



WILLIAMS LAKE YOUTH SOCCER ASSOCIATION

CoachesGuide2010

2010 Coaches Guide to WLYSA

Williams Lake Youth Soccer Association
Pioneer Complex
#114 – 351 Hodgson Road
Williams Lake, BC V2G-3P7

Email: wlysa@telus.net

Website: www.wlysa.com

Phone: (250) 392-1103

Fax: (250)392-6210



BC Soccer Association Office
Suite 510 – 375 Water Street
Vancouver, BC V6B 5C6
Phone: (604)299-6401
Fax: (604)299-9610

Web site: www.bcsoccer.net/bcsa/

Table of Contents – Coaches Guide

Expectations and Responsibility of Coaches	4
Coaching Philosophy	5
Role of the Coach	6
Coaches Duties	7
Role of the Team Manager/ Phone Parent	7
Soccer Season	8
Resources	8
Equipment	9
Executive	11
Hierarchy	12
Duties	13
Message from Referee-In-Chief	14
Appendix I – Policies	
Cancellation of Games	18
Guidelines for Dealing with Injured Player	19
Emergency Action Plan	22

Welcome and thank you for volunteering to coach in the Williams Lake Youth Soccer Association (WLYSA). WLYSA is making an effort to give Coaches the tools they need to provide a fun learning environment for our youth soccer players. You can find the resources you need in this Guide, as well as on the WLYSA website at www.wlysa.com.

Williams Lake Youth Soccer Mission Statement

WLYSA shall support soccer players, coaches, referees and volunteers by providing appropriate programs and opportunities to help the individual achieve their potential while employing the principles of "Fairplay". The goal of WLYSA is to create and foster a positive and fun-filled environment for players, coaches, officials and parents, to strive for the highest standard of skill and sportsmanship, to develop and train referees for all levels of competition, and to provide a program for both the novice and select players.

Expectations and Responsibility for Coaches

As our 'Mission Statement' states, the Williams Lake Youth Soccer Association endorses the Fair Play Code. The principles of fair play are integrity, fairness, and respect. With them, the spirit of competition thrives fueled by honest rivalry, courteous relations, and graceful acceptance of the results.

A fair play coach believes and teaches that sport is an ethical pursuit, one that builds character and shapes attitudes. As a coach, your fair play goals should be to:

- help your athletes develop a positive self-image.
- promote respect for the rules, officials and their decisions, and your opponents.
- encourage a constructive attitude toward competition.
- develop a sense of dignity under any circumstance.
- provide an equal opportunity for all to learn skills.
- encourage each athlete to continue participation in the sport of soccer.

You as the coach or assistant coach are one of the most influential people in a player's life. Your job is not only to teach the skills of soccer, such as how to trap a ball or kick from the corner, but to teach such life skills as how to win and lose graciously. You must also remind them that sport is played for fun.

BC Soccer Coaching Philosophy

All coaches should share and work towards BC Soccer's vision, values and competencies. Our shared aim is to use the power of soccer to build a better future.

As coaches:

- Our values should be responsive to the needs of our players and soccer in general.
- We should be confident in our approach to show courage in our actions.
- We should be open to new ideas and be receptive of other views
- Our work should be inclusive, encouraging everyone to enjoy and love our great game
- Everyone must be accountable to those they work with and to soccer and the community at large.
- We should be challenging in our work and sessions to bring out the best in our players.
- We should be passionate for the game and pass on this passion, encouraging others to develop a life-long love of the game.
- Our shared competencies are those of leadership, taking responsibility and showing direction.
- Our shared competencies are those of leadership and using change to help us meet our vision
- We should be able to communicate and influence those around us, taking ownership of the game.
- We should also demonstrate achievement and our way and contribution to the game
- We should be innovative in our approach to this important role.

House Soccer Philosophy

- All players should have equal playing time and must play half of every game.
- All players should have the opportunity to play all positions.
- All players should be able to develop and maintain self-esteem.
- All players should be able to develop playing skills and teamwork.
- It is important that the children are provided with a supportive, non-critical environment.

If the above is not followed, parents will be advised to contact the Division Coordinator or the Director of their leagues.

Role of the Coach

- Realize that he/she is an integral part of the “athlete triangle” (parent-child-coach).
- Take a keen interest in the personal development of the children.
- Treat all members of the team in a fair manner.
- Listen for feedback from parents and children.
- Offer a “healthy philosophy of winning”.
- Teach the rules of Soccer/Mini Soccer.
- Encourage an understanding of the game.
- Be an impartial and understanding official.
- Ensure that practices are interesting, enjoyable and appropriate.
- Involve parents in the practices.
- Involve parents in the decision-making.
- Emphasize an appreciation of the skills and techniques of the game.
- Emphasize effort, co-operation and sportsmanship.
- Devise strategies to ensure equal playing time and positional rotation.
- Liaison between parents and Association, report any concern to your Division Coordinator. Please do not hesitate to report parental concerns however trivial.

Coaches Duties

- Ensure all players on the team are properly equipped before game time.
- Coaches are responsible to ensure the equipment is present every game, and in working order, if there is problems with the equipment contact your Division coordinator.
- Attend the Coaches meeting at the beginning of the season
- Allow **only** registered players of WLYSA to play at games or practices. If an unregistered player approaches you after registration and wants to play for your team, direct the player to the Director of your league.
- Control and behavior of players is the coach's responsibility. If you are having difficulty, talk to the parent(s) of the player and/or phone your Director for some suggestions.
- Coaches must ensure that all the players play 50% of the game, except for disciplinary reasons.
- In the event of a game cancellation the coach must contact both the Director of referees and the Division Coordinator.
- Referees are not provided for U6 and U7 age groups, so a Coach will also act as Referee.

Role of the Team Manager/Phone Parent

- Hand out schedules.
- Inform players of any changes to fields, practices and/or game times.
- Organize for parents to bring fruit to games for half-time.
- U12 to U18 coaches/manager must report game scores to Divisional Coordinator after each game.

Age Divisions

Players must play in their own age division.

Soccer Season

Mini Division

- The Mini Division season shall run from early April through to the end of June.
- 1 practice and 1 game will be scheduled per week per team, weather permitting.
- Mini Jamboree is held near the end of June.

Senior Division

- The Senior Division season shall run from May through to the middle of July.
- U12 – U14 season shall begin practices mid-April, weather permitting.
- U12 - U14 shall have 1 practice and 1 game scheduled per week per team, weather permitting.
- U18 shall have 1 game per week on a weekday.
- Season Final is held July 16-18.

Teams

Coaches, or parents, DO NOT have the authority to transfer players. Please contact your Director with any questions regarding transfers.

Basic Game Information

- The Association in conjunction with BC Soccer decides game length. Referees, coaches or parents cannot extend the length of the game.
- Games must start on time. There are no exceptions. If the coach or their team is late that is not the referee's problem. Keeping on schedule is the referee's job. For every minute the referee 'holds' the start of the game, the time is deducted equally from the halves. Both coaches will be informed of this, and both coaches must be in agreement to hold the game.
- Casts can only be worn with permission from the Association and it must be wrapped.
- Referees DO NOT COACH the player on the field.
- One retake on throw-in should be a maximum in the Mini Division.
- Retakes should not be given on throw-ins in the Senior Division.
- Coaches are not allowed on the game field in U8 and up.
- **Coaches will be situated on the opposite side of the field as the spectators/parents.**
- Players cannot wear jewelry, watches or large barrettes that may cause injury to them or others on the field.
- Goalies may wear hats with Referee consent.
- Goalies MUST wear the goalie jersey provided, it cannot be tied on.

Equipment

- Coaches will receive: 1 ball bag, soccer balls, 1 game ball, 1 goalie jersey and an adequate amount of “cones” at the beginning of the season. These must be returned at the year-end finale.
- Players **must** wear shin guards and soccer shoes in all games, NO EXCEPTIONS – Do not put the referees in the position of not allowing your child to play.
- Team jerseys are provided by the generous sponsorships of local businesses. Be sure each child has his/her team jersey at every game.

Resources

There are a number of Coaching resources listed at www.wlysa.com.

A Coach's Creed - (Canadian Soccer Association)

The Primary responsibility of a youth soccer coach is to help the young player to have fun, learn and improve. This responsibility makes a youth coach different from any other official in the club, league or association. We (coaches) coach for the joy and success of the players - and no other reason.

Role of the Coach - (Canadian Soccer Association)

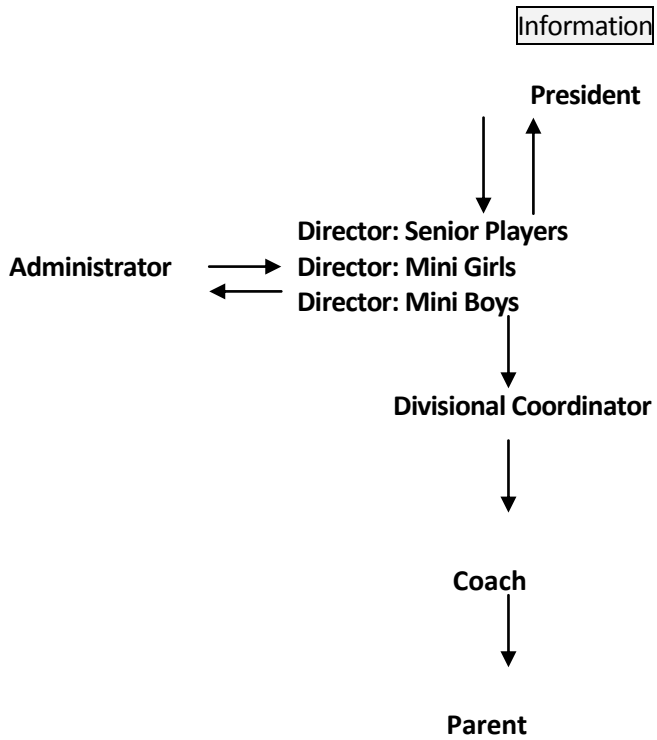
A coach should help to improve the performance of the players (and the team) both physically and psychologically.

The position of coach is demanding and multi-faceted. Parent, teacher, counselor, disciplinarian, organizer...these are some of the duties demanded of the coach. When players sign-up with a club, they expect to receive something for their registration fee. They want to play and learn and they also want to do so in an enjoyable environment. Shaping the lives of young people is a large responsibility, affected not only through what we teach, but also the way we teach. The process of learning is at least as important as the product. In addition to what they learn about soccer, children may learn to be better people. You may be overwhelmed by your influence, but you accept that influence when you assume the position of coach. To develop players, you must have a sound knowledge of the game. This knowledge relates to skill, technique, tactics, fitness, and Laws of the Game. Coaches are, generally, knowledgeable about some of these aspects, but weak in others. Good coaches are always seeking new ideas to develop their knowledge of the game and players. As coaches, we must try to find out what potential a player has so that we can develop that potential and make the player the best player he or she can be.

WLYSA 2010 Executive

Administrator	Alana Sand	250.392.1103
President	Jim Tanis	250.392.4761
Vice President	Brenda Mann	250.296.0018
Treasurer	Marty Tazelaar	250.398.7279
Secretary	Rana Grace	250.392.4605
Player / Coach Development	Rob Tazelaar	250.398.9055
Referee-In-Chief	Kevin Ernst	250.398.8115
Rep Chair	Glen Williamson	250.296.9009
Seniors Director	Paula Freeman	250.398.6568
Minis Director	Trina Halfnights	250.398.8010
Equipment Manager	Art Peters	250.392.4468

Hierarchy



DUTIES

Division Coordinators

- To oversee the house league teams in an individual division
- To locate the number of coaches needed for each division.
- To allocate players to teams required for said division
- To collect (from Director) and distribute team jerseys, schedules, equipment and team pictures to each coach.
- Collect equipment from each team coach at season finale.
- To inform Director of any problems, team imbalance, parental concerns and divisional needs.
- To keep a record of wins, losses and ties during the season – Seniors Division only.
- Ensure all coaches are aware of the training resources available i.e. the Public Library, web sites and the coaching mentor.
- Assist with the Season Finale Weekend activities.
- Refer referee complaints to the Referee-In-Chief.

Coaches

- Coaches of U6 and U7 also referee, as referees are not provided for that age group.
- Plan practices. Resources are available through your Division Coordinator
- Be prepared for game day, with all needed equipment.
- Liaison between parents and the Association; Report concerns to your Division Coordinator.
- Know the Rules of the Game
- Know the capabilities of all players on your Team and ensure they are enjoying the game.
- Ensure all players on the team are properly equipped before game time.

Team Manager / Phone Parent

- U12 – U18 Coaches/ Manager must report game scores to the Divisional Coordinator after each game.
- Hand out schedules.
- Inform players of any changes to fields, practices or game times.
- Prepare a snack schedule if your team wishes to bring oranges, etc.

Message from the Referee-In-Chief

One of the most difficult jobs one could ever do is to referee a soccer game. In addition to dealing with 12 to 22 players on the field, there are the substitutes, the coaches, other team personnel, and the fans, all 'helping you to do your job'. Needless to say, at times being a referee is a thankless task that is dramatized with psychological danger of your feeling one inch tall by the time the game has ended. Thankfully there are other times where everything goes exactly right and you walk off the field with exhilarated feeling that you have done your very best, with both teams having acknowledged and appreciated your efforts. To improve the chances of the latter, I will do my utmost to ensure that our referees are trained, and I ask that you in turn do everything in your power to support them. We owe this to the game, we owe it to our club, and we owe it to the youth in our community who have the leadership and desire to become soccer referees.

A special word to parents of youth referees – you are strongly encouraged to come out and support your son or daughter whenever they referee a game. Having someone there on your side when it appears the entire world is 'against you' can boost your child's confidence and morale at a time when it is most needed. A quiet reinforcing word at half time can go a long way towards helping dispel unsettling events that may have occurred in the first half.

I am especially interested in hearing from youths who would like to become a referee, as well as from the parents of any youth referee who is losing interest, is over-stressed, or is having a bad reaction to some recent event.

Referees *FACTS*

- **FACT:** We lose approximately 40% of our referee annually. This is due to the kids leaving for College or for other employment, but the main reason is due to harassment from parents, players and coaches.
- **FACT:** No officials, no soccer.
- **FACT:** If coaches were harassed like referees, we would have a shortfall of coaches.
- **FACT:** No matter how a coach insists that they are helping the referee by suggesting alternative viewpoints on a rule, the coach still comes across as insulting the integrity of the Official.
- **FACT:** The Officials have taken courses, and at the best of his/her ability (or experience) he/she is enforcing the Laws of the Game.
- **FACT:** Most of our Officials are between the ages of 12 and 17.
- **FACT:** The referee's decision is always final. When the whistle blows, accept the decision and get back into the game.

Golden Rules to Keep our Officials

1. A coach will only have the opportunity to speak to the officials before a game has started. After kick-off, the coach is not allowed to approach the official with suggestions, complaints or questions regarding an earlier call. Please make your parents and players aware of this.
2. A coach will be able to approach the officials after the game to either say 'good game' or at least 'thank you'.
3. A coach will be able to file a report to the Director of Referee's. All coaches are asked to rate the referees on the roster sheet. We stress the fact that we would like to hear encouraging words as well as positive criticism.
4. Officials have been instructed to handle harassment during a game, by coaches as follows:
 - Stop the play. Approach the coach and caution him/her to cease and desist. This is your last verbal warning.
 - Play continues and if the coach continues to harass the Officials, the referee stops the play. He/she approaches the coach and now instructs the coach that either he leaves the field or the Official will leave the field.
5. Officials have been instructed to handle harassment, spectators, as follows:
 - In the case of a spectator, the Referee will stop the play. Approach the coach and instruct the coach to speak to the spectator(s) and request they cease and desist.
 - If the coach refuses to identify the individual and speak to them, the referee shall inform the team officials the game will not proceed until the said individual ceases and desists.
 - If the coach does instruct the spectator to cease and desist, play will continue. If the spectator continues to harass the referee, the referee will stop play, approach the coach and instruct him/her that if the spectator does not leave the field the Officials will leave.
6. Our Officials have Board of Directors approval and support in all matters concerning the decision to stop a match due to spectator/coach interference.

7. The referee will file a report indicating that a coach was given one warning, if a coach has received three such warnings during the season, the coach will be suspended from their next game.
8. The referee will file a report indicating that a coach was asked to leave the field. The coach will receive an automatic one game suspension for the following league game.
9. The referees have been instructed regarding lightning during a game, the referee's decision is final

Coaches Referee Report

Referee and Assistant Referees should:

- Arrive to the field at least 15 minutes prior to the game time, dressed appropriately.

- Introduce him/herself to you, confirm length of halves and basic rules.
- Start the game on time.
- For infractions, he/she blows the whistle loud and explains the infraction to the players verbally or with hand signals.
- He/she communicates with players and the Assistant Referees.

A Referee should not be approached during half time regarding a call he / she made in the first half

Reminders for coaches and parents:

- Scissor, slide and bicycle kicks are permissible, provided that in the opinion of the Referee, it is not dangerous to an opponent. Mini leagues will not be permitted.
- An indirect free kick will be awarded to the opposing team if the goalkeeper takes more than 6 seconds while controlling the ball with his hands before releasing it from his possession. The time taken by the goalkeeper while gaining control of the ball is not counted; trivial infringement of this limitation should not be penalized.
- It is an automatic ejection (Red Card) if, in the opinion of the Referee, a player is guilty of using language or gestures, which are offensive or insulting or abusive. The Referee will take into account the severity of the offence.
- **Offside: It is not an offence in itself to be in an offside position.** A player shall be penalized for being offside, if, at the moment the ball touches, or is played by, one of his team, he is in the opinion of the Referee involved in the active play by:
 - Interfering with play or with opponent, or
 - Seeking to gain an advantage by being in position.

A player shall not be declared offside by the referee:

- Merely because of his being in an offside position
- If he receives the ball directly from a goal kick, corner kick or a throw-in
- An Assistant Referee should not signal merely because a player is in an offside position.
- Handball: It is an offence to handle the ball deliberately. **However**, occasions do arise where it is impossible for a player to avoid handling the ball, as he has insufficient time to withdraw his hand or arm before the ball strikes him. Such unintentional handling should not be penalized no matter where it occurs in the field. **Rule of thumb: If the player plays the ball, it is an offence; if the ball plays the player, it is not an offence.**
- If a Coach is harassing the officials, the Referee will ask the coach to stop. If the Coach continues to harass the official, the Referee will again ask the coach to refrain from this manner and give him a warning that the next incident will result in asking the coach to leave the field. As a last resort, the officials will abandon the game with the support of the Director of Referees of WLYSA.
- If a spectator harasses the officials, the referee will ask the appropriate coach to ask this person to stop. If the spectator continues to harass the officials, the Referee will again ask the Coach to warn the spectator that if he/she continues in this manner, he

will have no choice but to abandon the Game. Again, the Director of Referee of WLYSA will support the Referee's decision.

- Mini League games will have parents acting as linesmen. Parents are to signal only when the ball crosses the touch line. The Referee will make all other calls. Coaches and Parents are advised to support whatever call the Referee makes.

+++++

If you have a concern regarding the officiating of a Game, DO NOT TELL YOUR TEAM THAT THE OFFICIATING WAS BAD. Please try to defend our Officials to your players and parents. If the Coach displays a lack of respect for the officials in front of the players, he/she is teaching the players that this abuse is okay. IT IS NOT!!!! WE NEED YOU TO BE ENCOURAGING OF OFFICIALS, BE SUPPORTIVE, AND PROMOTE THEIR STRENGTHS NOT THEIR WEAKNESSES.

+++++

Cancellation of Scheduled Games - Association Policy # 2

Purpose: To describe the circumstances under which scheduled games may be cancelled and/or rescheduled:

1) Referee: Any referee has the responsibility of canceling any scheduled game if, in their opinion, the field conditions or the prevailing weather conditions make the playing of the game, at the time and place scheduled, to be unsafe. Game officials shall be paid for the cancelled game, and the WLYSA will reschedule the game and provide the required official(s). This type of cancellation does not require the agreement of either coach.

2) School District: School District 27 has the right to cancel scheduled games in the downtown area at their discretion. Game officials shall be paid for the cancelled game, and the WLYSA will reschedule the game and provide the required official(s).

3) Esler Field Committee: The appointed Esler field committee has the right to cancel games at the Esler soccer complex at their discretion if, in their opinion, the field conditions are such that the playing of scheduled games will result damage to the fields. Game officials shall be paid for the cancelled game, and the WLYSA will reschedule the game and provide the required official(s).

4) Coaches (a): If, in the opinion of both coaches **who are present at the time and place** of a scheduled game, the field conditions or the prevailing weather conditions make the playing of the game unsafe they may mutually agree, **with the agreement of the referee**, to cancel a game. Game officials shall be paid for the cancelled game, and the WLYSA will reschedule the game and provide the required official(s).

5) Coaches (b): In order for a scheduled game to be cancelled in advance, coaches must be in agreement, the game must be cancelled at least 24 hours before the scheduled playing time and the referee coordinator must be informed. If the assigned game officials are not informed then they shall be paid by the WLYSA. If both coaches agree to a cancel a game then it is up to those Coaches, not the WLYSA, to arrange an alternative date, time and playing field. If the game official(s) were informed at least 24 hours in advance of the cancellation then the WLYSA will assist in the provision of game official(s) and will pay those officials. However, if the official(s) for the original game were not so informed and were paid by the WLYSA for a game that was not played, then the payment at WLYSA rates for the official(s) at any rescheduled game shall be the responsibility of the two-team coaches.

Note: The rescheduling of WLYSA games cancelled by either the School District, the referee or both coaches at all times will be subject to the availability of fields and officials.

**WLYSA Executive
March 01, 2003.**

Guidelines for Dealing with Injured Players – Policy # 3

Purpose: To provide guidance to coaches, officials and spectators in the event that a youth player is injured when the parent or guardian of that player is not present.

Principals: (1) In all cases, the parent or legal guardian of any youth player who is injured while playing youth soccer has the sole responsibility and authority to decide upon the treatment of that player. **Common Law however states that a youth may consent to his or her own treatment, provided they have the maturity and understanding regarding the risks and benefits of treatment. A youth of 14 or older will usually have that ability.**

(2) If any doubt exists regarding the severity of the injury and/or the advisability of moving the player, then the game should be cancelled. Under **no circumstance** is a player to be removed from the field in order that play might continue if **any doubt** exists as to the nature of the injury.

Player Injured on the Field of Play – The most immediate difficulty for those willing to assist in this situation is the initial assessment of that injury. The wrong determination could have extremely severe consequences for the child. It is well understood that should the child be unconscious or suffering an obvious bone fracture to a major bone (for instance) that the child should not be moved. It is a much different situation when no obvious injuries are present. However, in general, the following guidelines can be provided:

- In the event that a player is injured on the field of play, **ANY** doubt as to the nature or the severity of the injury must result in the child not being moved and the game suspended immediately. Referees and coaches will be instructed on this Policy.
- If present, the parent, legal guardian or other adult (18 years or older) relative of the child shall have complete responsibility for, and decision making over, the immediate care of the child.
- In the absence of a parent, legal guardian or adult relative, it is the coach who shall have the complete responsibility for and the decision making over, the care of the child. Obviously, should a medical professional be present, the decision-making would be handed over to him or her.
- All people who are present at the game site should be asked to determine if anyone has any first aid expertise. We have a large number of people in this community who have first aid training and many who are employed as first aid attendants.
- All people present at the game site must also be asked if they have any knowledge of any existing medical condition. Hopefully, the coach will have such information. If not, then it is possible that a fellow player may know of any medical difficulties.

Immediate Treatment – This is probably the greatest area of concern for people who are present when anyone, especially a child, is injured. In 99% of injury situations the extent and type of the immediate care that is required is self-evident – a broken leg, etc.

Unfortunately it will not always be the case and it is likely that that will also be the time when no person can step forward and claim any degree of medical proficiency. The following guidelines are provided for that situation and, in all cases, require that an ambulance be requested **immediately**:

- **Is the child breathing? If not**, then the reason for that life-threatening condition must be confirmed immediately. In the event that no impediment to breathing is found then an attempt at resuscitation must be made and maintained until the child either starts breathing or professional help arrives.
- **Does the child have a pulse? If not**, then an attempt at CPR must be made and maintained until the child either has a pulse or professional help arrives.
- **Is the child bleeding severely? If yes**, then this life-threatening condition must be dealt with immediately.
- **Is the child awake, does not have any obvious life-threatening injuries, but verbally informs you that the spine, head, neck or stomach area(s) are painful – or would seem to be in considerable pain from an undetermined injury? If yes**, then the child must not be moved and must be kept warm until medical help arrives. It is the requirement not to move that often cause those involved some difficulty. While it is only natural that everyone wishes to make the child as comfortable as possible, extreme care must be taken not to raise or otherwise move the neck or shoulders in order to place a blanket under the head. This activity, under these circumstances, must be left to medical personnel.

It is extremely important to remember that should any of the conditions above be present, then it does not matter if the child revives to the extent that the child may wish to leave the field of their own accord. In **all cases** described above, or in **any case** when **any** doubt is present, the child must be sent to the emergency department by ambulance. The only person who can overrule that decision is an immediate parent or legal guardian. A child who has been injured to the extent that a game was suspended must **never** be allowed to leave the site with other children, even if they are brothers or sisters.

Communication – In the event that a parent or legal guardian is present at the time of the injury than, obviously, the most appropriate people are already aware of the situation. Should either a parent or guardian not be present than it is essential that all reasonable efforts be made to contact a parent or guardian immediately. These parties must be informed of the situation and the intentions with respect to transportation, travel to the local emergency department and an expected time of arrival at that facility. While coaches or any other parties involved and at the scene obviously need to take immediate action and make timely arrangements it must not be forgotten that a parent will be extremely concerned and must be informed as soon as possible.

Transportation – The only acceptable method of transportation for any child who has been injured to the extent described above is by the B. C. Ambulance Service. An immediate request for this service is essential. With an ambulance comes extremely well trained medical personnel. Coaches or others involved are strongly urged to not

hesitate to request an ambulance if any doubt exists regarding the medical condition of any child.

In the event that an ambulance is requested, it is essential that the caller provides the dispatcher with an accurate description of the location and supply any other information that might be requested, to the best of their ability.

It is also essential that someone be instructed to go immediately to the most logical place at which to meet the ambulance and to then provide direction to the scene of the injury. Time is of the essence.

Insurance – All registered players in the WLYSA are insured. It is essential that details of any injury be forwarded to the administrator of the WLYSA as soon as possible. In order to immediately record any information that will be required for a medical claim, a form is attached to these guidelines.

While one hopes that no child is ever seriously injured playing soccer, it is inevitable that someone will be. Most injuries are minor in nature and are not an immediate concern – except to the person who hurts! In the event that a child is seriously injured than it is the implicit expectation of the WLYSA that the obvious happens – that the sole and immediate focus of coaches, officials and spectators becomes the health and welfare of that child. While the WLYSA cannot dictate any expectations to spectators the Association can ensure, by providing guidelines to officials, that no activities interfere with this expectation. The game will be immediately suspended, all players will leave the field and, if necessary, that field will now be used exclusively for the care of the child for as long as is required. It matters not what degree of importance may be attached to any particular game. Play-off games, etc. can always be rescheduled.

Emergency Phone Number: The phone number for requesting an ambulance

392- 5402 or 911

SOCCER EMERGENCY ACTION PLAN (EAP) Policy # 4

While a Safety person must do everything possible to prevent injuries and accidents before they happen you must also be prepared to react in the event of an emergency. In sports that may involve physical contact, like soccer, there is always the potential for a serious accident or injury. When a serious injury occurs time becomes critical. Therefore, you must establish a plan to handle emergencies in an organized and efficient manner.

By implementing an Emergency Action Plan (EAP) with your team, you will be prepared to react effectively in the event of a serious injury. The EAP requires the appointment of 3 people: Person in Charge, Call Person and Control Person. Each of these people must be determined at the beginning of the season, must clearly understand their roles in the EAP and must rehearse the EAP at regular intervals throughout the season.

The following is an outline of each person's role in the EAP

PERSON IN CHARGE

The Person In Charge would normally be you, the Safety person, or the individual with the most specialized training in injury care. The duties of the Person In Charge include:

1. Initially take control and assess the situation when coming into contact with the injured player.
2. Instruct the player to lay still.
3. Instruct bystanders to leave the injured player alone.
4. Do not move the athlete and leave all equipment in place.
5. Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required.
6. If you are certain that an ambulance is not necessary, then decide on what action is to be taken to remove the player from the playing field.
7. If an ambulance is required, notify your Call Person, give a brief explanation of the injury, and tell them to call for an ambulance.

8. Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive.
9. STAY CALM. Keep an even tone in your voice.
10. Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence (e.g. time of ambulance arrival, etc.)
11. Never make direct contact with an injured player's blood products or bodily fluids. Always wear waterproof, latex rubber gloves.

CALL PERSON

The Call Person is responsible for making the telephone call when emergency help is required. The Call Person should ideally be someone who is at all games and practices. The Call Person's responsibilities include:

1. Knowing the location of all emergency telephones or pay phones, or have possession of a cell phone.
2. Having a list of all emergency telephone numbers in every city or town in which your team plays (**AND KNOWING IF 911 IS AVAILABLE IN THE AREA**). The Call Person should have a list of these emergency numbers on a wallet sized card in their possession at all times, or can use the Safety persons list from the First Aid Kit. These emergency numbers include Ambulance, Fire Department, Police, Hospital and General Emergency. The Call Person should always have quarters in their possession in case only a pay phone is available.
3. Having a diagram displaying specific directions of the best route to the field in which you are playing.
4. Communicating with the Person in Charge to determine whether or not emergency help is necessary.
5. When placing the call for emergency assistance,
 - i) Speak clearly and calmly at all times.
 - ii) State to the dispatcher that it is a medical emergency.
 - iii) Give the location of the playing field.

- iv) State what type of emergency it is and give the dispatcher a brief explanation of the injury (e.g. is the player conscious? is the player bleeding? is the player breathing normally?)
- v) Give the dispatcher the telephone number from which you are placing the call in the event they must call back for more information. Have someone wait by the phone.
- vi) Give the dispatcher the best route into the playing field.
- vii) Ask for the estimated time of arrival for the ambulance.
- viii) Always remain on the line until you are certain the dispatcher is finished asking questions and that your call has been transferred.
- ix) Report back to the Person in Charge to confirm that the call for emergency help has been placed, and give them the estimated time of arrival for emergency assistance.

CONTROL PERSON

The Control Person is responsible for controlling the crowd and other participants to ensure that the EAP is executed effectively. The Control Person's responsibilities include:

1. Ensuring that teammates, other participants and spectators are not in the way of the Person in Charge and the injured player.
2. Discussing the EAP with opponents and officials.
3. Finding out if a proper room is available to attend to the injured player if requested by the Person in Charge or emergency personnel
4. Ensuring that the route for the ambulance crew to the playing field is clear and available.
5. Seeking highly trained medical personnel at the playing facility if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive. This can be accomplished by using the loudspeaker or having field support staff ask throughout the crowd of spectators. .