



HOLLANDIA
☆ 1955 ☆

COACH'S HANDBOOK



HOLLANDIA SOCCER CLUB

“People don't care how much you know until they know how much you care.”

— Theodore Roosevelt

INTRODUCTION

Thank you for dedicating your time and energy to coaching. As the representative of our club who interacts with the players and families the most, we know you have the most significant impact on the soccer experience for our players. Hollandia supports its coaches and assists them in making their experience positive. We believe in providing clarity to make the coach's job easier.

Whether you are an experienced coach or a parent who has agreed to undertake the coaching responsibility, we understand the beginning of the season can be overwhelming. We work hard to ensure our coaches have a positive experience because of the support they receive.

This guide is a resource that will assist our coaches in understanding expectations and provide tools to manage various situations that may arise while coaching your team. Hollandia has subscribed to a club standards program that guides the club's direction. This can be viewed at **Coaches Standards & Requirements**.

UNDERSTANDING SOCCER'S STRUCTURE

GLOBAL GOVERNANCE STRUCTURE

FIFA – Federation Internationale de Football Association (World Governing Body)

Concacaf - The Confederation of North, Central America and Caribbean Association Football

CSA - Soccer Canada

SSA - Saskatchewan Soccer Association

SYSI – Saskatoon Youth Soccer Inc. (Clubs)

HOLLANDIA'S STRUCTURE

Hollandia is one of the five SYSI zones and draws members from a defined geographic area, which may change as the City's demographics change.

All SYSI Coaches are required to hold certain levels of training and competence.

Hollandia pays for specific coaching courses and offers ongoing technical support via our technical staff. For information on coach education and reimbursement, contact operations@hollandiasoccer.ca.

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Hollandia's Technical Structure consists of the following positions, which report to the Board of Directors:

- Programs Coordinator
- Director of Coaching and Player Development (DOCPD)
- Club Head Coach
- Technical Leads for each age group/gender
- Team Coaches and Team Managers

THE PLAYER PLACEMENT PROCESS

While many of our coaches don't participate in the player placement process, it is essential to understand it as you may receive questions from players or parents. The Hollandia selection process is ongoing. The designated evaluation session confirms that our technical staff continually evaluates players during preseason practices, skills sessions, league games, and tournaments.

SYSI operations two leagues, which schedule games and allocate a certain amount of practice time. The City League caters to players who do not want to make heavy time and financial commitments, while the Alliance League caters to more serious players prepared to make heavier commitments. City League players do not attend the placement evaluating process but may be invited to balancing session to create teams of equal skill level within the same age group.

The first step in forming Hollandia Alliance League teams is the evaluation process. Grouping players ensure they are placed in a team environment where they will be neither overwhelmed nor under-challenged. The Technical Committee and the Operations Manager assign Evaluation Coordinators for each age group and coach based on applications received, qualifications, and compatibility with the group to be coached.

The coach assigned the highest team in the age group is typically asked to be present at the evaluations for that age group, along with others who will coach in that age group who the DOCPD may invite. The DOCPD, Head Coach, and other Technical Committee members are present as the leaders of all evaluation sessions and are there to provide clarification and assistance. The head coach of the group will conduct the session in which the players participate in small-sided games.

Parent coaches typically want to be assigned to a team once they know where their children are placed, and they may sometimes be part of the evaluation team. Players are rated by competency and experience. Those who have mastered fundamental technical and cognitive skills are assigned a higher numerical score than those who need time to develop. Assessors enter scores electronically.

Players are rated according to their needs and placed in groups based on their current developmental status, which aligns with the Canadian Soccer Association (CSA) Long-Term Player Development (LTPD) model. The opinions of previous coaches are also considered in player placement.

Players who cannot attend evaluations are provided with an opportunity to be evaluated at a later stage. This is usually done by reviewing their past playing history and inviting them to an appropriate pre-season practice. If they are new to Hollandia, they are invited to practice with less-developed players as a starting point.

Based on LTPD recommendations, we promote considering developmental factors such as age and maturity. Players who are late developers may play within a younger age group.

Teams are entered in the Saskatoon Youth Soccer (SYSI) League in appropriate divisions based on the readiness of individual players, the number of players available, and the judgement and experience of the Technical Committee. Player positions and ensuring that teams have sufficient players are also considered. The

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spring evaluation is purposely truncated because there are no age group changes, and players have been evaluated during the Indoor season.

Please ensure you familiarize yourself with the Long-Term Player Development Model.

DURING THE SEASON

ONCE YOU ARE ASSIGNED A TEAM

The most important activity, which will almost certainly determine whether you have a positive coaching experience, is your pre-season player/parent meeting. Here is a sequence of actions that you need to take:

1. The Programs Coordinator will invite players to a given team via Playmetrics.
2. Once the player accepts the invitation, they are added to the team roster.
3. Once you are assigned to your team in Playmetrics, which may include a manager's name, contact your manager to introduce yourself and pick a tentative date for a pre-season meeting. If you do not have an assigned manager, contact the team's parents to recruit volunteers.
4. You or your manager must attend the preseason Hollandia Coach & Manager meeting.
5. Your manager will need to obtain equipment and uniforms from the club Equipment Manager.
6. Your manager should invite the parents to the pre-season meeting. Follow the agenda that is included in the Appendix.
7. If you need help with the pre-season meeting or conducting your first practice, contact the Director of Coach and Player Development.

SETTING GOALS FOR YOU AND YOUR TEAM

Our Technical Development Mission is to provide every Hollandia player with the tools to go as far as their desire, commitment, and genetics permit.

With clearly defined goals, it is easier to have a successful season. Keep your goals realistic, and do not base them solely on results. Hollandia coaches are expected to make soccer an enjoyable place for young people and are charged with being an essential part of their growth in terms of soccer and life skills.

Develop a clear idea of what you want to achieve by season's end in terms of:

1. Team spirit and cohesiveness
2. Enjoyment and enthusiasm for the game
3. Parental support and communication
4. Skill development
5. Results

Your goals should be communicated with parents and players to gain their buy-in, which means you, the parents, and the players will share a common vision for your team. Remember that people like to do what they are good at. To be good at soccer, players need a high level of skill.

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CONDUCT AND BEHAVIOUR

We ask that all Hollandia coaches behave professionally, responsibly, and ethically. They should treat players, parents, and officials with respect and dignity and take time to discuss their concerns with them.

- Please always conduct yourself with dignity
- Do not yell and scream at players
- No players deserve to be publicly rebuked
- When you do need to shout, it should be a conveyance of helpful information

PHILOSOPHY AND COACHING STYLE

While it is essential to develop your coaching style, there are some critical philosophical guidelines that you should adhere to and which you should make clear to parents at your pre-season meeting:

1. **Fair Playing Time:**

This issue must be discussed at your pre-season meeting. Do not promise equal player time; it is impossible to fulfill. You cannot get every player the same amount of playing time for several reasons. You may, for example, have many players who are only willing to play one position. Teams are often short of players willing to take on defensive positions, so it is common for defenders to play more than other players. On the other hand, players need to play regularly to develop, and it is best practice to try to give each player a minimum of three-quarters of a game.

2. **Maturation:**

Hollandia coaches are expected to understand the difference between early and late maturing players and to nurture the late developers while ensuring that the early developers learn skills rather than rely on their size and strength. It is also part of the coach's job to communicate the effects of developmental ages to parents.

3. **Approachability:**

Parents may have concerns that they would like to discuss with you. It is expected that you will be open to meeting with them. However, it should be clear that there is a protocol to follow. If they would like at meeting, they should approach the manager, who will then set up a time where you, the manager, and the parents (with or without the child) can meet.

4. **Development:**

Hollandia players are students of the game. In this respect, we are guided by [Technical Programming](#), which defines various stages of development. You must understand where your team fits in these stages and provide learning opportunities to match.

5. **Methodology:**

You are expected to use various coaching methods that encourage players to engage in their education. This means you will use a mixture of autocratic, guided discovery, and Socratic styles, asking many questions and allowing players to think and solve problems independently. All coaches should be familiar with the various coaching styles explained in our workshops.

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6. **Environment:**

You are expected to develop an environment that instills a culture of openness, excellence, and competitiveness. We all learn from mistakes; encourage players to try new things without fear of reprisal. At the same time, it is essential to demand effort, improvement, commitment, and responsibility. If you are not demanding, you will not be respected and will not inspire your players to higher levels.

7. **Culture:**

We believe in a culture that promotes unity, caring and the ability to deal with differences or disagreements civilly.

CLUB POLITICS

Our coaches are expected to steer clear of club politics and gossip. Coaches are expected to support each other. If a player or parents express concern about another coach, your first reaction should be to help your colleague. If you feel that there are serious accusations, contact the Director of Coaching and Player Development with your concerns. Getting involved in harmful gossip can allow you to be manipulated by those who seek to push their agenda. Such people are very good at finding those who will advance their agenda. Your manager should be consistent with parents rather than on the bench. Your manager can better perform their duty of being a liaison between yourself and the parents if they are amongst the parents.

SHARING PLAYERS

No coach in Hollandia 'owns' players. You are expected to facilitate your players helping other teams as much as possible. If another team is short of players for a game and you have a practice scheduled, the game should take priority. If you need players, please follow the protocol of requesting a permitted player from the coach; **NEVER** approach players or parents directly. The coach may instead have their manager as the contact for such requests. The coach will also be able to help you identify which player(s) to use and their relative strengths and weaknesses.

PRACTICES

The club typically provides two practice times per week, one of which may be run by the Technical Lead for your age group. The purpose of assigning Technical Leads is to expose our players to our most experienced and licensed coaches.

When conducting practices, your sessions must be enjoyable and feature a high level of activity for the players. Players should never stand in lines of more than three, waiting for a turn to do something. If you see lines of more than three, add another group immediately to shorten the lines and increase activity levels. Keep practice relevant to the age group, ensure every player is coached and feels wanted, and you are constantly challenging players at their level. Happy practices lead to happy players, and happy players make happy coaches and parents, leading to a happy club

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TRAINING HABITS

Most of our players fall into the Learning to Train category. Part of this educational process is the matter of training habits. We expect Hollandia coaches to insist on good training habits:

- Coaches should be at practice or games earlier than players.
- Players should be there at least 15 minutes before starting time.
- Practices start and end on time – do not wait for stragglers.
- Avoid a long pre-practice lecture – start your practice in thirty seconds or less.
- Players look you in the eye when you are talking.
- Players do not talk while you are talking.
- Practice activities are performed at a high tempo with recovery breaks
- Do not allow water breaks every two minutes – 1 break every 15 minutes is sufficient.

TEAM UNIFORMITY

Players must feel like a team and part of a club at practice and during games. This mainly gives players a sense of importance and diminishes the “Motley Crew” look that is often prevalent. **Please note that the practice jerseys to be used are blue.** All teams must wear club-approved apparel.

TECHNICAL LEADS FOR PLAYERS AND COACHES

This initiative will provide ongoing learning for our coaches and players and help coaches feel supported. Coaches are expected to attend and participate in sessions run by Technical Leads. This will facilitate the sharing of ideas and knowledge.

The DOCPD supports all our coaches in the same manner. The Technical Leads and the DOCPD are available to you at any time as a resource, and they are available not only to run practices but also to attend games or meet with you one-on-one.

On prior approval, Coaches are refunded for any certification or professional development they may pursue. CSA Community Coaching Courses are refunded without prior approval, but any other professional development opportunities must obtain approval for funding from the Hollandia Board of Directors. In addition, the DOCPD offers workshops occasionally to aid with your coaching development.

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THE HOLLANDIA STYLE

Hollandia players must develop an excellent technical base to improve their skills regardless of age group or division. Our players must be comfortable with the ball and able to control, dribble, run, pass, and shoot at a level at the top end of the division in which they play.

Our coaches are expected to understand and communicate to players and parents the process involved in the development of soccer players because the purpose of a soccer game is to score more goals than the opponent:

1. Ball Mastery: Unless a player can receive and control a ball (on the ground or in the air), there is no point in progressing to the next level.
2. Once a player has mastered this first step, they learn how to many intelligent use of the ball, which helps the progress:
 - a. Progression: dribbling (through traffic) or running with the ball (open space).
 - b. Transmission of the ball: passing, shooting, heading, volleying

These are the basic skills you, as the coach, must bring to proficiency. With them, players can improve their game. Any player needing these fundamentals is the vital link on your team!

Secondly, soccer is a physical game; all our players should be taught to play physically within the game's laws. For example, protecting the ball with your body is perfectly legal, but many players must be taught how to do it properly.

The third component of the Hollandia style is pressure on the ball. Opponents should not be allowed any time on the ball and should be pressured by the nearest Hollandia player immediately upon receiving it. Press the ball close to the opponent's goal as much as possible. This requires that goalkeepers act as defenders and play outside the penalty area when the ball is in the opponent's end.

Fourth, and very importantly, Hollandia players must be competitive. Every player should develop competitiveness and a solid work ethic. Soccer gives back what you put in. The team can only be successful if each member carries their weight. Competitiveness should be present, regardless of level or division.

In summer, a typical Hollandia team should possess the ball as much as possible, play at a high tempo, work hard to regain it as soon as possible when it is lost, press it high up the field, and compete at every opportunity. Of course, all of this is relative to the level of the players. Coaches should deploy players in the following team formations:

- 5v5 (Quarter field games) 1 A 2-1-2 is also acceptable.
- 7v7 (Quarter field games) Diamond or 1-2-3-1 formation although a 1-2-1-3 is also acceptable
- 9v9 (Half field games) 2 or 3-2-3
- 11v11 (Outdoor full field games) 1-4-3-3, 1-4-2-3-1 or 1-3-4-3

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PLAYER ABSENCES AND TARDINESS

This is an important matter that must be discussed at your pre-season meeting. When you volunteer to coach, you have committed to be there for the players. Why should the player and parents not make the same commitment to you? Coaches who run good practices, encourage enjoyment and treat players and parents with respect seldom have significant issues with attendance and tardiness. However, there will be exceptions that require you to act because you CANNOT allow yourself to tolerate players missing or being late without letting you know in good time. Here are some strategies to deal with such situations.

1. It is suggested that you have team rules as follows:
 - a. For games, arrive at least 20 minutes early.
 - b. For practices, arrive at least 15 minutes early.
 - c. Coach/Manager to be informed of planned absences and late arrivals at least 72 hours ahead.
 - d. Consequences for absences or late arrivals that have not been notified (see below).
2. It is not advisable to use physical activity as a punishment for these situations. In soccer, we must attach positive feelings and thoughts to physical activity. It is much better to withhold physical activity as punishment (player and practice time).
3. Never wait for stragglers to start your practice. Instead, begin on time, and when a straggler is ready to participate, acknowledge them and then exclude them for about 10 minutes. Say something like, "Can you just wait over there until I can fit you in because you missed my instructions by being late?"
4. Take a step-by-step incremental approach to resolve the problem, recognizing that young players typically depend on an adult to get them there.

First Event: Exclude the player and address the matter later in front of the group.

- a) Julie, why were you late today?
- b) How do you think this affects your learning and your teammates?
- c) Can you arrange with your parents to get you here on time?

Second Event: As mentioned above, tell the player that you want to meet with the player and their parents after the game or practice. Explain the situation to the parents and request a solution from them. Ask them what they think the solution should be. Tell them they will sit out half the game or practice if the player is late. Get explicit acknowledgement on this.

Third Event: Meet with parents again and request a meeting with the Player & Community Liaison.

GUEST PLAYERS AT TOURNAMENTS

Many tournaments offer the convenience of guest players. At Hollandia, we encourage you to refrain from using this to win but rather to secure players if you are short. We recommend that you secure Hollandia players first. We also do this as a means of building club loyalty and cooperation. Players wanting to play with another zone require permission from the DOCPD.

DEALING WITH CONFLICT

Unfortunately, there are times when parents have concerns about playing time or other issues. Please do not brush them off. At your pre-season meeting, establish a protocol on how parents can arrange a meeting with you through your manager.

You are approachable if the approach is correct.

1. We prefer that parents ask to talk to the coach rather than creating dissent behind the scenes.
2. Parents should NEVER approach the coach immediately before or after a game or practice.
3. Parents should contact the manager to request a meeting and identify the issue so the coach can prepare.
4. Children are NEVER punished because a parent brought forward a concern.
5. The club will provide a mediator if the issue cannot be resolved in a meeting.

At the meeting, you must remain calm and cordial. The ultimate objective is a win-win situation:

1. Start with a cheerful greeting.
2. Acknowledge the concern.
3. Let the parents talk as much as possible by asking open-ended questions (What, Why, When).
4. Ask them how they would like to see the issue resolved.
5. State your point of view.
6. Summarize what you are, or are not, prepared to do.
7. Do not allow yourself to get bullied.
8. Summarize the outcome and get acknowledgement.

APPENDIX

CONTACTS:

- Hollandia's Programs Coordinator – operations@hollandiasoccer.ca
- Director of Coaching and Player Development (DOCPD) – percy@hollandiasoccer.ca
- Head Coach/Skills Development Coaches – head.coach@hollandiasoccer.ca
- Equipment – equipment@hollandiasoccer.ca
- Club Liaison – club.liaison@hollandiasoccer.ca

TYPICAL AGENDA FOR PARENT'S MEETING

- Greeting and introductions
- Overview of Player development model and where you team fits
- Coach's philosophy based on the above
- Season plan (game and practice days for the entire season)
- Tournaments (be sensitive to costs)
- Uniforms
- Team fees and payment methods
- Question period
- Thanks, and wrap up

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CODE OF CONDUCT

As an affiliate of the Saskatchewan Soccer Association, Hollandia is committed to upholding the code of conduct developed by the SSA - [The SSA Code of Conduct](#).

We have included the parts related to team personnel, athletes, and parents/spectators here for your reference.

Team Personnel

1.9.1 Team personnel (including, but not limited to, all coaches, assistant coaches, managers, gender representatives, medical or other personnel in a position of influence on the athlete(s)) have many additional responsibilities. The team personnel-athlete relationship is privileged and critical in the athlete's personal, sports, and athletic development. Team personnel must recognize the power inherent in the position of team personnel and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Team personnel have a special responsibility to respect and promote the rights of participants who are vulnerable or dependent and less able to protect their rights. This applies equally to the relationship between match officials and their coaches, instructors, assessors, and mentors. Team personnel must also:

- a) Ensure a safe environment by selecting activities and establishing controls suitable for the involved athletes' age, experience, ability, and fitness level.
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- c) Avoid compromising athletes' present and future health by communicating and cooperating with sports medicine professionals in diagnosing, treating, and managing athletes' medical and psychological treatments.
- d) Support the team personnel of a training camp, provincial team, or national team should an athlete qualify for participation in one of these programs.
- e) Provide athletes (and the parents/guardians/caregivers of athletes) with the information necessary to be involved in the decisions that affect the athlete.
- f) Act in the best interest of the athlete's development as a whole person.
- g) Respect other team personnel.
- h) Meet the highest credentials, integrity and suitability standards, including but not limited to such considerations established by SSA's *Screening Policy*.
- i) Report any ongoing criminal investigation, previous convictions, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- j) Under no circumstances provide, promote, or condone the use of drugs (other than adequately prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, marijuana and tobacco.
- k) Respect athletes playing with other teams and, in dealings with them, not infringe upon topics or actions which are deemed to be within the realm of 'coaching,' unless after first receiving approval from the coaches responsible for the athletes.
- l) Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if in a position of power, trust, or authority over the athlete.
- m) Dress professionally, neatly, and inoffensively.

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- n) Use inoffensive language, taking into account the audience being addressed. Act professionally at all times.
- o) Communication between a coach, team personnel, or other adult and an athlete must be professional and communicate information about team activities. The content and intent of all electronic communications must adhere to Saskatchewan Soccer Association Code of Conduct and Ethics and the Organization's Code(s) of Conduct. 9 21
- p) Follow all guidelines and policies for electronic communications and social media (see Section 13 for further details).

Athletes

1.10.1 Athletes shall:

- a) Report any medical problems in a timely fashion when such problems may limit their ability to travel, practice, or compete or, in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b) They must participate and appear on time, be well-nourished, and be prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events.
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible because of age, classification, or other reasons.
- d) Adhere to SSA's rules and requirements regarding clothing and equipment.
- e) Never ridicule a participant for a poor performance or practice.
- f) Dress in a manner representative of the organization.
- g) Act by SSA's policies and procedures and, when applicable, additional rules as outlined by team personnel.
- h) Act sportsmanlike and do not engage in violent behavior, foul language, or offensive gestures.
- i) Behave responsibly and respectfully on social media and in electronic communications. Follow all guidelines and policies for electronic communications and social media (see Section 13 for further details).

Spectators and Parents/Guardians/Caregivers

1.12.1 Spectators and parents/guardians/caregivers must also:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.
- b) Never ridicule a participant for making a mistake during a performance or practice.
- c) Provide positive comments that motivate and encourage participants' continued effort.
- d) Respect the decisions and judgments of match officials and encourage athletes to do the same.
- e) Respect and show appreciation to all competitors, team personnel, match officials, and other volunteers who give their time to the sport.
- f) Refrain from entering the training or competition areas and interfering with activities.
- g) Behave responsibly and respectfully on social media and in electronic communications.

RESOURCES

<http://www.youtube.com/watch?v=5IOVnhzaP6M> - Video on principles of play in 4v4 games.

[Develop Fast Feet with Homework](#)

[Breaking Down Technique](#)



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