



BALLISTIC UNITED SOCCER CLUB  
**COACH'S TEAM MANUAL**

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BALLISTIC UNITED SOCCER CLUB  
275 Rose Ave., Pleasanton, CA 94566  
925-463-6313 [www.busc.org](http://www.busc.org)

## COACH'S TEAM MANUAL

Welcome to the world of coaching and thank you in advance for helping our youth. The purpose of this manual is to let you know some things of interest to you during your coaching season.

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## ***BUSC LEAGUE OVERVIEW***

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**BUSC CONSTITUTION, BYLAWS, GENERAL PROCEDURES AND PIMS** - BUSC is governed by a Constitution, Bylaws, General Procedures, Policy Interpretation Memoranda ("PIM") and this Team Manual. Because every coach is an extension of BUSC, they are, likewise, governed by these documents. It is important that you become familiar with these documents. A list of the Ballistic United Soccer Club officers can be found on the BUSC website, as well as a copy of the Constitution and this manual.

**LEVELS OF PLAY** – Because of the on-going attempt to establish leagues or divisions where teams of equal strength can play against each other, different names or descriptions have emerged depending on the playing league in which a team plays. In general, levels of play are still referred to as competitive and recreational. Additional terms are now used to further refine these divisions, such as Gold, Silver, Bronze and Copper. In Division I (Gold and Silver), competitive teams selected through the placement process play in NorCal or CYSA, depending on where the best level of competition for a particular age group may be for a given season. In competitive (Bronze), teams are selected through placements and may also play in NorCal or in a CYSA league, such as the present California State Soccer League (CSSL). All other teams are Di recreational or Copper for the older teams. Teams and play in a recreational league that is organized under CYSA rules and regulations.

**PLACEMENTS** – Formal player evaluations are conducted for Competitive Soccer only and are not used for recreational soccer.

**AGE GROUP DIVISIONS** - Each age group may be divided into sub-divisions. The number of sub-divisions for each age group depends upon the number of registered players within that age group.

**PLAYER REGISTRATION** - Only the Registrar and Recreational Coordinator can register and assign boys to teams. **No coach shall permit a boy to practice or play with the team until he has been properly registered.** An unregistered player has no CYSA insurance coverage and you, as a coach, will forfeit the CYSA liability coverage if an unregistered player participates in your practice or game. If an unregistered boy wishes to participate, please have him contact the Recreational Coordinator. Do not indicate to the boy that he can play for you or your team.

**PLAYER PASSES AND CYSA TEAM ROSTERS** – Recreational teams usually do not receive player passes unless they are needed for tournament play.

## ***RECREATION ORGANIZATION***

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**BUSC COACHES MEETING** – The pre-season Coaches Meeting is **mandatory**. At this meeting, in July/August, you will be given your team roster, practice assignments, professional team training schedule, (day, field, and time), instructions regarding the upcoming season, medical release and emergency contact forms, and equipment.

**TEAM ASSIGNMENTS** – Team assignments are made by the Recreational Coordinator (RC) no later than August 1. Players are encouraged to register prior to July 1<sup>st</sup> to be placed on rosters before the Coaches Meeting and anyone registering after the Coaches Meeting will not be guaranteed to be placed on a team though every effort will be made to do so.

No player, even if properly registered, may play for your team in a league or tournament game unless he has been assigned to your team and so registered with CYSA. To do so will cause forfeiture of the game and can result in possible sanctions by the Club and/or CYSA. Duly registered players may fill-in your team for practice games, but only upon the express approval of his assigned coach.

**No player may be transferred** to another team without RC or Registrar approval. Any "unofficial"

players will not be approved for tournament play and they will not receive a CYSA player card.

**RECREATIONAL COORDINATOR** – Johanna Perez is the Recreational Coordinator (RC). The RC works with the Registrar, the Director of recreation Play and the Recreational Technical Director. The RC formulates teams of the age group, handles late registrations, assigns new players to teams during the season, notifies you of any changes that occur during the season, such as change of practice field/time and passes out league information and forms for your team. The Recreational Coordinator is your first contact regarding player problems or questions and can be reached at [reccoordinator@busc.org](mailto:reccoordinator@busc.org).

Uniforms will be provided to your team according to the maximum number of players for a team in your age group. Players may be added to teams through the season if room exists on teams.

## **RECREATION COACHING BASICS AND TRAINING**

**COACH TRAINING** – Whether coach volunteers are new to soccer themselves or veterans of play and coaching we offer training that is age-appropriate and cutting edge. The U5-U8 coaches will receive a BUSC coaching curriculum designed specifically for their age group. The curriculum includes weekly training sessions and age appropriate exercises. BUSC encourages all coaches to obtain the United States Soccer Federation Grassroots Coaching Course. A deposit of \$25.00 is required at the time of the certification on line and will be returned to you after completion. Information on this will be forthcoming.

**PLAYER INFORMATION** – All coaches will receive a roster of team players that will include player and parent name, address, phone numbers and email information. In addition, you will receive a copy the CYSA registration form for each player which contains a medical release authorization that must be filled out and signed by the parent. You **MUST** retain a copy of this form and have it available at practices and games should a medical emergency arise.

**UNIFORMS** - Coaches of Recreation teams will receive a uniform (a pair of shorts, a shirt, and a pair of socks) for each member of your team.

For U7 and above, teams will receive two uniform shirts: **BUSC Gold for Home games and white for Away games.**

Coaches are strongly urged to instruct players to bring both jersey's to the game

Team uniforms must be worn during all league games

Per CYSA rules, official team uniform is required for any tournament play

Custom shorts or shirts are **not** permitted

Goalie jerseys are NOT provided by the league. Coaches may use practice jerseys or commercially available goalie jerseys.

**EQUIPMENT** - At the beginning of the season, coaches will be given 3 soccer balls and a store credit to purchase other needed equipment such as pinnies, cones, keeper jersey, ball pump and mesh bags. The U5 and U6 coaches will receive Pugg goals, which must be returned at the end of the season. The size of the soccer ball will depend upon the age group.

It is highly recommended that players purchase molded soccer cleats. **Shin guards are mandatory for both practice and games, and must be worn under the socks per CYSA rules.** It is recommended that all coaches bring a basic first aid kit to all practices and games.

**PRACTICE FIELD AND TIME ASSIGNMENTS** - At the beginning of the season, each team will be assigned a particular day or two for practices at a specifically assigned field and time. Should you choose to change location, field availability is on a first-come, first-serve basis provided the field is not assigned to another team. You are not permitted to begin practice prior to August 12. If you have any problems with the days and/or times you are assigned for practice, contact the Field Commissioner--this is the only person who can make any field and/or time changes.

**USE OF CLUB GOALS** - Club goals may **not** be used at any time other than regularly scheduled league games or at practice as authorized (and field assigned) by the Match Secretary. If personal practice goals are used, set them away from the marked goal area to minimize field damage.

**REFEREES** – For ages U10 and up, referees are used and assigned to the fields by the Pleasanton Soccer Referees Association (PSRA).

**REPORTING GAME SCORES** – Scores are not kept nor reported for U5-U10 games. Scores for U12-U14 games are used to determine league standings, which will be used to seed the Target Cup tournament. Scores are reported by the coaches to the recreational coordinator and will be posted to the BUSC website (details not available at publication time and will be promulgated by email). Scores will be considered final and may not be contested after Tuesday following the weekend game. Contested scores should be brought to the attention of the RC not later than Tuesday following the game and the initial protest must be by email.

**INSURANCE** – All registered recreational players have secondary insurance coverage through CYSA. Should an injury occur during a practice, scrimmage or game, the coach must complete a CYSA Case Report and submit it to the Registrar within 90 days. Forms can be obtained from the Registrar or the CYSA website <http://www.calnorth.org/about/administration/insurance/>. Please keep in mind that this is secondary insurance, that the injured party's insurance is primary, and that the insurance provided through CYSA is "in addition to" other coverage that may apply. Also, there is a deductible on the CYSA insurance. The Registrar can give you more information about the insurance if you need it. Also, be aware that the CYSA insurance covers coaches and referees for both medical and liability. Coaches and referees must be registered to be afforded insurance protection, so be sure your assistant coach is included on your computer-printed roster. Notify the Rec Coordinator of any additions or changes.

## ***COACHES CODE OF CONDUCT***

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### COACHES MUST:

- Abide by, and develop in players, a respect for the rules of the games, other players, coaches, and referees.
- Put player and team development ahead of winning at all costs.
- Support BUSC policy of playing each boy an average of at least one-half of every game
- Control their temper and demonstrate good sportsmanship towards all.
- Be gracious when their team wins; be graceful when their team loses.
- Respect, support, and assist all league volunteers, coaches, players and referees in creating a positive environment for learning and playing soccer.

### COACHES WILL NOT:

- Employ, nor encourage, verbal or physical abuse toward players, other parents, coaches or referees, at any time.
- Ridicule or yell at any player, coach, parent, or referee for mistakes or errors.
- Publicly question the integrity, judgment or authority of coaches or referees.
- Engage in inappropriate behavior during practice, games, team or club sponsored events.
- Failure to abide by this code of conduct may result in the coach's dismissal from the

game, from the field, or from the league.

## ***ORGANIZING YOUR TEAM***

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**YOUR COACHING STAFF** – We recommend that each team has two coaches. Typically an assistant is assigned if a parent expresses interest in that position. Since it is hard to work to conduct practices and coach games alone and at times may be difficult for you to make a practice or game, it is advisable to have an assistant. If your team will be playing against teams from outside the club, you should note that you and your assistant will have to apply for and receive a CYSA coaching pass to play in any games outside the BUSC league. Also note that only one assistant coach per team will receive a BUSC volunteer deposit refund.

**TEAM MEETING** - For the maximum benefit of your players and their parents, it is best to have a meeting with all of the parents and boys on your team at the earliest opportunity and preferably before the first practice. In this meeting, you should give your team an opportunity to find out a little about you and your coaching philosophy. It provides a perfect opportunity for you to discuss the various team jobs that you will need help with and enlist those assistant(s) to run those jobs and to find a team parent. You will be surprised how many people will help when asked. Coaches can also outline the upcoming season, practice strategy, and club/team rules regarding playing time, discipline, and sportsmanship.

**TEAM VOLUNTEER JOBS** - Coaches are strongly encouraged to ask the parents of their team to help with other non-coaching functions. Common jobs that a coach will need help with include:

- **Parent Ball Shagger:** Parent to retrieve balls for coaches during game.
- **Team Parent:** This person supervises the non-coaching functions of the team. He or she makes arrangements for phone tree calling assignments and is the initial contact from the coach for information distribution. This parent is responsible for distributing and collecting completed emergency contact and treatment forms, makes the snack/ice assignments, collects any money required for the jerseys, banner and/or awards. (Can also be broken down into multiple jobs)
- **Jersey Names:** This parent picks up the new jerseys for the team at the parents meeting and has the boys' names placed on the back of the jerseys before the start of the season. Name placement is optional.
- **Fund Raising Coordinator:** This parent picks up the fundraising information, shows the prizes, distributes the information, e.g. raffle tickets, collects the money, and picks up and hands out the prizes.
- **Pictures:** This parent picks up the picture information packages, notifies the team of picture date, time and location, collects all of the team's envelopes and turns in all information and envelopes to the photographers on picture day.
- **Banner/Flag:** With the help of others on the team, this parent will take responsibility for the design and construction of a flag or banner for the team. They will also transport and sets up the banner at each game.
- **End-of-the-Year Party:** This parent will select a location and will set up the end of the year party and award ceremony.
- **Publicity:** This parent enters information on the club web page for publicity information to be transmitted to the local newspapers.

**PARENTS** – You are responsible for the behavior of the parents on your sideline during the game. **Make sure no one ever harasses the referee, and that no one ever walks onto the**

**field during a game.** All spectators should remain on the sidelines opposite the coaches and players (about 5 feet back) and between the two penalty lines. Spectators are not allowed to sit or stand behind the goal line or nets. Remind your parents that everyone is there for the kids! When the parents put pressure on the player and/or referees, it takes the all fun out of the game. Good sportsmanship is expected at all times and must be encouraged by you. Serious violations of these guidelines may result in disciplinary action.

**BANNER** - In Pleasanton, it is the customary, but optional, for each team to make a team banner or flag. There is no regulation as to the size of the banner or what to put on the banner except that it must be in good taste, contain no advertising, and be non-political. You should keep in mind that the season generally starts with a special event such as a parade, and the boys are the ones who are expected to carry the banner. Therefore, it should not be too large for them to handle. Generally, the banner or flag includes your team name, your age group, and a design, which corresponds with the team name. Some teams also include each player's name in their design. During the season, the banners are brought to each game, so it's good to keep in mind that you need some way for the banner to be displayed. Banners are not kept by BUSC and may be disposed of in a proper manner at the end of the season.

**SEASON KICK OFF EVENT** -- Every soccer season starts with a kickoff parade in downtown Pleasanton to signify the start of the playing season. **All U5 through U12 teams are expected to participate.** You will be advised as to where and when to show up with your team. This year's parade will take place on August 24, 2019.

**END OF SEASON PARTY** – Typically, teams like to get together at the end of the season for something like a pizza party. This is a very good time to thank all your parents (especially your assistants and your Team Parent) and your team for their support during the season/

## ***Recreation League Game Rules***

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**LENGTH OF GAMES** - The length of the game will differ, depending on the age group of the players:

- U17-19 45 min. halves, with 5 min. between
- U15/16 40 min. halves, with 5 min. between
- U13/14 35 min. halves, with 5 min. between
- U11/12 30 min. halves, with 5 min. between
- U9/10 25 min. halves, with 5 min. between
- U7/U-8 4-12 min. quarters, U7 games on Saturdays at 10:15 am, U8 games on Saturdays 11:45 am. \*There may be exceptions due to field availability.
- U5/U6 4-8 min. quarters, Saturdays beginning at 9 am. We suggest beginning your warmup 15-20 min prior to 9 am kickoff. \*There may be exceptions due to field availability.

**PLAYING TIME** - Every recreational coach within Ballistic United Soccer Club is **required to play each boy an average of at least one-half of every game.** This includes all league, practice, and tournament games. The only exception is in the case of a discipline action, which needs the approval of the Divisional Director of Play and notification of the parents by the coach. The Rec Technical Director should also be notified in writing of such disciplinary action.

**RAINOUTS** - If, during the season, there is a question as to whether or not the games will be played because of wet weather or if practices have been canceled, there is a field status website provided by the city. This information can be found real-time at: <http://busc.org/p/fields-weather.php>. Alternatively, by dialing 931-5360 you will hear the most current recording provided by the Park and Recreation Department, which will tell you whether or not fields are open and the games scheduled for that weekend will be played. Do not call the Referee or Rec Coordinator. The Park and Recreation Department of the City of Pleasanton maintains the weather/field condition phone. You may also call 931-5360 for daily practice restrictions. Rainouts may

necessitate rescheduling games to Sunday. Some Saturdays may be available for rainout make-ups, but the season will not be extended beyond the weekend before Christmas. Only the Match Secretary will schedule make-up games. Standings will be determined by the last full round of league games played, and ties will be determined by tie-breaking criteria established by the Board. You should advise your players and parents of this possibility.

**RESCHEDULING OF GAMES** - The only person in the league authorized to reschedule a league game is the Match Secretary. One example of a need for rescheduling would be if your team is scheduled to play in an out-of-town tournament on the day of a regularly scheduled league game. It is your responsibility to contact the Match Secretary several weeks in advance to alert him or her to the conflict and get the league game rescheduled. The usual result in that example would be to have your game rescheduled to the Sunday prior to the tournament date or on a date specified by the Match Secretary. While we try to accommodate the needs and desires of both teams, we can make no promises in that regard. Again, in the example provided, the game must be made up within two weeks of the tournament weekend. The Match Secretary has final responsibility for ensuring that the game is rescheduled. Other examples of a need to reschedule a game would include games that are rained-out, postponed, protested, or otherwise canceled. If coaches know they can't field a team or must otherwise cancel and forfeit a game, they should contact both the Match Secretary and the Referee Coordinator to alert them of same.

**LEAGUE STANDINGS** – Standings are only used for U12-19 age groups. It will be based on a point system, with three points awarded for a win, one point for a tie and no points for a loss. The **Mercy Rule will be used for score posting (the maximum score is 6-0 in the event of a shut-out)**. In case of a tie in the league standings for position round play during the league season, or for determination of which teams advance in the event of a post-season tournament opportunity, the tie breaking criteria will be, in order:

- 1) Head to head competition (i.e. results against team in prior outings)
- 2) Most wins
- 3) Least goals allowed
- 4) Most goals scored (NOTE: maximum goals allowed for ANY victory is 5 goals per game)
- 5) Flip of a coin.

#### **FIELD RIGHTS POLICY** (If a conflict occurs)

Field Rights will be determined in the following order:

1. Scheduled League Game - hosting a team out of town.
2. Scheduled League Game.
3. Classifications - highest Division takes precedence.
4. The Oldest Age Group.
5. Coin Flip - One team plays right after the other team.
6. Coin Flip - One team plays - the other team reschedules the game with the Match Secretary.
7. Scheduled Practice Games

### **UNDER 5-8 AGE GROUP SPECIFIC PROGRAMS AND RULES**

In an effort to improve and unify the training of younger players in BUSC, we have instituted a training program for younger players. You will be provided with a training curriculum that will outline the entire season's training program for you. Training sessions will focus on the



development of basic skills with all players receiving a full soccer curriculum appropriate to their age. Play will focus on small-sided games, offering the opportunity for more “touches” on the ball and greater skill development.

You will find that training and games will focus on small-sided games as opposed to full 11 v 11 play. The benefits of small-sided games are as follows:

- Allows players to frequently touch the ball
- Presents many goal scoring opportunities
- Maximizes active participation and minimizes inactivity and boredom
- Reflects BUSC’s philosophy of player development
- Reflects the appropriate roll of the coach as a facilitator
- Makes the game more “beginning coach” friendly because the game is simpler
- Encourages regaining possession of the ball (defending) as a fun, rewarding part of the game
- Allows the game to be the teacher
- Eliminates complicated rules such as “offside”

The field of play for these age groups will be reduced, but proportional to a regulation field. Size three balls will be used for all under 5 through under 8 players. All players must play at least two quarters.

### ***BUSC Recreation Policy on Teams, Player and Rules of Play***

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#### **Recreation Policy on Teams, Player and Playing, Rules New Ball Method U5/U6**

- **Number of Players** -- Max number of players per team will be 10. Both age groups will play (3 v 3). NO Goalkeepers.
- **Playing style** – 2:1 when they have the ball and 1:2 when we have the ball.
- Triangle shape for players
- **Equipment** – Several soccer balls, and volunteers help.
- Every team needs to have a Head Coach and Co-coach
- **Field Dimensions** -- The field of play will be rectangular, with specific dimensions 30 yards in length x 20 yards in width.
- **Game time** - 4 - 8 min. quarters
- **Ball size** -- The official ball is a size 3.
- Penalty Kicks -- None
- **Safety Rule** -- If a player on either team is on the ground near the ball, play is to stop immediately allowing the player to get back to his feet. The game will restart with a pass from the team that was in possession when play was stopped.
- **Sliding and Slide Tackling** -- No slide tackling is allowed at the U6 level, but players can legally slide to play the ball if there is no danger of injury to an opponent.

- Our aim is to form teams as equal level.
- **Goals** – Pug Goals
- **Ball Size** – The official ball size is a size 3

### **Recreation Policy on Teams, Player and Playing, Rules New Ball Method U7/U8**

- **Number of Players** – 4 versus 4 plus Goalkeepers (5 v 5). Max number of players per team will be 10.
- **Playing Style** – 1:1:2:1 (keeper, defender, midfielder, forward)
- Diamond Shape for players
- **Equipment** – Several soccer balls, and volunteer help
- Every team needs to have a Coach—we recommend having at least one assistant as well.
- **Field Dimensions** --The field of play will be rectangular, with specific dimensions 35 yards in length x 40 yards in width. At times lines will be marked but for the most part none.
- **Game time** - 4 - 12 min. quarters
- **Ball** -- The official ball is a size 3.
- **Start of Play** -- The kick-off can be played either forwards or backward from the center spot. Kick off occurs after a goal has been scored and at the beginning of each quarter. Also a NEW BALL can be played depending on the moment.
- **Corner Kicks** – None. NEW BALL
- **Goal Kicks** – None. NEW BALL to be played out of the back
- **Scoring** -- A goal is scored when the ball passes over the painted white/red line attached to goal and under the crossbar line. The team that was scored upon will take the subsequent kick-off and/or the NEW BALL is played into action.
- Penalty Kicks -- None.
- **Misconduct** -- A player who blatantly tries to injure an opponent or who continually breaks the rules should be removed from the game. The player may be allowed to reenter the game after a cooling off period at the discretion of the coach and facilitator.
- **Safety Rule** -- If a player on either team is on the ground near the ball, play is to stop immediately allowing the player to get back to his feet. The game will restart with a pass from the team that was in possession when play was stopped.
- **Pass Back Rule** -- The pass back rule is not in effect for these players and the goalkeeper is allowed to pick up the ball when last played by a teammate. When the ball

is played to the goalkeeper is considered a field player.

- **Sliding and Slide Tackling** -- No slide tackling is allowed at this level, but players can legally slide to play the ball if there is no danger of injury to an opponent.
- **Goalkeepers** – Goalkeepers can use their hands. Goalkeepers can distribute the ball by throwing, dribbling or kicking the ball. NO PUNTING.

### Modified Playing Rules for the U9/10 Age Group

All play and rules will be in accordance with United States Soccer Federation and CYSA regulations. Teams play 7v7. 11 players per team and Maximum number of player will be 12.

Rule exceptions:

- **Field Dimensions:** 90x 60 yards
  - **Game time:** 2-25 minute halves
  - **Size of ball:** #4 soccer ball
  - **Players on field:** 7 players per team
  - **NO DIRECT FREE KICK**
  - Penalty kicks are awarded when fouled in the PK box
- \*Double Diamond shape
- Referee** – Play will be parent refereed by a trained parent referee. Please refer to the U-9/U-10 Referee Program at the BUSC website.
- Introduce throw-ins. Goal kicks should be taken from the edge of the penalty box.
- Playing Style** – 1:3:3

### Modified Playing Rules for the U11/12 Age Group

Goal at these age groups: To further develop the basic skills attitude, teamwork, and good sportsmanship toward other players and understand the laws of the game. All play and rules will be in accordance with United States Soccer Federation and CYSA regulations, except: Teams play 9v9. Maximum number of players will be 14.

- **Game time:** 2-30 minute halves
  - **Players on field:** 9 players per team 9V9
- Size of ball:** #4 soccer ball
- Referee** – A referee will be assigned to each game.
- Playing Style** – 1:3-2-3

### Playing Rules for the U13/14 Age Group

Goal for these age groups: To further develop the skills, teamwork, game attitude, tactics, strategy, concentration and good sportsmanship. All play and rules will be in accordance with United States Soccer Federation and CYSA regulations, Maximum number of players is 16

- **Game time:** 2-35 minute halves

- **Size of ball:** #5 soccer ball
- **Teams play 11v11**

### **Modified Playing Rules for the U15/16 Age Group**

Goal for these age groups: To further develop and polish their skills, game attitude, strategy and the spirit of the game. Maximum number of players is 18.

- **Game time:** 2-40 minute halves
- Size 5 Soccer ball
- Teams play 11v11

### **Modified Playing Rules for the U17-19 Age Group**

Goal for these age groups: To further develop and polish their skills, game attitude, tactics, strategy and the spirit of the game. The Traveling House players may stay on the same team as their buddies during the three years in this age group, unless they are selected to play for a competitive team and choose to play there. Maximum number of players is 20.

- **Game time:** 2-45 minute halves
- **Size 5 soccer ball**
- **Teams play 11v11**