



Arlington Aces House League Coaches' Manual

Introduction

Welcome to the Arlington Aces! Whether you have been volunteering for years or are new this season, thank you for your time and energy.

Everyone involved in this program; coaches, referees, parents, and AHPD staff, should strive to uphold the basic tenets included in the “**Statement of Philosophy**”. As adults, we are role models for the young people in our community and are responsible for leading by example on and off the soccer field.

If you have questions about the program or need assistance, please do not hesitate to contact us, and have a great season!

Contact Information

For questions about team rosters, players, and uniforms, please contact the following Community Center Supervisors:

- **Camelot Park** – Kevin Keister, 847.577.3010, kkeister@ahpd.org
- **Frontier / Recreation Park** – Mark Grassi, 847.577.3016, mgrassi@ahpd.org
- **Heritage/Pioneer Park** – Tom Divello, 847.577.3035, tdivello@ahpd.org

For questions about practices, fields, game changes, or referees, please contact Matt Healy, Athletic Supervisor, at 847.506.7133 – mhealy@ahpd.org

To check our weather hotline, please call 847.577.3003, extension 5, or check the Aces homepage at ahpd.org.

AHPD Youth Sports Program Objectives

The Park District has identified the following objectives that the youth sports programs will strive to achieve:

- Programs will be designed to promote positive learning experiences that enhance athletes to develop physically, psychologically and socially.
- Programs will emphasize fun, developing new skills, fair play and sportsmanship.
- Programs will be conducted with the utmost safety of the participants and spectators in mind.
- Programs will be designed to promote positive self-esteem and self-confidence of the participants.
- Programs will be comprehensive in nature and offer a spectrum of ability levels that match resources available. In the event that resources or facilities are limited, priority emphasis will be placed on accommodating the needs and interest of the greater majority of the users.

Programs will first serve the need of the Arlington Heights Park District residents before branching out to non-residents. Non-residents are encouraged and invited to participate if openings still exist after the residents have been served. Some of the youth sports programs provided involve competition either as a team or on an individual level. It is the desire of the Park Board of Commissioners to keep the intensity of the competition at a recreational level, which stresses fun, learning and the concept that everyone plays.

Code of Ethics for Coaches

- I will place the emotional and physical well-being of all 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 promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging, providing growth opportunities in skills for all my players.

- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will be knowledgeable in the rules of soccer, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach and the level of development of each player.
- I will remember that I am a youth sports coach and that the game is for children and not adults.
- I will provide opportunities for all players to participate in both practice and game situations, allowing the players to apply new skills and demonstrate their abilities.

AHPD Youth Sports Philosophy

The Arlington Heights Park District recognizes that competition in and of itself is a part of life and if placed in the proper perspective something that an individual learns from. Competition as viewed by the Park District will encourage the participants to strive to be the best they can be. **Winning and losing will be de-emphasized whenever possible**, with the emphasis placed on participation, learning and enjoyment.

In an effort to keep the recreational philosophy and to serve the greatest number of residents, athletic programs will be designed to encourage participation for the beginner and mid-level athlete. Although the AHPD may offer traveling programs in certain sports in which the competition intensity increases, the overall focus should still remain on fun and learning. For certain participants, their skill level and competitive needs may exceed the capabilities of the AHPD program or resources and they may need to seek outside or private clubs and organizations.

Statement of Philosophy:

The Arlington Heights Park District Soccer Program is designed to meet the widest participation needs of village youth from kindergarten through eighth grade. The ultimate concern and scope of our program is the development of the physical and psychological needs of the individual child. The program is to be:

- based on the heterogeneous grouping of the children
- structured to achieve a high degree of local park participation
- attentive to the existing social relationships of the participants

The emphasis of the soccer experience in Arlington Heights should always revolve around the education of the child and the enjoyment of the game. The goals of the soccer program include:

- Developing in players the necessary skills to play the game
- Understanding the rules that order the game
- Appreciating the role of both individual play and team-member interaction
- Cultivating sporting behavior both on-and-off the playing field

The AHPD soccer program encourages the active parent participation in the total soccer experience. Children enjoy performing for their parents and seeing their parents involved at practices and games. This parent support and involvement greatly enhances the entire soccer program. Parent contributions help strengthen the adult-child model that is critical to emotional and social growth of the youngster.

Finally, competition is a natural part of game situation. In many ways, healthy competition is necessary and significant for proper maturity and growth. However, the AHPD soccer program has, as its fundamental faith, the notion that competition must always be channeled into positive and educational experiences, never into degrading or harmful behavior patterns. The competitive drive should never be separated from the educational and enjoyment aspects of the game. Practice sessions, for example, should always fall within the scope of enjoyment and a skills-building approach. No one should ridicule or punish a player when correcting technique or behavior. We must remember that we are teaching skills, not recruiting or drafting players with superior skills. Similarly, game situations must include the use of all players on the team. In the last analysis, sportsmanship best summarizes the key element of the entire soccer program. No single game should be the all-important end; rather that game or a series of games should be the means to a much more important end - the development of the child.

Principles and Philosophies for Coaches

Objectives

The purpose of the AHPD soccer program is to provide a recreational program in which boys and girls can learn to play soccer. It is required that players demonstrate good sportsmanship, self-discipline and, of course, team work, an absolute necessity for any team to succeed. Coaches and parents are responsible for creating and maintaining a happy healthy environment conducive to the enjoyment of our youth.

Points of Emphasis

Because the House League is a recreational and instructional program, rough play is prohibited. **Legal charges** –non-violent body-to-body contact, without use of hands, arms, elbows or shoulders –is permitted within playing distance of the ball. Running

into a player is not a legal charge. Contact from behind is permitted but must be extremely light, far gentler than permitted from side or front and not in the spinal area. **Slide tackling is prohibited in all divisions except IV and V.** Players must keep themselves under control so they don't slip or slide causing danger to others. Slide tackling from behind is prohibited. **Offside.** To judge whether a player in an offside position should be penalized for receiving a ball from a teammate, one should watch the player and LISTEN for the sound of the ball being struck, to determine where the player was when the ball was played by the teammate. However, a player must become "involved with play" or interfere with play or an opponent, not merely be in an offside position.

Coaches Conduct

Because of the high visibility of a coach and the tremendous influence they have upon our youth, the Arlington Aces Soccer Club requires that all coaches at all times behave in an exemplary manner on-and-off the field. **Under no conditions should coaches exhibit undesirable behavior such as fighting, bad-mouthing or screaming at the referee; nor should they, or their associates, deliberately attempt to harass players, officials or other coaches.** Coaches and their associates must refrain from using profanity or profane gestures. Discussion with referees must be done in a courteous manner.

- Coaches should become familiar with the rules of the game and teach them to all those associated with your team.
- Coaches should keep winning in its proper perspective.
- Coaches should stress effort, discipline and skills development at all times.

Do not allow a player to continue playing in a game if there is any doubt as to the seriousness of his/her injury.

Coaches have a right to protest a player, a referee, or another coach by filing a protest with the Park District. Protests will have no bearing on the final outcome of the game. Under no circumstances will a game be replayed because of a protest.

Coaching under the influence of drugs or alcohol is prohibited. Consumption of alcoholic beverages during a practice or game is forbidden. Referees are instructed to report such undesirable behavior to the Athletic Supervisor. Teams whose coach(s) violate this rule will forfeit their game(s).

Guidelines for Coaching

Coaches have a double responsibility: teaching the game while being mindful of the mental and physical development of their players. 5 to 14 years old is ideal for learning soccer skills. During those years, children are energetic and enthusiastic. Coaches should channel this energy into positive development at a pace and level that is physically and emotionally appropriate to players' ages.

- Hold a parent orientation before the season starts. Explain the league rules, team goals, and your coaching philosophy. Set a time parents may contact you with questions or concerns. Gain their cooperation. Be tactful.
- Accentuate the positive. Criticism should be constructive and sandwiched with positive comments.
- Do not try to be a strict taskmaster. Children participate in sports to have fun, make friends, and improve their skills.
- Make practice fun. Use a variety of exercises and drills and break them up by introducing games.
- Give players responsibility during practices and encourage creative play. Allow them to make up their own rules, make up new practice drills, play different positions, resolve their own arguments, and lead warm-up exercises.
- Demonstrate sporting behavior and communicate to your players that you expect the same behavior from them.
- Be alert to individual needs, and be flexible. Praise players' strengths and practice their weaknesses. This requires one-to-one coaching wherever possible.
- Coach yourself before you coach others. Practice your skills so that you can give competent demonstrations.
- Watch the training load. Too much and too little are equally bad. A balanced training program takes into account the players' needs for improvement, their ages, and their physical and mental abilities.
- Encourage players to compete against their own past performance rather than against the performance of others. Set realistic personal and team goals.
- Practice is the time to teach skills, tactics, and rules. A game is the time to utilize the learning from practice. Do not expect your players to implement new instructions given during a game.
- Complexity is confusing. Explain moves using clear, specific explanations with appropriate soccer terminology.
- Do your homework. Come to practices and games prepared with drills, games, and rosters. Keep your team organized, both on and off the field.
- Let everyone play. Research has shown that children would rather play on a losing team than sit on a winning team.
- Do not over coach. Avoid talking too much or "preaching" to the players while they are seated. Coach at practices, and allow players to play and learn from mistakes at games. During games, take notes about what needs improvement, and use them to plan your next practice.
- Do not "psych up" your team before games. Chances are they are nervous enough. Play down the importance of winning, and praise new skills and effort.
- Require that all players wear shin guards at and bring a ball to every practice.

- Be aware of your players' stage of physical and mental development. They will vary in age and ability.
- If you are having difficulty with a player, first talk to his or her parents. If you continue to have difficulty, or have difficulty with a parent(s), contact AHPD staff.

Ages 5 to 8

Players at this age are self-conscious, have a limited attention span, and have difficulty sitting still. Encourage movement through soccer related games such as playing tag with a soccer ball. Use small grids for small-sided games. Emphasize fun over winning.

Ages 8 to 12

Players at this age are typically well-balanced physically and mentally. They have a sense of team loyalty, are competitive, and learn skills eagerly. Introduce dribbling, juggling, receiving, passing, shooting, tackling, and team play with games that emphasize specific skills or techniques and small sided scrimmages.

Ages 12 to 14

Players at this age are entering puberty. They are experiencing physical changes and may be easily frustrated or emotional. They may be more interested in building a social group than mastering techniques. Continue to develop techniques introduced at the 10 to 12-year level. Channel players' desire to form groups into creating team spirit and tactical unity.

General Game Information

- Be ready to play on time. We instruct referees to start games promptly at game time whether teams are ready to play or not.
- At least one coach must be present throughout the game. If a coach receives a red card, leaves the field, and there is not another coach present to take his or her place, the coach-less team forfeits.
- If there is bad weather on a game day, call the inclement weather hotline, 847-577-3003, extension 5 for game cancellations. If we haven't closed your field, go to your game prepared to play. The Park District or the referee may cancel games if they judge that playing conditions are dangerous. Coaches may not cancel games. **UNDER NO CONDITION WILL ANY GAMES BE PLAYED OR CONTINUED DURING LIGHTNING.** When a referee stops a game for lightning, immediately remove all players from the field to a safe place. The referee may delay a game up to 20 minutes before cancelling. If your game is cancelled before the first half ends, you may call the Athletic Supervisor about the possibility of scheduling a make-up game.
- If no referee shows up for a scheduled game, two opposing coaches should referee the game and email Matt Healy, Athletic Supervisor, at mhealy@ahpd.org and Rick Geati, Head of Referees, at rgeati@gmail.com.
- Before each game, referees check player equipment. Each player must wear shin guards and an AHPD house soccer uniform. Jewelry and metal accessories are prohibited (new piercings may be covered with Band-aids). "Street" glasses are permitted if secured by a strap. Properly padded casts are permitted with a doctor's written release to play soccer.
- At the conclusion of the game, both teams should line up in opposition at the half line for a post-game handshake. The Park District expects players and coaches to practice sporting behavior during the handshake.
- Goalkeepers must wear a pinney or shirt that is a different color than the white and blue of the jerseys.
- When one team reaches a four goal advantage during a soccer game, the other team may add one player. If the four goal advantage decreases to three goals, the additional player must leave the field. If one team reaches a six goal advantage, the other team may add another additional player (two extra players on the field). For an eight goal advantage, the other team may have three additional players. For ten goal advantage, the other team may have four additional players. If at any time the goal advantage decreases, the losing team must remove a player. If the team that is down goals has no additional players to play, the team that is up must remove players according to the above formula.

Small-Sided Soccer: 3v3 and 5v5

- **Game duration:** Kindergarten plays two simultaneous games with four 7-minute quarters. First grade plays four 10-minute quarters. Quarters 1 & 2 and 3 & 4 are separated by a 2-minute break. Quarters 2 & 3 are separated by a 5-minute break.
- **Number of players on the field:** 3 max / 2 min on each field for Kindergarten. 5 max / 3 min for first grade.
- **Goalkeepers:** None for Kindergarten. First grade has a goalkeeper.
- **Scoring:** In Kindergarten, a goal may only be scored from the attacking half of the field. If any player kicks the ball from the defending half and it goes into the opposite side goal untouched, no goal is awarded. In first grade, a goal may be scored from anywhere on the field.
- **Substitution:** Allowed at any point there is a stoppage in play (kick-in, goal scored, etc.)

- **Offside:** The Offside Rule is not enforced at either age.
- **Penalty kicks:** No penalty kicks at either age.
- **Kick-offs:** Ball may be kicked in any direction on the kick-off. The player taking the kick, and only that player, may stand in the attacking half of field at kick-off.
- **Free kicks:** All free kicks will be indirect at the point of incursion. Opponents must be 6 yards from the kicker. A free kick given within 6 yards of the goal must be moved seven yards away so the defenders may form a wall 6 yards from the ball.
- **Kick-ins:** There are no throw-ins. Kick-ins are taken at the point where the ball left the field and are taken by the team that did not kick the ball out.
- **Corner kicks:** To be performed when the ball crosses the goal line and is last touched by the defense.
- **Goal kicks:** In Kindergarten, goal kicks are taken from anywhere on the goal line. In first grade, goal kicks may be taken half way between the goal line and the penalty area.
- **Playing time:** Each player will play a minimum of 50% of the total playing time.
- **Ball size:** Size 4
- **Ball in and out of play:** The ball must completely cross the boundary to be out of play.
- **Referees for Kindergarten games:** A certified referee will be assigned for each pair of playing fields. Parent coaches will referee both fields. The certified referee will keep time and start/stop the quarters for both fields, will serve as a resource for both teams, and will advise the coaches that, if a player is dominating one of the small sided fields, he or she should be made available to play on either of the small sided fields to keep games competitive.
- **Fields:** Pop-up goals are used in Kindergarten games and are brought to the games by AHPD staff.

House League Divisions

1st Grade

- With permission of the referee, one coach per team may be on the field to help the players. Coaches should be sure to stay out of the way of play and promote sporting behavior.
- Ball size – 4
- Number of players on the field – 4 plus goalkeeper (5 players total). Minimum players 3.
- Field size – approximately 40 yards by 35 yards.
- Any player may play the ball in the goal area
- Goal width – 4 yards
- The Offside rule is not enforced.
- No deliberate heading. Penalty - indirect free kick awarded to the opposing team at the spot of the offense or on the goal line nearest to the point of the infringement, if the offense occurs within the penalty area.
- Build Out Line – When the goalkeeper has possession of the ball during play or for a goal kick, the opposing team must drop behind the build out line (midway between the penalty area and the halfway line of the field) until the goal keeper puts the ball into play. The opposing team has 6 seconds to drop and remain behind the build out line, however, the goalkeeper is not required to wait until the opposing team is behind the line to put the ball in play. If the opposing team takes longer than 6 seconds to move behind the line, the referee will warn the coach. If the delays continue, the coach will be shown a yellow card. Restart is an indirect free kick at the build out line.
- No punting. The goalie may throw, roll, or set the ball down and kick it into play. Penalty - indirect free kick awarded to the opposing team on the goal line nearest to the point of the offense.
- Kick-ins – not throw-ins
- Kick-offs: Ball may be kicked in any direction on the kick-off. The player taking the kick, and only that player, may stand in the attacking half of field at kick-off.
- Opponent must be 7 yards from the ball on a free kick.
- No penalty kicks.
- Substitutions are allowed at any point where play is stopped. The game clock will not stop for substitutions.
- Game length – 4 quarters, each 10 minutes in length. Each quarter starts with a kickoff, alternating teams on each kickoff.
- Goal kick may be taken half way between goal area line and penalty area line, except on fields without a goal area. In the latter case, the goal kick may be taken half way between goal line and penalty area line.

2nd Grade

- Ball size – 4
- Number of players on the field – 6 plus goalkeeper (7 players total). Minimum players 4.
- Field size – approximately 60 yards by 40 yards.
- Goal width – 6 yards

- The Offside rule is not enforced.
- No deliberate heading. Penalty - indirect free kick awarded to the opposing team at the spot of the offense or on the goal line nearest to the point of the infringement, if the offense occurs within the penalty area.
- Build Out Line – When the goalkeeper has possession of the ball, during play or for a goal kick, the opposing team must drop behind the build out line (midway between the penalty area and the halfway line of the field) until the goal keeper puts the ball into play. The opposing team has 6 seconds to drop and remain behind the build out line, however, the goalkeeper is not required to wait until the opposing team is behind the line to put the ball in play. If the opposing team takes longer than 6 seconds to move behind the line, the referee will warn the coach. If the delays continue, the coach will be shown a yellow card. Restart is an indirect free kick at the build out line.
- No punting. The goalie may throw, roll, or set the ball down and kick it into play. Penalty - indirect free kick awarded to the opposing team on the goal line nearest to the point of the offense.
- Game length – 2 halves, each 25 minutes in length. Each half starts with a kick-off, alternate kicking team in the second half. Referees will stop play for substitutions approximately midway through each half, although players may substitute at any acceptable substitution opportunity.
- The game clock will not stop for substitutions.

3rd and 4th Grade

- Ball size – 4
- Number of players on the field – 6 plus goalkeeper (7 players total). Minimum players 4.
- Field size – approximately 60 yards by 45 yards.
- Goal width – 6 yards
- **The Offside rule is enforced in 4th grade and not enforced in 3rd grade.**
- No deliberate heading. Penalty - indirect free kick awarded to the opposing team at the spot of the offense or on the goal line nearest to the point of the infringement, if the offense occurs within the penalty area.
- Build Out Line – When the goalkeeper has possession of the ball, during play or for a goal kick, the opposing team must drop behind the build out line (midway between the penalty area and the halfway line of the field) until the goal keeper puts the ball into play. The opposing team has 6 seconds to drop and remain behind the build out line, however, the goalkeeper is not required to wait until the opposing team is behind the line to put the ball in play. If the opposing team takes longer than 6 seconds to move behind the line, the referee will warn the coach. If the delays continue, the coach will be shown a yellow card. Restart is an indirect free kick at the build out line.
- No punting. The goalie may throw, roll, or set the ball down and kick it into play. Penalty - indirect free kick awarded to the opposing team on the goal line nearest to the point of the offense.
- Kick-offs: Ball may be kicked in any direction on the kick-off. The player taking the kick, and only that player, may stand in the attacking half of field at kick-off.
- Second chance on throw-in.
- Game length –2 halves, each 25 minutes in length. Each half starts with a kick-off, alternate kicking team in the second half. Referees will stop play for substitutions approximately midway through each half, although players may substitute at any acceptable substitution opportunity.
- The game clock will not stop for substitutions.

5th/6th Grade

- Ball size – 4
- Number of players on the field – 8 plus goalkeeper (9 players total). Minimum players 6.
- Field size – approximately 80 yards by 55 yards.
- Goal width – 7 yards
- The Offside rule is enforced.
- No deliberate heading. Penalty - indirect free kick awarded to the opposing team at the spot of the offense or on the goal line nearest to the point of the infringement, if the offense occurs within the penalty area.
- Kick-offs: Ball may be kicked in any direction on the kick-off. The player taking the kick, and only that player, may stand in the attacking half of field at kick-off.
- One chance on throw-in.
- Game length – 2 halves, each 30 minutes in length. Each half starts with a kick-off, alternate kicking team in the second half. Referees will notify the coaches approximately 3-4 minutes prior to the mid-point of each half for the coaches to plan their substitutions. Referees will not stop play for subbing at the mid-points.
- The game clock will not stop for substitutions.

7th/8th Grade

- Ball size – 5
- Number of players on the field – 10 plus goalkeeper (11 players total). Minimum players 7.
- Field size – approximately 120 yards by 75 yards.

- Goal width – 8 yards
- The Offside rule is enforced.
- Deliberate heading is allowed.
- Kick-offs: Ball may be kicked in any direction on the kick-off. The player taking the kick, and only that player, may stand in the attacking half of field at kick-off.
- One chance on throw-in.
- Game length – 2 halves, each 35 minutes in length. Each half starts with a kick-off, alternating kicking team in the second half. Referees will notify the coaches approximately 3-4 minutes prior to the mid-point of each half for the coaches to plan their substitutions. Referees will not stop play for subbing at the mid-points.
- The game clock will not stop for substitutions.

Uniforms, Player Equipment, and Team Pictures

We schedule team pictures during the fall season only and distribute information at the start of the fall season.

Coaches receive players' uniforms at the pre-season coaches' meeting and are responsible for distributing uniforms to their players. In all divisions, jerseys are blue and white reversible.

- Soft-cleated soccer shoes are encouraged. Gym shoes are allowed. Metal spikes and shoes with toe cleats are prohibited.
- Shin guards are **MANDATORY** for all games and practices. Socks must cover shin guards.
- Players must wear the AHPD uniform at games. The goalkeeper must wear a shirt other than blue or white.
- Players may wear warm layers under the official uniform and soft fabric, knit hats on very cold days. Headbands are permitted as long as they conform to the USSF rules. Hoods must be tucked under the jersey.
- USSF rules do not allow players to wear watches, earrings, bracelets, necklaces, or hard barrettes. Encourage players with glasses to wear sport glasses. Glasses must be secured by a strap.

Players and Playing Time

- Unless a player is injured, he or she must play at least half a game. No player should play more than 3/4ths of a game until all players have played 3/4ths of a game.
- If you will be short players for a game:
 - You may borrow players from another Aces team (same grade level or younger). **Borrowed players MUST be registered for the current season of Aces soccer.**
 - If the other team agrees, you may share players with the opposing team. We do not keep standings or scores (other than to apply the Slaughter Rule). Sharing allows for more playing time for all players!

Game Conduct and Rules

- No one may sit or stand behind the goal line. Coaches may not coach on the sideline adjacent to the penalty area.
- In grades 5/6 and 7/8, players and coaches sit on one side of the field and parents and spectators sit on the opposite side of the field, opposite their team bench. Players, coaches, and spectators must remain a minimum of five yards from the center line and ten feet from the side line.
- In grades K-4, spectators sit with their teams on opposite sides of the field behind the dashed restraining line. Coaches may only coach from their side of the field. We instruct referees to enforce these rules, and coaches are expected to assist the referees with enforcement. Coaches who violate these rules in a manner that results in delay of game will be reported to the AHPD for appropriate disciplinary action.
- Both teams must line up and shake hands at the conclusion of the game. Any acts of unsporting conduct at this time will be dealt with harshly by the AHPD. This applies to players, coaches, and spectators.
- Game will be conducted under USSF and AASC rules.
- Substitutes shall be unlimited. In Kindergarten and 1st grade, coaches may substitute, **with the consent of the referee**, at any stoppage in play. In all other divisions, coaches may substitute **with the consent of the referee** at the following times:
 - Prior to a throw-in by either team.
 - Prior to a goal kick by either team.
 - After a goal by either team.
 - After an injury on either team which necessitates a game stoppage, before play resumes.
 - At the end of each quarter or half.
- Goalkeepers may hold a ball up to six seconds before releasing it. If the keeper holds the ball for more than six seconds, an indirect free kick is awarded to the opposing team. In the case of a penalty kick, the goalkeeper stands on the goal line and may only move laterally between the goal posts until the ball is kicked.
- When the goalkeeper is in full or partial possession of the ball, opposing players must make every effort to avoid

contact with the goalkeeper. We instruct referees to “blow a quick whistle” to avoid contact that could result in serious injury. **Any decisions regarding goalkeeper contact are at the sole discretion of the referee.** Coaches should instruct all players before each game to avoid deliberate contact at all times. The penalty for such contact could be immediate ejection from the game with an accompanying suspension.

- No coach, player, or spectator may enter the field of play during the game without the permission of the referee: the penalty is a yellow card. If a player is injured, the referee will whistle a suspension of play when appropriate and wave the injured player’s coach onto the field.
- In all divisions, when an injury leads to a stoppage in play and a coach tends to a player on the field, the injured player must come off the field. If a referee checks an injured player and feels he or she may continue playing, the player may continue in the game. If the player leaves the field with a suspected head injury, he or she may not return for the remainder of the game.
- In grades 5/6 and 7/8, play will not stop for an injured player until the next whistle or unless the referees believe the injury to be serious enough to stop play.

Violations and Penalties

To insure fair play and sporting behavior, the following penalties have been established:

- **A coach shown a red card:** 30-day probation and possible SAC action, which may result in expulsion from the Aces. When a coach receives a red card, he or she must immediately leave the park for the day and may not coach the following game.
- **A player shown red card:** one game suspension for the first offense and a three-game suspension for subsequent offenses during the soccer year.
- **Any red card suspensions that cannot be served because the current season ends will be served at the beginning of the next season.**

Grievance Procedure

- All grievances must be submitted in writing to:

Matt Healy

Arlington Heights Park District
410 North Arlington Heights Road
Arlington Heights, Illinois 60004

- Upon receipt of such grievance, AHPD staff shall review the problem(s) and communicate their findings to the originator of the grievance. If staff cannot resolve the grievance to the satisfaction of the parties involved, they may forward the grievance to the Soccer Advisory Committee.
- A person who files a grievance or is a part of the grievance may not be a member of the grievance committee.
- A decision made by the Soccer Advisory Committee is final.

Team Formation

We form new teams every fall. We keep fall teams together in the spring unless a coach or a significant number of players from a team do not return or if a parent submits a written request to change teams. We place new players on teams with open roster spots.

- Coaches’ children play on their parents’ teams.
- Players from the same family and in the same grade play on the same team.
- Parents may make one reciprocal friend request for their child when they register.
- Team roster minimum/maximum:
 - Kindergarten (3v3): min 9 / max 12
 - First grade (5v5): min 8 / max 10
 - Second – fourth grade (7v7): min 10 / max 12
 - Fifth – sixth grade (9v9): min 12 / max 14
 - Seventh – eighth grade (11v11): min 14 / max 16

Late Registration/Waiting List

- We determine the number of teams per season based upon the number of participants at the registration deadline. Late registrants are placed on a wait list and added to teams with open roster spots. If a parent agrees to coach a team that needs a coach, his or her wait-listed child will be placed on that team.

Team formation criteria:

- Location - by neighborhood using public school boundaries and major thoroughfares as a guideline.
- Gender (Kindergarten teams are coed)
- In brackets that combine grades, we also try to balance player's grade levels across teams.

Inclement Weather

- In the case of inclement weather, it is the coach's responsibility to keep participants safe. If there is severe weather during practice, the coach should move players to safety or hand over to their legal guardians.
- If dangerous weather conditions arise during a game, it is the coaches' responsibility to work with officials to move all participants and spectators to safety.
- **In case of thunder or lightning, immediately stop the game or practice and move all participants to a storm safe area.** The safest location is a building. If one is not available, bring participants to a vehicle and wait until the storm subsides or the event is cancelled. Stay away from high structures, trees, fences, or any item that can conduct electricity.
- **Suspend the game or practice for a minimum of 20 minutes from each occurrence of thunder or lightning.** Once the storm has passed and it is safe to resume play, review the field. If conditions are safe, resume play.
- In case of a tornado, immediately seek shelter in a building or, if a building is not available, in the lowest lying area. Participants should lay flat or as low as possible to the ground.
- Under no circumstances should a player be dismissed without a parent. For example, if players are sheltering in a community center and a parent drives up in a car, the parent must come in and get the child. They cannot wave to the coach and have the child run to the car. Participants have been struck by lightning while running to cars.
- The **Soccer Inclement Weather Hotline is 847.577.3003, extension 5.** Call for updates the morning of your game.

Referee Duties and Responsibilities

If you have any questions regarding our expectations of referees, contact Matt Healy. **Referees, not coaches, are responsible for the application of the Laws of the Game.**

Pre-game

- Arrive at least 10 minutes before a house league game, 20 minutes before a travel game.
- Be dressed in proper referee uniform.
- Inspect the field, and check in both teams.
- Give the coaches your first name, and ask one of the coaches to initial your timesheet before or after game.
- Conduct a coin toss if requested. White team should call the coin toss.
- If you are working alone, you may ask each coach to provide a linesperson to call direction of throw-in and corner or vs goal kicks, but not offside or penalties. Advise coaches and linespersons that yours is the final decision on all calls.

During game

- The referee "team" should work together. Use eye contact to see whether your partner is seeking help. Both referees have equal authority and may make calls in any area of the field.
- Enforce Laws of the Game. Keep the game safe, fun, and fair. Be especially aware of tripping, holding, pushing, and charges with reckless or excessive force.
- Start games on time and keep them on time. Use "running clock" in house league games, not stopping the clock for any reason. Have a timing device with you.
- **Blow the whistle loudly and long enough to stop play.**
- Keep score for application of Slaughter Rule. Scores are not otherwise needed.
- If players do not understand a call, you may explain it, but do not coach. You do not have to explain the reason for a call or non-call to coaches and parents. You may explain a Law, if you wish, after a game.
- Have coaches enforce AHPD rules as necessary: where teams and parents sit, keeping all players and spectators behind dashed line, etc. The coach is responsible for the conduct of all players, coaches, and spectators of his/her team.
- Use yellow and red cards as necessary. Give a brief explanation of an issued card only when requested by the carded coach or player. Cards are generally not needed in younger ages. For repeated violations, speak with the player and coach.
- In the event of a serious injury or an injury to a goalkeeper, stop play immediately. If you are unsure of the severity of an injury, stop play. Do not try to move player. Let the player take his or her time getting up. If necessary, call the coach onto the field.
- In younger divisions, the players might stop playing on their own, particularly if parents or coaches come onto the field. In that event, stop play. Encourage coaches not to advocate sitting down in event of injury, especially in

grades 5-6 and 7-8.

- A player who is bleeding must leave the field, have the bleeding stopped, the open wound covered, and the blood removed from the uniform before he/she may return to the game. He/she may return after being checked by the referee after any stoppage in play.

Post-game

- A game report is REQUIRED for red cards, serious injuries, and incidents that need to be reported to AHPD staff. Examples of the latter are poor behavior, bad language, overly aggressive play, or anything else that staff should be aware of. If someone tells you that he/she will report you to staff, also make a report. The report should be brief and include all necessary facts, such as day, time, field, jersey color, what occurred, and what action was taken.