

LMSA



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INFORMATION GUIDE

C O M P I L E D A P R I L 2 0 0 1

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INTENT OF THIS GUIDE

This guide was prepared to outline some of the basic rules, regulations and responsibilities of the Executive, coaches, parents, and players associated with the Loyalist Minor Soccer Association. This guide is meant to assist everyone in understanding his commitment to the league.

LOYALIST MINOR SOCCER ASSOCIATION STRUCTURE

Loyalist Minor Soccer Association has an Executive Committee consisting **entirely of volunteers**. This committee consists of the following positions

- President
- Vice President/Coordinator
- Registration Coordinator
- Treasurer
- Convenors (Timbit, Novice, Atom, Peewee, Bantam, Midget, Adult)
- Sponsorship Coordinator
- Referee Coordinator(s)
- Resolution Committee (role to be defined throughout the 2009 and 2010 season)

Executive members serve a one-year renewable term. Any person who had a child registered or was a volunteer during the preceding soccer season is invited to attend the Annual General Meeting held following the season and is eligible for appointment to the Executive. An individual may be nominated or volunteer themselves to a position. If more than one individual volunteers to serve in a certain capacity, a vote will be taken with the person with the majority of the votes being appointed to the Executive. If a member of the Executive wants to continue serving on the Executive, and all of the other current Executive members agree, then the member's term is automatically renewed, regardless of whether there are other people interested in the position or not.

The Executive also acknowledges the volunteer efforts of the coaches and other individuals who volunteer throughout the soccer season and the financial commitment of its sponsors.

If there is a concern regarding an incident with your child's team, please follow the following steps:

1. If appropriate, bring the matter to the attention of the coach of your child's team
2. If you are not satisfied with the actions of the coach, or the concern is about your coach, contact the Convenor of your division.
3. If you are not satisfied with the actions of the Convenor, you may submit your concerns **in writing** to the Resolution Committee.
4. The Resolution Committee may handle the situation on their own, or may bring the matter to the attention of the entire Executive.
5. The decision of the Resolution Committee, **with or without** consultation with the rest of the Executive members, is **final**.

Convenors are instrumental in the running of the league. Convenors are responsible for creating even teams to the best of their ability, and ensuring that each team has at least one coach. The Convenors have the authority to move a player (once per season) from one team to another in an effort to achieve team balance.

A Convenor at his discretion may take actions against players, coaches, and/or spectators, who fail to conduct themselves in a responsible manner, and at his discretion, expel them from the field of play and its surrounds. Written notification must be submitted to the Resolution Committee for follow-up.

OBJECTIVE

The Loyalist Minor Soccer Association strives to offer a **fun house league soccer program** that is designed to promote and teach the following:

- basic soccer skills
- fair play
- fun
- good sportsmanship
- teamwork

Male and Female

References to the male gender in this guide in respect to referees, assistant referees, players and officials are for simplification and apply to both males and females.

Play Fair

Winning is without value if victory has been achieved unfairly or dishonestly. Playing fair requires courage and character. Fair play always has its reward, even when the game is lost. Playing fair earns you respect, while cheats are detested. Remember: It's only a game. And games are pointless unless played fairly.

Observe the Rules of Soccer

All games need rules to guide them. Without rules, there would be chaos. The rules of soccer are simple and easy to learn. Make an effort to learn them, so you understand the game better. This makes you a better player. It is just as important to understand the spirit of the rules as they are designed to make the game fun to play and fun to watch. By sticking to the rules, you will enjoy the game more.

Respect Opponents, Team Mates, Referees, Officials and Spectators

Fair play means respect. Without opponents there can be no game. They have the same rights as you have, including the right to be respected. Your team mates are your colleagues. You form a team in which all members are equal. Referees are there to maintain Resolution and fair play. Always accept their decisions **without** arguing. Officials are also part of the game and **must be respected accordingly**. Spectators give the game atmosphere. They want to see the game played fairly, but they themselves also **must** behave fairly.

Good Sportsmanship

Congratulate the winners with good grace and accept winning gracefully. Never put down another player or team.

THE FIELD

Any or all of the following modifications are permissible to accommodate the facilities/time available during a Loyalist Minor Soccer match:

- *the size of the field of play*
- *the duration of the periods of play*

Dimensions

The field of play must be rectangular. The length of the touchline must be greater than the length of the goal line.

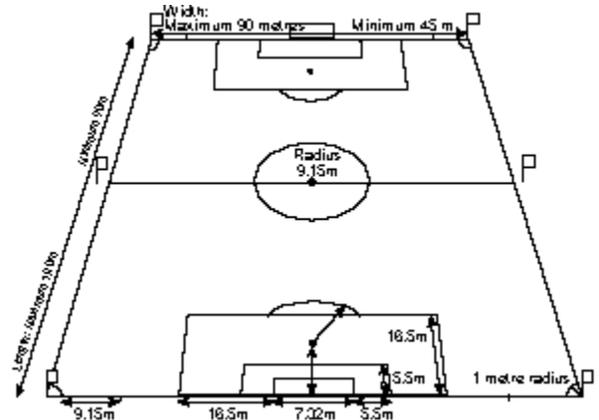
Field Markings

The field of play is marked with lines. These lines belong to the areas of which they are boundaries.

The two longer boundary lines are called touchlines. The two shorter lines are called goal lines.

The field of play is divided into two halves by a halfway line.

The centre mark is indicated at the midpoint of the halfway line



The Goal Area

A goal area is defined at each end of the field as follows: Two lines are drawn at right angles to the goal line from the inside of each goalpost. These lines extend into the field of play and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the goal area.

The Penalty Area

A penalty area is defined at each end of the field as follows: Two lines are drawn at right angles to the goal line. These lines extend into the field of play and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the penalty area.

Within each penalty area a penalty mark is made from the midpoint between the goalposts and equidistant to them. An arc of a circle from each penalty mark is drawn outside the penalty area.

THE PLAYERS

A match is played by two teams, each consisting of not more than eleven players, one of whom is the goalkeeper. A match may not start if either team consists of **fewer** than seven players. When a game is forfeited due to lack of players, a scrimmage may be held.

Player Shortages

Player shortages may be made up by using players from a lower division (contact your convener) or by playing with a prorated number of players by the following table:

Teams short of players may play	Opposing team may play
7 players	9 players
8 players	10 players
9 players	11 players
10 players	11 players
11 players	11 players

Substitutions

Players **including** the goalie can **only** be substituted into the game during a stoppage of play. Substitutions on throw ins are only permitted for the team that has possession. Substitutions are not permitted on corner kicks. The referee must be notified when a goalie is being substituted. For the Novice Division, substitutions will be permitted on throw ins regardless of which team has possession. Novice coaches are to discuss this with the referee at the beginning of the game.

Basic Equipment

The **mandatory** equipment of a player is:

- a jersey or shirt
- soccer socks
- shin guards (that are covered entirely by the stockings)
- soccer shoes (cleats) (Not required in the Timbit Division but are recommended)
- each goalkeeper must wear colours which distinguish him from the other players

Infringements of the Mandatory Equipment

- the player at fault is instructed by the referee to leave the field of play to correct his equipment
- the player leaves the field of play when the ball next ceases to be in play, unless he has already corrected his equipment
- any player required to leave the field of play to correct his equipment does not re-enter without the referee's permission
- the referee checks that the player's equipment is correct before allowing him to re-enter the field of play
- the player is only allowed to re-enter the field of play when the ball is out of play

No baseball hats or any type of jewellery can be worn on the field. Long hair should be tied back. A player will be instructed to leave the field of play to remove the jewellery or hat.

THE REFEREE

The Authority of the Referee

A referee who has full authority to enforce the rules of the game controls each match.

The Referee

- enforces the rules of the game
- controls the match in co-operation with the assistant referees
- ensures that the players' equipment meets the requirements
- acts as timekeeper and keeps a record of the match stops, suspends or terminates the match, at his discretion, for any infringements of the laws
- stops, suspends or terminates the match because of outside interference of any kind
- stops the match if, **in his opinion**, a player is seriously injured and ensures that he is removed from the field of play
- allows play to continue until the ball is out of play if a player is, **in his opinion**, only slightly injured
- ensures that any player bleeding from a wound leaves the field of play. The player may only return on receiving a signal from the referee, who must be satisfied that the bleeding has stopped
- allows play to continue when the team against which an offence has been committed will benefit from such an advantage and penalizes the original offence if the anticipated advantage does not ensue at that time
- punishes the more serious offence when a player commits more than one offence at the same time
- takes action against team officials who fail to conduct themselves in a responsible manner and may at his discretion, expel them from the field of play and its surrounds
- takes actions against spectators who fail to conduct themselves in a responsible manner, and at his discretion, expel them from the field of play and its surrounds
- acts on the advice of assistant referees regarding incidents which he has not seen
- provides the appropriate authorities with a report which includes information on any disciplinary action taken against players, spectators, and/or team officials and any other incidents which occurred before, during or after the match

Decisions of the Referee

The decisions of the referee regarding facts connected with play **are final**. The referee may only change a decision on realising that it is incorrect or, at his discretion, on the advice of an assistant referee, provided that he has **not** restarted play.

The Assistant Referee(s)

Up to two assistant referees are appointed whose duties, subject to the decision of the referee, are to indicate:

- when the whole of the ball has passed out of the field of play
- which side is entitled to a corner kick, goal kick or throw-in
- when a player may be penalized for being in an offside position
- when a substitution is requested
- when misconduct or any other incident has occurred out of the view of the referee
- when offences have been committed whenever the assistants are closer to the action than the referee
- whether, at penalty kicks, the goalkeeper has moved forward before the ball has been kicked and if the ball has crossed the line

The assistant referees also assist the referee to control the match in accordance with the rules of the game.

GAME TIME

The Start of Play

A coin is tossed and the team, which wins the toss, decides which team will take the first kick-off. The other team takes the kick-off in the second half. In the second half of the match the teams change ends and attack the opposite goals.

Periods of Play

The match lasts two equal periods of **25 minutes**, unless otherwise mutually agreed between the referee and the two participating teams.

Half Time Interval

Players are entitled to an interval at half time.

The half-time interval **must not** exceed 5 minutes.

The duration of the half-time interval may be altered only with the consent of the referee.

Allowance for Time Lost

Allowance **may** be made in either period for lost through:

- assessment of injury to players
- removal of injured players from the field of play for treatment
- any other cause

The allowance for time lost is at the discretion of the referee.

Penalty Kick

If a penalty kick has to be taken or retaken, the duration of either half is extended until the penalty kick is completed

Abandoned Match

Due to the limit of the season an abandoned match will not be replayed.

Restart of Play

If play is stopped by the referee to administer a caution:

- the match is restarted by an indirect free kick taken by a player of the opposing side, from the place where the ball was located when the referee stopped the match

Inclement Weather

Due to the time limit of the season, the decision to play a game is made at game time due to the changes in the weather from one hour to the next. If it is raining, the game proceeds as scheduled. If there is thunder or lightning at game time, the game is cancelled. The convenor makes the call if he is at the field and for all tournament games. Coaches or Executive Members at the field are to make the call during the game.

PLAYING THE GAME

The Method of Scoring

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar, provided that the team scoring the goal has committed no infringement of the rules of the game previously.

Ball Out of Play

The ball is out of play when:

- it has wholly crossed the goal line or touch line whether on the ground or in the air
- play has been stopped by the referee

Ball In Play

The ball is in play at all other times, including when:

- it rebounds from a goalpost, crossbar or corner post and remains in the field of play
- it rebounds from either the referee or an assistant referee when they are on the field of play

KICK-OFF

A kick-off is a way of starting or restarting play:

- at the start of the match
- after a goal has been scored
- at the start of the second half of the match
- at the start of each period of extra time, where applicable

A goal may be scored directly from the kick-off.

Procedure

- all players are in their own half of the field
- the opponents of the team taking the kick-off are at least 9.15 m (10 yds) from the ball until it is in play
- the ball is stationary on the centre mark
- the referee gives a signal
- the ball is in play when it is kicked and moves forward one full rotation
- the kicker does not touch the ball a second time until it has touched another player
- After a team scores a goal, the kick-off is taken by the other team.

Infringements/Sanctions

If the kicker touches the ball a second time before it has touched another player:

- an indirect free kick is awarded to the opposing team to be taken from the place where the infringement occurred

For any other infringement of the kick-off procedure:

- the kick-off is retaken

OFFSIDE

It is not an offence in itself to be in an offside position. A player is in an offside position if:

- he is nearer to his opponents' goal line than both the ball and the second last opponent

A player is not in an offside position if:

- he is in his own half of the field of play or
- he is level with the second last opponent or
- he is level with the last two opponents

Offence Offside

A player in an offside position is only penalized 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 active play by:

- interfering with play or
- interfering with an opponent or
- gaining an advantage by being in that position

No Offence

There is no offside offence if a player receives the ball directly from:

- a goal kick or
- a throw-in or
- a corner kick

Infringements/Sanctions

For any offside offence, the referee awards an indirect free kick to the opposing team to be taken from the place where the infringement occurred.

DIRECT FREE KICK

A direct free kick is awarded to the opposing team if a player commits any of the following six offences in a manner considered by the referee to be careless, reckless or using excessive force:

- kicks or attempts to kick an opponent
- trips or attempts to trip an opponent
- jumps at an opponent
- charges an opponent
- strikes or attempts to strike an opponent
- pushes an opponent
- tackling from behind
- elbowing

A direct free kick is also awarded to the opposing team if a player commits any of the following four offences:

- tackles an opponent to gain possession of the ball, making contact with the opponent before touching the ball
- holds an opponent
- spits at an opponent
- handles the ball deliberately (except for the goalkeeper within his own penalty area)

A direct free kick is taken from where the offence occurred. A goal can be scored from a direct kick without the ball being touched by another player.

A free kick awarded to the defending team inside its own goal area is taken from any point within the goal area.

Penalty Kick

A penalty kick is awarded if any of the above ten offences is committed by a player inside his own penalty area, irrespective of the position of the ball, provided it is in play.

INDIRECT FREE KICK

An indirect free kick is awarded to the opposing team if a goalkeeper, inside his own penalty area, commits any of the following five offences:

- takes more than **ten** seconds while controlling the ball with his hands before releasing it from his possession
- touches the ball again with his hands after it has been released from his possession and has not touched any other player
- touches the ball with his hands after it has been deliberately kicked to him by a team-mate
- touches the ball with his hands after he has received it directly from a throw-in taken by a team-mate
- wastes time

An indirect free kick is also awarded to the opposing team if a player, in the opinion of the referee:

- plays in a dangerous manner
- impedes the progress of an opponent
- prevents the goalkeeper from releasing the ball from his hands
- commits any other offence for which play is stopped to caution or dismiss a player.

The indirect free kick is taken from where the offence occurred. A goal cannot be scored without being touched by another player.

An indirect free kick awarded to the attacking team in its opponents' goal area is taken from the goal area line parallel to the goal line at the point nearest to where the infringement occurred.

THROW-INS

- A throw-in is a method of restarting play.
- A goal cannot be scored directly from a throw-in.
- Substitutions are **ONLY ALLOWED** when your team has possession

A throw-in is awarded:

- when the whole of the ball passes over the touch line, either on the ground or in the air
- from the point where it crossed the touch line
- to the opponents of the player who last touched the ball

At the moment of delivering the ball, the thrower:

- faces the field of play
- has part of each foot either on the touch line or on the ground outside the touch line
- uses both hands
- delivers the ball from behind and over his head

The thrower may not touch the ball again until it has touched another player.

The ball is in play immediately it enters the field of play.

Infringements/Sanctions

If, after the ball is in play, the thrower touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred

If, after the ball is in play, the thrower deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred
- a penalty kick is awarded if the infringement occurred inside the thrower's penalty area and the thrower was not the goalkeeper.
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area and the thrower was the goalkeeper, the kick to be taken from the place where the infringement occurred.

If an opponent unfairly distracts or impedes the thrower:

- he is cautioned for unsporting behaviour and shown the yellow card

For any other infringement of this rule:

- the throw-in is taken by a player of the opposing team

THE GOAL KICK

- A goal kick is a method of restarting play.
- A goal may be scored directly from a goal kick, but only against the opposing team.

A goal kick is awarded when:

- the whole of the ball, having last touched a player of the attacking team, passes over the goal line, either on the ground or in the air, and a goal is not scored.

Procedure

- the ball is kicked from any point within the goal area by a player of the defending team
- opponents remain outside the penalty area until the ball is in play
- the kicker does not play the ball a second time until it has touched another player
- the ball is in play when it is kicked directly beyond the penalty area

Infringements/Sanctions

If the ball is not kicked directly into play beyond the penalty area:

- the kick is retaken

If, after the ball is in play, the kicker touches the ball a second time (except with his hands) before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred

If, after the ball is in play, the kicker deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred
- a penalty kick is awarded if the infringement occurred inside the kicker's penalty area and the kicker was not the goalkeeper.
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area and the kicker was the goalkeeper, the kick to be taken from the place where the infringement occurred

For any other infringement of this rule:

- the kick is retaken

THE CORNER KICK

A corner kick is a method of restarting play. A goal may be scored directly from a corner kick, but only against the opposing team.

A corner kick is awarded when:

- the whole of the ball, having last touched a player of the defending team, passes over the goal line, either on the ground or in the air, and a goal is not scored in accordance with Law 10

Procedure

- the ball is placed inside the corner arc at the nearest corner post
- the corner post is not moved
- opponents remain at least 9.15 m (10 yds) from the ball until it is in play
- the ball is kicked by a player of the attacking team
- the ball is in play when it is kicked and moves
- the kicker does not play the ball a second time until it has touched another player

Infringements/Sanctions

Corner kick taken by a player other than the goalkeeper

If, after the ball is in play, the kicker touches the ball a second time (except with his hands), before it has touched another player:

- an indirect free kick is awarded to the opposing team, the kick to be taken from the place where the infringement occurred

If, after the ball is in play, the kicker deliberately handles the ball before it has touched another player:

- a direct free kick is awarded to the opposing team if the infringement occurred outside the goalkeeper's penalty area, the kick to be taken from the place where the infringement occurred
- a penalty kick is awarded if the infringement occurred inside the kicker's penalty area and the kicker **was not** the goalkeeper.
- an indirect free kick is awarded to the opposing team if the infringement occurred inside the goalkeeper's penalty area and the kicker **was** the goalkeeper, the kick to be taken from the place where the infringement occurred

For any other infringement:

- the kick is retaken

LOYALIST MINOR SOCCER ASSOCIATION OVERTIME POLICY

The overtime policy takes effect **only** for final games in the year-end tournament.

Overtime Procedure

In the event of a tie in a **final championship game**, the following procedures come into effect:

1. A coin toss is thrown to decide who has initial kick; the other team gets choice of field.
2. The coaches have two minutes to choose five players for sudden death five-on-five (no goalie) soccer. The first goal scored from **WITHIN THE PENALTY BOX AREA** wins. There are no substitutions (or reductions) unless there is an injury.
3. If still tied after five minutes of five-on-five soccer, the coach has two minutes to choose six **different** players (one goalie¹, five kickers) for five alternating penalty kicks. The team who lost the original coin toss chooses which team kicks first. The winner is the team with the most goals after both teams have taken five penalty shots.
4. If still tied, the coach has one minute to choose five players, who **have not** yet played²; to take sudden death alternating penalty shots. The team, who kicked first in the first round of penalty shots, shoots first during this round. Both teams will have the same number of opportunities to kick the ball. The alternating sudden death penalty shot stage continues until one team becomes a winner.

Notes

1. The goalie cannot be switched during the overtime portion of the game unless he is injured.
2. If a team does not have enough players to have five new players for the sudden death penalty kick phase, the players who have not played yet, kick first, and then are followed by players who played in the five-on-five stage.

The intent of this policy is to ensure that all children participate in the overtime stage of a game.

Revised July 2002

DISCIPLINARY SANCTIONS

Cautionable Offences

A player is cautioned and shown the yellow card if he commits any of the following seven offences:

- is guilty of unsporting behaviour
- shows dissent by word or action
- persistently infringes the Laws of the Game
- delays the restart of play
- fails to respect the required distance when play is restarted with a corner kick or free kick
- enters or re-enters the field of play without the referee's permission
- deliberately leaves the field of play without the referee's permission

Sending-Off Offences

A player is sent off and shown the red card if he commits any of the following seven offences:

- is guilty of serious foul play
 - is guilty of violent conduct
 - spits at an opponent or any other person
 - denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area).
 - denies an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
 - uses offensive or insulting or abusive language and/or gestures
 - receives a second caution in the same match
1. A penalty kick is awarded if, while the ball is in play, the goalkeeper, inside his own penalty area, strikes or attempts to strike an opponent by throwing the ball at him.
 2. A player who commits a cautionable or sending-off offence, either on or off the field of play, whether directed towards an opponent, a team-mate, the referee, an assistant referee or any other person, is disciplined according to the nature of the offence committed.
 3. The goalkeeper is considered to be in control of the ball by touching it with any part of his hand or arms. Possession of the ball includes the goalkeeper deliberately parrying the ball, but does not include the circumstances where, in the opinion of the referee, the ball rebounds accidentally from the goalkeeper, for example after he has made a save. The goalkeeper is considered to be guilty of time wasting if he holds the ball in his hands or arms for more than ten seconds.
 4. A player may pass the ball to his own goalkeeper using his head or chest or knee, etc. If, however, in the opinion of the referee, a player uses a deliberate trick while the ball is in play in order to circumvent the Law, the player is guilty of unsporting behaviour. He is cautioned, shown the yellow card and an indirect free kick is awarded to the opposing team from the place where the infringement occurred.
 5. A tackle from behind which endangers the safety of an opponent must be sanctioned as serious foul play.

CODE OF CONDUCT

Players Code of Conduct

- I will always play fairly within the rules.
- I will control my emotions even if I feel my opponent is playing unfairly.
- I will support and encourage my team mates.
- I will show respect to my coach, team mates, other players, and referees.
- I will play hard and have fun.

Parents Code of Conduct

- I realize that the primary reason that children play soccer is to have fun, not to win.
- I will demand that my child plays fairly and within the rules of the game.
- I will help the coach in any way possible.
- I will remember that volunteers run the league.
- I will not make any negative comments to any child, especially my own.
- I will praise the efforts of every player.
- I will be a parent that leads by example.

Coaches Code of Conduct

- 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 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 provide an environment for my team that is free of drugs and alcohol, and I **will refrain** from their use at all soccer events.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

A member of the Loyalist Minor Soccer Association Executive Committee, at his/her discretion, may take actions against players, coaches, and/or spectators, **who fail to conduct themselves** in a responsible manner, and at his/her discretion, expel them from the field of play and its surrounds.

LOYALIST MINOR SOCCER ASSOCIATION CONVENER RESPONSIBILITIES

Updated April 2010

General

1. Always represent the LMSA in a professional manner; you are the first level of contact for coaches and parents.
2. Do your best to attend meetings that occur prior to, during and after the season.
3. Remember that this experience is supposed to be enjoyable for you as well.
4. The LMSA website www.loyalistsoccer.ca provides a great resource to you. If you have anything that you would like posted on the website, please contact Barbra.

Registration

Conveners should attend the registration sessions to solicit parents for coaching as they register their children. If you are unable to attend, it is best for you to secure a volunteer from the same division that you know will solicit the parents on your behalf.

Team Selection Process (Option only – not mandatory)

1. Ensure that each team has at least one coach. Take into account parents who want to coach together when pairing coaches and assistant coaches.
2. If possible, ask all your coaches to meet with you to determine teams (separate from the coaches meeting)
3. Have each coach select their child and their assistant child.
4. With assistance from the coaches, distribute the rest of the players into teams marked one through eight (or six)
5. When all coaches are agreed that the teams are fair, then have them pick a number out of a hat
6. The number that they chose is the number of the team that they will be the coach of
7. This approach makes sure that all coaches have input and agree that all the teams are equal and that they would be happy to be the coach of any of the teams. They won't 'stack' a team as they may not pick that number out of the hat, so they will make sure that all of the teams are as equal as they can be.
 1. Make sure that the teams that you create are based on the following:
 - a. Similar number of girls and boys
 - b. Even distribution of first and second year players
 - c. Same amount of excellent and beginner players on each team
 - d. Review on forms to see if there are
 - i. Siblings,
 - ii. Children who are to play on a particular sponsors team,
 - iii. Parents who have volunteered to coach a particular sponsors team and if they have someone who has agreed to coach with them; or,
 - iv. Children from Amherst Island that request to play with another child from Amherst Island (ferry issues)

Requests that are listed on the sheet do **NOT** have to be accommodated. The only requests that we are to accommodate are the ones listed above.

Team Lists

1. Update the Excel file provided to you with all the players registered on the registration days to include all new players as well as to list the team number that the player is put on. You can sort by surname and by team numbers so this will assist you when parents call because they have not heard from their coach. Please submit your updated file to Coordinator via loyalistsoccer@gmail.com by the coaches meeting to ensure that the Coordinator has a copy in case parents call the hotline.
2. The schedule will be provided to all conveners. It is the conveners' responsibility to ensure that there are enough copies made their division in time for the coaches meeting. Receipts for copying charges are to be submitted to the treasurer. If you

would like Coordinator to do the photocopying for you, you need to advise two weeks prior to the coaches meeting.

Coaches Meeting

1. Attend the meeting to meet your coaches, hand out equipment, keys, and schedules
2. Emphasize the "recreational" side of LMSA with the coaches
3. Emphasize to all coaches that they need to call their players ASAP. If they do not call their players, their players' parents will be calling you!
4. Balls will be given out at the meeting
5. If available, team shirts will also be distributed

Early Bird Tournament

1. Watch as many games as possible. Look for each team's strengths and weaknesses. Keep track of players by their numbers to help with decision making of which players should be moved.
2. Move players' right after the early bird tournament to try and achieve team balance. This is your responsibility and decision, not the coaches! Coaches can provide input but YOU make the decision. If parents are not willing to move their child, then a refund will be provided to them.
3. A large sign (a sheet of Bristol board will be great) needs to be created with the schedule with space available to track the scores.

Throughout the Season

1. Have the coaches' call or e-mail with the results of the evenings games and keep an updated standings list. Send this list back to the coaches weekly to ensure that everyone is in agreement. Also send results to Barbra Brousseau so that the standings can be kept up to date.
2. Do your best to deal with any problems or concerns expressed by the coaches or parents. It is the conveners' responsibility to direct the coaches and deliver equitable solutions. However, if it gets beyond your comfort level or you feel you have a conflict refer the issue to the discipline committee which is comprised of three members of the LMSA who will provide final resolution to issues as best fits the circumstance. At any point the Loyalist Minor Soccer Association may choose to end an individual's relationship with the LMSA for not abiding by the rules and spirit of its mandate.
3. One week prior to picture week, call coaches to confirm they are aware of their picture schedule and ensure they remind their players.

Final Tournament

1. A schedule will be provided to you based on the standings at the end of June. It is the conveners' responsibility to ensure that there are enough copies made for all players.
2. Create a large sign (a sheet of Bristol board will be great) with the schedule with space available to track the scores.
3. You may need to help pick up supplies for the end of year barbeque. You can delegate this to another volunteer if you like. Please ensure that you submit your receipt for any expenses.
4. During the tournament;
 - Keep the scoreboard updated and determine the final games
 - handle any problems that may arise
 - Distribute medals at the final games, thank sponsors, parents, volunteers and players

Thank You

Thank for volunteering. We sincerely hope this will be an enjoyable, rewarding experience for you, without you there would be no LMSA. Please feel free to submit any suggestions that you have to the LMSA Executive.

LOYALIST MINOR SOCCER ASSOCIATION OUTLINE OF COACHES RESPONSIBILITIES

Updated February 2010

General

- Always represent the LMSA in a professional manner; you are the face of the organization to the parents and players.
- Remember, this experience is supposed to be enjoyable for you and all the coaches as well.

Team Selection Process Option (Suggested but not mandatory)

1. Attend your division meeting with the convener to develop teams prior to the main coaches meeting.
2. With assistance from the convener, distribute players into teams marked one through eight (or six). Of course the coach and assistant coaches children are automatically on their team.
3. When all coaches are agreed that the teams are fair, then pick a number out of a hat
4. The number you choose is the number of the team you will be the coach of.
5. This approach makes sure that all coaches have input and agree that all the teams are equal and that you would be happy to be the coach of any of the teams. No one will 'stack' a team as they may not pick that number out of the hat, this will make sure that all of the teams are as equal as they can be.
 - Ensure that the teams that you create are based on the following:
 - a) Similar number of girls and boys
 - b) Even distribution of first and second year players
 - c) Same amount of excellent and beginner players on each team
 - d) Review on forms to see if there are
 - i. Siblings,
 - i. Children who are to play on a particular sponsors team,
 - ii. Parents who have volunteered to coach a particular sponsors team and if they have someone who has agreed to coach with them; or,
 - iii. Children from Amherst Island that request to play with another child from Amherst Island (ferry issues)

Coaches Meeting (mid-late April)

1. Please try to make this meeting. This is your opportunity to ask questions of the executive and meet other coaches. It's also a good chance to field any suggestions or concerns you may have
2. Balls and schedules will be handed out. Shirts will be handed out if available.

Prior to the Start of the Season

1. Attend coaches and referee clinic if available
2. Call parents as soon as you get the team list and schedule
3. Meet with your parents and players to distribute schedules and equipment. Send your convener an up to date team list with players' uniform numbers once they're distributed.
4. Although not required, you may want to have a couple of practices prior to the season.
5. Discuss the LMSA rules with your team and their parents, stressing good sportsmanship
6. Before the season starts or within the first week, please ensure that you create a treat schedule. Don't forget the tournament days. Some coaches have asked for a parent volunteer to bring oranges for half time during tournament games, and another parent to bring the treat for the end of the game. .

Throughout the Season

1. Call or e-mail the results of each game to your convener so the standings can be kept up to date.
2. Do your best to deal with any problems or concerns expressed by the players or parents.

If it gets beyond your comfort level or you feel you have a conflict refer the issue to your convener.

3. Prior to picture week, ensure that you remind your players to arrive on time for photos.
4. Players from a lower division may be called up if you will not have enough players to field a team for a particular game. Your convener will provide you with a list of players that can be called up..
5. Practices are not a requirement but teams that do practice tend to fare better overall. Opportunities for combined practices have been discussed, if you have any ideas please pass them on to your convener.
6. Always show respect to the referees. Most of them are just kids and many are learning and developing their skills, just as the players are. Angry coaches or parents can be very intimidating, as the referee has the right to a safe and respectful workplace. If you have a concern please wave the referee over to your sideline and discuss the issue in a calm manner. Coaches or parents entering the playing field can result in a yellow or red card from the referee and/or action from the discipline committee. If you have a concern regarding the refereeing, please discuss the matter with the Referee Coordinators and/or your convener. Thank you for your understanding and commitment to showing respect towards the referees.

Early Bird Tournament

1. Don't forget a 'treat' schedule for the tournament. Please see note above about half time treats.
2. Ensure that your players are playing to their ability so that balanced teams can be created at the beginning of the season.
3. If you have any concerns regarding your teams' strengths or weaknesses, please direct your concerns to your convener.
4. Have fun and enjoy the weekend with your players.
5. Please note that players may be moved about after the early bird tournament to try and achieve team balance. Although your convener may ask you for your input, the responsibility for choosing the players that will be moved and informing the parents is the responsibility of the conveners and not the coaches! This is a difficult decision for conveners and in the past has caused strain for players, parents and coaches. LMSA is a fun league and the best way to ensure everyone has fun is to give everyone an equal chance to succeed. So please accommodate this process with professionalism to help the transition of players as they adjust to their new teams. If parents are not willing to have their child moved to another team, then a refund will be provided to them.

Final Tournament

1. Distribute the schedule to parents as soon as it's available.
2. Don't forget a 'treat' schedule for the tournament. Please see note above about half time ideas.
3. Direct any problems to your convener.
4. Have fun
5. Distribute medals after the final game to your players. Ensure to thank your players and parents.

Issues of Concern

Like any organization, the LMSA wants its employees (referees) and volunteers (everyone else) to have a safe and respectful experience along with a lot of fun. Unfortunately there are instances where this concept gets forgotten and action needs to be taken by the organization. The route to take when dealing with an issue is to first approach the convener who may, if necessary, approach the discipline committee which is comprised of three members of the LMSA executive who will provide final resolution to issues as best fits the circumstance.

At any point the Loyalist Minor Soccer Association may choose to end a person's relationship with the LMSA for not abiding by the rules and spirit of the 'for fun house league' mandate

Thank You

We sincerely hope this will be an enjoyable, rewarding experience for you, without you there would be no LMSA. Please feel free to contact your convener or any member of the Executive if you need any assistance or have any suggestions on how to improve LMSA! Please remember that there is a lot of information available to you on the LMSA website www.loyalistsoccer.ca