# JUNEAU PARKS AND RECREATION DEPARTMENT
# YOUTH SOCCER COACHES' MANUAL

## 2024

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**Need ideas for skills and drills? Try** www.soccerxpert.com or **www.Soccerhelp.com.**

***How to contact us:***

***Monday-Friday, 8:00am-4:30pm, 586-5226 or e-mail Amanda.Lovejoy@juneau.org***

***Website: www.juneau.org/parksrec***

**TO ALL OUTDOOR SOCCER COACHES**

Thank you for volunteering! Without you, our programs would not be possible.

Before beginning the season, we would like to make clear the goals of our youth sports programs. These should be foremost in your minds throughout the next two months as you work with your team. A clear understanding will hopefully lead to a positive experience for both players and coaches.

Participation in sports can help children: learn to relate more effectively to other people; learn to cope with realities they will face later in life; develop lifelong patterns of healthy physical activity; and, most of all, have fun. The number 1 reason kids quit playing sports is it becomes no longer fun. Our sports programs are focused on providing a healthy recreational and social learning experience for children. They are not intended to be miniature professional leagues. Our leagues are designed to allow children to play with their age peers. This allows children to learn lessons like team leadership, developing a work ethic, and developing friendships with a wide range of skill levels. In order to de-emphasize the competitive aspects of the sport, we will not be distributing special awards to the first place teams; instead certificates will be given to <u>all</u> participants. We also ask that the coaches not buy trophies or awards for their team.

Our goal with this program is for kids to grow as people and as athletes. To do that, we ask that our coaches use a positive approach with their players. It is always easy to acknowledge the big things, like a good goal or a fast break away. But also look for and acknowledge the little things, like good hustle on the field, good sportsmanship between players or listening well to coaches. Give kids a smile, a thumbs up and tell them you saw that effort. It makes a difference to a child and reinforces their good behavior. Your influence is never neutral. Juneau Parks & Recreation believes in the Rule of One: one person, one comment, one time can change a life forever.

**<u>Here are a few tips on how to make sure the Rule of One can positively affect your athletes:</u>**

**<u>Be Aware.</u>** Your influence is never neutral, and we must be aware of the impact of our words and actions. Don't ever think that you do not make in impact, especially once you are in a position of authority such as a coach or parent. There are certain times that are highly emotional (end of games, after a mistake, after a great play) where your words can be a bit *stickier*. Timing is everything! Catching an athlete doing something great after overcoming adversity or a word of encouragement after a disappointing outcome can be very powerful. Similarly, the opposite can be true. A harsh word after a major disappointment rarely helps, nor does strong criticism right after a player just did something very well. **People tend to remember the things they learn right after they have a strong emotional response to an event, so understand that there are certain times to teach, certain times to inspire, and certain times to leave it unsaid for now.**

**<u>Be Intentional:</u>** Whenever I substitute a player, I am at midfield to shake every athlete's hand as he or she steps off, regardless of how they played. If they are doing well, it's a smile, a high five and a "well done." If they are struggling or upset, it's a smile, a high five, and a "keep your head up, get a drink, I have an idea that might help and I will be right over." **This takes a bit more effort than many coaches care to exert, but the difference it can make in the life of your athlete can be huge.** Everyone gets acknowledged. Everyone gets a reminder to focus on the process. Every time.

**<u>Be Transformational:</u>** Coach the person, not the sport. Some kids need a hug, and some need a metaphorical kick in the rear. Some need a quiet word, and others will respond to a shout across the field or court. It is up to you to realize what every individual needs, and do your best to deliver it to him. If you shout at the athlete who responds best to the quiet word on the side, you will not inspire. If you fail to show caring and love to the athlete who never gets them at home, you will not connect. Your delivery must match the needs of the recipient.

**A transformational coach values the things that are hard to measure**. It's easy to recognize athletes when you count points, goals, saves, and rebounds, but that is insufficient. Athletes need you to validate the things that are much harder to measure, but mean far more. Was she fearless? Was he a hustler? Did she bring positive energy? Did he improve in the area you worked so hard on in practice? **A life changing "Rule of One" comment will rarely be about something easily measured such as "nice goal out there." But when you say to an athlete "I'm so proud of you, look at what you have become when you play with such energy and courage" you can change a life.**
**- John O'Sullivan, Changing the Game Project - The Rule of One: How One Person, One Comment, One Time Can Change a Life Forever.**

What you choose to reward is of critical importance. It is easy to recognize and praise a player who just made a great play, but we are all less likely to reward the player who puts forth great effort but does not make the play. We encourage coaches to stress the primary importance of "effort" rather than "winning the game". Reward effort as often as you reward results. Find something positive that each child did during practice or a game and let them know.

Out of fairness to all children and all teams, please allow only registered players to participate in practices and games. If a child wants to play but has not registered, please have the child contact the Parks and Recreation Department. We will do our best to place each child on a team.

Do not "recruit" players or tell a child that he/she may play on your team because it creates expectations for the child that may discourage their participation if they are placed on another team. Any coach who trades players will be asked to withdraw from our program. All late registrants will be placed on teams still needing players.

**It is extremely important that coaches contact their team members and notify each one who their coach is and when the first practice takes place. This is to be done within one day after receiving your roster. If you neglect to do so, it is our experience that kids feel left out and frustrated. Their parents will call Parks and Recreation wondering why their child hasn't been placed on a team. The only response Parks and Recreation can give them is that coaches picked up the material and should be contacting them shortly. Your cooperation in this matter is greatly appreciated by all the parents, participants and staff at Parks and Recreation.**

**GUIDELINES FOR YOUTH SPORTS COACHES**

- Have realistic expectations that reflect the age of your team
- Be patient with different learning styles. There are several different kinds of learning (visual, logical, verbal, aural, physical, social and solitary) and kids may be 1 or a combination of several. If someone is having trouble following verbal instructions, try drawing out the practice plan. Don't be afraid to talk about it with a parent to figure out a way to help with learning.
- Remember that each child is an individual. When you talk with them, get on their level, make eye contact with each child and make a point of pointing out 1 thing they have done during the practice/game that was great.
- Create a learning atmosphere; be positive, clear and concise with instruction. Be willing to listen to suggestions and ideas
- Reward effort as well as results. Pointing out good hustle on the court or how well a pass was done, even it a point wasn't earned means as much as celebrating a win.
- If someone makes a mistake, give encouragement! If necessary, give correcting instruction in a positive way
- Establish clear expectations and a team rule concept. Have the team be part of the process and make sure everyone agrees to it.
- If a player violates team rules, don't be angry or embarrass the player. Focus on what happened and create a plan to move forward. And always be consistent!
- Emphasize that all players are part of the game; if they are on the bench, encourage them to cheer.
- Stress sportsmanship. Have players give each other fives when coming off the court/field. Emphasize that everyone is there for a reason and is essential to the team.
- Set a good example
- Create a **FUN** and **SAFE** atmosphere for your team!

Philosophy

**The Juneau Parks and Recreation Department youth sports program is oriented toward providing a healthy recreational and social learning experience for children. Fun and sportsmanship are emphasized rather than competitive attitudes.**

Objectives

To provide an enjoyable learning experience for youth through sports, with the utmost importance placed on the well-being of the participant.
To provide a program designed with rules and guidelines that allow each participant fair treatment throughout the season.
To provide coaches and other adult leaders with the tools to motivate all participants to improve.
To stimulate a higher level of self-esteem for participants.
To teach sports fundamentals and skills.
To teach the team sport concept.

**Definitions:**

1) Coach: A Parks & Recreation volunteer, at least 15 years of age, responsible for a specific youth sports team. If younger than 15, an adult 18 years or older, must be present for all games and practices. There must be at least a three year age difference between the coach and the players, except for coaches in the High school age division, who must be 18 years of age and out of high school. The coach serves as the main contact between Parks and Recreation and the players, relaying information and dealing with concerns or incidents. The safety and wellbeing of the players at all games and practices is the coach's responsibility, which includes staying at a game/practice facility until all team members rides have arrived. In addition to the administrative and skill development duties, the coach sets an example for the players, exhibiting leadership qualities consistent with Parks and Recreation philosophy and program goals. Please assist the gym supervisors with the setting up of and taking down of all stands, chairs, bleachers, etc. used during games and practice times. Your cooperation is greatly appreciated! Note: If the coach is not present at the start of a game, a parent must take over as the substitute coach until the coach arrives. If no one is willing to step in, the team without a coach will forfeit the game.

2) Recreation Coordinator: A full time employee of the Parks and Recreation Department who is responsible for the administration the youth sports leagues. These include game, practice and staff scheduling, problem solving, communication between P&R and the volunteer coaches, parents and guardians of players, and communication between the department and community schools.

3) Game Officials: a part-time employee of the Parks & Recreation department. Not all are professionally trained. Most game officials are youth ages 14-18. Every effort is made to put the best officials on the playing field at all times. The game official is the on the spot authority on any question regarding the game and in enforcing league rules. **The official's decision is final.**

4) Spectators - Non-playing players, coaches, parents and spectators shall be located not less than 3 feet from the outside touch line nor shall they be any closer than 20 feet to the goal line, including behind the goal. No individual will be allowed to run the length of the field, except participants of the game. The referee may stop the game to ask spectators to move.

If an official does not appear for a game, coaches may agree on a person to officiate the game and the game will be official. In no case should the game be delayed more than 10 minutes from scheduled game time. Parks and Recreation should be notified when an official does not show for a game or appears late.

**Game Information**

1) Schedules are published and available to coaches 5 working days prior to the first league game. The coach will be given a full copy of all league practices and games. Individual players will not receive a full schedule. It is up to the coach to pull a team schedule together and distribute to their team. Schedules are made available online at www.juneau.org/parksrec. Follow the links to Youth Sports and volleyball.

2) P&R encourages the formation of carpools

3) Uniforms are issued by Parks and Recreation and are the official game uniforms. Players must wear team uniforms at all games. Players will not be allowed to play without their team uniform or a shirt of the same color. If a player needs a larger jersey, please let us know before shirts are distributed to team members. Uniforms belong to the Parks and

Recreation department and must be given to the coach after each game. The coach or responsible parent can then launder and bring them to the next game.

4) Shoes must be worn while playing. Playing in socks or bare feet is not allowed. For safety of other players, hiking shoes or boots and rain boots are not allowed. Players will be asked to sit out the game.

5) Teams will have no more than 4 games and/or team practices during a 7 day period. Practices are scheduled by the Parks and Recreation department. Exception: post-season tournament play for high school division. Note: there is a limit to our accessibility into the facilities. Practice time should be equal for each team in a division. Because of this, we ask that the coaches not to rent or obtain facilities for extra practices.

6) Parks and Recreation will provide game and practice equipment. Equipment must be returned to the coach after each game/practice. Coaches and players are encouraged to bring their own equipment. Please make sure players clearly mark personal property with a name and phone number.

7) Each player must play the minimum amount of time designated by the league rules. If a coach fails to have all team members play the required amount of time in a game, including all post-season tournament games, that team will penalized by a forfeit for that game. Only the Recreation Coordinator will issue forfeits. Any situation due to extenuating circumstances may be reviewed by Parks and Recreation.

8) Games and practices scheduled by Parks and Recreation due to adverse weather conditions or facility complications may be rescheduled provided necessary staff and facilities are available. For games, both coaches must agree to the reschedule.

9) Protests are not accepted. The officials' word is final.

10) Shin guards are required. If a child does not have shin guards, they cannot participate. P&R has a limited amount of shin guards that can be distributed or bought. If you have a family on your team who does not have a pair, please contact the recreation coordinator.

**Conduct**

1) Facility Rules: posted rules shall be adhered to and enforced. Failure to comply may result in a violator being asked to leave the premises. Coaches, parents and players are requested to show up no more than 15 minutes prior to any scheduled weekend games and no more than 5 minutes prior to practices. Warming up and practicing in any area of the school, except the gym, is not allowed. Please be considerate of other users in the facility; don't interrupt another team's practice or game. Players must be picked up within 5 minutes of the end of game or practice. The coach is required to stay with any players waiting for rides to supervise and assist with making phone calls.

2) Player ejection is removal from a game and grounds due to violation of league rules. Ejection of a player results in automatic suspension of that player for the next scheduled game. Parks and Recreation has the authority to suspend players for longer than one game, depending on the severity of the offense. Coaches who are ejected will need to appoint a substitute coach for the remainder of the game. Failure to find a replacement coach will result in a forfeit for that game. Coaches will be allowed to participate in the team's next scheduled game but Parks and Recreation can extend the suspension.

3) Code of Conduct: There is a standard of conduct expected from every person associated with the Juneau Parks and Recreation youth sports program. Game and league rules control participant conduct on the field during league play. Participants must also be responsible for their conduct during practices and when not actively participating in a game. Appropriate conduct also relates to coaches, parents, referees, and Parks and Recreation staff. Inappropriate conduct can be any of the following, but is not limited to: hitting, pushing, verbal abuse, intimidation, alcohol or drug use prior to or during games/practices and poor sports conduct, including arousing spectators against a referee, player, team or Parks and Recreation staff. The Recreation Coordinator and Youth Center manager will deal with persons acting in an inappropriate manner.

Wait List - Teams fill up fast and we generally have players on wait lists. If any players on your team have not shown up, have injured themselves, or quit, please notify us as soon as possible so we may get the waiting kids on teams. It is your responsibility to keep Parks and Recreation informed of players who are no longer showing up for your team. Parents can contact parks and recreation staff regarding department credits or a refund.

**Miscellaneous**

1) Parent/Kid scrimmages are not allowed. We believe it is too dangerous. We do encourage parents to participate in games of skill that have to do with the sport (juggling contests, relays) where the parents are not spiking a ball and jumping when children much smaller than they are, are under and around them. Please send us your ideas of ways that parents can safely be involved – we'd love to hear from you!
2) Coaching from the sidelines is strongly discouraged. Parents should restrict their verbal interactions with players to cheering encouragement and clapping. Coaches should also refrain from shouting instructions to the players. Coaching should take place during practices or on the sidelines.
3) Special requests from coaches for players are not accepted and will be disregarded. Coaches and co-coaches are allowed to have their children on their teams.

**Mendenhall River School Parents/Coaches Please Note: for safety reasons, the gate across the service road behind the school will be locked during all games and practices. Cars will need to park in the main parking lot of the school. There is a path from the school to the fields. Please pass this along to all parents - your cooperation in this matter will be greatly appreciated. DO NOT PARK IN FRONT OF THE GATE. DOING SO WILL LIMIT ACCESS FOR EMERGENCY PERSONNEL IN THE CASE OF A SERIOUS INJURY.**

**FIRST AID AND SAFETY**

**Injuries**

1) The home phone number that is indicated on the team roster should be called in case of injury. If you cannot get in touch with the parent, please call the emergency contact number. If necessary, the fire department (911) is called for medical emergencies. Parents are responsible for any and all charges resulting from a medical emergency. If you call 911, please contact the Recreation Coordinator at 321-4680
2) Coaches will have a limited supply of ice packs and bandaids.
3) Accident report forms shall be filled out for all accidents and injuries. If you are ever in doubt, fill one out and contact the recreation coordinator. Completed forms shall be submitted to the Parks and Recreation staff the next working day. The forms are found in the Parks and Recreation equipment box/storage area and attached to this manual. Email forms to amanda.lovejoy@juneau.org
4) Transportation of injured players to the hospital should only be done by ambulance (parents must authorize on scene) or by parent/guardian of injured player.
5) The Centers for Disease Control & Prevention has created a Heads Up protocol for coaches. You will find a fact sheet at the back of the manual that covers the warning signs and symptoms of a concussion, along with contact information. All coaches are strongly encouraged to take the online training course. The course is completely free and can be found at: https://www.cdc.gov/headsup/youthsports/training/index.html

**Safety**

1) **Coaches are not allowed to leave any child alone**. The coach must remain until all children have been picked up by their parent/guardian or designated person. All parents are required to pick up their children within 5 minutes of the end of a practice or game. Coaches are expected to call parents upon their failure to show up. If a coach leaves a child alone, they will be asked to resign from their volunteer position.

2) Coaches will not smoke, drink or engage in illegal behavior prior to or during the game. If a coach is found to have engaged in this behavior, they will be asked to resign immediately from their volunteer position.

3) Coaches should walk the field prior to their game to ensure that the field is ready for play.

4) Coaches must verify that their players are wearing shin guards. Players not wearing shin guards are not allowed to play. If at a game you find that a child does not have shin guards, the child must sit out until they have some. If a child does not have shin guards, please contact Amanda Lovejoy at 586-0426.

**General Precautions**

1) Have players warm up before play. Proper warm ups reduce the incidence of injury. Warm up for duration of 5-15 minutes intense enough to increase body temperature and cause perspiration. Light jogging and ball skills are excellent beginning warmups. The warm up is not only physiologically beneficial, but also helps the player mentally rehearse techniques and tactics. Warm ups can prevent injury, increase circulation, improve coordination and increase muscle and blood temperature.
2) Have a cool down period built into practice. This allows muscles to divest blood distributed to the various body extremities. Stretching can also prevent cramping of muscles.
3) Make sure all equipment is safe for use.
4) Develop procedures that will aid in controlling injuries
5) Develop a plan of actions and responsibilities to be implemented when an injury does occur. Know where the nearest phone is. Carry change in case the nearest phone is a pay phone.
6) After an injury, do not return the involved athlete to participation until they are truly ready.
7) Gum is not allowed during games and practices.

Covid Mitigation

Juneau Parks and Recreation will abide by guidelines set forth by the CDC and the Juneau Assembly. As such, the following mitigation will be in place for the 2024 outdoor season:

- If you or your child are sick, please stay home.
- If you or your child test positive, you will need to contact P&R within 24 hours.
- While engaging in play on the field, participants can choose to wear a mask.
- Spectators are asked to practice safe social distancing. In the event that the games are crowded and you are unable to maintain social distancing, we encourage you wear a mask for the safety of everyone.
- Staff will mask at any time by request.

ARM AND LEG CASTS

Parents **MUST** notify and receive approval from Parks and Recreation if they wish to allow their child to participate in the program with a cast. The entire cast must be covered in 1/4" foam. The referee will have the final approval of the condition of the cast (before and during the game).

TRANSPORTATION

Rides must be available within five minutes of the end of a game or practice. Coaches should not offer rides to team members.

BLOOD

Each coach will be issued a biohazard clean up kit. Should an injury occur, all contaminated items should be placed into the red bag and dropped off to a paid firefighter at the Juneau or Glacier Fire Station. Please contact Parks and Recreation for replacement of biohazard clean up materials.

**Inclusive Language**

Our department is committed to using gender neutral and inclusive language. We ask that our coaches use words that includes everyone on the team in a kind manner.



**YOUTH SPORTS TEAM SELECTION CRITERIA**

The following procedure for selection of youth sports is a result of recommendations made by participants, volunteer coaches, and staff. These procedures will be used in forming teams in each youth sports league.

Youth player registration will be open for a ten-day period or until available spaces are filled, whichever comes first, prior to assigning teams.

Registration must be made by a parent or legal guardian (signature is required on a waiver) at the Juneau Parks and Recreation main office (second floor of the Municipal Building), the Zach Gordon Youth Center, or sent via mail or fax.

Parents will be asked to rate each registered player on a scale of 1-5 according to overall ability. Coaches rating from prior seasons may be utilized as an indicator of skill level.

On a pre-determined date, the Recreation Coordinator will place registered players on teams after determining a minimum and maximum number for team rosters. Teams will be formed with the minimum number of players when possible. The number of registrants will determine this. Team assignments will be made according to the following criteria:

Where players attend school: town/Douglas or valley.
Age group (5-6, 7-8, 9-10, 11-14).
Skill ability as rated by parent/previous coach/P&R staff (to achieve a balance among teams).
The players' gender.
Special requests will be allowed for immediate family members to be placed on the same team (i.e., brothers or sisters placed together or a parent requesting to coach their child's team). One coach per team will be allowed to request that their own children play on their team. **Assistant coach or co-coaches requests will be considered on an individual basis.**
Late registration is addressed below.

After team selection, team rosters will be assigned to coaches. Individual coaches will contact players. Coaches may not see or obtain knowledge of who is on their roster prior to the pre-season coaches meeting. **If it becomes known that a coach is attempting to recruit players, he/she may be asked not to participate in the program.**

Specific requests for team assignments made by parents will be considered on an individual basis. Decisions related to these requests will be made only by staff and will be based on the merits of what is best for the child and the program. Parks and Recreation will attempt to honor requests for transportation purposes but must retain the right to deny any request in order to maintain control over team balance. **Coach requests will not be considered.**

Registration will be open after teams are chosen but only on a space available basis. Late registrants will be placed according to skill levels needed to balance the division and the number of open positions on rosters. The number of seasons played and whether they are male or female will also be taken into consideration.

LOCAL RULES

Games will be played at Thunder Mountain High School Turf Field, Mendenhall River School, Dimond Park, Dzantik'i Heeni, and the JDHS Turf Field.

Parks and Recreation has adopted the small sided game philosophy. Research from US Youth Soccer has shown that children receive more benefit from small sided games than playing on large fields. The benefits of small sided games include: more touches on the ball; more running and play time for each child; better chances to pass and receive; less of a chance to "hide" as all players must attack and defend; less bunching and surrounding the ball; more responsibilities as players have better chances to defend or score; and more fun! Fields will be smaller, with fewer kids allowed on at a time. Goals will also be smaller, which will help goal keepers defend and help kids learn to accurately shoot goals.

| Division | Age | Standings | Modified Rules | # on Field | Post Season play | Comments |
|---|---|---|---|---|---|---|
| A*+ | 5-6 | No | Yes | One field of 4v4<br>Goalies are optional | No | Recreation oriented with emphasis on skill building; field is 35 yards long by 25 yards wide; goals are 5x3. Coaches are allowed on the field to direct and help explain rules. Sportsmanship and fun emphasized over winning. |
| B* | 7-8 | No | No | 1 field of 7v7 | No | sportsmanship, positive introduction to rules and game; field is 35 yards long by 25 yards wide; goals are 8 ft. wide by 4 ft. high |
| C | 9-10 | No | No | 9v9 | No | Fundamentals, sportsmanship and team concepts are introduced; field is 65 yards long by 45 yards wide; goals are 18 ft. wide |
| D | 11-12<br>13-14 | Yes | No | 11v11 | Yes – if there are enough | Recreation oriented with emphasis on game fundamentals, Sportsmanship, team concepts and offensive/defensive |

*A single field of 5v5 can be played if not enough players for both teams to form two, small sided games.
+Division A Saturday games are only at the JDHS turf field downtown. There will be no metal goals; the referees & coaches will set up the field with cones. To score a goal, the ball must roll/small bounce on the ground. No goal will be scored if the ball is in the air.

**Game Regulations**

Ball Sizes: Division A, #3; Division B & C, #4; Division D, #5

**Heading:** Heading a ball (when a player uses their head to play the ball in any direction) is not allowed at any age division. If a child intentionally heads a ball, the referee will blow the whistle and give a warning. This will not result in a penalty or turnover and play will resume at the site of the call.

**Cancellation of Games**: Teams must show up for games unless otherwise notified by Parks and Recreation. Games called because of weather will only be rescheduled under the following criteria: 1.) Field space is available within one week of the cancelled game; 2.) Both coaches agree to the reschedule. If any one of these conditions cannot be met, the game will not be rescheduled and each team will receive a tie for the game.

**Mandatory playing time per person**: All players shall play at least one-half of the **regulation** game time allotted. Coaches should construct a substitution grid to insure equal playing of all players. If a player consistently arrives late or misses practices for no legitimate reason, the coach can shorten the minimum playing time to one-quarter of the game time allotted. **The coach must notify the official, the opposing coach, and the affected player, prior to the start of the game or when the player arrives, if disciplinary actions are being used on players.**

**Kickoffs**: The referee will conduct a coin toss to begin the game. The team winning the toss will choose side; the other team will get the first kickoff. The kickoff will alternate between teams at each quarter or at halftime.

**Game Time Structure**
Division A: 4 – 10minute quarters, 2 minute breaks between each quarter and a 5minute halftime.
Division B: 4 – 10minute quarters, five minute halftime
Division C: 2 – 25minute halves, five minute halftime
Division D: 2 – 30minute halves, five minute halftime

**Overtime**: During the season, ties will be accepted at the end of regulation game time for **all divisions**. There will be no overtime.

**Grace Period**: All games must start at the scheduled time. There will be a ten minute grace period (which starts at game time listed in the schedule) in which to begin the game. If **any** portion of the grace period is used, each half, or quarter must be equally shortened to make up for each minute of the grace period that was used, so that the game does not extend into the ten-minute warm-up time prior to the next scheduled game. Division A teams can agree to adjust the teams to fit who shows up – i.e. 3 v. 3 on 2 fields or 4 v. 4 or 5 v. 5 on only 1 field. **Teams in the 9/10, 11/14 Divisions** can work together as well to insure that a game happens regardless of the number of players on either team. For example, borrow/loan players, play short if they are short, play with 1 more than the other team; just don't compromise playing time for yourself. Games with any modifications of players, field size, time, should fit within the allotted game time. Work with the other coach and the ref to come up with a fair compromise for everyone!

**Substitutions**: Unlimited substitution may be permitted through the referee's approval. Substitution is granted to the team who has been awarded possession on a throw-in, corner kick, or goal kick. Both teams may substitute at halftime, injury, and after a goal is scored. It is recommended that division A substitute between quarters. Players receiving red cards **MAY NOT BE** replaced by a substitute for the remainder of the game.

**Line persons**: **Each team is responsible for providing one line person per game.** The line person assists the referee with out of bounds and offside calls. Coaches should ask parents to sign up for one game during the season. Lines people are not needed in Division A or B.

**Dissent towards referees will not be tolerated**: Coaches are responsible for their players and spectators behavior towards officials and should set a good example. Refusal to comply with the official's decision in a civil, diplomatic manner may result in a warning (yellow card) or ejection from the game and premises (red card).

**Using the arms as protection**: Girls are allowed to place their arms against their chest and boys are allowed to place their hands over their groin area. If a ball strikes the arms while in this position, a handling foul will not be called provided; a) the arms do not move away from the body; b) the player does not move his/her body forward to play the ball; or c) the arms are not used to influence the direction of the ball.

**Protests**: The games official is the authority on the field and his/her decision is final. Protests will not be accepted during **league play**. Comments regarding a referee should be forwarded to Parks and Recreation Youth Sports Recreation Coordinator.

**Weather Policy**

1) Unless notified by Parks and Recreation, games and practices will continue as normal
2) Games or practices are cancelled by Parks & Recreation due to adverse weather conditions or facility complications will be rescheduled PROVIDED necessary staff and facilities are available. Both coaches must agree to a reschedule.

**Elastic Power**

Parks and Recreation reserves the right to establish guidelines for any and all rules or infractions not covered in the league rules and to refuse participation to any individual or coach if they do not obey the rules and regulations and keep within the spirit of sportsmanship.

**Player's Equipment**

1. Team jerseys or a shirt of a similar color must be worn at all league and tournament games. Jerseys must be worn over coats and sweatshirts in cold and wet weather. Secure all zippers and strings for safety purposes.
2. Soccer shoes with plastic or rubber cleats are highly recommended for safety and confidence. Hiking and rubber boots are **not allowed**.
3. Shin guards are **REQUIRED** for **ALL** players during the game and are highly recommended for use during practices as well. **Shin guards must be worn under socks or pants.** Suitable shin guard materials are rubber, plastic, or polyurethane, and should afford a reasonable degree of protection. Parents may contact Parks and Recreation if they cannot secure a pair of shin guards for their child (586-5226).
4. Hard brim hats (i.e.: baseball hats) may not be worn. Please secure a soft billed visor/hat if you are looking for something to cover glasses in wet weather.

**Open wounds**:
Any player bleeding from a wound must leave the field of play (with the referee's permission). The player may only return upon receiving a signal from the referee, who must be satisfied that the bleeding has stopped and there is not much if any visible blood on the clothing.

**Coaches on the Field**: 'A' Division coaches **only** will be allowed on the field for the entire season. They will act as referees during a "controlled scrimmage". Only one coach per team will be allowed on the field at a time. Substitutions should occur between quarters. The coach referee should try to stay toward the side of the playing area as much as possible. The coach must always stay away from the area in front of his/her team's goal when the ball is in that half of the field. In no case may the coach referee interfere with the ball or with the action of the game unless it is for an injury or emergency situation where play must be stopped. If a coach cannot use good judgement on this issue or is uncomfortable, they must find another adult to referee the game.

**Game Scores**: Coaches in the 11-14 Division need to call in or email their game scores (winning team only). They may call 586-2635, ext. 4156 and leave a message; or email amanda.lovejoy@Juneau.org

**Post Season Tournament Hardship**: When a team loses players due to injury or players traveling out of town that brings the team below the required **7** players to play during the tournament, the coach should notify the P&R department of this hardship. The coach may request a hardship exemption, in which the P&R department will assign players (up to 4) to the team from either the wait list, or from an eliminated team. The coach will have **no say** in who is assigned to their team and any requests will be denied. The replaced team member(s) may not return to play for the rest of the tournament.

**LAWS OF OUTDOOR SOCCER**

A. The Referee and the Play of the Game

The game of soccer is a free-flowing and creative sport that is meant to be played without stoppages insofar as possible. The role of the Referee is to maintain control of the game without unduly interfering with its flow. Ideally, one should come away from a game with the feeling that it was fairly played and not even realize that a referee was on the field. In reality, however, this seldom occurs because of a number of variables in the game. These variables include the skill levels of the players, the playing style of teams, the Referee's knowledge of the rules and how he or she applies them to various situations and, very importantly, the viewer's knowledge of the rules, physical location with respect to the action and personal involvement in the game.

As one gains knowledge of the rules, it becomes easier to understand why a Referee stops play or lets it continue. As a Coach, Spectator or Player, you need to respect these decisions, even though you may not agree with them. This is not to say that you will not run into terrible Referees or that excellent Referees do not occasionally make terrible mistakes; both happen. In the former case, you should discuss the problem with the Recreation Coordinator; in the latter case, bite your tongue and hope for a favorable call the next time. **In no case should you show open dissent toward the Referee.** Dissent can have a number of adverse effects, the most important being: degradation of the quality of play as players dwell on what is wrong; degradation of the spirit of the game as Coaches, Spectators and Players become more hostile; and the possibility of cautions (Yellow Card) or ejection's (Red Card) from the Referee.

You will find that trained Referees govern the game in a predictable manner and will not stop action, even for fouls, unless there is a reason to do so. However, each Referee interprets and applies the rules in a way that is unique to him or herself. Therefore, you should expect to find subtle differences between any two Referees. You should expect a Referee to stop the game and call a foul for reasons such as:

1. If a failure to call the foul will result in the **offending** team gaining an advantage. Conversely, a Referee will usually not stop play if the **offended** team would lose an advantage because of the stoppage. The Referee will simply say "Play on." If the Referee applies the advantage clause and the advantage that was anticipated does not develop that time; the Referee will penalize the original offense (there may be a several second delay, depending on how the play develops).
2. If one or both teams (or individual players) show evidence of being too physical or foul prone, the Referee will call fouls very closely in order to maintain control of the game, to keep tempers calm and to prevent injuries.
3. If a player commits a clearly deliberate foul, especially one that might cause injury or lead to retaliation, the Referee will immediately stop the game and take appropriate action.

B. Playing Fouls

There are two types of playing fouls in soccer, penalty fouls and technical fouls.

Penalty Fouls A Direct Free Kick is awarded to the opposing team if a player who commits any of the following six offenses **in a manner considered by the Referee to be careless, reckless, or using excessive force**:

1. Kicks or attempts to kick an opponent
2. Trips or attempts to trip an opponent
3. Jumps at an opponent
4. Charges an opponent
5. Strikes or attempts to strike an opponent
6. Pushes an opponent;

**Or who commits any of the following four offenses:**

7. Tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
8. Holds an opponent
9. Spits at an opponent
10. Handles the ball deliberately (except for the goalkeeper within his own penalty area);

A Direct Free Kick is taken from where the offense occurred. Should a player of the defending team commit one of the above ten offenses within the Penalty Area, he/she shall be penalized by a **Penalty Kick**.

Technical Fouls

An Indirect Free Kick is awarded to the opposing team if a player committing any of the following four offenses:

1. Plays in a dangerous manner
2. Impedes the progress of an opponent
3. Prevents the goalkeeper from releasing the ball from his/her hands
4. Any other offense, not mentioned here, for which play is stopped to caution or dismiss a player
5. **Division A & B only - slide kicks or slide tackles while an opponent is within playing distance**

An Indirect Free Kick is also awarded to the opposing team if a Goalkeeper, inside his/her own Penalty Area, commits any of the five offenses:

6. Takes more than **6 seconds** while controlling the ball with his/her hands, before releasing it from his/her possession (the 4 step rule no longer applies, the Goalie can take as many steps as necessary within the 6 second time limit)
7. Touches the ball again with his/her hands after it has been released from his/her possession and has not touched any other player
8. Touches the ball with his/her hands after it has been deliberately kicked to him/her by a teammate (except 7-8 & 9-10's)
9. Touches the ball with his/her hands after he/she has received it directly from a throw-in taken by a teammate (except 7-8 & 9-10)
10. Wastes time (holding the ball more than 5-6 seconds before releasing it into play)

An Indirect Free Kick is taken from where the offense occurred, unless the offense occurs in the opponent's Goal Area, in which case the kick is taken from the Goal Area line parallel to the goal line, at the point nearest to where the infringement occurred.

C. Misconduct Fouls

There are two types of misconduct fouls: Cautionary Fouls and Ejection Fouls. When a Referee calls either of these fouls, he or she will stop the game, approach the offending player, take his or her name down in a book, and then raise either a Yellow Card (for a Cautionary Foul) or a Red Card (for an Ejection Foul). If a player receives a Red Card, he or she must leave the game at once and may not play again in either that game or the next game (minimum). Also, a Substitute is not allowed to replace the Ejected Player for the remainder of the game. The game is restarted with an Indirect Free Kick unless action was initially stopped because of a Direct Free Kick Foul.

In Youth League Soccer in Juneau, Coaches can also commit Misconduct Fouls. It is extremely important for Coaches to conduct themselves in an exemplary manner since they are acting as a Role Model for the Players. In the rare instance in which a Coach receives a Red Card, he or she must turn the team over to another Adult and immediately leave the field. Failure to find a replacement or to leave will result in the Referee abandoning (stopping) the game. The result is usually a Forfeit by the Team of the offending Coach.

Cautionary Fouls A player shall be cautioned and shown the Yellow Card if he/she commits any of the following seven offenses:

1. Is guilty of unsporting behavior.
2. Shows dissent by word or action.
3. Persistently infringes the Laws of the Game.
4. Delays the restart of play.
5. Fails to respect the required distance when a play is re-started with a Corner or Free Kick.
6. Enters or re-enters the field of play without the Referee's permission.
7. Deliberately leaves the field of play without the Referee's permission.

Ejection Fouls A player is sent off the field and shown the Red Card if he/she commits any of the following seven offenses:

1. Is guilty of serious foul play (i.e.: tackling from behind).
2. Is guilty of violent conduct.
3. Spits at an opponent or any other person.
4. Denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a Goalkeeper within his/her own Penalty Area).
5. Denies an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offense punishable by a Free Kick or a Penalty Kick.

6. Uses offensive, insulting, or abusive language.
7. Receives a second caution in the same match.

If play is stopped due to a Player being ordered from the field for an offense without a separate breach of the Law having been committed, the game shall be resumed by an Indirect Free Kick.

Yellow Cards are worth 1 point, Red Cards are worth 3. If a Player or Coach accumulates 3 points = 1 game suspension, 6 points = 2 consecutive games suspended, and 9 points = at least 3 games suspended, the final number to be determined by the Recreation Staff.

D. Technical Terms

Kickoff

The Kickoff is a Direct Free Kick and is in play when it is kicked and moves forward. The defending team must remain outside the circle until the ball is kicked. The Kicker may not touch the ball a second time until someone from either team touches it - Penalty, the award of an Indirect Free Kick from the point of the infraction.

Direct Free kick

When a ball is brought back into play after a **Penalty** Foul, it is a Direct Free Kick. A Goal may be scored without the ball ever having touched a second person. Opposing players shall be ten yards from the ball until the ball has been kicked.

***Division A will not take Direct Kicks for any Penalty Fouls.***

Indirect Free Kick

When the ball is brought back into play after a **Technical** Foul, it is an Indirect Free Kick. It must be touched by another Player (either team, including the Goalkeeper) before a Goal can be scored. If it goes directly into the Goal, it is brought back out as a Goal Kick.
Opposing Players shall be ten yards from the ball until the ball has been kicked.

***Division A will take Indirect Free Kicks for all Penalty and Technical Fouls***

Bringing the Ball Back Into Play

On a Kickoff, Throw-In, Corner Kick, Goal Kick, Penalty Kick, Direct Free Kick or Indirect Free Kick, the person bringing the ball back into play may not touch the ball a second time until it has been touched by another Player from either Team. If this occurs, the opposing Team receives an Indirect Free Kick from the point of infraction.

Ball In/Out of Play

The ball is out of play when:
a. It has wholly crossed the Goal or Touchline, whether on the ground or in the air.
b. The Referee has stopped play.

The Ball is in play at all other times, including when:
a. It rebounds from a Goal Post or Cross Bar and remains in the Field of Play.
b. It rebounds from either the Referee or Linesperson when they are on the Field of Play.

Goal Kick

When the whole of the ball, having last been played by one of the Attacking Team, passes over the Goal Line, either on the ground or in the air, and a Goal is not scored, a Goal Kick is awarded to the Defending Team. A Goal Kick is a Direct Free Kick.

**The ball may be placed at any point within the Goal-Area.** Any Player on the Kicking Team may kick the ball. The ball must clear the Penalty Area before any other Player can touch it. Players on the Team opposing that of the Player taking the Goal Kick shall remain outside the Penalty Area until the ball has been kicked out of the Penalty Area. If the ball stops before leaving the Penalty Area, it is brought back and rekicked. A Goal may be scored directly from a Goal Kick, but only against the Opposing Team.

Throw-in

When the whole of the ball passes over a Touchline, either on the ground or in the air, it shall be thrown from a point where it crossed the line, in any direction, by a Player of the Team opposite to that of the Player who last touched it. The Thrower, at the moment of delivering the ball, must face the Field of Play and part of each foot shall be either on the Touchline or on the ground outside the Touchline. The Thrower shall use both hands and shall deliver the ball from behind and over his/her head. The ball shall be in play immediately as it enters the Field, but the Thrower shall not again play the ball until it has been touched or played by another Player. A Goal shall not be scored directly from a Throw In. If a ball is improperly thrown, a Player of the Opposing Team shall take the Throw In. If the Thrower plays the ball a second time before it has been touched or played by another Player, an Indirect Free Kick shall be taken from the place where the infringement occurred.

***Divisions A and B players will have the opportunity to take a second throw if they foul on an initial attempt. The Referee will instruct the Player on the correct method and allow a second throw – the same Player must take the second attempt. If the Player fouls on the second throw, it will be a Turnover.***

Corner Kick

When the whole of the ball passes over the Goal Line, having last been played by one of the Defending Team, a member of the Attacking Team shall take a Corner Kick.

The ball is placed inside the Corner Arc at the nearest corner. The Defending Players must remain 10 yards from the ball until it is kicked. A Player may directly receive the ball in an Offside position without being declared Offside. If the Kick arcs out of bounds in the air, but lands in bounds, it is still out of bounds, and it shall be brought back into play with a Goal Kick. If the Corner Kick is kicked directly into the Opponent's Goal, it is a Goal. The Kicker cannot play the ball a second time until it has been touched or played by another Player.

Penalty Kick

A Penalty Kick is awarded against a Team which commits one of the 10 offenses for which a Direct Free Kick is awarded, inside its own Penalty Area and while the ball is in play. The ball is placed on the Penalty Spot (12 yards from the Goal). The G**oalie** on his/her Goal Line faces the Kicker, between the Goal Posts, until the ball has been kicked. The K**icker** must wait to take the kick until the Referee signals; once starting toward the ball, the Kicker may not stop before taking the kick. If the ball does not go into the Goal, the Kicker may not touch it again until another Player from either Team has touched it. Other than the Goalie and the Kicker, all Players must remain outside the Penalty Area and Connecting Arc until the ball has been kicked. If the ball does not go into the Goal, but stays in bounds, it is live.

Punishment for any infringement during a Penalty Kick:

If the Referee gives the signal for a Penalty Kick to be taken and, before the ball is in play, one of the following situations occurs:

- The Player taking the Penalty Kick infringes the Law of the Game:
- If the ball enters the Goal, the Penalty Kick is retaken
- If the ball does not enter the Goal, the Penalty Kick is not retaken
- The Goalkeeper infringes the Laws of the Game:
- If the ball enters the Goal, a Goal is awarded
- If the ball does not enter the Goal, the Penalty Kick is retaken
- A Teammate of the Player taking the Penalty Kick enters the Penalty Area or moves in front of or within 10 yards of the penalty mark
- If the ball enters the Goal, the Penalty Kick is retaken
- If the ball does not enter the Goal, the Penalty Kick is not retaken
- A Teammate of the Goalkeeper enters the Penalty Area or moves in front of or within 10 yards of the Penalty Mark:
- If the ball enters the Goal, a Goal is awarded
- If the ball does not enter the Goal, the Penalty Kick is retaken
- A Player from each Team infringes on the Laws of the Game:
- The Penalty Kick is retaken

***Division A will not take Penalty Kicks, all kicks are Indirect.***

Drop Ball

If the Referee suspends play while the ball is still in bounds, it is brought back into play by dropping the ball where it was when play was suspended. Play is suspended for injuries or other unusual situations. The ball must touch the ground before a Player may kick it. The Player who first touches the ball may touch it again even though no one else has touched it. A Player may receive it directly in an Offside position.

Scoring of a Goal

A Goal is scored when the whole of the ball has passed over the Goal Line, between the Goal Posts, and under the Cross Bar, provided it has not been thrown, carried, or intentionally propelled by hand or arm, by a player of the attacking side, except in the case of a Goalkeeper who is within his/her own Penalty Area. After a Goal has been scored, the ball is brought back to the Center Circle and kicked by the Team that was scored upon.

Intentional Hand Ball

Any Defensive Player that intentionally handles the ball to prevent a goal is given a Red Card, ejected, and the Opposing Team gets to take a Penalty Shot. The Rule is in effect only if the Referee sees the Hand Ball as intentionally done to prevent a Goal. This Rule would include a Goalie intentionally handling the ball outside of the Penalty Area. The Ejected Player may not be replaced by a Substitute for the remainder of the Game, but may participate in his/her Team's next scheduled Game.

Premeditated Fouls

A Red Card will be given to a Defensive Player who premeditatedly fouls an Opponent with an obvious Goal scoring opportunity (a Breakaway). If the Defensive Player, including the Goalie, trips, pushes, or holds the Player with the ball, the Offending Player is ejected and the proper Free Kick is taken. The Ejected Player may not be replaced by a Substitute for the remainder of the Game, and will sit out a minimum of one Game.

E. Hints for the Game

Substituting Players

Since Soccer is meant to be played with as few interruptions as possible, a Coach should plan Substitutions carefully. The following method will ensure a smooth exchange of Players:

1. Decide which Players will be going in and which Players they will replace. A Substitution Grid would be very helpful.

2. Tell each Player who will be going in and whom he or she will replace and where that person has been playing.
3. At an appropriate time (i.e., when your Team will be bringing the ball back into play with a Throw-In, Corner Kick, or Goal Kick), gain the Referee's attention by yelling, "Substitution". You may also Substitute at Half Time, or Quarter breaks. You cannot sub on Free Kicks. Coaches must specify to the Referee when they are subbing the Goalie.
4. After the Referee signals that you may Substitute, yell out the names of the Players who are to leave the Game.
5. **As soon as they are OFF the Field**, send in the Substitutions.
6. Players should enter/exit playing area at Mid-Field.
7. Division A will find it easier to keep track of Playing Time if you Substitute your Players at the Quarter breaks. This may not always be easy if Players become winded, etc., but keep it in mind.

Bringing the Ball into Play after a Foul

When a Player prepares to bring the ball back into play after a Foul or on a Corner Kick, Players on the Defending Team must immediately move back at least 10 yards from the ball and remain there until it is kicked. However, it is often to the **Offensive** Team's advantage to bring the ball back into play as soon as possible. This might occur when the Defense is in disarray or a Teammate is open down field. In such cases, an Offensive Player may choose to kick the ball back into play as soon as it is stationary and not wait for a Defensive Player to back away. If a Player chooses this option, however, he or she cannot later ask for a rekick and 10 yards in the event the Defense intercepts the ball. **Players who do not retire to the proper distance when a Free Kick is taken, must be cautioned with a Yellow Card.**

Referee Hand Signals for Direct and Indirect Kicks

The Referee should point his or her Arm in the direction that a Kick is to be taken. If it is a Direct Free Kick, the Arm should then be lowered. If it is an Indirect Free Kick, however, the Arm should then be raised straight up and kept there **until** the ball has been touched by a second Player.

Offside

1. A Player is in an Offside **position** if he or she is nearer to the Opponent's Goal Line than the ball, unless he or she:
   a) Is in his or her own half of the Field; or
   b) Is not nearer to the Opponent's Goal Line than at least two opponents – including the Goalie.

2. It is **not an offense** in itself to be in an Offside position.
A Player shall only be penalized for being in an Offside position if, at the moment the ball touches or is played by one of his/her Team, he/she, in the opinion of the Referee, involved in active play by:
   a) Interfering with play, or
   b) Interfering with an opponent, or
   c) Gaining an advantage by being in that position.
3. A Player shall not be declared Offside by the Referee:
   a) Merely because of his/her being in an Offside position, or
   b) If he/she receives the ball direct from a Goal Kick, a Corner Kick, or a Throw-In.
4. If a player is declared Offside, the Referee shall award an Indirect Free Kick, which shall be taken by a Player of the Opposing Team from the place where the infringement occurred, unless the Offense is committed by a Player in his/her Opponent's Goal Area, in which case the Free Kick shall be taken from any point within the Goal Area.

***There is no Offside for Division A.***

**Attachment A**

## Volunteer Coach Job Description

**Title**
Volunteer coach for the Juneau Parks & Recreation Department

**Job Mission**
To provide all the youth of Juneau with the opportunity to play in recreational sports in a positive, fun and safe environment with a focus on team building and good sportsmanship that helps children develop new friendships, self-esteem, and life-long healthy habits.

**Experience & Training**
Head coaches must be 18 years of age. If a high schooler wishes to volunteer as part of their community service project, they must be 14 years of age and will be paired with an adult coach. They will work in tandem for the season. Must have an interest in working with children and helping them grow as individuals. Should have some knowledge of the game and be able to perform the basic skills needed to teach.

**General Statement of Duties**
Teaches and coaches children ages 5-18 the fundamentals of youth soccer (indoor and outdoor) or youth basketball. The volunteer is responsible for creating a safe and comfortable environment for all children to learn and play; is responsible for the children on his/her team during practices and games, offering a positive experience for everyone. The volunteer coach acts as a role model for good sportsmanship and fair play, acting as a leader to athletes and their families.

**Responsibilities**
- Oversees and manages the players and team. This means NEVER leaving a child alone after a practice or game
- Plan and supervise games and practices; occasionally act as a referee if one is not available. If unable to attend a practice or game, find a suitable substitute
- Supervise assistant coaches and team parents
- Organize equal play time for ALL participants
- Works supportively and respectfully with P&R staff, referees, Community School site attendants, other coaches and parents
- Communicates all league information; this includes games, practices, cancellations, news and any information from the Parks & Recreation department
- Provides a safe environment for all players
- Teach fundamentals of the sport to the youth athletes, as well as sportsmanship and proper behavior during games
- Conduct yourself in a good sportsmanlike manner and ensure that all players, assistant coaches and parents learn and model good sportsmanship
- Encourage the involvement of parents; this can include recruiting a "snack person", a communication helper, bench supervisor, timer and score keeper
- Responsible for equipment and jerseys assigned to the team
- Schedule and conduct any necessary parent meeting
- Put the feelings of the players ahead of your and the parent's desire to win

**Qualifications**
- Successfully complete the volunteer application and pass a background check
- Attend any coaching meetings
- Ability to work well and communicate effectively with children on a one-on-one basis and as a group
- Be able to establish positive relationships with parents and children, along with P&R staff
- Must not want to win at all costs
- Must display a positive attitude
- Must be enthusiastic, friendly and patient, especially with children
- Must be organized
- Must be dependable
- Must be able to model good sportsmanship and maintain self-control

**Juneau Parks and Recreation Youth Sports**
**Code of Conduct**

All **coaches**, **parents/guardians and spectators** must abide by this Code of Conduct. Failure to do so may result in you being asked to leave.

There is a standard of conduct expected from every person associated with the Juneau Parks and Recreation youth sports program. Game and league rules control participant conduct on the field during league play. Participants must also be responsible for their conduct during practices and when not actively participating in a game. Appropriate conduct also relates to coaches, parents, referees, and Parks and Recreation staff. Inappropriate conduct can be any of the following, but is not limited to: **hitting, pushing, verbal abuse, intimidation, alcohol or drug use prior to, or during games/practices and poor sports conduct, including arousing spectators against a referee, player, team, or Parks and Recreation staff**. The Recreation Staff will deal with persons acting in an inappropriate manner.

- I will not yell at officials, coaches, other adults or my child while they are playing
- I will not ridicule anyone involved in a youth sporting event
- I will not curse or use abusive language
- I will not coach from the sidelines
- I will not use any form of electronic media (Facebook, Twitter, etc.) to harass, verbally assault or bully any member of the Parks & Recreation program
- I will not disrupt coaches during meetings, games or practices
- I will demonstrate good sportsmanship by being supportive of all players, coaches and officials at every game, practice or youth sport event.
- I will remember that this program and game is for kids, not ADULTS

Zach Gordon Youth Center

# HEADS UP CONCUSSION ACTION PLAN

## IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

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



## CONCUSSION SIGNS AND SYMPTOMS

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

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

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

JOIN THE CONVERSATION AT www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

# Accident/Injury Incident Report
## City and Borough of Juneau
**(To Be Initiated By Facility Supervisor or Designee)**

Complete all queries as directed.

| **Section 1 – Dates and Times. Complete all.** | |
|---|---|
| Today's Date: _____ - __ - ____ | Date of Discovery Incident: _____ - __ - ____ |
| Incident Date:_____ - __ - ____ | Incident Time: _____ |

| **Section 2 – Injured Person. Complete all** (attach additional page if necessary) | | |
|---|---|---|
| Name of injured person:_____ | | |
| Injured person is: (please circle association to the CBJ below) | | |
| **Employee** | **Volunteer** | **Other (please specify)** _____ |

| **Section 3 – Incident Description.** Provide a brief, yet detailed factual description of the incident. |
|---|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

| **Section 4 – Parent/Guardian Information. Complete all if applicable.** | |
|---|---|
| Was a Parent/Guardian/Other Emergency Contact notified? Circle party contacted and if they were or were not notified. Yes No | |
| Name of the person(s) notified: _____ | Date/Time: _____ |
| Parent or Guardian contact information: _____ | Relationship to the injured:_____ |
| Other Emergency Contact information: _____ | |
| Method of Contact: _____ | Name of the Person that made contact: _____ |

| **Section 5 – Medical Care. Complete all that are applicable.** | | |
|---|---|---|
| Describe any first aid treatment provided: _____ | | |
| Was 911 called: Yes No | Was a Doctor contacted: Yes No | |
| If a Doctor was called: Who was called _____ | Date/Time of contact: _____ | |
| If known, were any of the following required: Circle if applicable | | |
| Emergency Transport | Emergency Room Treatment | Hospitalization |

Forward Completed Report to: Risk.management@juneau.org
For assistance, please call 907-586-5250

| Section 6 – Police. Complete all applicable. | |
|---|---|
| Was JPD contact: Yes No | If contacted, and if known, JPD Case Number: _____ |
| Name of the person that called JPD: _____ | |

**Section 7 – Descriptions. Complete all applicable.**

Describe the injury: (what happened, what area of the body, what was the nature of the injury, why (if known) did the injury occur)

_____
_____
_____
_____
_____
_____

Describe any damage to property:

_____
_____
_____
_____
_____
_____

Where did the incident take place? Be as precise as possible.

_____
_____
_____

Identify any adult witnesses to the incident and provide their phone numbers. Provide name of parent/legal guardian if witness is a minor:

| | |
|---|---|
| Name: _____ | Contact Number: _____ |
| Name: _____ | Contact Number: _____ |

**Section 8 – Report Information. Complete all.**

Name of the person completing this report: _____
Date the report is completed: _____ - __ - ____
Signature: _____

**Section 9 – Notes. Complete as needed.** Notes to Risk Management.

_____
_____
_____
_____
_____
_____

Forward Completed Report to: Risk.management@juneau.org
For assistance, please call 907-586-5250