

# WCSF Coach's Packet



**Revised as of  
Fall 2019**

## Table of Contents

WELCOME TO THE WCSSF .....	1
Overview & Regulations.....	1
Code of Conduct .....	1
Players.....	1
Parents .....	1
Coaches.....	2
Zero Tolerance Policy.....	3
Rules of the Game .....	4
Quick Division Overview .....	4
11U Division (7v7 Soccer Rules) .....	4
13U Division (9v9 Soccer Rules) .....	6
19U Division (Fall) and Adult (Summer).....	6
Safety & Sportsmanship .....	8
Concussion Guidelines .....	8
Select Pass .....	9
Substitutions.....	10
The WCSSF Sportsmanship Guideline.....	10
Methods to Hold the Scoring down .....	11
Things Not to Do .....	12
Reminders for Coaches .....	13
How to Update your GotSoccer Account .....	13
Who to Contact? .....	13
Game Day Check List.....	14
How to Print off a Game Card.....	14
How to file a Coach's Report .....	15
How to Request a Change of Game.....	16
Dealing with Referees!.....	17

# WELCOME TO THE WCSSF

---

The West Central Suburban Soccer Federation ("WCSSF") is an interclub competitive league designed to provide the Select Soccer Player 9U – 19U a competitive experience, while focusing on equitable fair play and good sportsmanship while providing venue for the players to have fun.

The WCSSF welcomes both boys and girls to participate although the divisions are listed as 'BOYS'. The WCSSF does not list the divisions as 'CO-ED' because there are no special rules within the league as to the number of girls required on a team. Therefore, a team could register a team with either all boys or all girls. If the numbers are available, the WCSSF is willing to have a separate girls division; however, at least six teams are needed for a separate division.

## Overview & Regulations

---

### Code of Conduct

The WCSSF is an interclub competitive league designed to provide the Select Soccer Player 9U – 19U as well as the Recreational Adult (ages 18 and up), while focusing on equitable fair play and good sportsmanship while providing a venue for the players to have fun. To this end, the WCSSF believes that the following standards of behavior for players, parents, and coaches are essential to our goals.

**Players:** The WCSSF will not tolerate behavior which brings the WCSSF, your club, team or game into disrepute. To this end, players must abide by the following minimum standards at all times:

- Be respectful towards teammates, opponents, coaches and referees. Conduct yourself with honor, dignity, and self-control.
- Play the game for the fun of the game, the challenge, and the chance to show your best. Be gracious when you lose and generous when you win.
- Accept decisions of coaches and referees with class and dignity. Believe in their judgment and honesty.

Players who do not abide by these expectations will be disciplined by game officials, their coach, and, in very extreme situations, the WCSSF.

*\*NOTE: Coaches, as a reminder, you are responsible for the players on your team. You set the tone for the game. If you notice that a player is not acting appropriately or talking appropriate, please address it yourself. Reminder the players before the game what is expected and what will not be tolerated. If action by the WCSSF is needed, the WCSSF will work along with the appropriate Club to ensure that appropriate disciplinary action is taken.*

**Parents:** The WCSSF will not tolerate behavior which brings the WCSSF, your club, team, or game into disrepute. The WCSSF believes that the attitude shown by parents toward the coach, the referees, the opposing players and the importance of winning vs. losing are of paramount importance. Inappropriate

comments or actions by adults bent on short term success rather than the long range benefits undermines the essence of competition and introduces stresses which are inappropriate for children:

- Encourage your player by word and example. The athlete is counting on you as their primary teacher – in soccer and in life!
- Accept the decisions of referees and coaches with style and dignity. Never criticize a referee's integrity, honesty or judgment. They are there to do an honest job which few others are willing to undertake.
- Applaud good play by all players. Opponents are friends, for without them your child could not play. Parents who do not abide by these expectations may be required to leave the field by the referee, the coach, or any Board member of the WCSSF.

*\*NOTE: Coaches, please remember that parents will feed off of your attitude. If parents notice the coach yelling about the referee's calls, complaining about the referees missed calls, complaining about the performance of the players; the parents will pick up on this and become boisterous themselves. Once again, you set the tone for the game with players as well as the parents and/or spectators.*

**Coaches:** The WCSSF will not tolerate behavior which brings the WCSSF, your club, team, or game into disrepute. The WCSSF has high standards for the conduct of its coaches. They must be the standard bearers of good sportsmanship, conduct and ethical behavior at all times. The WCSSF believes that the coach must set and maintain an example for all players and spectators to follow:

- The spirit of the game and its laws are non-negotiable. Coaches need to work hard to create success for the development of players and the team by following the rules and their intent.
- Respect towards game officials, opponents, and players are absolutely required. Coaches must expect to be treated with respect, honor, and dignity and must demonstrate the same at all times.
- The conduct of the players is a reflection of the coach. The coach is expected to uphold high standards of sportsmanship for all players at all times and remember that the reputation of the organization and town is formed by the behavior of all its representatives.

Coaches who fail to abide by these expectations will face disciplinary action by game officials and any Board member of the WCSSF.

*\*NOTE: If the WCSSF receives complaints about the actions of a coach, the WCSSF in conjunction with the appropriate Club will take appropriate disciplinary action such as, but not limited to: observing the coach at the next game, suspension of the coach for a game, suspension of the coach for a season.*

**ATTENTION COACHES!** *If the referee dismisses a team official (coach, assistant coach, or team manager) from a game either verbally or with a red card, that team official has an automatic two-game suspension. The two-game suspension begins with the very next game. During the suspension, the WCSSF will evaluate the dismissal to see if additional disciplinary action is warranted. If the team official (coach, assistant coach, or team manager) is rostered or helps on two teams, the team official is not allowed to attend any game within the WCSSF from either team until the two-game suspension from the one team is complete.*

## Zero Tolerance Policy

As a member of Indiana Soccer, the WCSSF is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and insuring their safety and well-being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. As members of this organization, we will as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

1. The use of profane language of any type is not allowed by players, spectators, coaching staff or team managers.
2. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.
3. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are starkly prohibited within our organization.
4. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality, ethnicity, sex or age.
5. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers – and anyone else affiliated with our organization -- as protection advocates. Every member of this organization is responsible for reporting to the Club Risk Management Director and/or President, any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator.
6. We recommend that every activity sponsored by our program put a Buddy System in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms, locker rooms or other location – without his or her buddy.
7. To further protect our youth participants, as well as our coaches and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child (other than their own) or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:
  - a. Do not drive alone with a child participant in the car.
  - b. Do not take a child alone to the locker room, bathrooms or any other private room.
  - c. Provide one-on-one training or individual coaching with the assistance of another adult or the child's Buddy.
  - d. If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of a private office.
  - e. Coaches and other adult members of this organization should not socialize individually with the participants outside of sponsored activities.
8. We recommend that for any sponsored activity, the ratio of adults to youth participants be 1:8 – one (or more) adults for every eight children, with a minimum of two adults for every activity.
9. When traveling overnight with youth participants, children should be paired up with other children of the same gender and similar age group, with chaperones in separate, but nearby rooms.
10. We want players to trust their feelings and let them know that their concerns and fears are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.
11. We encourage parents to become as active as possible in sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.

12. We will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's Risk Management Director and/or President. The alleged offender will be notified of such allegations promptly. Indiana Soccer will be copied on all correspondence.
13. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person, who is accused but later cleared of charges, may apply to the reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.
14. We promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials, volunteers and spectators. We advocate building strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully other around them.

## Rules of the Game

---

The WCSSF adheres to the FIFA Laws of the game as interpreted by the United States Soccer Federation and has adapted the small-sided rules as set forth by Indiana Soccer for the WCSSF league. Below is a quick overview of the different divisions with the WCSSF, followed by the specific rules for the short-sided games.

### Quick Division Overview

Division	#of Players	Length of Halves	Length of Half-Time	Minimum # of Players	Rostered # of Players
11U	7v7	25 minutes	5	5	12
13U	9v9	30 minutes	5	6	16
15U	11v11	35 minutes	5	7	18
19U (Spring)	11v11	45 minutes	10	7	22*
19U (Fall)	7v7	35 minutes	5	4	14
ADULT	7v7	35 minutes	10	4	unlimited

\*Although up to 22 players can be rostered on the Spring HIGH SCHOOL team, only 18 players are allowed to dress and sit on the bench at any given game.

### 11U Division (7v7 Soccer Rules)

**Field Dimensions:** The playing field is 45-60 yards in length, and 35-45 yards wide. The goals are 6'h x 12'w (goals up to 6'h by 18'w may be used).

**Ball Size:** The Ball: must be a size four. The smaller ball is lighter and more easily kicked, received, dribbled and passed.

**Offside:** As of September 2016, Indiana Soccer has implemented offside in the 10U division.



**Number of Players:** Each team can have seven players on the field. However, a team may start with a minimum of five players, but each team would need to play equal strength.

**Duration of the Game:** Each game will consist of two 25 minutes halves, with a 5-minute half-time.

**Rules of the Goalkeeper:** In the 9U/10U age groups the goalkeepers (1) cannot punt the ball – ever; (2) must only throw or roll the ball to their teammates; (3) must roll or throw the ball once they stop it; (4) catch it or pick it up with their hands. A deflection does not count as a possession with the Goalie's hands; (5) cannot touch the ball with their foot after they throw/roll it until another player on the field touches it first. This means no drop kick, roll and kick, release and kick, drop and kick and etc. In case of the goalkeeper punting the ball, the referee stops play, reminds the goalkeeper of the "No Punt Rule" and restarts the game with the ball in the hands of the goalkeeper.

**Throw-ins:** A throw-in is awarded when a ball is kicked out from the sideline.

**Goal Kicks:** Goal kicks may be taken from anywhere inside the penalty area. Opponents are required to drop behind the build out line until the ball is put back into play. Goal Kicks must land on the goalie's own half before rolling over the halfway line.

**Free Kicks:** The distance the defending players must be away from the ball until it is kicked is the same as the radius of the center circle.

**Penalty Kick:** The penalty mark is eight yards from the center of the goal line and those players other than the kicker and defending goalkeeper are at least eight yards from the penalty mark. The distance of eight yards conforms to the radius of the center circle. The distance of eight yards from the center of the goalmouth for the penalty mark fits within the reduced dimensions of the penalty area and is a reasonable distance for the kick.

**Corner Kick:** The distance the defending players must be away from the ball until it is kicked is the same as the radius of the center circle.

**Hand Ball Clarification:** Deliberate handling of the ball that denies the opposing team a goal or an obvious goal scoring opportunity will result in the following: a free kick according to the FIFA rules.

**Referee:** A center referee will be assigned to each U10 game. Assistant Referees may be used during the game, but are not mandatory. Coaches and assistant coaches should remain on the side-line and not enter the field of play during a game unless called on by the referee.

**Build-Out Line:** There is a new line (as of July 2016) that is 14 yards parallel from the goal line and it painted all the way across the field. It is called the Build-Out Line. The purposes of this Line is to give the offense a chance to build play out of the back (defensive half of the field). Since the Goalie cannot punt, this will give the offense a chance to possess the ball cleanly before being challenged by the defense.

The defense must move back beyond this line once the goalie gets possession. This goes for both goal kicks and when the goalie stops the ball during play (and has to roll/throw it).

The defense cannot cross the Build Out line until the goalie puts the ball into play by releasing it. If the defense does not move behind the Build Out Line and interferes with play, then the foul is an indirect kick where the defense touched the ball in the area between the Goal line and the Build Out line.

The 6 second goalie release will not apply until every defender crosses behind the Build Out Line.

The Goalie does not have to wait until all of the defenders have moved behind the Build Out Line to put the ball in play. It is the goalie's option. If a defender interferes or touches the ball before it crosses the Build Out Line, it is still an indirect free kick awarded to the Goalie's team.

**Headers:** Headers are not allowed in this age group in accordance with Indiana Soccer and the US Soccer's safety campaign. When a player deliberately heads the ball in a game, an indirect free kick (IFK) should be awarded to the opposing team from the spot of the offense. If the deliberate header occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred.

### 13U Division (9v9 Soccer Rules)

**Field Dimensions:** The playing field is 70-80 yards in length, and 45-55 yards wide. The goals are 6.5'h x 18.5'w (goals up to 6'h by 18'w may be used).

**Ball Size:** The Ball: must be a size four. The smaller ball is lighter and more easily kicked, received, dribbled and passed.

**Headers:** Headers are not allowed in this age group in accordance with Indiana Soccer and the US Soccer's safety campaign. When a player deliberately heads the ball in a game, an indirect free kick (IFK) should be awarded to the opposing team from the spot of the offense. If the deliberate header occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred.

### 19U Division (Fall) and Adult (Summer)

1. 35-minute halves (5-minute halftime) – for High School Fall Season Only and Adult Summer League.
2. Normal play is 7v7, 8v8 if both coaches agree.
3. If the goalie stops, traps, handles or picks up the ball with his/her hands, then the ball must be released from their hands and the goalie **CANNOT** touch the ball again until another player on the field has touched it.
4. Goalies **CANNOT PUNT** the ball. (Penalty: an indirect kick is awarded to the other team from the point where the goalie punted the ball.)
5. Goalies **cannot DROP or PLACE the ball on the ground and then kick it**. Once the goalie has the ball in their hands, they cannot touch the ball with their foot until the ball has touched another player in the field of play.



6. Goalies **CANNOT DROP-KICK** the ball. (Penalty: an indirect kick is awarded to the other team from the point where the goalie drop-kicked the ball.)
7. **Goal kicks must NOT travel past midfield in the air.** If the whole of the ball lands beyond the midfield line, the ball is whistled dead and an indirect free kick is awarded to the other team from the point that the ball passed over midfield.
8. Minimum number of players to start play is 5.

**Just for further clarification:**

1. Free kicks (except goal kicks) may pass over midfield without play stoppage.
2. Goalies may throw the ball over midfield without play stoppage.
3. Goalies may pass (by foot) or shoot the ball after the ball has been passed back to them by a teammate.
4. All other FIFA rules apply including off-sides.
5. Unlimited Substitutions may be done by either team on the kick off, or goal kick. Both teams may substitute on a throw in as long as the team with possession has a substitute to come in. Players ready to substitute MUST take a pinnie unto the field and hand it off to the player that they are replacing on the field. Players ready to substitute MUST take a pinnie unto the field and hand it off to the player that they are replacing on the field.

**Question was raised,** "If the goal keeper drops the ball to the ground after it has been saved in goal (not a drop Kick) waits a second and kicks it or takes a touch of the ball and then kicks it past the mid line what is the ruling?"

**Answer from the WCSSF Board:** The intent for the Adult and HS short sided is that if the goalie has the ball in his/her hands, they MUST throw/roll the ball to their teammates. NO FOOT action at all. Since goal kicks are required by rule, there are no goal kicks over the halfway line rule in place. Now, if the goalie made a save by deflecting/hitting/punching the ball and it stays in the penalty area, then, yes, the goalie can kick it as far as he/she wants since they did not catch it, drop it to the ground and then kick it. That would be entirely at the referee's discretion on whether to allow the action. Once again, if the goalie has the ball in his/her hands, the only legal action to put it back into play is a throw/roll out of the penalty box to another player.

"If the goalie handles or controls the ball with their hands, they must distribute the ball with their hands and the ball must be touched by a teammate or opponent on the field of play before that same goalie can touch the ball again with their foot."

This will ensure the intent that we want the goalie to throw the ball into play and make the teams develop play from the back. By clarifying the "no goalie double touch" rule, we make it clear that punts, drop kicks, drop-roll-and-kicks and etc. cannot happen.

# Safety & Sportsmanship

---

## Concussion Guidelines

1. The Coaches, Assistants, Team Managers, and Referees should work together to recognize and evaluate possible concussions.
  - a. **Remove athlete from play.** Look for signs and symptoms of a concussion if the player has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
    - i. Referees: If, during a contest, an official observes a player and suspects that the player has suffered a head concussion or head injury by exhibiting concussive signs (including appearing dazed, stunned, confused, disoriented, to have memory loss, or the athlete is either unconscious or apparently unconscious), the official should notify a coach that a player is apparently injured and advise that the player should be examined by an appropriate health care Professional.
    - ii. If a concussion event occurred during a match, and regardless of whether the student athlete returns to play or not, following the contest, the incident should be included in the reports submitted by the referee as well as the coach.
  - b. **Ensure athlete is evaluated by a health care professional.** Do not try to judge the seriousness of the injury yourself. Record the following to help health care professionals in assessing the athlete:
    - i. cause of the injury and force of the hit or blow to the head
    - ii. any loss of consciousness (passed out/ knocked out) and if so, for how long
    - iii. Any memory loss immediately following the injury
    - iv. any seizures immediately following the injury
  - c. **Inform athlete's parents or guardians** about the known or possible concussion and provide them with the information above. Make sure they know that a health care professional experienced in evaluating concussions should see the athlete.
  - d. **Allow athlete to return to play ONLY with permission** from an appropriate health care professional with experience in evaluating concussions.
2. You can't see a concussion, and some athletes may not experience and/or report symptoms until hours or days after the injury. If you have any suspicion that your athlete has a concussion, you should keep him/her out of practice/games and seek medical care.
3. Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're "just fine" after they have sustained any bump or blow to the head.
4. Any player with a confirmed concussion or head injury should be medically cleared by an appropriate health care Provider prior to resuming participation in any practice or competition.

5. For additional information about concussions, please go to <http://www.soccerindiana.org/UserFiles/file/Vince%20Education/Care%20and%20Prevention/ParentsFactsheet.pdf>

## Select Pass

1: The WCSSF will allow the use of Select Passes beginning with the 2018 Spring season. It will take much coordination within the Clubs to implement and use the Select Soccer Passes. With the implementation of the Select Passes, the Equal Strength Rule will no longer be enforced in WCSSF-sanctioned games.

- A Select Pass is simply the ISA-issued player pass issued by ISA for players playing on a Select Soccer team.
- Travel Player Passes as well as Travel Club Player Passes are not defined as Select Passes and cannot be used in WCSSF Select Soccer games.
- A Select Pass will allow teams that will be short players the opportunity to use Select Soccer players from other Select Soccer teams within the same club to play in regular season games.
- The intent of using the Select Pass is for players to develop more awareness, allegiance and growth within a Club. The purpose is not to stack or strengthen a team but rather to allow a team that will be shorthanded on a given game to get Select Soccer players from within their Club to field a full team on the field. Requiring teams to play less than the age-level proper maximum number of players on the field does not allow players to learn and play within formations and structure. The Select Pass will help teams to be able to field a full team on the field.

2: Players registered with a club may use their ISA Select player pass to play for any other age-eligible teams within their own club. (Note: All Select Pass players must be "Rec Plus"/Select level. Clubs may not Select Pass travel players to a "Rec Plus"/Select team)

NOTE: Players registered within a club may use the Select Pass to play up a level if needed. (i.e. - a 11U player may choose to participate in a 13U division game; a 13U age player may participate in a 15U division game; a 15U age player may participate in a 19U division game.) Please check the "WCSSF Acceptable Age Chart" to verify if a player may participate in a higher division.

3: Up to two (2) registered Travel Players may be rostered to a Select Soccer team. All currently registered Travel Players will be automatically marked as "secondary" on the pass and the official ISA-issued roster will also identify these players as Secondary. (FYI: ISA does not allow any currently registered travel players as primary players on a Select/Rec Plus team.) Secondary Travel Players cannot play on any other of the Club's Select soccer teams other than the one team that they are rostered. (NOTE: Travel Players are not Select Pass-eligible.)

4: Guest players (defined as "a player who is not on the team's official roster nor plays for another Select Soccer team within the same club) are not allowed to participate on any WCSSF team. Select Pass players are not defined as "guest players."

5: In order to play in a game, the Select Pass player must have a Select Pass (player pass) to hand to the referee. Xeroxed copies of the Select Pass are NOT allowed. In addition to the Select Pass (player pass), the player may either be placed on the Game Card via GotSoccer before the game or simply be handwritten onto the Game Card.

6: If a Select Pass player is added to the Game Card, that Game Card along with the Select Pass must be given to the referee to check in the team. If the Select Pass player has their pass in hand but has not been added to the Game Card, then the coach must give the Game Card or the official roster along with the Select Pass to the referee for check-in.

7: The team can add Select Pass players to the game roster as long as the number of players does not exceed a total of 9 players for 11U; 13 players for 13U; a total of 15 players for 15U division; a total of 15 players for HS Spring division; or a total of 13 players for the HS Fall division.

8: As coaches become aware that they will not have enough players to field a full team on the field, they should contact their Club's director of coaching (DOC) to help find players from within their Select Soccer ranks as long as the total number of

players per game does not exceed the limits listed in Rule 7 above. (Note: Travel players cannot play with a Select Pass on a Select soccer team in which they are not officially rostered.)

9: On the day of a game, if a team will be short players, the coach can use players from their Club's Select Soccer teams by getting with another of the Club's Select Soccer team's coaches and asking if any player would be able to assist in the game. as long as the total number of players per game does not exceed the limits listed in Rule 7 above. If this occurs, the coaches will need to exchange the effected player's Select Soccer pass for the upcoming game. It will then be the responsibility of the two coaches to coordinate the return of the Select Pass before the next game.

**NOTE:** A Select Pass system is not designed to take the place of one of the team's rostered players. For example, at the beginning of the game, a 15U team only has 14 players. The coach allows a Select Pass player to participate bringing the game roster up to 15, the allowable number of players per Rule 7 when using a Select Pass player. After the game begins, a rostered player from the team shows up, giving the team 16 game rostered players, one more than the allowable number of players per Rule 7 when using a Select Pass player. In this scenario, the Select Pass player should be removed from the game in order to allow the team's rostered player to participate. The Select Pass player is the only player that should be pulled out of the game. The team's rostered players should be given top priority regardless of the skill of the players involved, the score of the game, etc.

10: For the season ending tournaments, the Select Passes cannot be used by any team. The Secondary Travel Players (up to 2 only per team) can play in the tournaments on the official rostered team.

## Substitutions

Unlimited Substitutions may be done by either team on the kick off, goal kick or throw-in. Players must be standing at the midfield line when play is stopped in order to sub or must wait to substitute for the next stoppage of play. Players ready to substitute MUST take a pinnie unto the field and hand it off to the player that they are replacing on the field.

***Injured player substitution:*** if a player is injured and the coach (or other adult) comes on to the field, that player must come off the field and may not return until the next stoppage of play. The exception is if a goal keeper is injured then they do not have to come off the field even if the coach (or other adult) is called on to the field to evaluate the player.

## The WCSSF Sportsmanship Guideline

(Previously known as "4-Goal Guidelines" for 11U, 13U, and 15U Divisions)

Sportsmanship is one of the reasons why soccer is the most popular team sport. The idea of sportsmanship is basically 'playing the game of soccer fairly and cleanly.' Players who play with the spirit of the game in mind are giving a lot more respect as a leader than that of a player who is constantly bringing the game down by swearing, cheating, or fighting.

When there is a presence of sportsmanship on the field, the game of soccer dramatically improves. You are then playing soccer for the love of the game without any intent of hurting the opponent.

The main objectives of the Select Soccer soccer program are to have fun and to help every child develop as a soccer player. If one team is greatly superior to the other in any match, these objectives are often lost.

Therefore, the WCSSF board has adopted a "4-goal" policy to encourage coaches to restore the objectives in games that are mismatched.

The rule simply states, ***"If a team has a four-goal advantage, the team is to stop the attack and control the ball."*** It is an easy rule, but is often misunderstood. The rule does not state that a team cannot score more than four goals or that there cannot be more than four goal difference between the two teams. The rule does imply that the coach should stop the team from attacking or going straight to the goal. The coach should slow down the scoring, and work on other skills with the team (see "Ways to Change the Attack" below). It is important for coaches to guard the dignity and integrity of the other team. ***This concerns your sportsmanship and integrity, not the referees calling of the game.***

Beginning in the Spring of 2014, although the "Sportsmanship Guideline" is in effect for all divisions; the WCSSF has eliminated the 4-goal differential for the U19 division. The coaches within the U19 division should continue to exhibit good sportsmanship and not drive up the score unnecessarily when involved in a game with mismatched teams.

This guideline is not a perfect solution to an uneven match. However, it is a start. This guideline when applied in the spirit intended will work well. Personally, I've seen this guideline work extremely well as well as be a complete disaster. The key is the coach. For instance, consider the following two scenarios.

***Scenario #1:*** A coach comes into the game knowing that the other team hasn't won a game all season. The coach's game plan puts a number of younger players up front who have not scored, yet. He splits up his key players and teams them up with a younger player, instead of partnering his key players together. The coach puts some of his good strikers in as defenders to encourage them to work on their defense skills. Come half time, his team is ahead 2-1. In the second half, his team pulls ahead 4-1. The coach decides to play down a player at the next substitution with anyone except the referees noticing. The game ends 5-1. The game could have easily been 11-0; but both teams played hard and both teams left the field feeling like they did their best. This was easy to see because the players from the losing team were smiling and "playing around" with each other afterwards.

***Scenario #2:*** Two teams begin to play each other. In the first five minutes, one team's scores two points; within 15 minutes the score is 3-0. The coach continues to encourage the team to pressure the other team and quickly feed the ball to the two lead strikers. At half-time, the score is 4-0. After the second half starts, the team quickly scores two more goals. The coach then yells out on the field for the team to not score. The players begin to yell to each other, "Don't score." At this point, a "keep-away" game begins until a player gets tired, and goes ahead and scores. The game ends with a score of 8-0. The winning team is excited about the win, while the other team is discouraged. This was easy to see because the players from the losing team held their heads down; little was said as they made their way to the cars.

Both of these scenarios actually happened to the same team in one season. I hope it is obvious which scenario showed better sportsmanship. Which scenario was better for both teams? In Scenario #1, all the players of both teams were involved in the game. You could see, while watching, that players from both teams were trying hard, and having fun in the process. In Scenario #2, there were really only half the players, if that, from the winning team that were playing. The ball was constantly being feed to two or three key players. The other teammates on the winning team barely touched the ball the entire game.

Here are some helpful suggestions for you to consider this season, if you face this situation.

**Methods to Hold the Scoring down:**

1. Move the offensive players to defense and vice versa.
2. Remove your main goalie and put in a player who is not a goalie.
3. Make all the players dribble only with their opposite foot.
4. Make all players shoot with the opposite foot.
5. Tell the team that four successful passes must be made before a drive to the goal; or all players must touch the ball before they can begin a drive to the goal.
6. Only allow one or two players to score (usually players who have not scored for the season). All other players must pass, cross, chip and etc. to these players if they want the team to score.
7. The team can only score off of Headers from crosses from their teammates. (NOTE: This one can really slow down scoring while still allowing the team to play hard yet work on an important set of skills – crosses and scoring headers.)
8. The players can only shoot outside of the 18 (Penalty Box). This one is not quite as effective in slowing down the scoring as #6 and #8, above, but if you have to slow down scoring for a large part of the game, this one can help mix it up a little bit for your team.
9. Make the team carry the ball to all four corners of the field before they can begin an attack. This method and #6, above can be used in conjunction with any of the other methods.
10. Remove a player or two (play down). Never do this at the start of half time because it is too obvious. Wait until you sub and, for example, you will sub in 3 players but pull out 4 players. This one really makes the team have to play harder and smarter to keep the control of the ball when they are outnumbered on their offensive end.
11. If all else fails, you can have your team shoot at a target behind and way off to the sides of the goal in order to still maintain the forward drive of the play while maintaining formation, support, and full normal team set up. Only use this one with select players during a game and not on the whole team.

### **Things Not to Do:**

If you are the coach for the team that is ahead...

1. Please don't yell out from your bench to your team players that they can't score.
2. Please don't let your players make comments about not scoring or that they are changing the way they are playing.
3. As the coach, you are responsible for how your team handles this situation.
4. Sportsmanship is imperative. Everyone deserves to leave the field with their dignity intact.

If you are the coach for the team that is down...

1. Continue to encourage your players to play their best. Your players key off of your response to the score. We are here to build skills and have fun.
2. Please don't complain about the other team to your players.
3. Please don't complain that the other team has scored.
4. Don't allow your players to give up. (Sportsmanship is a two-way street.

# Reminders for Coaches

---

As you start your season, please take a moment to go into your GotSoccer account and update your coach's account with your correct email address and phone numbers.

## How to Update your GotSoccer Account

- Go to GotSoccer Log-in Page: <https://home.gotsoccer.com/login.aspx>
- Click on the "Member Account" tab to the left
- Click on the Login button under the "Teams & Team Officials."
- Enter the Username and Password under the "Individual Coach"
- Click on "Contact Information" slightly below the Indiana Soccer logo.
- Fill in the correct or updated information and click "save." You can now exit your GotSoccer Account.

This is an important step for the season. The WCSSF tries hard to keep coaches and managers updated with announcements, tournament FYI's, etc. The only way we can do this effectively is if we have the correct contact information. Currently, the announcements are sent out by email and then posted on the WCSSF website. So, PLEASE, get in the habit this season of checking your email once or twice a week. Communication is a big key to a smooth season.

## Who to Contact?

Throughout the season, you will have many questions or concerns, and may not know who to contact. So!

- ✍ If you have problems with your team, parents, uniforms, etc., please contact your club's Select Soccer Coordinator.
- ✍ If you have a problem with your schedule, please contact your Select Soccer Coordinator first. He/She may be able to help or he/she may instruct you to contact the other team's coach through GotSoccer.
- ✍ If you need to change a home game, contact your assignor as well as the coach from the other team to arrange for a new date and time. After a date has been requested, put the request into GotSoccer. The other coach will need to approve it in GotSoccer before it is updated on the main schedule. (Please realize, though, that once the final schedules have been posted, the other team is not required to change dates. If another date cannot be found, the original date stands and a forfeit will be given to the team that cannot show.)
- ✍ If you need to change an away game, contact the coach from the other team. That team will need to make a request in GotSoccer for the change before you can approve it. (Please realize, though, that once the final schedules have been posted, the other team is not required to change dates. If another date cannot be found, the original date stands and a forfeit will be given to the team that cannot show.)
- ✍ If you have a continual problem with a particular referee at your own field, contact your club's assignor.
- ✍ If you have not received your player cards or official roster by the first game, contact your club's Select Soccer Coordinator.
- ✍ If you have problems during a game with a referee but it is at another field, include it in your game report, and the WCSSF will contact the appropriate people.



- ✉ If you'd like to help out on the WCSSF Board, please contact a WCSSF Board member at [wcssfsoccer@gmail.com](mailto:wcssfsoccer@gmail.com).

### Game Day Check List!!!

Please plan on arriving at least 30 minutes prior to the start of the game. However, before you head off to your game, double check to make sure you have the following items, or have arranged for someone on your staff to bring these items:

1. Official Roster (This should have the Indiana Soccer Stamp and be laminated\*.)
2. Player Cards (These should include the picture of the player, be signed by the club's registrar and laminated\*. In addition, you should have these on a ring in the order of the roster. Virtual player passes are NOT accepted within the WCSSF.)

**NOTE:** If you have any "Select Pass" players participating, you **MUST** have that player's player pass from their current team. Also, write the player's name and jersey number on the game card and hand both to the referee. It will be the coach's responsibility to return the player pass back to the player's main team.

3. Game Card+ (This is not a substitute for the official roster. The game card can indicate for the referees which players will be at the game; you can add the players' numbers, etc. You should print out one for the referee and one for yourself.)
4. Pinnies for substituting.
5. Pinnies, if you are the home team, just in case both teams are the same color.
6. 3 game balls, if you are the home team
7. A good attitude!

\* We ask that these items (roster & player cards) be laminated, so that they are protected if it rains. Also, by the third weekend of each season, the roster and player cards should be complete, and must be presented at every game.

+The HIGH SCHOOL teams in the Spring are allowed to roster up to 22 players. However, **ONLY 18** of those players are allowed to dress and/or sit on the bench. On the game card, cross out the players that will not be there for the game.

### When you arrive at the field:

1. Check the condition of the field. (Any problems with the field, notify the home team. The home team should notify the center referee, field director, or Select Soccer Coordinator.)
2. Check to see if the referees have arrived. Referees are required to arrive 30 minutes prior to a game. If they are not there, the home team should contact the assignor or Select Soccer Coordinator immediately. (Failure for the home team's club to provide referees will result in a forfeit.)
3. If the opposing team hasn't arrived within 15 minutes of the start time, contact the coach from the other team or your Select Soccer Coordinator.

### How to Print off a Game Card:

- Enter into your team's GotSoccer Account.
- Click on the "WCSSF Spring 2015" (or current season) button under EVENTS.
- Click on Schedule.
- Click on the game number to the left of the screen.
- Your computer may ask you if you want to OPEN or SAVE the file. You may open the file and then print it off.

- Log out of your account.

The game card will show the rosters from each team, the coaches, and the referees that are scheduled. This does **NOT** replace the official roster or player cards. However, you can use this game card to record notes throughout the game. The game card also includes the phone number to call when reporting the scores as well as the event number and game number needed.

### How to file a Coach's Report:

After every game, coaches are required to complete a game report. Try to complete the report within 24 hours of the game. Officially, the WCSSF gives you three days to turn in the reports, but we find that if they aren't done right away, they don't get done.

Here's how to file a coach's report...

- First, call the number on the game card and submit the scores. (This **MUST** be done within the first 24 hours or it will not update the scores.)
- Then, access your team's GotSoccer Account and click on the "WCSSF Spring 2015" (or current season) button under EVENTS.
- Click on Schedule. Click on the "Submit Report" button to the right of the game.
- Fill in the game report; and hit "submit" at the bottom. If you hit "back" without first hitting "submit", the report will not be saved and entered into the system.

The WCSSF uses the game reports as (1) a way to ensure that the league's rules and guidelines are being followed since we cannot be at every game scheduled; (2) that the coaches and players are exhibiting proper sportsmanship; (3) a way of helping the referees improve on their game.

We hope that all the games will run smoothly this season. However, if something "BIG" happens at one of your games that needs immediate attention, please alert the WCSSF by sending an email right away to us at [wcssfsoccer@gmail.com](mailto:wcssfsoccer@gmail.com) or if the situation warrants it, please contact your Select Soccer Coordinator immediately. He/She will then contact one of the WCSSF board members.

However, allow the WCSSF to give you a couple of reminders when filling out the game reports:

**Reminder #1:** In the game reports, please include specific information not generalizations. For instance, one coach may write, "the referees were terrible." Unfortunately, the WCSSF can't do much with this information to help the referee improve or correct problems. However, another coach may write, "the AR's did not understand the off-side rule and called it every time an attacker passed the defender with the ball." This gives the WCSSF quite a bit of information, and we can pass this along to the assignor who will then work with the referee for the next game. We cannot reverse the decisions of a referee during a game, but we can help that referee to improve for the next game.

**Reminder #2:** Sometimes when a coach loses a game, the coach decides to vent and includes every little thing that went wrong in the game. However, take a moment to look at it from the other coach's point of view or from the referee's point of view. Sometimes, the coach needs to take a breath before completing the report, and think about what he/she is going to write and what is the purpose of including it in the report.

**Reminder #3:** Feel free to ask questions regarding the rules, etc. The WCSSF is here to help, and we are more than willing to offer assistance whenever we can.

**Reminder #4:** Feel free to include comments about an excellent referee or an excellent coach (other than yourself!). The WCSSF is excited to read positive reports as well, and we always forward these good comments to the referee or coach when appropriate.

**Reminder #5:** If one of your parents is upset about something that happened at a game and wants to contact the WCSSF, please refer them to our "Hotline Questionnaire" at <http://www.surveymonkey.com/s/63DTW97>. One of our board members will be checking this site quite often during the season, and will respond as needed.

**Reminder #6:** The WCSSF receives quite a number of reports during a weekend. When the WCSSF receives a negative report about a coach or a team, we will contact the coach by email directly to get their side of the story or to get further details. The WCSSF does try hard to follow-up on every negative report. If you file a negative report against another coach, referee or team, the WCSSF will let you know that we've received it, and then start working on it. You will not get an email back informing you of the final outcome, though, unless appropriate.

Coaches must turn in scores and reports within three (3) days. If they fail to do so, they will receive a friendly email from the WCSSF Board and his/her coordinator will be copied in on it. Coaches who fail to fill out reports within an additional 48 hours of the notice, that game will be recorded as a forfeit. Any team whose coach has not submitted a report for every game played during the season, the team will not be allowed to participate in the end of the season tournament. (Assistant coach or Team Managers may submit these reports.)

### **How to Request a Change of Game**

If you are the "home" team, and need to change the time and/or date of your game, please check, first, with the Site Coordinator, Assignor and Select Soccer Coordinator to see if the field is available. Then, contact the other team's coach or team manager by email to see about other possible dates/times. (These contact lists are posted on the WCSSF website every season under the "Coaches" tab.) Once a date and time is arranged, you need to "officially" make the request in GotSoccer. Here's how:

- Enter into your team's GotSoccer Account and click on the "WCSSF Spring 2015" (or current season) button under EVENTS.
- Click on Schedule. To the right of the game, click on the button called "MAKE REQUEST".
- Update the date and/or time and hit save or send.

Once this is done, the other coach will need to go into their team's GotSoccer Account and approve the request following the same similar steps.

# Dealing with Referees!

---

We have all had that referee that for whatever reason seems to hold a grudge against our team. All the calls seem to be going against you and you feel like there is nothing you can do, all control is lost. The hardest part is they are determining the result and it's not fair to you, more importantly, it's not fair to your players who have worked extremely hard. There are several options you can do in this situation.

By far the worst option is to yell and scream at the official, this causes several negative effects. Number one, you are the coach and you set an example for your players. If they see you giving the referee a hard time they will think it is a license for them to do the same. Remember only your team captain is allowed to speak to the referee. Your captain has a right to get an explanation from the referee and is the only player that is allowed to do so. Secondly, you are setting yourself up to get more calls against you. As much as referees are not supposed to be biased, they remember situations; it's human nature. There aren't too many positive things that can come from complaining to the referee, yet it happens all the time.

There are certain aspects of the game you cannot control and the referee's decisions are one of them. How often have you seen a referee make a decision and then reverse it? Almost never, so what is the point in complaining? Your best option would be to send your captain over during half time if it is a safety concern. If you as a coach have issues please include it in your game report, feel free to go to your own referee assignor for clarification.

If your goal is to be the best coach possible you need to put yourself out there to understand the game to your fullest potential. There is not a better way than for you to get your referees license so you can become an official referee. While this may be time-consuming there are a lot of lessons you can learn by taking this course. After you pass the class, go on and referee a few matches. Your perception of a referee will completely change. You will begin to cut the referee some slack and judge them not on whether or not they made the right call, rather, whether or not they were in the right position to make the call.

You are not going to get every call and the referee is going to make mistakes, it's a part of the game. Control your temper, be calm and the next time the call might go your way. If you act like a maniac and you are screaming at the referee you can forget about it. You are not going to get any calls and you are hurting your team. Make sure your players understand that they are not allowed to speak to the referee about a call unless they are the captain. Even in the light of a competitive game where a call goes against you, remember your role as a coach. Keep calm. Play on.