



# Coach Training Naperville Youth Soccer

Fall 2024

# Program Philosophy

Naperville Youth Soccer is an instructional/recreational program.

The goal is for each participant to have **FUN** playing soccer, to make new friends, and to have the opportunity to gain a better knowledge, understanding and appreciation of the game.



FUN

# Introduction of Staff

Please contact the coordinators first with any questions or concerns.  
Staff hours vary therefore the best way to contact us is through e-mail.

Team(s)	Coordinator	Email
Boys Pre-K	Rachel Dickinson	<a href="mailto:rdickinson@napervilleparks.org">rdickinson@napervilleparks.org</a>
Boys K & Girls 1 <sup>st</sup>	Shannon Fanelli	<a href="mailto:sfanelli@napervilleparks.org">sfanelli@napervilleparks.org</a>
Boys 1 <sup>st</sup> – 2 <sup>nd</sup>	Mary Kate Watkins	<a href="mailto:mwatkins@napervilleparks.org">mwatkins@napervilleparks.org</a>
Boys 3 <sup>rd</sup> – 6 <sup>th</sup>	Joanna Healy	<a href="mailto:jhealy@napervilleparks.org">jhealy@napervilleparks.org</a>
Girls PreK – Kindergarten	Susan Wasson	<a href="mailto:swasson@napervilleparks.org">swasson@napervilleparks.org</a>
Girls 2 <sup>nd</sup> -6 <sup>th</sup>	Corey Diederich	<a href="mailto:cdiederich@napervilleparks.org">cdiederich@napervilleparks.org</a>
NYS Academy	Rachel Dickinson	<a href="mailto:rdickinson@napervilleparks.org">rdickinson@napervilleparks.org</a>
Premier & University	Kim Levitt	<a href="mailto:klevitt@napervilleparks.org">klevitt@napervilleparks.org</a>

Stephanie Ainslie, Program Manager [sainslie@napervilleparks.org](mailto:sainslie@napervilleparks.org)

# Update Your Calendar

July/Aug

7/12: Coach paperwork due  
8/14: Coach Open House  
8/17: Contact your team no later than 8/17  
8/26: Practices begin this week

Sept/Oct

9/3: Last day to add a coach  
9/7: First Game  
10/19: Equipment Bag Return & Last Game  
10/26: Equipment Bag Return & Last Game (Rainout date)

Nov

11/6: Priority Registration info email goes out  
11/13: Priority Registration Opens at Noon  
11/20: Priority Registration Closes at 11:59 pm

# Complete Your Coach Paperwork

Volunteer Application (coach paperwork) for both new and returning coaches must be completed if not done so already.

**DUE: Friday July 12**

- DCFS and coach activation must be completed every two years
- You will receive an e-mail confirmation when your online forms are submitted
- Complete your volunteer application here: <https://naperville-park-district.sportngin.com/>

Completion of all paperwork on time will assist coaches with achieving good standing, thus ensuring priority registration for the following season

**7/12: Coach Paperwork Due**

# Adding Assistant Coaches?

## Let us know.

- Head coaches must notify NYS staff of any newly recruited assistants
  - Assistants must complete on-line volunteer paperwork
  - The last day to add newly recruited coaches is **September 3**
  - Coaches added after this date will not receive priority registration
- Each team may have one head coach and two assistants per team
- Completion of all paperwork will assist coaches with achieving good standing, thus ensuring priority registration for the following season
- Volunteer paperwork for assistant coaches must be completed and returned before the assistants may participate in any practice or game, and be recognized as a coach in good standing.

# Coach Open House & Equipment Pickup

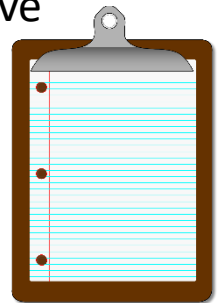
- Wednesday, **August 14** at the Fort Hill Activity Center from **11:30-1:30 & 4:30-6:30**
- Head Coaches pick-up their team packet and equipment bag
  - Head coaches unable to attend can have an assistant coach pick-up the packet and equipment. The head coach's paperwork must be complete in order for the assistant to pick-up the team packet.
- Team Packet includes:
  - Team Roster
  - Accident/Incident Forms
  - Grade Level Rule Highlights
- Assistant coaches are welcome to stop in and speak with soccer staff about any questions they may have, but they do not need to attend.

# Team Rosters: Contact Your Team

- **Head Coaches please contact the players on your team by August 17.**

*Your coordinator will provide you with a sample email with the roster. Include the following information:*

- The time of practice and where to meet. *E.g., By the blue playground slide, sidewalk, etc.*
  - Grade Level Rule Highlights, Rainout and Game Schedule information.
- Remember:
    - Make sure all members of your team receive your communication. If they do not receive your e-mail, please reach out with a phone call.
    - The Park District manages who is on each team. Coaches may not give anyone not on the roster permission to participate on the team or request more/less players
    - You cannot solicit funds from the parents, or require additional equipment other than what is listed in this document.





# What Equipment Do Players Need?


- All players are encouraged to bring their own soccer ball to practice.



## **Ball Sizes:**

- Grades PreK-2: Size 3
- Grades 3-6: Size 4

- The Park District provides a bag of equipment to each team at the Coach Open House.  
Equipment Bag Contains:

- Field cones, 2 balls and first aid kit. 
- PreK-1st will also receive an electronic whistle.

- Players may wear gym shoes or rubber soccer cleats.
- Shin guards are required for games, and highly recommended for practices.
- Street glasses are permitted, but sports goggles are recommended.
- No participation medals or awards are given. Each team is welcome to do their own celebration to commemorate the season.

# Uniform for Games



All players must wear an NYS reversible jersey

- Youth Small through Adult Medium jerseys are available for purchase (\$18) at the Fort Hill Activity Center
  - Play It Again Sports at 931 W 75th St Ste 185, Naperville, IL 60565 also offers a variety of used and new jerseys for purchase. Prices vary.
- Players may wear any color athletic short and soccer socks
  - Shin guards are required and must be covered by soccer socks
  - Goalie Jerseys
    - Each participant should be instructed to bring an alternative colored t-shirt to games to wear as a goalie jersey. Players shouldn't share personal equipment including goalie jerseys.

# Season Information

- The season is 8 weeks of practice with 7 games
- First practice is the week of **August 26**
- First game is **September 7**
- Last game is **October 19 (rain date Oct 26)**
- Games cancelled by the Naperville Park District due to weather or field conditions may be rescheduled to the rain date of October 26, or to another day of the week based on league needs and field availability.



# Rainout Information



- RainoutLine: (630) 883-4242  
[www.napervilleparks.org/cancellations](http://www.napervilleparks.org/cancellations) Sign-up for e-mail/text alerts
- The Naperville Park District monitors game field conditions, and any field closures are communicated through RainoutLine
  - Decisions for weekdays made by 3:00 PM
  - Decisions for Saturdays made by **7:45 AM**

## **Practices = Coaches Decide:**

- Due to the size of Naperville, the District does not cancel practices based on weather. It may be pouring at Arrowhead but blue skies at South Pointe
- Coaches are responsible for making cancellation decisions for practices based on the weather in their area and field grass conditions at their practice location. Soccer staff does not inspect practice areas

## **Games:**

- Soccer staff inspect game fields and make a decision on game playability by **7:45 am**.
  - **Coaches and parents should check the Rainout Line prior to every game regardless of current weather conditions.**
- After **7:35 am**, referees and coaches are responsible for determining field safety and playability at game time.

# First Practice

- **Coaches determine the time of practice.** Please connect with all coaches on your team to decide on a practice time.
  - We are aware that the first week of practices may take place over a school break. Coaches may hold practice that week or may also choose to cancel and hold a double practice the following week.
- Coaches should wear the blue or yellow coach shirt to identify themselves to parents and participants
  - Shirts will be available during equipment pick-up
- Coaches should have a copy of their roster at each practice to assist parents with making sure they are joining the correct group
- Coaches must keep attendance of which participants are at each practice



# Practice Location

- Practices may not take place on any lined soccer game field. Practices may take place in any open grass area.
  - We have many parks with multiple teams practicing each night. Be kind to one another and share the space with others.
  - Please do not “cone off” a large area for your team, preventing others from having a space to practice
  - Goals are not provided at practice locations. Each team is provided 4 tall cones to assist with setting up target practice and small sided scrimmages.

# Practice: Activity Plans

- Choose activities with minimum “waiting” time
- Not all activities need to be done with a soccer ball, especially at the younger ages.
- US Soccer has an APP called MOJO. It will custom create lesson plans for you based on age, and provides videos on how to do each activity. The app is free!
- Additionally, you can access hundreds of free soccer drills and practice plans for your age group at <https://mojo.sport/bestsoccerdrills>

# Coach Clinics

- Coaches interested in learning drills and skills to bring back to their teams are invited to attend a free hands-on coach clinic. Online pre-registration is required. Two different clinics are being offered this spring.
- Register at <https://apm.activecommunities.com/napervilleparks>
- **Saturday, August 24@ Nike Turf Field 1PM-3PM - Hosted by the Chicago Fire**  
Use code 95416 to register
- **Sunday, August 25 @ Fort Hill Activity Center. Hosted by Mike Wiggins of 5 Star Soccer Inc.** Sessions will focus on skills for specific grade levels, however all grades are welcome to attend either session.
  - **PreK - 2<sup>nd</sup>** 9:00am-10:30am use code 95415 to register
  - **3<sup>rd</sup> - 8<sup>th</sup>** 10:30am-12:00pm use code 95414 to register





# Game Information

- Schedules will be posted on the [QuickScores](#) webpage by **August 17**
  - A link to the QuickScores website is available on the NYS Page of the NPD website under Game Schedules  
<https://www.napervilleparks.org/napervilleyouthsoccer>
- You will need to know your team's 5 digit registration code (Team 82341, Team 82342, etc.) to identify your place on the schedule  
*You can find your team code next to your name on the coach contact spreadsheet*
- If you are still unsure of your team number, please ask your coordinator
- Please note some teams may have double headers. If there are double headers in your division you will see “>>>>>>**SCHEDULE CONTAINS DOUBLE HEADERS**<<<<<<<<<<<<” in your division’s schedule information section.

## Games: Make-Ups

Due to the number of participants in the NYS program and the complexity of field scheduling, all games must be played as scheduled.

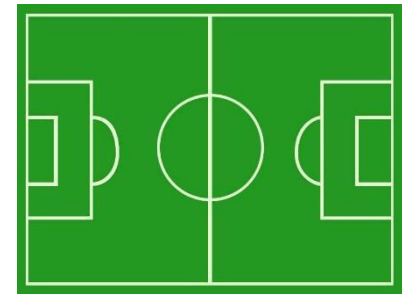
- **No games will be rescheduled due to personal conflicts.**
  - While a field may “appear available”, 450 NYS/NPSL teams and 500+ external teams utilize the fields each season. We simply do not have the field nor staffing capacity to allow teams to reschedule their own games, even those using volunteer referees.
- If a team is unable to field enough players, they may:
  1. Borrow players from the opposing team
  2. Schedule a scrimmage at their practice location and use cones to set-up a field

### Games Cancelled Due to Weather/Field Conditions

- In the event majority of games are cancelled due to weather or fields conditions, games will be rescheduled to the rain date of June 1.
- If majority of the games are played, any cancelled games will be rescheduled to a weeknight.
  - Weeknight games do not have a referee
  - Soccer coordinators will work with both coaches to determine game time and location

## Games: NYS is a Recreational Program

- All players must receive equal playing time
  - Coaches may not restrict a participant's playing time due to missed practices
- Every player must have the opportunity throughout the season to **play each position**
- **Running-up scores is not allowed**
  - Scores and standing are not kept, but are reported to the District by the referees and monitored by the soccer staff
  - If your team is “ahead” by more than 4 goals, modifications must be put in place to even the playing field such as:
    1. Swapping player with the opponent
    2. Only shooting with non-dominant foot
    3. Opponent gets extra player on the field
    4. 5 passes before a goal can be shot



# Games: Rule Highlights

Detailed rules can be found at the [Naperville Youth Soccer webpage](#)

## PreK – 1<sup>st</sup> Grade

- 5 vs. 5
- PreK and K: No goalies
- 1<sup>st</sup> : Goalies (4 field players plus goalie for 5 total players)
- Micro-sized field
- six – 6 minute periods and two minute break between each period
- Free substitutions, but recommended at end of periods
- The opposing team must be behind its own center line until the ball is touched by an offensive player.

## 2<sup>nd</sup>-3<sup>rd</sup> Grade

- 7 vs. 7
- Small size field
- No off-sides
- Substitutions at any stoppage
- Four – 10 minute quarters and 5 minute half time

## 4<sup>th</sup>-6<sup>th</sup> Grade

- 9 vs. 9
- Medium size field
- Off-sides
- Substitutions at any stoppage
- Two-30 minute halves and 5 minute half time

## Games: Coach Positioning

- For the first couple of weeks, coaches may enter the playing field *when the play is stopped* to help with the positioning of the players on: goal kicks, corner kicks and throw-ins. Once play has resumed, the coach should return to their sideline.
  - Coaches should only intervene when absolutely necessary and should make every effort for the participants to have as fluent of a game as possible
- At no time should a coach be running alongside or stepping in front of or moving players while the ball is in play



# Coach/Parent Referees- Prek-1<sup>st</sup>

Using parent referees in the PreK-1st Grade NYS divisions is beneficial to our players, teams and referees:

- Younger teams and players benefit from parental involvement by having a coach from each team on the field to provide direction and support our younger players.
- Enables us to schedule younger referees for games with the older grade levels where they can train with seasoned officials. In turn this has lead to a higher referee retention rate as new referees have the opportunity to gain confidence and experience on the field.

# Coach/Parent Referees- Prek-1<sup>st</sup>

## How does this work?

Each team will provide a volunteer referee for each game. The HOME team provides a ref for periods 1-3 and the AWAY team provides the referee for periods 4-6.

Coaches have found success with implanting a “referee sign-up” in the way teams do a “snack sign-up”.

## Does a coach have to be the one to officiate?

No, anyone over the age of 18 is welcome to officiate the game. Those 12 years and older are welcome to be involved as linesmen.

Each team will be provided with an electronic whistle so that anyone can officiate at the game.

# Referee Information 2<sup>nd</sup>- 6<sup>th</sup> Grade

- **RULE REVIEW:** Prior to the game start, both coaches should meet together with the referee to go over your grade level highlights to make sure you are all on the same page about the rules prior to the game starting.
- In the event a referee does not show up for your game, please text **Official Finders at (331) 276-8548** with your game location, time and field letter.
  - Please have a parent or coach step in to referee the game so that it can be played
  - We will not reschedule a game due to no ref; remember, it is about the recreational experience. Scores and standings are not kept.



Be patient! This is a first job for many of our referees and adults can be intimidating. Keep in mind it is as much of a learning experience for them as it is for the players.



# Referee Philosophy

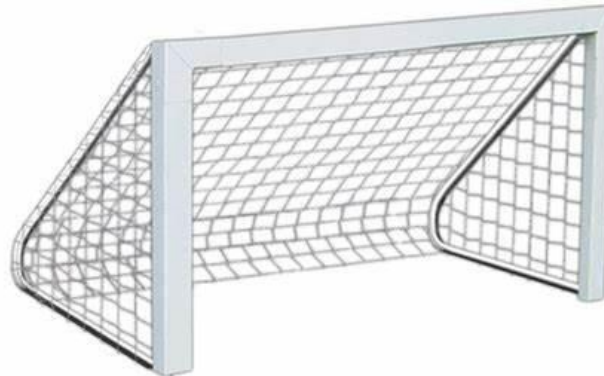
- The overall goal for officiating is that games be played in a SAFE and FUN atmosphere
- Excessive physical play will not be tolerated
- Referees are taking more of an instructional role, especially at grades 2-3
- Officials may take time, where required, to explain their call and demonstrate the correct way or method for the play to proceed
- If at anytime during the season you have an issue or concern with a referee, please contact your coordinator

# Post-Game Survey

- In order to provide crucial details on your game experience, we are requesting that the HOME TEAM complete a quick post-game survey each week. We ask that the surveys be completed by the Monday following your game.
- Coordinators will e-mail the link out after the first game. Its provided for your reference here: <https://fs10.formsite.com/aQmxEa/gxggblgz9f/index>

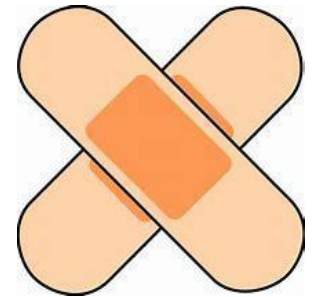
# Goal Safety

- All coaches should inspect the field of play and make sure both goals are anchored properly
  - If a goal is not anchored properly, please contact the program manager right away at 630-995-8927
  - Leave a message with your field location, number and your contact number
- No player or coach should climb or hang from goal frames or nets



# Injury Reports

- If a player or coach is injured during a practice or game, please complete an accident/incident report
  - Forms need to be completed by a coach, not the parent of the injured child
- Do not provide copies or allow anyone to take a picture of the form
  - If someone has a question about the form, please have the contact the Program Manger, Stephanie Ainslie at [sainslie@napervilleparks.org](mailto:sainslie@napervilleparks.org)
- Blank Accident/Incident forms can be found in your coach packet or obtained directly from your coordinator
- Completed forms should be submitted to the Program Manager, Stephanie Ainslie, at [sainslie@napervilleparks.org](mailto:sainslie@napervilleparks.org)



# Equipment Return

- Soccer bags must be returned to the Fort Hill Activity Center at the conclusion of the season
- Bags return will take place **Saturday, October 19** between 10:00AM - 4:00PM
- If the rain date is used, bag return will be **Saturday, October 26**



10/19: Equipment Bag Return & Last Game  
10/26: Rain date for Last Game & Bag return

# Priority Registration Eligibility

As a thank you for volunteering your time and efforts this season, you have the chance to be eligible for priority registration for the following season.

Requirements for good standing are as follows:

- Completion of the required volunteer paperwork
- Adhere to the Coaches' Responsibilities & Code of Conduct ([see p. 25](#))
- Completion and sign-off of the Coach Meeting PowerPoint Training (this document)

# Priority Registration Due Dates

- You will receive priority registration materials via email on **Nov 6**.
- **Reach out to your coordinator ASAP if you do not receive an email and believe you are eligible for priority registration.**
- Priority registration opens online **November 13** at Noon and closes **November 20** at 11:59 pm
- Late registrations will not be accepted
  - Failure to receive the e-mail is not grounds for an exception to the deadline. Put this date on your calendar and keep an eye out for the e-mail!

11/6: Receive Priority registration email  
11/13-20: Priority Registration

# Behavior Code of Conduct / Sportsmanship

- The Naperville Park District has adopted a [Behavior Code of Conduct](#) for all coaches/volunteers, participants and parents.
- Naperville Park District programs are meant to be **positive experiences** where players **at any level and ability can have fun, learn and grow at their own pace**
- Thank your for being a role model to your players and by **Setting a Good Example!**
- Poor behavior from coaches, participants, and/or parents will not be tolerated. If you have concerns regarding the conduct of a coach, participant or parent please contact your soccer coordinator



# Thank You for Volunteering!

Your time and hard work is much appreciated!

You make it possible for each participant to have **FUN** playing soccer, to make new friends, and to have the opportunity to gain a better knowledge, understanding and appreciation of the game

Please contact your soccer coordinator or program manager with any questions

## Next Steps

- [Follow this link to verify you have completed this training](#)

- **Mark your calendar:**

7/12: Coach paperwork due

8/14: Coach Open House

8/26: Practices begin

9/3: Last day to add a coach

9/7: First Game

10/19 or 10/26: Equipment Bag Return

11/6: Priority Registration email arrives