

Panthers United Soccer Association

Intramural Program – Coach Information and Procedures

I. The Board

- a. PUSA President – Jeff Nelson
- b. PUSA Vice President, Director of Intramural – Jeff Nelson
- c. PUSA Vice President, Director of Boys Travel – Scott Fetterman
- d. PUSA Vice President, Director of Girls Travel – Jim Wright
- e. PUSA Director of Coaching – Chris Paluch

II. VP - Director of Intramural

- a. The VP- Director of Intramural is the first person that a Intramural head coach should go to with any questions, concerns, etc. that may arise during the season.

III. Safety

- a. First Aid Kits
 - i. It is important for a head coach to have some type of basic first aid items with them at all practices and games. A basic first aid kit should include the following:
 1. Bandages
 2. Antiseptic spray or ointment
 3. Ice (bags that become cold when ‘broken’)
 4. Gauze pads
 5. Ace Bandage
 6. Athletic Tape
- b. Account for Every Child
 - i. Parents are not permitted to simply drop off their child(ren) and leave the field area for games or practices at the U8 age group or younger.
 - ii. Parents are *encouraged* to stay during games and practices at all age groups, but need to be reminded to pick up their child(ren) on time.
 - iii. **NEVER** leave a practice or match before all of your players have been picked up or are accounted for!
- c. Equipment
 - i. Shin Guards
 1. As mentioned in the Rules of the Game, all players are required to wear shin guards at all times, during practice and games. No Exceptions!
 - ii. The Field
 1. Before practices and games, coaches should walk around the field area to make sure it is clear of debris or dangerous objects/conditions.
 - iii. Goals
 1. Before practices and games, please make sure that the goals are properly anchored into the ground, if anchors are available.
 - a. If anchors are broken or not available, the game or practice should not be held on that field or at that goal.
 2. If there is broken or missing equipment, please contact the Director of Intramural immediately, or following your practice or game if there is no immediate danger.
 3. **AT NO TIME** should players be asked to help carry goals. If a goal needs to be moved from one location to another, then coaches and parents should move them.

IV. Coaching Responsibilities

- a. Help every child on your team have fun playing soccer!
 - i. Your demeanor and attitude is the most important influence on the children enjoying coming to play soccer. It is your responsibility to help every child have fun out there!
- b. Be on time for games and practices
 - i. A head coach or an assistant coach should arrive at the field no later than 10-15 minutes before the scheduled start time.
- c. Be prepared for games and practices
 - i. Being prepared for a practice includes being prepared as soon as the first player arrives. Players should not be starting practice by shooting randomly on net. This lends itself to one or more players getting hurt as more players arrive and shoot on net.
 1. Have students engaged in simple individual activities or in an informal pick-up game as soon as they arrive at the field with a head coach or assistant coach supervising the activities.
- d. Communicate well with players and parents
- e. Make sure that the field area/your sideline is clean of trash, etc. after a game or practice.

V. Job Boxes

- a. A locked job box is located at Intramural fields. The job box stores such equipment as paint to line the fields, corner flags, etc.
- b. A key is required to access the job box. You will be provided with information about how to gain access to the job box by the Director of Intramural.
- c. If you are the last person to leave the field area, please make sure that the job box is closed and locked before you leave.

VI. Field Lining

- a. The club will arrange to line the intramural soccer fields.
 - i. Please contact Field Maintenance Committee Chariman immediately if your fields are not adequately lined so that the league can address the matter as soon as possible.

VII. Season Schedule

- a. Practice Schedule
 - i. As a head coach, you are responsible for creating and maintaining your own practice schedule for the days that your team has been assigned by the league.
 - ii. Every team should have at least one practice each week throughout the season, barring extreme circumstances. It is not okay to simply go through the last month or so of a season without holding practices; The players and parents expect more than that.
- b. Game Schedule
 - i. The club will create and distribute the game schedule for the season, based on the days that your team has been assigned by the league.
 - ii. Barring emergencies or extreme circumstances, games should be played as they are scheduled by the club. Due to field availability, it is very difficult to reschedule games throughout the season unless absolutely necessary.
- c. Training Sessions
 - i. At times, the club may bring in an outside coach or group of coaches to run training sessions for our players and coaches. If that is the case, then a training session schedule will be created and distributed by the club.
 1. In order for the session to run smoothly, coaches are asked to actively participate during the training sessions.
 - ii. These training sessions will not conflict with your game schedule.

- iii. Barring emergencies or extreme circumstances, these training sessions should be attended as they are scheduled by the club! The club, in most cases, will have paid these coaches to come and coach our teams. It is not okay to simply cancel or reschedule these sessions without contacting the Director of Intramural well in advance.
- iv. As a reminder, for assistance with a training session, or questions about running your own practices, you are encouraged to contact the Director of Coaching for ideas.

VIII. Team Manager

- a. A 'Team Manager' is someone who is designated to take care of some of the administrative duties for the head coach.
- b. At the beginning of the season, put out a request for any parents willing to take on this role for your team.
- c. The duties of the team manager could include any of the following:
 - i. arranging a snack schedule for games
 - ii. ordering and collecting money for trophies

IX. Snacks

- a. Traditionally, families have provided snacks for the players to enjoy during games, both at halftime and after the game. Here are some guidelines to consider when asking parents to provide snacks:
 - i. Contact the parents before the season to express the interest in having families provide a snack during games.
 - ii. Obtain from parents any possible food allergies that might come into play when providing snacks for the team.
 - 1. This information should be shared with the team as a general statement (ie: no snacks with peanuts). The names of the players that have the food allergy should not be shared.
 - iii. A snack schedule should be distributed to parents so they are aware of the games they are responsible for providing the snack.
- b. Snack Suggestions
 - i. Halftime snacks should be healthy and easy to eat. Possible suggestions include:
 - 1. Orange or apple wedges
 - 2. Grapes (in individual bags to eliminate germs)
 - ii. End of games snacks can be a fun, sweet treat for the players.

X. Trophies

- a. The Club does not provide trophies, medals, or awards for children who participate in the intramural program.
- b. It is the decision of the coach and team as to whether or not trophies, medals, or awards will be provided for the players on a team.
- c. It is the recommendation of the club that participation trophies or awards no longer be given out to teams older than the U8 age group.
 - i. In lieu of individual trophies or awards, teams might decide to have a picnic or provide a special treat at the last game to celebrate the season.

XI. Weather Cancellations

- a. Games
 - i. Who Cancels Games
 - 1. Games are cancelled and rescheduled by PUSA due to weather and field conditions.
 - ii. Cancellation Procedure
 - 1. If the club is forced to cancel games due to the weather, a notice will be posted on the club website up to 90 minutes before game time, provided that the weather event is actually taking place. The Club will also send a cancellation notice out to all coaches, players and parents through electronic mail.

2. Games will not be cancelled for forecast weather events unless it is clearly obvious that the approaching weather will prevent game play.

3. Teams are expected to report for scheduled games if they have not been cancelled by 90 minutes before kickoff.

iii. Bad Weather While Game is in Progress

1. In the event that weather turns bad once a game has started, the following rules apply:

a. If the game is called during the first half, the game is to be replayed in its entirety at a mutually agreed time and date. The score does not stand and is not reported.

b. If the game is called after the second half has started, the game is considered complete and any score will be reported as the final score.

c. If a game is called at halftime, the first half is considered complete. The second half will be played at a mutually agreed time and date. Any score from the first half stands.

2. Lightning and Thunder

a. In the event of lightning, participants shall seek shelter immediately and wait for 30 minutes after the last lightning strike to decide if the match may be continued.

b. Practice

i. Practices are cancelled at the discretion of individual head coaches.