



Dear CLSF Coach,

The Crystal Lake Soccer Federation Board would like to thank you for offering your time and talents as one of our coaches. You are part of the largest recreational program in the McHenry County area. We want to make your coaching experience as rewarding for you as it will be for your players. Remember, the goal is to make our program as positive as possible for everyone. We want the soccer environment to reflect our respect for our children, coaches, referees, and all of our volunteers. You can make this happen!

It is our hope that this handbook becomes your reference guide and answers most of the questions you have about our program. Provided in the handbook are sections on first aid, injury reporting, emergency medical procedures, procedures in severe weather conditions as well as a section on goal safety. Please review these sections so that you are familiar with the protocols that are in place.

Please note that the Communicable Disease Guidelines posted on the home page of the CLSF website, **if any**, take precedence where there is a conflict with this handbook.

Refer to the Calendar page of our website www.clsf.org for our calendar of events which will give you ample time to mark your calendars. Game schedules are posted your Team Website. Opening Day is Saturday, September 11. Picture day is scheduled for September 18. Further instructions will be forthcoming in the spring

Again, thanks for your time, your sportsmanship, and your love of the sport. We are here to help you any way we can.

Good luck and have a great season!

Greg Cole, Administrator
Bob Hansen, Recreational League Director

CRYSTAL LAKE SOCCER FEDERATION
P.O. Box 1084 | Crystal Lake, Illinois 60039 | (815) 477-2573
www.clsf.org | e-mail: info@clsf.org

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RISK MANAGEMENT PROCEDURE

1. All CLSF officers, board members, staff, team managers, and coaches must complete a criminal background check, view the Safe Sport and Concussion Protocol videos. Instructions will be provided on how to comply with these requirements
2. If a record appears or suggests participating children could be at risk, a report will be made by the Administrator to the Risk Management Committee, who will then make a determination regarding that person's eligibility.
3. All background checks and the information contained therein are confidential. The results will only be seen by the CLSF Administrator or if necessary by the CLSF Risk Management Committee.
4. No coach or assistant coach may participate in a practice or at a game unless s/he has a current criminal background check on file and has completed the Safe Sport Video and Concussion Protocol Video.
5. No private electronic or social media communication with individual players - use broadcast texts or emails to the entire team. In the event it is necessary to direct a communication to an individual player, make sure to include parents.
6. Do not be alone with a player.
7. Do not post rosters, pictures with names, practice schedules or anything that can identify a player on a public site.

REFERENCE GUIDE FOR THE CLSF COACH

SUMMARY: The coach is the team leader. He/she is responsible for managing all aspects of the soccer team. The primary objective of the coach is to make every player's soccer experience an enjoyable one. Emphasis should be placed on the fun of playing and self-improvement. The coach's responsibilities are to:

- Promote good sportsmanship.
- Teach the laws of the game and demand that players abide by them.
- Develop individual and team respect for the game, opposing players and coaches, and officials.
- Set a good example, particularly with respect to conduct.
- Treat all players fairly. Give each player a fair share of your attention.
- Teach basic soccer skills. Stress individual skill as well as teamwork.
- Teach players to play hard to win, but to realize that playing well is more important than winning.
- Encourage parents to take an active role with the team, but to accept the coach as the team leader.

The following sections list more specific responsibilities of the coach and/or attempt to address issues or questions which are commonly raised by coaches. If something comes up that is not specifically addressed here and you have any doubt regarding what you should do or not do, contact the Administrator.

- 1) **Player registration** – All players must register with the league before they are allowed to play or practice. Registration is taken in May/June for the fall season. The number of registrants per age group determines the number of teams. Following the registration period, a waiting list will be maintained to fill roster openings. If there is any need to limit the number of players for any reason, it will be based on the order in which players were registered. Players who register in the fall remain with the same team in the spring. **Do not promise any player they will be placed on your team.** Players added in the spring will fill existing teams as space is available.
- 2) **League Organization** – CLSF Rec league teams are based on grade in school and are designated Under 6 (pre-kindergarten & kindergarten), Under 8 (first & second grade), Under 10 (3rd and fourth grade). The Under 12 (5th and 6th grades). Under 14 (7th and 8th graders). A player must be 4 years old by September 1, in the fall of the season to be registered. Competitive (“travel”) teams follow birth year groupings. We also coordinate high school recreational seasons that play opposite the Illinois High School Association seasons for boys and girls. For additional details consult our website at www.clsf.org. CLSF reserves the right to merge separate grades into one age group if an insufficient number of players are registered to support a single grade age group.
- 3) **Team Organization** – The Recreational Committee determines the minimum and maximum roster size for each age group. Teams which will begin playing in September are formed in July and August. Teams formed in the fall play together for the spring season. Although CLSF cannot guaranty to honor special requests for players to be placed on specific teams or with specific coaches or other players, we will attempt to accommodate such requests if possible. Players may remain together with their teammates and/or coach from the previous year, subject to grade grouping constraints, provided that they indicate their desire to do so when registering, and that there is a parent who volunteers to coach them.

With respect to team organization, the coach's responsibilities are to:

- A. Attend the pre-season coaches meetings. If you or an assistant coach are unable to attend the draft or coaches meeting, you must notify the Administrator in advance so arrangements can be made for you to meet at another time.
- B. Select assistant coaches and communicate their name to the Administrator. Remember, as part of the Park District and CLSF policy, all coaches, assistant coaches and persons having direct contact with players must adhere to our Risk Management program.
- C. You will be able to view your team roster and schedule on the team website on your family account page. Also consult the website regularly for updates and announcements.
- D. Provide a practice and game schedule to your team. You do not need to post your game schedule on your team website. We will automatically upload schedules to your Team Website.

NOTE: Refer to this Handbook for team meeting suggestions.

4) Equipment

- A. **Soccer balls** – CLSF supplies every team with a game ball. The home team is responsible for supplying the game ball at each game. Each player should bring his/her own ball to practice.
- B. **Uniforms** – Uniforms are distributed at the fall coaches meeting. If there is a problem with uniform quality or sizing the coach (*no parents please!*) should, contact the Administrator. Every player receives a jersey, socks and shorts. Players wear the same uniform in the fall and spring. At the end of the spring season, the uniform is the players to keep.
 - a. **Shin Guards:** Must be worn at all practices and games. Players supply their own.
 - b. **Shoes:** Gym shoes, all purpose shoes, or soccer shoes supplied by players. Baseball spikes are not allowed!
 - c. **Glasses:** Glasses may not be worn; safety sport-type specs are required by CLSF and the IYSA (governing body to CLSF) for all children who wear glasses!
 - d. **Jewelry:** Jewelry, **INCLUDING EARRINGS OR STUDS**, or other items considered by the referee to be dangerous may not be worn. Exception: religious or medical medallions which must be taped to the body with medical data visible.
 - e. **Casts:** In order for a player to participate with a cast, it must be covered by ¾" thick foam (or similar material) and securely wrapped. There cannot be any metal clips to hold the wrap in place. A cast is on for a reason. To make sure it is safe for a player to play with a cast, a written note from the doctor giving permission for the player to participate must be shown to the referee at every game. No padding or no note means no play!
 - f. No deviations from the CLSF approved uniform kits are allowed, including but not limited to, Games, Scrimmages, Warm-ups, Practices, etc. Exception(s): Recreational player's wishing to add their names to the back of their uniforms. CLSF approved uniform kits are not allowed to be used outside of CLSF approved functions without prior consent of the Board.

5) Practices

- A. **Location** –In order to preserve and maintain the condition of our playing fields, **no practices, scrimmages, or exhibition games may be scheduled on the playing fields.** Practice areas with goals are located at Lippold Park, West School, and Wyndwood Park and possibly some other parks or schools. The practice fields at Lippold are located on the west side of the east entrance drive. Use of these practice areas for practices, scrimmages, or exhibition games is on a first-come, first-served basis. If you practice at other parks or schools, please do not interfere with the practices or events of other organizations in town (schools, baseball, or softball). Be respectful of private property in areas bordering the parks; this includes parking in residential areas.
- B. **Dates & Times** – Determined by the individual coach; we suggest 2 practices a week beginning 2-3 weeks before the season starts. Practices can be held after school or early evening of duration appropriate to the age of the players (45 minutes for younger players and 1 to 1½ hours for older).

NOTE: No child should be left alone at the conclusion of practice. A coach or assistant coach should remain at practice until all players have been picked up.

6) Games

- A. **Location** – Lippold Park, Route 176 west of Route 14.
- B. **Dates** – Saturdays during the Fall season from the weekend after Labor Day and continuing for 8 eight weeks, and in the Spring beginning in April and continuing for 8 weeks.
- C. **Player Management** – Make sure players are dressed in uniform, including shin guards. They should not be wearing any jewelry. Players may wear any clothing they desire as long as it does not endanger any players (as determined by the referee). Gloves and caps or ear warmers may be worn on cold days. Conduct pre-game warm-up (**do not warm up in the goal area**). Coaches and players not in the game must be behind the restraining lines. Please make sure to police your team area after each game placing trash in the nearby container.
- D. **Spectator Management** – **Please refer to Communicable Disease Guidelines, if any, which are posted on the home page of the CLSF website.** All spectators are to remain behind the spectator restraining lines. Control spectator participation (encourage “proper” cheering; no negative comments to or about opponents; absolutely no comments to officials about officiating). **We have a zero tolerance policy on abusive behavior by coaches, assistant coaches, players, and parents.** All spectators shall be on one side of the field and both teams on the opposite side. Exception: U6 age group where team and parents may be on the same side of the field. **NO ARTIFICIAL NOISEMAKERS ARE PERMITTED.**
- E. **Cancellation/Rescheduling** – There will be no rescheduling of games by coaches. If a coach finds that his team will not have enough players to field a team, recreational players (*no Force players*) from within the same age group, who are properly registered in the league, may be used as guest players. Uniform pinnies will be available. This does not mean coaches can recruit players for games, but rather to prevent cancellation of games where a team may otherwise be short-handed. If you as a coach can’t make a game, enlist a parent to help.
- F. **Cancellation or Suspension of Games Due to Inclement Weather/Make-Up Policy** – In the event a game is suspended due to lightning, players and parents should take shelter in their cars

and coaches should report to Soccerhouse. A decision will then be made by the CLSF Staff on duty whether to resume the games in progress or to cancel them. Coaches and players should not leave the Park until notified that the suspended games in progress have been cancelled. CLSF reserves the right to determine whether or not games cancelled due to inclement weather will be rescheduled at a later date. Cancellations or postponements will be posted on the website.

- G. **Miscellaneous** – Do not enter the field during the game, even in the case of an injury, until called onto the field by the referee. You may also need to supply a parent to act as an assistant referee (linesperson) to assist the referee in determining when the ball is out of play.
- H. **Water/Snacks** – Team/players should bring their own water to games and practices. Many teams organize half time oranges and/or post-game snacks.
- I. **No Smoking Policy** – CLSF regulations prohibit smoking in or around the playing fields or inside or in the vicinity of Soccerhouse.
- J. **Pets Policy** – CLSF regulations require that **ON GAME DAYS** pets are permitted only in designated areas. This is a CLSF policy – not a Crystal Lake Park District ordinance. Families with dogs must have them on a leash and they must also clean up after their pets. This *IS* a Crystal Lake Park District ordinance.

7) **Post-Game Responsibilities**

- A. **Sportsmanship** – Following the game teams should line up and shake hands.
- B. **Clean Up** – Dispose of all trash and check for lost belongings after your game.

8) **Goal/Field Safety Checklist**

- A. Prior to each practice or game, coaches and their assistants should develop the habit of a safety check of the goals and field area in order to promote a safe environment for participants and spectators.
- B. A **Goal Safety Log** will be distributed at the drafts/coaches meetings. Our insurance carrier requires that each team shall maintain in written form a record for each team practice (where goals are used), or game in which the coach, assistant coach, trainer or other responsible person shall certify that (s)he has performed a physical inspection of the goals to verify that the goals were securely anchored. This certification shall be contemporaneously countersigned by a parent associated with said team. Instruct all players and parents of potential dangers associated with moveable goals. Portable goals may be moved only by authorized personnel.
- C. Field Safety
 - Inspect for foreign objects
 - Check for potholes hills/ruts
 - Make sure sprinkler heads are seated
 - Observe spectator restraining line
 - Notify CLSF personnel of unsafe field conditions in writing or via email.
 - Do not allow participation by your players until noted hazards have been corrected

9) Miscellaneous

- A. **Communications** – For complete information consult the website www.clsf.org. CLSF regularly publishes a newsletter, which is mailed to all families in the program. The voice mail is updated regularly as needed and contains pertinent information on its message system (477-2573).
- B. **Scheduling Considerations** – We are usually able to accommodate special game scheduling considerations. A scheduling request form will be provided to all head coaches prior to the season. Those who are head coaches for more than one team will automatically have their games scheduled so as not to conflict. However, we cannot accommodate special requests for those who are assistant coaches on more than one team.
- C. **Problems** – If you have any problems which you are not equipped to deal with, or are unsure of what to do, talk to the Administrator and he will follow the chain of command to address the problem. If the problem occurs on game day at the fields and needs to be addressed immediately, go to Soccerhouse, and locate a board member or a field marshal and report the problem. Field marshals are linked by two-way radio and can assist you.
- D. **Unregistered Players** – Under no circumstances should you allow an unregistered player to participate with your team in a practice or a game. Do not promise them a position on your team. Only registered players may play or work out with your team. Unregistered players are not covered by our liability insurance. Therefore, you the coach are not covered by our insurance umbrella if you permit an unregistered player to participate.
- E. **Medical Treatment** –If you need medical assistance while at Lippold Park, find a board member or field marshal or go to a Soccerhouse and help will be dispatched. Field marshals are linked by two-way radios. Please refer to the Medical Emergency Procedures section of this handbook for further details.
- F. **Awards** – We do not keep standings, and we do not give out awards as a league. You may give out awards as a team at the end of the season, but they should not be based on your win/loss record. Since not all teams present awards, teams should do it “privately” (not at Lippold Park after the last game). Although we keep track of some game scores, we use this as a way to realign divisions from fall to spring.
- G. **Code of Conduct** - Coaches shall abide by the Code of Conduct found on page 18.
- H. **Guest Players** - If a coach finds that her/his team will not have enough players to field a full side, including substitutes, players from another team in the same age group may be used. Competitive players may not be used as guest players. Boys may not be used as guest players on girls teams.

Rec/Competitive Dual Participation Policy

Interested players will be allowed to participate on both a CLSF Recreational team and a competitive (travel) team, with prior approval of the Administrator and Recreational League Director based on the following Resolution:

By resolution of the Crystal Lake Soccer Federation (“CLSF”) Board of Directors (“Board”), dated January 21, 2008, interested players will be allowed to participate on both a CLSF Recreational team (“Recreational”) and a Competitive team (“Competitive”), with prior approval of the Administrator based on the following criteria:

- There is adequate room on Recreational rosters to accommodate the players who have also been selected by a Competitive team once all of the Recreational-only players have been placed. If adding Competitive players creates a scheduling hardship, players will be added on a first-come-first-served basis until teams are completed and a reasonable schedule is assembled. All others will be placed on a waiting list and placed on a Recreational roster as spots become available.
- Players who intend to participate on both Recreational and Competitive teams must state their intention during the registration process for the CLSF and Competitive try-outs. If the player is selected for a Competitive team and is rostered on a Recreational team, s/he must inform both the Recreational and Competitive coach that s/he is participating on both. Failure to so notify the CLSF and coaching staff will, at the discretion of the Board, result in the removal of the Competitive player from the CLSF Recreational team roster.
- Players who desire to compete in both the CLSF Recreational and Force competitive programs must pay the Rec League registration fee.

Recreational coaches shall not recruit Competitive players to participate on their teams, and must not unfairly penalize Recreation-only players playing time for the sake of playing Competitive players instead. Dual-participation players will be placed on Recreational teams according to the following guidelines:

- Competitive players may request placement on a specific team, and the Administrator will make reasonable effort to honor that request provided it does not conflict with the even distribution of Competitive players as noted below.
- Competitive players will be evenly distributed across the Recreational teams for each age group at the discretion of the Administrator. No Recreational team will be allowed to have more than one (1) Competitive player than another team in their age group.
- Players are expected to actively participate on both teams, including attendance at team practices, games, and other events consistent with the policies of the relevant coaches and the CLSF Recreational and Competitive leagues. In the event of unmanageable conflict, the Competitive team commitments will take precedence unless doing so creates a hardship for the Recreational team and not the Competitive team; or the Competitive coach provides expressed permission to attend the Recreational event instead, which will not be unreasonably withheld. Failure to honor this commitment may warrant removal from one or both of the teams as determined by the Director of Recreational Program and/or the Director of Competitive Program.

Rules of the Game

CLSF observes all FIFA rules of the game of soccer, which our Referees are schooled on. Rulebooks on this can be purchased at any soccer-associated store for detailed explanations.

The following rules apply specifically for CLSF games:

U6 Age Group

Players: 4 v 4 – no goalkeeper. Duration: four 8 minute quarters with a two minute break after the first and third quarters and a five minute half time break. A restraining arc will be placed in front of each goal. Players are not permitted inside the arc. All fouls will result in an indirect free kick (ball must touch another player prior to going into the goal). **Kick-ins (takes the place of Throw-ins):** When ball goes over touchline (sideline) a kick is taken at point the ball went out of play. Opponents at least 3 yards away. There are no penalty kicks. Field size: 20 x 30 yds. Goal size: 4' x 6'. Size 3 ball. Note: Offside is **not** enforced. Refer to additional detailed Rules handout for U5 and U6 available August coaches meetings. No heading at this age level. If a deliberate header occurs Referees are instructed to warn players not to head. No other penalty will be assessed.

U8 Age Groups

U8 6v6 with one designated as keeper. Duration: four 12 minute quarters with a 5 minute half-time break. All fouls will result in an indirect free kick (ball must touch another player prior to going into the goal). An improper throw-in will result in a second try instructed by the Referee. There are no penalty kicks. Field size: 35 x 50 yds. Goal size: 6' x 12'. Size 3 ball. Note: Offside **is** enforced beginning at these age groups. No heading at this age level. If a deliberate header occurs Referees are instructed to warn players not to head. No other penalty will be assessed. On Goal Kicks and goalkeeper saves, defending team retreats to dashed “build out line”, and may move back across line as soon a ball clears penalty area.

U10 Age Groups

Players: 7 v 7 with one of the players designated goalkeeper. Duration: two 25-minute halves with a 5-minute half-time break. Field size: 50 x 70 yds. Goal size: 6' x 18'. Size 4 ball. Note: Penalty kicks will be enforced beginning at these age groups. No heading at this age level. If a deliberate header occurs Referees are instructed to warn players not to head. No other penalty will be assessed. On Goal Kicks and goalkeeper saves, defending team retreats to dashed “build out line”, and may move back across line as soon a ball clears penalty area.

U12 Coed Age Group

Players: 9 v 9. Duration: two 30 minute halves with a 5 minute half-time break. Field size: 55 x 85 yds. Goal size: 7' x 21'. Size 4 ball. Note: that this age group combines 5th and 6th graders.

U14 Age Group

Players: 11 v 11. Duration: two 35 minute halves with a 5 minute half-time break. Field size: 70 x 110 yds. Size 5 ball.

GENERAL INFORMATION

- Substitutions may be made only with the approval of the Referee during the following situations:
 - Any kick-off
 - Your own throw-in (both teams may sub if the team awarded the throw- in is subbing)
 - Any goal kick
 - Any injury when the Referee stops play
- All players will play a minimum of 50% of the game, keeping in mind this is a recreational organization.
- Soccer shoes are recommended as they help in avoiding slipping on the field. Note: baseball shoes or other sports shoes that have a toe bar are not permitted as they could cause injury. The Referee will only allow proper soccer shoes or sneakers to be worn.
- Shin guards are mandatory, no exceptions.
- For players wearing corrective lenses, sports specs or contact lenses are mandatory. **Standard frames will not be allowed to be worn.**
- Water bottle with either water or sports drink is recommended.
- Games will be played in all weather conditions, except for lightning; extreme heat or cold; or severe wet field conditions. Check our web site (www.clsf.org) for last-minute cancellations. Note: If a jacket or sweatshirt/sweatpants is required due to temperature, it must be worn under the team uniform. Hoodies should be tucked into the jersey.
- Referees will start all games on time. Please have your teams at the appropriate field 20 minutes prior to the start of your scheduled time.
- Casts must be properly padded as determined by the Referee and a Dr.'s permission note present. See section 4 on page 5 of this handbook for further clarification of this rule.
- Jewelry, **including earrings**, is not allowed. Exception: Religious or medical medallions which must be taped to body with medical data visible.

UNIFORMS

CLSF provides a full uniform kit for each player (jersey, shorts and socks). Uniforms will be distributed to each coach a week or so prior to opening day. Each team set contains additional uniforms over and above the number of players assigned to each team. This is to help ensure that each player receives a uniform that fits. The uniform sizing profile for each team is a generic according to age group and has been compiled over years of experience. Coaches are responsible for distributing uniforms in a manner that will ensure each player receives a uniform that will or will come close to fitting. **No additional uniforms will be provided**, so we stress the importance that you take the time to make sure you distribute the uniforms accordingly.

BEGIN EVERY SEASON WITH A TEAM MEETING

*By Rich Wolf, Author of Good Sports,
The Concerned Parent's Guide to Competitive Youth Sports*

Here's a suggestion for anyone who already is, or is about to become, the head coach of a youth soccer team: Before the season begins, call a "team meeting" for your players and their parents. In fact, make the team meeting an essential part of your very first practice.

Why a team meeting before any of the kids have run a lap or done any calisthenics? Simple. This is an ideal opportunity for you to let everyone know what your coaching philosophy is and how you'll be implementing it. This could be the most important strategy session you have with your team the entire season.

Start the meeting by inviting everyone to take a seat while providing some personal background about yourself. Then have the players and parents introduce themselves. After all, they'll be spending a lot of time together in the coming weeks. Finally, spend the next 15-20 minutes going over the following important items:

- Explain your coaching philosophy. Do you plan to emphasize winning, participating, or learning? Or will you do a combination of these? Tell everyone up front so no confusion or hurt feelings will cause problems later on.
- Go over the league rules about minimum amount of playing time players can anticipate.
- Explain what you expect from the players as members of the team. Tell them about being on time for practice, or why they should call you if they can't attend a game or practice. Ask if anyone has special concerns, such as medical or health problems, or knows of any conflicting vacation dates.
- Go over your feelings about sportsmanship. Let kids and parents alike know the kind of behavior you want, and likewise, the kind you won't tolerate. Be specific: "After each game, win or lose, we will always give our opponents a rousing cheer and shake their hands."
- Direct some special comments to the parents. Let them know the parental behavior you expect. Remind them that they're all role models for their children. Explain to the moms and dads how you can be reached by phone if they have a concern or problem they want to discuss.
- If you haven't already, this is also a good time to recruit assistant coaches and other volunteers. Don't be bashful! If you need help with the team's myriad details, ask for it. Distribute a one-sheeter of information that outlines your basic points about practice times and fields, games, phone numbers, team rosters, etc.

Overall, the team meeting should be short and to the point, but you should definitely emphasize its importance. In other words, to help ensure a smooth season of sports and fun, it's a good idea to make sure everybody starts off with a clear understanding of the coach's basic rules.

First Aid Protocols for Soccer Managers and Coaches

By Dr. Frank Pangallo, Sherman Family Healthcare

The following is a guide for coaches and managers to follow in the event that a player is injured during practice or game play. The number for the Crystal Lake Fire/Rescue (paramedic ambulance) is 815/459-2020.

Protocols

A. HEAD INJURIES

Determine the following:

➤ **Is or was there a loss of consciousness?**

If yes, this is a potentially serious injury. Do not move the person. Be certain the person is breathing or able to breathe. Have someone call 911 or call Crystal Lake Fire/Rescue immediately. If the person is not breathing, begin rescue breathing immediately.

➤ **There was no loss of consciousness.**

If the player displays any of the following symptoms, then this is a potentially serious injury. It is recommended that the player be removed from the game, and treat situation as an emergency:

- 1) Player does not remember the injury.
- 2) Player is nauseated/vomiting.
- 3) Player is not behaving normally.

If at any time the player should develop symptoms described above, medical attention should be sought immediately.

See also Concussion notification Form

B. EXTREMITY INJURIES

➤ **Deforming Injuries**

If there is an injury with deformity involving the elbow, wrist, or fingers, there is most certainly a fracture or dislocation. Such injuries require the following:

- 1) Apply ice to the injured area
- 2) Apply a splint to support the wrist or finger injury
- 3) Apply a sling to an elbow injury
- 4) Seek medical attention immediately

➤ **Non-Deforming Injuries**

If there is a non-deforming injury, there is still a possibility of a fracture or dislocation. This is especially true if there is swelling and the injury involves a joint. If such an injury occurs, follow the instructions listed above, however, medical attention is important, but not immediately needed.

➤ **Non-Deforming Injuries Without Swelling**

If minimal pain, full movement and function of the extremity, it's probably a bruise and not serious.

C. DENTAL INJURIES

➤ **Loss of a Tooth**

Use direct pressure to control bleeding from the gums or lips. Direct pressure may be combined with ice. Find the tooth and place it in a container, preferably a tooth saver container or something clean. **This is considered a Dental Emergency and dental care should be sought immediately.** If there is an associated laceration (cut) to the face, lips, or gums, the person should be taken to the nearest emergency facility for treatment.

➤ **Injury to a Tooth**

If a tooth is struck, but remains in place, a significant injury is still possible. If there is severe pain, or if the tooth is loose or feels loose or out of place, there may be a tooth fracture or other associated dental injury and Dental Evaluation should be sought immediately.

D. LACERATIONS (CUTS)

- Apply pressure with sterile gauze to control bleeding.
- Seek medical attention for appropriate wound care.

E. ABRASIONS (SCRAPES)

- Gently cleanse the area.
- Cover the area with sterile gauze or Band-Aid.

CONCUSSION POLICY

Concussion notification information will be made available to all teams to be used in the event it becomes apparent that a player is experiencing concussion like symptoms. If it is deemed that a player is suffering from concussion-like symptoms, the player should not be permitted to re-enter the game or practice that day until the player is evaluated by and receives written clearance from a licensed health care provider to return to play.

Adopted 3-13

Safety and First Aid Procedures

Safety at athletic fields is of primary importance and is the responsibility of the coach. The importance of taking all necessary precautions to prevent accidents and keeping first aid at hand at all times cannot be stressed enough. We encourage all of our coaches to take a first aid class and to have a first aid kit at all games and practices. This is a guideline for coaches to use, but this is not to be substituted for a first aid training program. Use it for reference.

To provide a safe environment, these procedures should be followed:

1. Have appropriate first aid supplies including ice packs and band-aids available at all times. Replenish supplies as necessary.
2. Inspect your practice areas for hazardous areas such as holes, glass, etc. Report any safety hazards to a board member or field marshal..

If an injury occurs, follow these procedures:

Major Injury

1. Coach takes charge and stays calm
2. Keep other players away from injured player
3. If the injury occurs during a practice session, call paramedics immediately (911) or 815/459-2020 from a cell phone; if during a game follow the Medical Emergency Procedure which follows.
4. Do not move injured person
5. Make patient comfortable and notify parents or family

Minor Injury

1. Administer first aid – only apply band-aids or ice packs. First aid is just temporary and not in place of medical treatment.
2. Notify player's parents at end of practice or with a phone call, especially in case of a head injury.

NOTE: Injury/Incident report must be completed whenever an injury occurs. Please refer to the Injury/Incident Reporting Procedures section of this handbook for the proper procedure to report an injury.

MEDICAL EMERGENCY PROCEDURE

In the event of a medical or other emergency situation, seek out the assistance of a board member or field marshal patrolling the fields, or go to Soccerhouse and seek out a board member. The board member or field marshal will contact emergency personnel. You should not attempt to contact emergency personnel unless you are first unable to locate a board member or field marshal. Multiple phone calls or phone calls containing incorrect dispatching information can create response time delays.

The following procedures have been posted in Soccerhouse:

In case of a medical emergency, dial **911**.

State that you are with the CRYSTAL LAKE SOCCER FEDERATION;
that you need paramedics dispatched to SOCCERHOUSE located in LIPPOLD PARK, at 951 WEST ROUTE 176, CRYSTAL LAKE;

Advise the dispatcher to instruct the paramedics to COME DIRECTLY TO SOCCERHOUSE which is the gray block building located at the end drive of the first entry to the Park that is west of Route 14; and that someone will meet them there and guide them to the correct field.

The dispatcher will ask you to describe the nature of the emergency.

Have a board member or field marshal meet the paramedics at the end of the driveway to Soccerhouse.

COACHES INJURY/ INCIDENT REPORTING PROCEDURES

1. An Injury/Incident Report must be completed by the coach whenever an injury occurs that requires first aid (band-aids, ice packs, etc.) or where the participant must be removed from the competition. Reports must be filled out completely.
2. The coach must submit the completed Injury/Incident Report within 24 hours. Reports should be turned in at Soccerhouse.
3. In the event of a serious injury, the coach should contact Administrator or a CLSF board member immediately.

Severe Weather Procedures

Lightning

The Crystal Lake Park District has purchased a THOR GUARD Lightning Prediction System. This system predicts when conditions indicate the potential for a lightning strike. It will give a warning 8 to 20 minutes in advance of a potential strike so that players, coaches and spectators can take shelter.

The base unit has been placed at Soccerhouse. The antennae, warning siren and strobe light have been affixed to the roof. Satellite units have been placed at the Family Golf Center at Lippold Park, Main Beach and West Beach. The THOR GUARD system operates 7 days a week from 8 am to 10 pm.

In a developing storm the THOR GUARD unit evaluates the electrical energy within the atmosphere. When it senses the potential for a lightning strike, it will sound a 15 second warning siren and the strobe light will activate. When this happens, **clear the fields immediately and seek proper shelter (building or non-convertible automobile), even if the weather appears not to be threatening.** The strobe light stays on as long as there is the danger of a lightning strike. When the potential for lightning has passed, the THOR GUARD siren sounds 3 blasts. This may occur as soon as 15 minutes after the initial warning has been given.

If thunder is heard or lightning is spotted, and the THOR GUARD siren does not go off, everyone must still clear the fields and take appropriate shelter immediately. No one should go out again until 30 minutes after the last sound of thunder is heard or lightning seen.

Tornado

Outside Activities During a Tornado

If an activity is outside during a tornado, seek shelter area immediately. The supervisor of the activity shall instruct the participants and staff to the closest shelter area. The supervisor shall take roll call and insure that nobody has been separated in the move. Areas that shall be used for cover shall be best determined by the supervisor at the time and location of the incident. Locations of shelter include, but are not limited to the following:

1. The closest building or structure. Soccerhouse is a designated tornado shelter.
2. Low-lying ravines, ditches, etc.

When threatening weather is observed, all outside activities should take advance warning and move to alternate locations or cancel the activity.

Earthquake

Outside Activities During an Earthquake

In the event one is outside during an earthquake, the following action should take place:

The supervisor of the activity should instruct participants to seek shelter immediately. Shelter areas include the following:

1. Stay outside
2. Go to an area with no overhead hazards such as trees, tall buildings, power cable/lines, etc.
3. Take attendance of the participants after taking shelter
4. Wait out the earthquake and render aid as needed

COACHES CODE OF CONDUCT

Coaches have the most important role in youth soccer. Coaches are role models for not only their team members but for all participants involved in soccer.

I agree to abide by the following:

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of differences in emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will insure that my players' experience in practices and games is one of fun and enjoyment and improvement in skill. I understand that the three top reasons kids play sports are: a) to have fun, b) to make new friends, and c) to learn new skills.
- I will remember that I am a youth sports coach, and that the game is for the children and not the adults.
- I will guarantee that all players have substantially equal playing time in every game. The guarantee may be abridged for disciplinary reasons.
- I understand that nothing is gained in running up the score, so I will do all I can to prevent this situation, being certain to maintain sportsmanship at all times. Running up the score is considered a goal differential of 6 goals or more.
- I will be knowledgeable of the Laws of the Game and CLSF rules, regulations, policies and procedures as set forth in the Coaches Manual, a copy of which I acknowledge receiving. I will teach these rules and regulations to all players and parents on my team.
- I will encourage my team members and their parents to play by the rules and respect the rights of other players, coaches, fans and officials.
- I will meet and greet officials and opponent coaches to set the proper tone of the game.
- I understand that as coach, I am responsible for not only my own behavior but also the behavior of my team members, their parents, and fans at CLSF games.
- I will provide a sports environment for my team that is free of drugs, tobacco, alcohol, and abusive language and I will refrain from their use at all youth sports events. Before, during and after games I will communicate with opposing coaches and officials in a positive manner, and will direct any questions or concerns to CLSF

I have never been convicted as, or found to be, a child sex offender.

I understand that (upon review) the Crystal Lake Soccer Federation can, and will if necessary, suspend my coaching privilege should I behave in a manner that is contrary to this Code of Conduct.