

Coaches Handbook



Coaches/Parent Charter

- Encourage children to participate in and enjoy football.
- Develop the skills and fitness of children playing football, irrespective of ability, through the small-sided games to full games.
- Provide a positive, developmental & safe environment for children to play football.
- Promote sportsmanship and fair play in young footballers.

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The Aims of ERSDA

As an association ERSDA has stated aims and expectations which should be supported by all member clubs. The aims are:

- » To encourage participation in and **enjoyment** of football
- » To **develop the skills** and fitness of children playing football, irrespective of ability, through the small sided game to full games
- » To provide a positive, safe and **non-competitive** environment for children to play football
- » To promote **sportsmanship** and **fair play** in young footballers
- » To promote **Coach Education**.

The Expectations of ERSDA

Member clubs are expected to:

1. Provide the Match Secretary with details of each person responsible for each team in the club prior to the start of the season.
2. Ensure that their club is represented at the monthly business meetings of the Association.
3. Provide ERSDA with evidence of insurance and SYFA affiliation.
4. Ensure that all players, coaches and adults know and comply with the ERSDA charter.
5. Deal effectively with individuals who do not comply with the ERSDA charter.
6. Know and observe the SYFA Child Protection guidelines.
7. Carry a first aid kit with them at each venue at all times and know also where the first aid kit and telephone are located at each venue.
8. Carry emergency contact numbers for the children at all ERSDA leagues, plus parent permission forms for first aid.
9. Assist in the assembly and dismantling of goals at venues.
10. Advise opponents well in advance if a fixture cannot be fulfilled.
11. Ensure that all players and coaches know and implement ERSDA rules of play.

The Match Rules

The rules for Development Football should be kept to a minimum except as provided within these rules. The laws of the game as stated by FIFA and the International FA Board shall apply subject to the following:

Four-a-side Football (up to 8 years)

1. The Field of Play

The field of play and its characteristics are agreed and marked at Netherlee.

2. Goalposts

Soccer Sevens goals (4.9 m x 1.8 m) or smaller will be used.

3. Teams

Teams will comprise 4 outfield players with no goalkeepers. Team squads may consist of up to 6 players with rolling substitutions used throughout the match. Players who have been substituted may return to the field of play as often as necessary. All team members should received equal playing time where possible.

4. The Ball

A size 3 ball should be used.

5. Offside

There is no offside rule.

6. Duration of the Game

Matches should last approximately 20 minutes with no halftime. The venue coordinator has the discretion to alter this in the event of poor weather conditions, pitch conditions or an obvious mismatch.

7. Coaching

Coaching will be officiated from the side of the field.

8. Kick-ins

Age group under 8 should use kick-ins.

In the event of the ball going out of play, a kick-in will be awarded. At all kick-ins

and the taking of free kicks all opposition players must be 6 paces from the ball. All re-starts, kick-ins, free kicks, corners must be short passes ie. 2 paces.

9. Re-start

On scoring a goal, the team that scores will retreat to the halfway line. The team conceding the goal will restart the game with a short pass.

10. Equipment

All players must wear shin-guards. Metal studs are suitable for grass fields only. Glasses may be worn provided they have safety frames and lenses.

11. Coaches

Team coaches will stand on the same side of the field.

12. Behaviour

Team coaches should substitute players displaying unacceptable behaviour.

NOTE: At the end of every game, team coaches should encourage both teams to shake hands and issue Fair Play cards where appropriate.

Soccer Sevens (8 years and beyond)

1. The Field of Play

The field of play and its characteristics are determined according to venue.

2. Goalposts

Soccer Sevens goals (4.9 m x 1.8 m) will be used.

3. Teams

Teams will comprise 6 outfield players plus a goalkeeper. Team squads may consist of approximately 10 players with rolling substitutions used throughout the match. Players who have been substituted may return to the field of play as often as necessary. All team members should receive equal playing time where possible. In the event of an obvious mismatch, the weaker team, as jointly agreed by the respective team leaders, may field an extra player.

4. The Ball

Age groups 8, 9 and 10 should play with a size 3 football. Age group 11 should use a size 4.

5. Offside

There is no offside rule.

6. Duration of the Game

The duration of the game shall be 15 minutes each way with no half time - drink refreshment and turn around only. Flexibility should prevail. The coaches have joint discretion to alter this in the event of poor weather conditions, pitch conditions or an obvious mismatch.

7. Coaching

A coach will officiate from a designated area on the touchline or the field of play, no other adult will be allowed on the field of play. Match supervisors are not allowed to coach. Both clubs to supply a Match supervisor with each club expected to 'officiate' one half of the game.

8. Kick-ins/Throw-ins

Age groups 9 and 10 should use kick-ins.

In the event of the ball going out of play, a kick-in will be awarded. At all kick-ins and the taking of free kicks all opposition players must be 6 paces from the ball.

Age group 11 should take throw-ins.

In the event of the ball going out of play, a throw-in will be awarded. At all throw-ins and the taking of free kicks all opposition players must be 6 paces from the ball.

9. Re-start

Play shall be re-centred after a goal has been scored with the opposing team at least 6 metres from the ball .

10. Equipment

All players must wear shin-guards. Metal studs are suitable for grass fields only. Glasses may be worn provided they have safety frames and lenses.

11. Pass back

For age groups 8, 9 and 10 the pass back law does not apply. For age group 11 the pass back law does apply in season 2 - post Christmas.

12. Penalty Kicks

Penalty kicks shall be taken 7 metres from the goal line.

13. Goalkeepers

Goalkeepers must throw the ball out.

14. Coaches

Team coaches will stand on the same side of the field.

15. Behaviour

Team coaches should substitute players displaying unacceptable behaviour.
NOTE: At the end of every game, team coaches should encourage both teams to shake hands and distribute a Fair Play as appropriate.

Soccer Sevens Transition Year

(Optional for 12 years and beyond)

1. The Field of play

The field of play and its characteristics are determined according to the venue.

2. Goalposts

Soccer Sevens goals (4.9 m x 1.8 m) will be used.

3. Teams

Teams will comprise 6 outfield players plus a goalkeeper. Team squads may consist of approximately 12 players with rolling substitutions used throughout the match. Players who have been substituted may return to the field of play as often as necessary. All team members should received equal playing time where possible. In the event of an obvious mismatch, the weaker team, as jointly agreed by the respective team leaders, may field an extra player.

4. The Ball

A size 4 Football should be used at Under 12's.

5. Offside

No offside rule applies.

6. Duration of the Game

The duration of the game shall be 15 minutes each way with drinks refreshment on turn around. The team leaders have joint discretion to alter this in the event of poor weather conditions, pitch conditions or an obvious mismatch.

7. Match Supervisor

In an effort to prepare the young players for the 7-a-side game, a match supervisor will be appointed with authority to enforce the rules of play and, considering the educational importance for the participants, ensure fair play.

8. Kick-off / Goal Kicks and Throw-ins

In the event of the ball going out of play, a throw-in will be awarded. At all kick-ins and the taking of free kicks all opposition players must be 6 paces from the ball.

9. Re-start

Play shall be re-centred after a goal has been scored with the opposing team at least 6 paces from the ball.

10. Equipment

All players must wear shin-guards. Metal studs are suitable for grass fields only. Glasses may be worn provided they have safety frames and lenses.

11. Pass back

The current pass-back rule will NOT apply to all ages except Under 11's where it will be enforced.

12. Penalty Kicks

Normal rules apply with the kick taken from the penalty mark.

13. Goalkeepers

Goalkeepers may kick or throw the ball out as preferred. However, in an effort to prevent long passes prevailing, they should be encouraged to restrict these to a minimum. Goalkeepers attempting to gather the ball by hand may not be challenged.

14. Coaches

Team coaches will stand on the same side of the field.

15. Behaviour

Team coaches should substitute players displaying unacceptable behaviour.

NOTE: At the end of every game, team coaches should encourage both teams to shake hands and distribute a Fair Play card as appropriate.

Code of Conduct

One of the key elements of the success of ERSDA events has been the conduct of coaches, players and adults associated with clubs. Nevertheless ERSDA wishes to protect against complacency in this area and requests that clubs ensure that all individuals associated with the teams know and observe ERSDA's high expectations in personal conduct.

Vital to the maintenance of these high standards is the role of the coach. What happens both on and off the pitch is very often a reflection on coaches. It is vital therefore for coaches to be strong in dealing with instances of misbehaviour from anyone associated with their team. There are no excuses for poor behaviour so accept none and take decisive action if it occurs.

Code of Conduct: Adults

Do:

1. Emphasise good behaviour
2. Highlight good play from both teams
3. Be patient and supportive

Do not:

1. Instruct players during the game
2. Shout abuse at the children
3. Emphasise results
4. Be critical when a mistake is made.
5. Over-celebrate goals
6. Complain to or about the match supervisor/ referee
7. Please refrain from smoking in or around the pitches during and between games.

Code of Conduct: Players

Do:

1. Have fun.
2. Use your skills.
3. Behave well at all times
4. Accept the decisions of the match supervisor

5. Play fair.
6. Encourage your team-mates.
7. Go to the centre of the pitch at the end of the match, line up and shake hands with your opponents.

Do not:

1. Argue with the match supervisor/ referee.
2. Criticise other players when they make a mistake.
3. Use bad language.
4. Go 'over the top' when a goal is scored.
5. Make fun of your opponents.
6. Swing from goal posts or crossbars

Venue Co-ordinators

Each venue has a co-ordinator whose responsibilities include:

1. Co-ordinate/resolve any venue issues realtime.
2. Notifying a committee member of any problems relating to facilities and equipment
2. Providing support and assistance to coaches `on site'.
3. Resolving disputes `on site' and report as necessary.
4. Notifying the Vice President of breaches of the Association's disciplinary code.
5. Providing regular feedback at monthly meetings.

Coaches should accept the decisions of the venue co-ordinator.

However, if coaches are not satisfied with the venue co-ordinator's decision the matter should be referred to the Vice-President in the first instance.

The Venue Co-ordinators for each season are noted on the cover page of the fixture list or each age group and available online.

The Venue Manager co-ordinates the work of the Venue Co-ordinators.

- a) ERSDA recognises that the changing facilities are less than adequate. In the long term it is an issue the Council hopes to address. The Association's view is that we are prepared to accept the situation in order that as many children as possible are able to play football. Coaches should therefore ensure that parents are aware of the limited changing facilities and ERSDA's reasons for staging events in spite of this.
- b) The Council makes an effort to clear pitches of sharp objects and dog dirt. Unfortunately, because the pitches are in areas of open public access it is difficult to control this problem.
- c) Coaches should be aware that the caretakers should be respected at each venue and are not responsible for clearing any such objects. They should also be aware that caretakers have no responsibility for dealing with members of the public who allow their pets to foul in public places.
- d) ERSDA recommends that coaches inspect pitches prior to use to ensure that they are clear of such objects.
- e) ERSDA further recommends that irresponsible pet owners who are witnessed allowing their pets to foul where children are playing are reported to the police. Such behaviour is an offence carrying a £500 penalty.

- f) Most venues have limited parking areas. ERSDA requests that clubs advise coaches and parents to be responsible about parking. Private residential parking and residents' access should be kept clear at all times by those attending ERSDA events. It is likely that the police will become involved where there is a persistent problem.

Dealing with Problems

Most ERSDA events will pass without any incidents. However, with over two thousand fixtures per season involving almost one thousand children and over one hundred coaches along with all the spectators it is inevitable that there can be problems.

ERSDA offers the following guidelines to deal with situations that may arise:

1 Problems with council facilities and staff...

- a) Keep calm, stick to the facts and do not become involved in heated arguments with council staff.
- b) Seek advice from the venue co-ordinator.
- c) Advise the match secretary if it is urgent and he will contact the council by letter and/or by telephone.
- d) Advise at the next monthly meeting if it is non-urgent and it will be pursued as above.

2 Problems with opposing coaches...

- a) **Remember that your first duty is to the children.**
- b) Keep calm and make a polite request for moderation of behaviour or make a polite offer to change the match supervisor. If this is not successful, calmly end the game and take the children away from the pitch. Report the matter immediately to the venue co-ordinator.
- c) Thereafter inform the Vice President.
- d) Do not become involved in any form of abusive behaviour.

3 Problems with parents from your own club...

- a) **Remember that your first duty is to the children.**
- b) Keep calm and make a polite request for moderation of behaviour. If this is not successful consult the venue co-ordinator.
- c) If this is not successful, calmly end the game and take the children away from the pitch. Take action from within your own club. Report the matter to the Vice President.
- d) Do not become involved in any form of abusive behaviour.

4 Problems with parents from your opponent's club...

- a) **Remember that your first duty is to the children.**
- b) Keep calm and make a polite request for moderation of behaviour to the opposing coach.
- c) If this is not successful consult the venue co-ordinator.
- d) If this is not successful, calmly end the game and take the children away from the pitch. Report the matter to the Vice President.
- e) Do not become involved in any form of abusive behaviour.

5 Problems with your players...

- a) **Remember that your first duty is to the children.**
- b) Issue a firm but controlled warning to the offending player.
- c) If the player persists then he/she should be immediately substituted and take no further part in the match/ session depending on the severity of the offence. Take action from within your own club.
- d) Do not become involved in any form of abusive behaviour.

6 Problems with players from opposing teams...

- a) **Remember that your first duty is to the children.**
- b) Issue a firm but controlled warning to the offending player. Advise the opposing coach of the problem.
- c) If this is not successful and the opposing coach fails to or refuses to take action, send the opposing player from the field of play and request a substitute.
- d) If this is not successful, calmly end the game and take the children away from the pitch. Report the matter to the venue co-ordinator.
- e) Thereafter report the incident to the Vice President.
- f) Do not become involved in any form of abusive behaviour.

THE POLICE SHOULD BE CALLED IF ANY PERSON PERSISTS WITH ABUSIVE OR THREATENING BEHAVIOUR IN SPITE OF APPEALS FROM OTHERS PRESENT.

Age Groups

ERSDA recommends that children play at an age group appropriate to their physical development and ability. **The safety of players and their opponents**, however, must be the over-riding consideration when deciding which age group is most appropriate for your children. ERSDA strongly recommends that clubs ensure that children are playing at an appropriate level. The ERSDA leagues have been organized to reflect the guidelines laid down by the SFA and UEFA, they are as follows:

Year of Birth	School Stage
Under 8	P3
Under 9	P4
Under 10	P5
Under 11	P6
Under 12	P7

NB: These age groups are for guides only.

The following guidance is given by ERSDA on age groups:

1. Teams will be formed according to the players' year of birth.
2. Teams may only be entered into the age group appropriate to the players' year of birth.
3. Coaches may decide, subject to a player's physical development and ability, to play children above or below the appropriate year of birth , using common sense and discretion - this is capped at under 11's.
4. It is expected, for example, that in a pool of 8 seven-a-side players coaches may field no more than two players outwith the age group in the league. This figure will be three players in a pool of about 14 eleven-a-side players. In short no more than a quarter of the team should be from out with the age group.
5. Any teams suspected of fielding more than this number of players outwith the age group should be reported to the venue co-ordinator who will raise the matter with the Vice President.

In making this decision, coaches must ensure that these children do not play in a league where, due to their physical size and development, they put either themselves, and/or other players, at an unacceptably high risk of physical injury.

In other words size really does matter !!

In Case of Emergency

1. Every club at each venue is expected to carry a first aid kit with them at all times. Know also where the first aid kit and telephone are located at each venue.
2. Know and observe the SYFA Child Protection guidelines.
3. Carry emergency contact numbers for the children at all ERSDA leagues.

Fair Play Cards

ERSDA expects that, at the end of each match, players are brought to the centre of the pitch and an award for fair play is made to at least one player of each team. It is important to remember that:

- a) More than one fair play card may be awarded.
- b) Coaches should identify and agree player(s) from each team who merit the award and present the player of the opposing team.
- d) The fair play card is not a player of the match award.
- e) Coaches should explain to the player awarded - what aspect or strength the award was based upon.

Fixtures

Coaches are asked to note the following points:

1. Every effort will be made to have the half-season's fixtures delivered around two weeks before the first fixture.
2. Each main club contact should check the fixtures for his/her club to ensure that there are no errors.
3. Major errors should be notified to the match secretary a.s.a.p. Any minor errors which can be sorted out on the day need not be notified to the Vice President.
4. The Vice President will notify clubs of the latest date for entry. No entries will be accepted after this date.
5. The dates for the Season will be agreed and published on line - www.ersda.co.uk
No fixtures will take place during April (Easter Holidays) & October (Mid Term)

Saturday Routines

Team coaches/ Venue Co-ordinators are asked to ensure that the following procedures are followed at each ERSDA venue every Saturday:

- On the rare occasions when the nominated team coach is not available he or she should inform the Venue co-ordinator in advance giving the name of the adult who will be supervising the team for the day. It is not acceptable to have one coach looking after two teams for the day.
- The teams scheduled to play the first match assemble the goals in good time for the start of the first match at 9.30 a.m.
- The teams, scheduled to play the last match, dismantle the goals.
- All anchoring pins are returned with the goals.
- All games start and finish on time.
- At the end of each match, players are brought to the centre of the pitch, and an award for fair play is made to at least one player of each team.
- Players play at a level appropriate to their physical development and ability.
- Games are played with the recommended ball size for that age group.
- Contact your opponents in plenty of time if you cannot manage a fixture.

Phone the council if there is any doubt if the matches are to go ahead.

Phone 0141 577 3918 between 8.30 a.m. and 9.30 a.m. on Saturday morning. It is the coaches' responsibility to check this, **not that of ERSDA.**

Committee Members & Remits

Paul Mulholland - President

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- Chair for ERSDA meetings
- Co-ordination of committee work
- Council Liaison
- Liaison with Scottish Soccer Sevens Development Association
- Liaison with Scottish Youth Football Association (SYFA)
- Web Site contributor.
- Coordinator of the committee work.
- Match Rules.
- New Club Vetting
- Discipline

Audrey Harrison - Secretary

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- Correspondence
- Registration Administration
- Website Management & Administration
- Database Management & Administration
- Documentation
- Liaison with SYFA
- Minute Meeting Secretary
- Disciplinary Issues
- Disclosure Scotland

Chris Smith - Vice President

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- Vice-chair for ERSDA meetings
- Fixture coordinator
- Web Site contributor.
- Match Rules
- New Club Vetting
- Discipline

Stewart Daniels - Venue Manager

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- Correspondence
- Coordinator of venues
- Air horns
- Green Cards
- Web Site contributor.
- New Club Vetting
- Discipline

Alan Hay - Treasurer

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- Management of ERSDA accounts
- Web Site contributor
- Discipline

John Gervais - Football Development Officer 0141 577 3922

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- Match Rules
- Coach Education
- New Club Vetting
- Discipline

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