



OREGON CITY SOCCER CLUB (OCSC) Coach Administration Policy Manual

The purpose of this manual is to provide a resource for coaches volunteering in Oregon City Soccer Club (OCSC). This manual will be an overview of the expectations to coach at OCSC. The manual is not intended to detract from the power and effect of the Bylaws and in all matters where there is a conflict, the Bylaws shall prevail. This policy manual is designed to be changed as frequently as is necessary to be an accurate reflection of the way OCSC is managing its coaching operations.

OCSC Mission Statement

The mission of Oregon City Soccer Club is to promote a community-based soccer program to provide development of skills for all levels of play. We strive to encourage integrity, sportsmanship and respect on and off the field, to prepare our young athletes to become good citizens and leaders in our community.

Club Culture and Values

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

- a. **Trustworthiness:** Mean what you say and say what you mean. Follow through on commitments and hold each other accountable to support the Club's mission by being a trustworthy and reliable member.
- b. **Respect:** Having regard for other people and their lives by showing compassion and empathy. We must be respectful of everyone. While OCSC celebrates the individual and club successes, we will always treat others as we wish to be treated. You are responsible for your actions and should be an inspiration to others.
- c. **Responsibility:** Club organization in a manner that provides superior fiscal controls and efficient mission-centered business practices in guiding all club matters. Demonstrating social and environmental responsibility to our community and membership.
- d. **Fairness:** Ensuring fair and considerate interactions with our community-based soccer program that the whole community respects and recognizes.
- e. **Caring:** We care about our families and community on and off the pitch. Always conduct yourself with integrity and grace when interacting with players, parents, opponents, officials and spectators. Members are ambassadors of the Club and game.
- f. **Good Citizenship:** Demonstrate responsible conduct consistent with the standards for good citizenship whether on the field, at school or in the community that reflects well on the club.

TABLE OF CONTENTS

2. COACH ADMINISTRATION	3
a. Coaching in the Recreational Program	3
b. Coach Training	3
c. Coaching During Games.....	3
d. Coach/Parent and Team Communication.....	3
e. Coaches and Social Media Communication	4
f. Coach Considerations with Regards to Medical Emergencies and First Aid	4
g. Coaching Procedures Related to Blood	4
h. Assistant Coaches.....	5
8. REFEREES	5
a. Purpose	5
b. Referee Sign-up.....	5
c. Referee Classes	6

1. Coach Administration

a. Coaching in the Recreational Program

The Board works hard to recruit and register volunteer coaches. All coaches must fill out background checks, complete SafeSport and concussion certifications in order to be confirmed as a team coach. The Head Coach and club's Executive Board reserve the right to refuse coaching assignments to anyone it deems not fit to coach in the program.

The Board will schedule training as necessary for volunteer coaches. Coaches of recreation teams will not be allowed to choose their teams, nor will they be paid for their time coaching their team.

b. Coach Training

In order to provide the best possible coaching experience, the Club provides training opportunities to coaches that include licensing. Ideally every coach would have training through OYSA Grassroots training program for the ages of children they are currently coaching.

OCSC will reimburse for your Grassroots training after completion of your first year of coaching. If you choose to obtain the next level of coaching, we will support you in accruing this training. For questions for reimbursement for any license fees, please contact the board in an email.

Coaches wishing to attend classes that have a cost not automatically covered must contact (email) the board before attending the training to verify it is approved for reimbursement.

c. Coaching During Games

The coaching that occurs during games is something of a matter of style. However, some coaching issues are not flexible:

- a. Coaching will occur from the center line to the top of the penalty box except in younger age games where the coaches serve as referees.
- b. Coaches will not enter the field to assist a player until the referee has called them onto the field.
- c. Coaches will keep all referee and fellow coach contacts at a very high level of professionalism.
- d. Coaches will not allow any persons not on the roster in their bench area.

Generally, the Club prefers coaching during games is refrained from. Coaching points are best made to players on the sideline who are not playing when coming off the field or going onto the field. They will learn most when they make their own decisions based on what they learned in practice.

d. Coach/Parent and Team Communication

It is the responsibility of the coach to ensure each team member is contacted prior to the beginning of the season. This should be completed within 72 hours of receiving the roster at the annual coaches meeting of the given season.

All coaches will have a minimum of one coach parent meeting per season. This meeting should occur shortly after the team is formed. Additional meetings should be scheduled as needed and are

encouraged. Coach/parent meetings provide an excellent way for parents and coaches to communicate if they are properly managed.

Communication with parents is very important at Oregon City Soccer Club. Coaches should inform players and parents the following:

- Goals for the upcoming season
- The coach's philosophy for the team and individuals
- Parent conduct and support expectations
- Tournaments and other team functions, with the greatest possible detail about critical dates.
- Player commitment expectations

Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

Parents should first confer with their coach about concerns wherever possible before contacting the Head Coach, with the expectation of misconduct on the part of the coach. Parents must remember that coaches cannot resolve issues of which they have not been made aware.

e. Coaches and Social Media Communication

OCSC Coaches will not contact with children directly on ANY social media platforms. If a player wants to connect with a coach through social media those children should be directed to "like" or "follow" the club's official social media accounts. Preferred preference is to post any pictures of any child/player on the club's official social media accounts. Coaches will not post any pictures of any child/player on their personal social media pages without written consent from the child/players parents.

f. Coach Considerations with Regards to Medical Emergencies and First Aid

Oregon City Soccer Club strongly encourages all coaches to pursue first aid and CPR training.

- a. In the event of a medical emergency, appropriate action must be taken immediately. Coaches are strongly encouraged to have a phone nearby in order to quickly activate the emergency medical system.
- b. It is recommended that each coach and/or program administrator have a first aid kit on the field at all times. First aid kits will be provided to the coach by the Equipment Manager.
- c. All Medical Release forms must be on the field at all times during practices and games. Make sure that emergency phone numbers are listed.

g. Coaching Procedures Related to Blood

Oregon City Soccer Club requires that coaches act to prevent exposure of players to other player's blood.

- a. The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.
- b. If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.

- c. Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleaches and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.
- d. Referees will not allow a player on the field with a uniform that has at blood on it. It is recommended that extra clothing be carried as precautions. Many referees will allow a t-shirt of the same color as the jersey to be worn should an accident happen.

h. Assistant Coaches

Assistant coaches are responsible for helping head coaches lead their teams. This is done by providing support in a variety of ways, including practice planning, training and game preparation. Expectations for an OCSC assistant coach are as follows:

- a. **Leadership:** As an assistant coach you may not have the same level of authority as the head coach. However, you are expected to demonstrate leadership skills by being a positive role model for the team.
- b. **Teamwork:** Teamwork skills will help you set the tone for the team by working with the head coach to develop a successful strategy for the season. It is critical that the assistant coach and head coach work together on communications, practices, team meetings, team philosophy and team goals to ensure leadership is unified.
- c. **Communication:** The assistant coach is the secondary line of communication for team emails, unless otherwise directed by the head coach. Before communicating with the team, players or parents, the head coach and assistant coach will discuss how they will approach the team regarding changes in schedules, playing time, practice plans etc. to make sure there is no overlap or a disconnect in any outgoing messages.
- d. **Knowledge of the Game:** As the assistant coach, you should have a thorough understanding of the game and be able to support the head coach.
- e. **Sportsmanship:** An assistant coach sets the example for the team on how to accept defeat graciously and be a good sport. It's imperative that all coaching staff model good sportsmanship by congratulating the opposing team, thanking the officials and encouraging players to do their best.

2. Referees

a. Purpose

It is our goal at Oregon City Soccer Club to help support our local teens, especially those who have grown up in the OCSC program by offering local referee classes in order to increase the local referee pool.

b. Referee Sign-up

To become a referee, contact our referee coordinator at – referee@ocsoccerclub.com.

Oregon City youth who are licensed referees can log into [Oregon Soccer Central](#) to locate current referee openings for Oregon City Soccer Club local games.

c. Referee Classes

The Grassroots Referee Courses are offered throughout the year around the state and is the starting point for new referees. The minimum age for referees is 13 years old.

Oregon City Soccer Club hosts one per year in the local area. To find out more about when referee classes are held, contact OYSA at: <https://oregonyouthsoccer.org/referees/>