



## **LEDUC SOCCER ASSOCIATION**

### **COACH/ PARENT HANDBOOK**

(September 30, 2018)

#### **LSA BOARD CONTACT INFORMATION:**

All Executive and Directors contact information is on [leducsoccer.ca](http://leducsoccer.ca) website, along with the administrator's information.

#### **CHILD INTERVENTION AND WELFARE CHECKS:**

Coaches need to get both the child intervention check and child welfare check each year. For the child intervention check you will need to contact your director to get the letter to take to the RCMP to get this check done free of charge.

The child welfare check, you will need to go to:

4901-50<sup>th</sup> Avenue, Leduc – their hours are 8:30 – 4:30, Monday thru Friday and they are closed from noon – 1:00.

To fill out the paperwork and you will need two pieces of id. They will then mail you a copy of the results within 10 business days.

You will then pass on to your director.

#### **COACHES COURSES:**

You go onto Alberta Soccer Association website and look under coaches clinics. You register for the course and pay for it. Once you have completed the course submit your receipt to the administrator and you will be reimbursed for the course. It is highly recommended for all team coaches to take the course that

relates to their division. This will make your coaching experience the best it can be.

### **TEAM STAFF:**

Teams are required to have a head coach and at least two assistant and a team official; and this information must be passed on to your director, who then will pass on the Administrator.

### **TOURNAMENTS:**

LSA will pay for half of one tournament per team per season. You register your team for the tournament (you will get an id number when you register) and then you can either, pay the full amount and submit the invoice and proof of payment to the administrator and get half reimbursed. Or you can collect half of the fee from the team and hand into the administrator with the invoice (id number) and LSA will send in the payment.

### **FUNDING RAISING-SPONSORSHIP:**

Each team can get team sponsorships for anything except team jerseys as we have Canadian Tire as our sponsor for our team jerseys.

If your sponsor requires a tax receipt they can make the cheque out to LSA and hand into the administrator. Once the administrator has send out the tax receipt she will write a cheque for that amount to your team and you are then responsible for paying your bills and keeping track of the money. If you do any other fundraising you can keep the money and spend as you need. The only fundraising that needs an AGLC license is if you are selling tickets that someone will win a prize.

If you do get sponsorship for track suits etc., contact the administrator for the logo for LSA.

### **FINANCIAL AID: (Jumpstart, payment plan, Kid Sport)**

If you have any family that has difficulty coming up with the funds for their child to play soccer, please forward them to the administrator. The administrator will walk them through the process and provide options to get the player registered.

### **EMSA: (Edmonton Minor Soccer Association)**

Teams playing in EMSA, it is the coach's responsibility to go to their website to find all the information regarding forms to be filled out, meetings and deadlines. This website will have all the forms necessary for player cards, trailist, and other pertinent information. (This is for our U10 United and up teams only)

### **BRSA: (Battle River Soccer Association)**

For our outdoor season some teams will play in the Battle River Soccer Association. So for these coaches you can go their website for all the information you will require to play in this league.

### **TEAM FINES:**

Teams that play in EMSA or BRSA – IF YOU DO NOT SHOW UP FOR YOUR GAMES – LSA GETS A FINE! Also if sign the post commitment form for inter-cities or provincials and do not attend we get a very big fine. This cost will be then become the responsibility of the team.

### **TEAM PICTURES:**

LSA is not responsible for team photos. Anything regarding the pictures you or the parents will deal directly with the photographer. The photographer will set up the schedule and forward to the coaches. The Photographer we have used in the past is Scott Molnar – [scottmolnar.ca](http://scottmolnar.ca) / [infor@scottmolnar.ca](mailto:infor@scottmolnar.ca) or 780-885-PICS. So if your team wants to have pictures you will need to contact the photo her yourself.

### **JERSEY DEPOSITS: (for United Teams and U9 & Up Community Teams)**

It is the team official's responsibility to collect the \$75.00 jersey deposit before the jerseys are handed out. They will then hold on to them until the end of the season. When the jersey is returned the deposit can be returned to player. Jerseys that are not returned, the manager will give the administrator the cheque for deposit.

### **WHO CAN BE ON THE FIELD?**

Mini parents need to be on the field to help with their child. (LSA request that siblings not be on the field). The only people allowed on the field are coaches, managers and players that are registered with LSA. No siblings, parents or friends allowed on the field when the team is on the field. (This is for Liability Insurance reasons).

### **PLAYER/COACH CARD:**

EMSA/BRSA requires the following groups to have cards.

ALL team officials U9-U19  
ALL players U13-U19 community  
ALL players U9-U19 premier

### **THINGS PARENTS NEED TO KNOW:**

It is up to the coach and or team official to pass on some rules to the parents:

**INDOOR:** It is recommended that U7 and up parents please sit up in the stands and do not hang over the boards.

**OUTDOOR:** U7 and up it is recommended that parents sit on one side of the field and the players on the other side of the field. This makes it easier for coach's to know where their players are for line changes

**OUTDOOR:** No smoking on or around the fields. We would prefer no dogs on or around the field as some children are afraid of dogs. To please pick up all trash, and for parents to please sit opposite side of players.

Snacks-It is recommended that the players eat before they come and when they are finished playing. We are worried about children running with food in their mouth and choking, so if this is possible that would be great.

Players need water, sun screen and/ or mosquito sprays.

Incident Report, if the parents have an incident they would like to report, forward them to the [leducsoccer.ca](http://leducsoccer.ca) website and the procedure and form is there.

### **EQUIPMENT:**

Shin pads are mandatory and must be worn under the socks. No jewelry allowed. No taping of jewelry is allowed. No hoodies under jerseys. This is all for safety purposes.

### **FIRST AID:**

It is recommended that all teams have a designated person to be their first aid person.

### **INCIDENT REPORT:**

If there is any issue on your team or with another team, parent, coach or referee that you think the board should know about we have a procedure for you to follow. On the website are the procedure and the form that should be filled out and forwarded to the president or Administrator.

### **HARASSMENT POLICY:**

The policy and procedure is on the website. We encourage everyone to read this policy.

### **SCHEDULES:**

All LSA schedules will be posted on our website. For EMSA or BRSA schedules you will have to go to their websites.

### **CODE OF CONDUCT:**

All coaches, players and parents must sign the code of conduct and handed into your director. LSA will then have the right to ask any coach, player or parents to leave the premises if these rules are not followed. You as coach will also have the right to do the same if a player or parents does not follow the code of conducts. These are all on the website.

### **EQUIPMENT PICKUP AND DROP OFF:**

It is your responsibility to attend the equipment pickup and drop-offs setup by LSA. Any equipment need please contact us at [info@leducsoccer.ca](mailto:info@leducsoccer.ca).

### **REFEREES:**

For our leagues that do have a referee, LSA expects the coach's, parents and player's to treat the referee's with respect. LSA has the right to remove anyone they see displaying bad behavior to the ref's.

### **GAME CANCELLATIONS:** (for outdoor/weather)(attached information)

LSA does NOT cancel games. If the fields are not playable the city will post it on the following website [www.leduc.ca/parks/sports-field-status](http://www.leduc.ca/parks/sports-field-status) around 4:00 pm if the fields are closed. So if the city closes the fields "that means no one can go on the fields" so all soccer in Leduc would be cancelled. If the city does not close the fields, that it up the coach or parent if you want to take your team or child out to the field. So LSA does not cancel soccer!!

### **TEAM SNAP:**

If your team is using Team Snap, you will get an invite to join for your team. All the team information will be available on Team Snap.

### **FIELD SAFETY CHECKLIST:** (attached)

### **HEADS UP:** (attached)

**Concussions:** see below for information on this serious matter.



## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### » SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### » SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

## ACTION PLAN

As a coach, if you think an athlete may have a concussion, you should:

1. Remove the athlete from play.
2. Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider. Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. Record and share information about the injury, such as how it happened and the athlete's symptoms, to help a health care provider assess the athlete.
4. Inform the athlete's parent(s) or guardian(s) about the possible concussion and refer them to CDC's website for concussion information.
5. Ask for written instructions from the athlete's health care provider about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
  - » Be back to doing their regular school activities.
  - » Not have any symptoms from the injury when doing normal activities.
  - » Have the green-light from their health care provider to begin the return to play process.

For more information and to order additional materials free-of-charge, visit: [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**

# A Fact Sheet for YOUTH SPORTS COACHES



One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

## What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

## How Can I Help Keep Athletes Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

### Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

### Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
  - › Striking another athlete in the head;
  - › Using their head or helmet to contact another athlete;



**Plan ahead.** How can you help encourage concussion reporting among your athletes?

### ▶ Athletes May Try to Hide Concussion Symptoms

Among a group of almost 800 high school athletes:

**69%** reported playing with concussion symptoms.

**40%** of these athletes said that their coach was not aware that they had a possible concussion.<sup>1</sup>

Athletes may be less likely to tell their coach or athletic trainer about a possible concussion during a championship game or other important event.<sup>2</sup>

- › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
- › Trying to injure or put another athlete at risk for injury.
- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

### Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).
- Download CDC's *HEADS UP* app or a list of concussion signs and symptoms that you can keep on hand.

To learn more, go to [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP)



Center for Disease Control and Prevention  
National Center for Injury Prevention and Control



## LEDUC SOCCER ASSOCIATION

TEAM: \_\_\_\_\_

### COACHES CODE OF CONDUCT

- As a coach, I need to be a positive role model. I will need to display and instill in my players the principals of good sportsmanship and team play.
- Be reasonable in my demands on my player's time, energy, enthusiasm and their performance on the soccer field.
- Be a good example. Children need a coach they can respect.
- Be generous with my praise when it is deserved. Find something positive to say about each player. Players should never be ridiculed for making mistakes or losing a game.
- Develop team respect for the ability of opponents and for the judgment of umpires and opposing coaches.
- Keep informed about sound principles of coaching, growth and development principles relating to children.
- Impress on my players the need to abide by the rules of the game at all times.
- I will respect the officials of the game, and abide by their decisions.
- Check equipment and facilities that you use. They should meet safety standards and be appropriate for the age and ability of my players.
- I will comply with the decisions of league officials and observe all rules, policy and procedures as established or endorsed by LSA.
- I will comply with #106 Harassment policy that is on LSA website.

I UNDERSTAND THAT IF I DO NOT FOLLOW THIS CONDUCT, LSA HAS THE RIGHT REMOVE FROM THE COACHING POSITION.

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## **PLAYER CODE OF CONDUCT:                      LEDUC SOCCER ASSOCIATION**

As a player I will be representing my team and Leduc Soccer Association.

1. I will play by the rules and in the spirit of the game and abide by the principles of Fair Play.
2. I will respect my opponents, teammates, coaches and officials (foul language is included in this).
3. I will do my best to be a true team player and be supportive of all my teammates regardless of skill.
4. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
5. I will acknowledge all good plays/performances – those of my team and the opponents.
6. I will not coach other players on my team, from the field or bench.
7. I will remember that coaches and officials are here to help me and I will accept their decisions and show them respect.
8. I will pay attention when coaches are talking and I will maintain my self-control at all times.
9. I will try to participate in every game and every practise. If I am going to miss a game or practise I will notify the coach.
10. I will arrive at the game or practise early enough so that I am ready to participate at the starting time.
11. I will not bully/harass any player on my team or another team in person or on social media. LSA will not stand for any bullying of any type and has the right to suspend anyone that takes part in this behaviour.
12. If I cannot abide by this conduct, the coaches have the right to bench me for a reasonable amount of games, or whatever the coach deems a fair and appropriate discipline.



# LEDUC SOCCER ASSOCIATION



**Job Title: Team Official**

**Reports to: Head Coach**

## **Summary**

This position is responsible for communication from the head coach to the parents regarding team business. Entry of team snap schedules and team lists as well as entry for the team into any tournaments that the team has decided to enter. It is required that this person is very organized and available for every game and they report directly to the head coach. The Head Coach has the discretion to replace the team manager if duties are not being performed adequately during the season.

## **Duties That COULD be Assigned by Head Coach:**

1. Enter schedules into Team Snap and manage any scheduling issues
2. Communicate with parents
3. Organize 'Referee Liaison' lanyard for each game
4. Receive and prepare game sheets for each game, responsible for bringing the game sheets to each game and giving to the coach
5. Organize any team building functions
6. Organize, issue team jerseys and team wear, collect deposits from parents and return them after the season
7. Coordinate with LSA Equipment Manager for any equipment issues
8. This is not a coaching role so as such will not require field or bench time
9. Perform additional functions as directed by head coach