency contact information
- Concussion documentation form

## COMMUNICATION

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### PARENT COMMUNICATION

Communication is key. It is best to contact each parent/guardian at the beginning of the season with a phone call as soon as you get your roster. You can follow up with a group email containing the same information in writing. Present all information to your team as early and as often as possible. Parent communication needs to be a priority. Respond to questions and/or direct them to OFA as needed in a timely manner. The Team Manager app is a good resource.

Below is a sample call/email for your first contact with parents.

My name is \_\_\_\_\_ and I will be your child's soccer coach this season. I am looking forward to having your family on the team!

We will be practicing on [day(s) of the week] at [time] at [field location] beginning on [date of first practice]. We will have a short parent & player meeting at the beginning of our first practice.

All players (excluding Kinder) will need to order a uniform if they did not purchase one in the Fall (current uniform was changed Fall 2021 and will be good for 3 years). If you have any questions regarding your uniform, please contact the OFA office. Players must have a home and away uniform consisting of shorts, shirt, and socks. Your player must also have proper footwear and shin guards.

Please have your player bring a water bottle to every practice and game with his or her name on it. All other equipment will be provided.

Thank you! (Include your name and phone number)

## REFEREE COMMUNICATION

Please keep all communication with referees positive and supportive. All challenges or disputes must go through OFA as needed in a timely manner.

## OFA COMMUNICATION

If your team will not be using your scheduled practice time outdoors or indoors, please notify OFA staff as soon as possible. Fees for use and supervision can be avoided if facilities are not used.

OFA teams are expected to honor their scheduled games. OFA incurs fees for any games that are rescheduled, canceled, or forfeited in the SOCL or P TTL. These fees are avoidable if changes are requested well in advanced. Please communicate with your team that once the schedules are posted, players are expected to be at their scheduled home and away matches.

## PARENT AND PLAYER MEETING

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All coaches are asked to hold a parent & player meeting at their first practice. Please review the player and parent expectations, snacks, smoke protocol, and concussion procedure.

## PLAYER EXPECTATIONS

- 1) Work hard at practice and in games. We are developing as players and as a team.
- 2) Demonstrate good sportsmanship in practices and games, including attitude and language. This includes showing grace in winning and losing.
- 3) Show respect to coaches, fellow teammates, parents, referees, and opposing players.
- 4) Communicate with your teammates and your coaches. Soccer is not a silent sport.
- 5) Support your team and be positive toward your teammates.
- 6) Come prepared to practice with a water bottle, shin guards, and proper footwear.
- 7) Pick up after yourself at practice and at games.**

## PARENT EXPECTATIONS

- 1) Please call or text if your child can't make it to a practice or game. It is important for planning that the coach knows who will be there.
- 2) Thank you for supporting the team by being positive from the sidelines. Please do not coach from the sidelines during practice or games. It is confusing to the players.
- 3) Set an example for your child with respect for opposing players, parents, and referees.
- 4) Play-Practice-Play is a model that OFA coaches use at practice. Players will be practicing and learning in game-like situations.
- 5) Please understand that the goal of developmental soccer is to foster a love of the game in all players and to teach them skills and strategies for each position. As such, coaches will do the best

they can to make sure all players will play at least 50% of the game and will rotate players through the different positions. This does not always mean equal playing time, but balance is a goal. (Note: playing time on U13/14/15 premier teams is earned and not guaranteed.).

- 6) Encourage your child to work on skills and conditioning at home.
- 7) If you have concerns or suggestions, please contact the coach via email, phone, or text. Please do not interrupt practices or games.
- 8) Please park behind the grandstands, if available. Use the fairgrounds parking lot as overflow. The **YMCA parking lot should only be used as a last resort** if all other parking is full.

## SNACKS

Although not required, players enjoy having snacks at the end of the game, especially at the younger ages. Often young players are more interested in receiving their snack than they are in the outcome of the game. It is not your responsibility as a coach to provide these refreshments. However, it is helpful if you make a schedule and assign families to bring a small snack and drink, have them sign up on a schedule, or assign a team parent to coordinate the snack schedule.

## AIR QUALITY

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If the AQI is greater than 100 outdoor practices and games will be canceled. Please monitor the AQI levels using the District 7 Air Quality Dashboard and be sure to communicate any cancellations with your team. The link is posted for your convenience below and can also be found by going to the D7 website and navigating to Departments/Safety. Look for the Air Quality Index in the Quick Links on the right side of the page.

<https://charts.apis-aq.com/grantpassschooldistrict/d/pH7MFidMk/district-7?orgId=1>

## WHAT TO DO IF YOUR CHILD MAY HAVE A CONCUSSION

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- 1) Seek medical attention right away. A health professional can determine if a concussion occurred, how serious it is, and when it's safe for your child to return to sports.
- 2) Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK, even if your child insists otherwise. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be extremely serious. They can cause permanent brain damage, affecting your child for a lifetime.
- 3) Tell your child's coach about any recent concussion in ANY sport. The coach may not know about a previous concussion, and there could be serious health risks for your child.

## CONCUSSION FACTS

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**Oregon law requires coaches to report all head injuries and remove players from play following the injury.**

Coaches are now required to document and turn into the OFA office incidents of head injury. The refs keep a record and report to the office also. The player cannot return to play without a signature of a medical professional. Please see the attached REQUIRED form for reporting a head injury as well as one to give the parent/guardian for the physician.

*The following information has been provided by Providence Sports Care Center:*

A concussion is a brain injury. Concussions are caused by a bump or blow to the head and can be serious. Even what seems to be a mild hit can be serious. You can't see a concussion. Signs and symptoms can appear immediately after the injury or sometimes not until days or weeks later. If your child reports

any symptoms of concussion, or if you notice the symptoms yourself, it's important to seek medical attention immediately.

## SIGNS AND SYMPTOMS OF A CONCUSSION

- Appears dazed or stunned
- Is confused about sports assignment or position
- Forgets an instruction
- Is unsure of the game score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events before or after the hit/fall
- Headache or pressure in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Sluggish, hazy, foggy, or groggy feeling
- Concentration or memory problems
- Confusion
- Doesn't feel right

## UNIFORMS

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- Each player and coach must wear OFA-approved uniform jersey or shirt in order to participate in a game. **Each parent/guardian is responsible for ordering an OFA uniform for his/her player.** Check in with your team/players regarding uniforms and notify OFA of any issues as soon as possible.
- It is mandatory that all players also wear their own footwear and shin guards in order to participate in a game. Acceptable footwear shall include sneakers or soccer cleats. Football or baseball cleats are not permitted.
- Players must also wear shorts and socks that cover their shin guards. When weather conditions dictate, players may wear warm-ups or other clothing under their uniforms, if allowed by the referee.
- No jewelry may be worn on the field of play, either for a game or a practice. Such jewelry shall include, but not be limited to, watches, earrings, necklaces, bracelets, or piercings. Medical bracelets are allowed, but they must be taped down to the body. Taping or covering of any other jewelry is not permitted.
- No equipment, outerwear, apparel, or medical device (including casts) shall be worn if it is considered harmful or dangerous to the player wearing it or to another player. Casts may be permitted if they are safely covered by closed cell foam padding. Coaches shall make this determination for practices. Referees shall make this determination for games.
- **Goalkeepers must wear a jersey or pinnie of a different color than the team. This will be provided by OFA.**

## PLAYER ELIGIBILITY

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Registration, payment, and player documents (birth certificates and photos for senior development teams only) must be complete in order for a player to participate in games. OFA will contact player families and ask for your support in making sure that all players have completed the necessary requirements. OFA will communicate player eligibility to coaches 1 week prior to the start of the game season.

## FIELD USE RULES

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- 1) No one will be allowed to use the fields unless they are on the schedule. Teams need to leave on time and not stay longer than scheduled. Field closures will be respected.
- 2) No children should be left unattended at any time.
- 3) Fields need to be picked up after use and trash put in the trash cans.
- 4) Please return all equipment to storage building or other designated location. Do not leave balls, cones, mini-goals, etc. on the field at the end of practice.

## GAME GUIDELINES

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Division	Players per side	Ball size	Practice length	Practices per week	Game length per half	Re-throws allowed	Offside calls & Goalies	Slide tackling	Head the soccer ball
Kinder	3	3	30 min	1	15 min	Yes	No	No	No
U7/U8	4	3	60 min	1 or 2	20 min	Yes	No	No	No
U9/U10	7	4	60 min	2	25 min	No	Yes	No	No
U11/U12	9	4	90 min	2	30 min	No	Yes	Allowed	No
U13/14/15	11	5	90 min	2	35 min	No	Yes	Allowed	Allowed

- The home team is listed first on the schedule.
- A team's bench area shall consist of that area at least one yard away from the touch line and extending twenty yards from the halfway line. The home team has the first choice as to where it wishes to locate its bench area. Coaches and players are required to remain within their bench area during the game. Parents and other spectators shall occupy the opposite side of the field of their respective teams.
- Only registered coaches who have completed all required documentation, training, and background checks can be on the sideline with the players. This will be strictly enforced. Please ask parents and unauthorized helpers to sit on the parent side.
- All non-active players and spectators are to stay back a minimum of 3 feet from the sidelines.
- The ball may go forward or backward at kickoff.
- The halftime break is five minutes.
- Referees are present to ensure safety, help players learn the rules of the game, and facilitate an opportunity for players to have fun playing soccer.

## RULES BY DIVISION

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### U7/U8 4V4

- Each half will consist of four 4-minute quarters with a 1-minute water break in between each quarter (19 minutes total per half, which includes 16 minutes of playing time). This is to allow for substitutions and/or water breaks. After starting the clock, the referee will blow the whistle to stop play at 4 minutes, 9 minutes, 14 minutes, and 19 minutes. Restarts will be when both teams are ready to play.
- There is NO GOALIE in this division. The arcs in front of the goals are not to be occupied by a defender unless it is to go after a ball. The defender will be responsible for goal kicks, but there will be no throws from the goal area or drop kicks.

- No attacking player is allowed inside the build-out area on goal kicks until the ball is kicked. This is to aid the defending team in working the ball up field to restart the game. The build-out area is the area between the goal line and the build-out line across the field.
- Free kicks will be assessed as a result of an infraction. All kicks resulting from a foul are considered indirect kicks and may not be kicked directly into the goal prior to touching another player.
- Substitutions will only be made during the 1-minute water breaks.
- A player who does a throw-in incorrectly will be instructed and allowed to re-throw the ball.
- There will be no off-side calls.
- Heading the ball is NOT allowed. The penalty for heading the ball is an indirect kick at the spot of the infraction.
- Slide tackling is NOT allowed.
- Begin teaching players the basic positions of defender, midfielders, and forward.

#### U9/U10 7V7

- Each half is 25 minutes. The halftime break is 5 minutes.
- There IS a goalie in this division (the goalie position is included in the 7 players). Goalies may use their hands to pick up the ball anywhere in the box. There are no drop kicks. Balls that are picked up in the box will be thrown by the goalie.
- If a player passes the ball to the goalie on his/her team, the goalie may NOT use his/her hands to pick up the ball. This will be called a handball, and the other team will get the ball at the place where the penalty occurred. A player MAY pass the ball to the goalie, but the goalie is only allowed to kick the ball in that situation.
- No attacking player is allowed inside the build-out area on goal kicks until the ball is kicked. In addition, anytime the goalkeeper has the ball, the opposition must retreat behind the build out line. This is to aid the defending team on working the ball up field to restart the game. The build-out area is the area between the goal line and the build-out line.
- Substitutions will be made at the halfway line when the ball is out of play and permission has been granted by the referee.
- Possession is lost when a player does a throw-in incorrectly. There are no warnings; the ball is given to the other team.
- Slide tackling is NOT allowed.
- Heading the ball is NOT allowed. The penalty for heading the ball is an indirect kick at the spot of the infraction.
- Offside rule only applies in the area past the build-out line. A player is called offside if he/she is nearer to the opponent's goal than both the ball and the last opponent (not including the goalkeeper) when his teammate plays the ball to him/her.



#### U11/U12 9V9

- Each half is 30 minutes. The halftime break is 5 minutes.
- In this division, the goalie may drop kick the ball, and there is no build-out line.

- If a player passes the ball to the goalie on his/her team, the goalie may NOT use his/her hands to pick up the ball. This will be called a handball, and the other team will gain possession of the ball at the place where the penalty occurred. A player MAY pass the ball to the goalie, but the goalie is only allowed to kick the ball in that situation.
- Substitutions will be made at the halfway line when the ball is out of play and permission has been granted by the referee.
- The offside rule applies anywhere on the opponent's half of the field.
- Possession is lost when a player does a throw-in incorrectly. There are no warnings; the ball is given to the other team.
- Heading the ball is NOT allowed. The penalty for heading the ball is an indirect kick at the spot of the infraction.
- Slide tackling is allowed.

#### U13/U14/U15 11V11

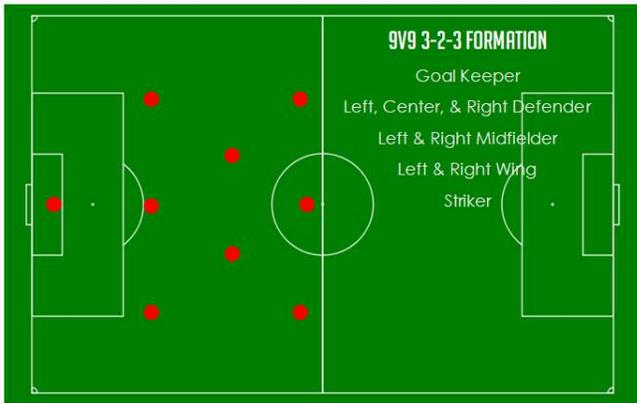
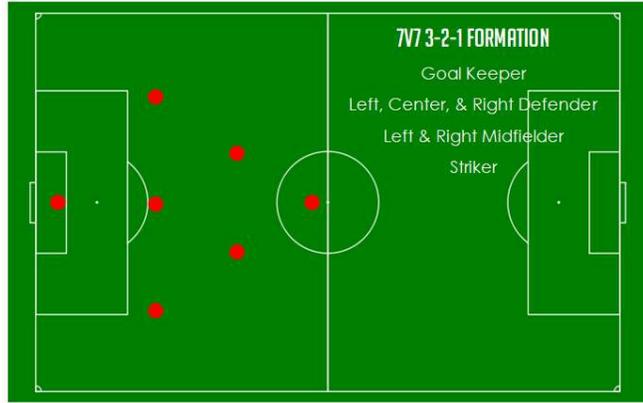
- Each half is 35 minutes. The halftime break is 5 minutes.
- In this division, the goalie may drop kick the ball, and there is no build-out line.
- If a player passes the ball to the goalie on his/her team, the goalie may NOT use his/her hands to pick up the ball. This will be called a handball, and the other team will gain possession of the ball at the place where the penalty occurred. A player MAY pass the ball to the goalie, but the goalie is only allowed to kick the ball in that situation.
- Substitutions will be made at the halfway line when the ball is out of play and permission has been granted by the referee.
- The offside rule applies anywhere on the opponent's half of the field.
- Possession is lost when a player does a throw-in incorrectly. There are no warnings; the ball is given to the other team.
- Heading the ball is allowed.
- Slide tackling is allowed.

## PLAYING TIME

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- All developmental players shall play at least 50% of each game.
- A coach may be permitted to not play a player 50% of a game due to disciplinary reasons for that player. This decision must be made after consulting first with that player's parent/guardian and OFA Staff.
- Please try to keep playing time on junior development teams as balanced as possible. The focus at this age group is on player development, and valuable game minutes are important to this process. This also includes giving players experience in different positions.
- For senior development teams, please make sure every player is on the field at least 50% of the game. This does not mean that every player plays the exact same number of minutes. For instance, starters may play more minutes in an effort to give your team the best chance to be competitive.
- Playing time on premier teams is up to the discretion of the coach and will be earned, not guaranteed.
- Unlimited substitutions may be allowed with the consent of the referee on any dead ball. Substitutions must be made from the centerline.
- No player will be allowed to play if he/she is bleeding. The player may not return to the game until the bleeding has stopped and the wound is appropriately covered with the necessary bandages.

## Soccer Positions and Formations



## Tournaments

Teams are encouraged to participate in tournaments throughout the year. Please contact the OFA office for more information, help registering, or additional support. Rogue Memorial Challenge in Medford is a local tournament that OFA recommends.

Parent, Player, and Coach Codes of Conduct apply at tournaments before, during, and after games when members are representing Oregon Futbol Academy. Please practice kindness and respect when traveling and staying as a guest in other communities.

## CODE OF CONDUCT

- 1) OFA players will not use alcohol or illicit substances at any time.
- 2) OFA players will not use profanity at any time, especially at practices, games, or in uniform.
- 3) OFA players will accept responsibility for all fouls and not talk back to the referee. This applies to referee warnings, regardless of whether a card is issued.
- 4) OFA players will not retaliate against any foul. Violators of this rule will be removed from the field, regardless of whether the player receives a yellow or red card.
- 5) OFA players will acknowledge the referees' efforts at the end of each game by shaking their hands and thanking them, regardless of the game's result.
- 6) OFA players will shake hands with their opponents after each game.
- 7) OFA players will notify their coaches at least one day before their scheduled practice session or game if they are not able to attend.
- 8) Parents and friends of OFA players will refrain from talking to or yelling at the referees or other teams' players. Under no circumstances is this allowed within the OFA organization.

- 9) Parents and friends of OFA players will refrain from coaching any player from the sidelines. Cheering and encouragement are welcome at all times.

## **INCIDENT REPORTS**

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If a coach or referee finds that there is a violation of these codes, they will fill out an incident report form to be turned in or emailed to the head referee, coordinator, or OFA office by noon Tuesday following the event. Notify your division coordinator of the incident. The Disciplinary Committee will review and take action within one week of the date of filing. Parents, players, and coaches will be required to meet with the Disciplinary Committee at the OFA office. Until this meeting occurs, the offending party will be prohibited from participating in any OFA sponsored events. Players, parents, and coaches will receive a warning or suspension at the discretion of the Disciplinary Committee. The team head coach and assistant coach(es) must attend all disciplinary meetings in which his/her player and player's actions are being reviewed. If a head coach or assistant coach does not appear with his/her player, then that player will remain suspended until such appearance before the Disciplinary Committee occurs.

## **DISCIPLINARY ACTION**

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The OFA staff shall review allegations of misconduct by any person coming under the jurisdiction of OFA. The Disciplinary Committee shall impose appropriate sanctions in those cases where the committee determines that misconduct has been proven. This includes any of the following:

- Any player who receives a red card during a match shall be suspended from participating in the next match in which the player would otherwise be eligible to play.
- Enforcing the parent, player, and coaches' codes of conduct.
- Any volunteer who behaves in a way that is contrary to the OFA philosophy.

# **THANK YOU FOR COACHING!**