

POTOMAC HIGHLANDS SOCCER LEAGUE



**COACHES
MANUAL 2023**

Potomac Highlands Soccer League

Coaches Code of Conduct

Be an example of patience and positive spirit

Encourage players to participate for enjoyment of the game and help them to realize that winning is only part of the fun.

Come to games and practices prepared.

Help the players learn that competing fairly and doing one's best is more important than winning.

Encourage parents to applaud and cheer for the good plays of both teams. Never allow negative comments from parents or team members towards other players, coaches or referees.

Remember that children learn by example. Never use drugs, alcohol or tobacco of any kind at sporting events.

NEVER yell at a referee. If you do not agree with a call ask them about it at halftime or after the game to have them explain to you how they saw the play. If persistent yelling of the referee occurs during the game, the referee has the option of removing you from the game and your team can forfeit.

Your example is powerful for better or worse. If you insist on fair play, concentrate on our player's enjoyment of the game and long-term development, and you support the referee, your players and parents will notice. If you criticize harshly, allow players to demonstrate poor sportsmanship or are overly concerned with results, your players and parents will notice that too!

Potomac Highlands Soccer League

Parents Code of Conduct

My family is an extension of our soccer family, and as a result I understand I am expected to do my best to commit to team rules and regulations...

1. I commit to making sure my child arrives to games and practices on time (Games - AT LEAST 15 min ahead of time)
2. I will be sure that my child is properly equipped, sun-protected, hydrated, and fueled for practices and games
3. I will show respect for the referees
4. I will be a role model for my child regarding good sportsmanship, teamwork, and self-worth
5. I am responsible for the behavior of all family members at games and practices
6. I will provide encouragement and support for my child, their teammates, and their coach
7. I will respect the opposing team, coaches, and fans
8. I understand that winning is important to the team, but the primary objective is promoting an environment of growth and learning
9. I will support the coach's message. While I will not agree with the coach at all times, I also understand that contradicting the coach's message is counterproductive
10. I will help my child embrace his/her role, no matter what it is
11. I will refrain from public complaints about coaching and other players with parents
12. I will do everything within my control to make this a positive experience for my child, other players, families, and coaches
13. A player must attend practices unless arranged by the coach in advance to maintain playing time.

I understand that if the above rules of conduct are not followed my child could lose playing time and I or my child may be asked to not participate in the league.

CONCUSSION INITIATIVE

- Per the US Soccer Concussion Initiative, if a player is suspected to have a head injury the referee is instructed to stop play to allow for treatment/evaluation as needed *
- If the player leaves the field of play for additional evaluation, a substitution can be made in that moment
- The player with the suspected head injury may not return to the game unless a Health Care Professional (HCP) or Certified Athletic Trainer (ATC) has cleared the player
- Any coach or parent insisting on returning the player to the game without approved clearance will result in the referee ending the game
- No Heading the ball in the age groups of 12U and below
 - If a player heads the ball in a game
 - Accidental/Not Deliberate
 - Drop ball from spot of offense.
 - Deliberate
 - Indirect free kick awarded to the opposing team from the spot of the offense.
 - Inside the penalty box -indirect free kick should be taken on the goal area line parallel to the goal line at the nearest point to where the infringement occurred.
- Playing up in 15U
 - If a player is playing up in 15U from 12U the referee MUST be notified of their age, as heading the ball is still prohibited to them.
- 15U Practicing Heading
 - Limit to 30 minutes per week with no more than 15-20 headers per player, per week
 - When possible, foam balls should be used for learning how to properly head the ball

* As there is no referee in 4v4, this responsibility falls to the coaches and parents involved

Excellent Video by Abby Wambach on how to properly head the ball:

<https://www.youtube.com/watch?v=6eFt5pgeE9M>

PHSL SOCCER COACHING

Tips for Fun and Effective Practice

#1 KEEP IT FUN – Picture yourself at the grocery store and you're the last person in a 12-person line. Any fun? Same thing for kids. Avoid using long lines in your drill or activities.

Another good practice tip is not to have elimination games in which a player sits if he loses. Instead create a practice that will involve each player to where if there is something that causes a player to lose, then that player will practice and not just be sitting.

#2 HAVE A PLAN – You won't be stumbling for ideas with all those eyes looking at you. You will look more professional. Fold it in half and tuck it in on the side of your waistband for quick access to it. After practice, use it to write that worked well and what you would change. Keep them as records so you know what and when you practiced.

#3 ARRIVE EARLY – Have all your cones laid out for two or three activities. No down time in between drills. No time for kids to get into mischief.

#4 USE SMALL SIDED GAMES – Players will have more opportunity to touch the ball and more opportunity equals more excitement and fun!

#5 HAVE AN ODD NUMBER OF PLAYERS - Use the player as a target player (a player that plays on both teams). This will give you numbers up on either offense or defense. This can be useful to show the team success in a certain area. Or use an extra player as a "ball buddy" to keep players busy.

#6 KEEP IT SIMPLE - Don't use big fancy words.

#7 FAKE IT - If you had a bad day at work and you are not enthusiastic about being at practice then you have to fake it.

#8 DRILL/ACTIVITY NOT WORKING - Don't be afraid to change it or even stop it all together.

PHSL SOCCER COACHING (cont'd)

- Have a good Team Meeting/Kickoff
 - Equipment (Ball size, shin guards, water, sneakers/soccer cleats, etc.)
 - Game & Practice times and locations
 - Parent Expectations
 - See Parent Code of Conduct
 - Player Expectations
 - Good behavior – listen. Nobody talks when coach talks
 - Treat Coach like a Teacher
 - Treat Everyone with Respect (Teammates, Other teams, Referees, etc)
 - Do Your Best (True Success)
- Plan for practices - have an Agenda to keep them busy and engaged
 - Orderly & Appropriate
 - Fun & Challenging (try to coach up to better players if possible)
 - Replicate the Game
 - Competitive
 - Keep them Energized and Active
 - End with a game/scrimmage (apply conditions to stress what was practiced)
- Be patient and have fun.
- Ask questions that make the players think
- Much encouragement & praise
 - Follow all criticism with something they are also doing well.
- Nothing is mandatory. Let them walk away from play if they want
- PRACTICES will not be scheduled within 24 hours of the planned start time (preferably 36 hours)
- FITNESS
 - Coach your kids FITNESS. Includes proper warm-ups, stretching, running, sprinting, back-pedaling, etc. Endurance is key.

COACHING SOCCER AT DIFFERENT LEVELS

(Things players should know/master at each level)

At all levels it is important that you be able to demonstrate the proper form for each of these skills OR have someone who can.

6U

The basics:

“Laces” kick
 “Push” passes
 Receiving the ball
 Dribbling
 Winning/Attacking the Ball
 Defending your goal
 Spreading out

8U

Expand on the basics:

Kicking for distance (cross, corner kick, goal kick, etc.)
 Passing
 One touch & Two touch control
 Ball control – including juggling
 Shielding
 Defending
 Attack Dribbling
 Playing into space
 Communication

10U

Basic soccer tactics & positions:

Keeper Training
 Fullback (defender)
 Midfielder
 Forward
 Cross
 Covering
 Give and Go
 Movement off the ball into space

12U & 15

Expand on skills learned in 10U

COACHING TIPS

- Always, always, always be prepared before you come to practice
- Develop and write down a Practice Plan for EACH and EVERY practice you hold. Keep them for future reference or re-use. It's very helpful to sketch out diagrams, cone layouts, and player movements.
- Focus on only a single theme in each practice session – passing, trapping/receiving, shooting/kicking, or dribbling, etc. if your theme is dribbling and you see a player perform a bad pass, do NOT correct it. It keeps your players focused on what you are teaching.
- Arrive at least 20 minutes early to set up the first few drills/games. Use cones.
- Use assistants. There are always parents who will come to every practice – ask them to help you. They will, they just need to be asked and told what to do.
- NEVER yell at a player. Use encouragement and positive reinforcement. To correct something, ask the player if they know what they did wrong. If they don't know, pose the question to a team-mate. Then demonstrate what they should have done or how they should have done it. Then allow them to perform it correctly.
- If you need help, ask another coach. We are all here to help each other and learn from one another. Keep the number or contact information on hand of your Coaching Coordinator(s) from the PHSL. They are there to help you succeed. We want you to succeed.

HELPFUL LINKS

Massachusetts Youth Soccer

Age group specific Practice Plans

http://www.mayouthsoccer.org/coaches/session_plans/

Soccer Coach Weekly

“How To Coach” Articles

<https://www.soccercoachweekly.net/>

footy4kids

<http://www.footy4kids.co.uk/>

YouTube

All kinds of videos on YouTube. Example searches: “6U Passing Drills”, “how to properly kick a soccer ball”, etc

The 6U Player

Overall development of the 6U player is the same for boys and girls. The game and practices should be focused on having fun with the ball which is viewed as a toy.

In order to make practices run smoothly and be fun, it is important to understand the typical characteristics of the 6 and Under player.

Focused on themselves – Reality to them is based on what they see and feel

Unable to see the world from another's perspective – Everything is in the here and now

Cooling systems are less efficient – Need frequent water breaks

Enjoy playing, not watching – Every player should have a ball in practice

Limited attention span – Keep directions concise and to the point

Effort is performance – If they try hard, they are doing well

Active imaginations – Utilize their imaginations in activities, they will love practice

Look for adult approval – Be encouraging when they say “Coach, look what I can do!”

Unable to think abstractly – Spatial relationships are a mystery

Typically have 2 speeds – Extremely fast and stopped

Usually unaware of game scores – Keep it that way

Fragile psyche – Bruises easily and they need MUCH praise

6U Practices should consist of:

1. The 3 L's – No Lines, No Laps, No Lectures!
 - a. No Lines = every player should have a ball and be active at all times
 - b. No Laps = use TIME OUTS for behavior correction, do not give running laps as a punishment (they love to run)
 - c. No Lectures = when you explain a new exercise keep it short and simple then demonstrate, you will not keep their attention for more than 30 seconds if you are just talking to them
2. 1-hour practice
3. Organized FUN with soccer ball – simple, directional GAMES related to the game of soccer.
4. Set up FUN GAMES and let them go flat out. Don't over-coach.
5. Many short rest periods – water breaks. Their water should be right by the practice field and NOT with mommy/daddy.

Skills needed to Excel beyond 6U

- Dribble the ball with any part of BOTH feet
- Roll soccer ball with bottom/sole of primary foot
- Perform 180 turn without defensive pressure
- Shoot/kick the ball at the goal with any part of primary foot

The 8U Player

The overall development of the 8U player is the same for boys and girls. This is a crucial age for technical skill development.

There are some critical differences from 6U to 8U:

- Attention span is increasing
- Skeletal System is growing. Growth plates are near the joints and injuries should be carefully evaluated. Proper warm-ups and stretching become important.
- Time and Space concepts are starting to develop
- Role Models are beginning to emerge – be a GOOD one!
- Beginning to develop self-concept and body image – like to show off individual skills.
- Need approval from parents and coaches. Negative comments carry great weight and are very destructive.
- Seek social acceptance and want to be liked.

8U Practices should consist of:

1. Provide more Challenge and set up competitive situations. Dribbling races are good, relay races are good, small group competition is good, etc.
2. Proper demonstration of skills and drills is important. If you can't do it, use an older player as a role model and to demonstrate skills, they learn HEAVILY on watching and copying, and THEN experiencing.
3. Practice Plans should have a theme (passing/trapping, kicking/shooting, dribbling, etc.). Apply conditions to the end of practice scrimmage to emphasize the theme (e.g. 2 points for a successful push pass and trap/receipt by team mate).
4. 1.5-hour practice

Skills needed to Excel beyond 8U

- “Shield” the ball under defensive pressure.
- Perform technically correct “push pass” with defensive pressure
- Understand the importance of the first touch and going toward space
- Dribbling – look up and see the field – keeping head up and only “peek” down to feet and ball
- Be exposed to at least 5 “moves” that they can perform slowly with no pressure. Have 1 or 2 favorite moves that they can perform with defensive pressure. Understand the idea that a move is any change in direction or speed. Some basic moves include: half turn, quarter turn, stop and go, stop and turn, scissors, inside cut, outside cut, Cruyff.
- Perform technically correct “laces kick” for power as well as distance in the air.
- Understand the importance of utilizing space and passing the ball to the open man.

Game Types and Field Size by Age Group

6U & 8U

Field Size: 15 x 25 yards (up to 25 x 35)
 Goal Size: 6' wide pop up goal
 Ball Size: 3
 # of Players: 4
 Referee: Two (One Coach from each team)
 Time: 6U: 4 – 8 minute quarters, 3 minutes between quarters, 5 minute halftime
 8U: 4 – 10 minute quarters, 3 minutes between quarters, 5 minute halftime
 # of Practices: 2 per week Maximum

10U

Field Size: 35 x 55 yards (with build out line) (up to 45 x 65)
 Goal Size: 6' X 12'
 Ball Size: 4
 # of Players: 7 (6 + goalkeeper)
 Referee: One referee + 2 linesman (if available, one from each team)
 Offside: Yes
 Time: 4 – 12.5 minute quarters, 3 minutes between quarters, 10 minute halftime
 # of Practices: 2 per week Maximum

12U

Field Size: 45 x 70 yards (up to 55 x 80)
 Goal Size: 6-1/2' X 18'
 Ball Size: 4
 # of Players: 9 (8 + goalkeeper)
 Referee: One referee + 2 linesman (if available, one from each team)
 Offside: Yes
 Time: 4 – 15 minute quarters, 3 minutes between quarters, 10 minute halftime
 # of Practices: 3 per week Maximum

15U

Field Size: 60 x 100 yards (up to 65 x 120)
 Goal Size: 8' x 24'
 Ball Size: 5
 # of Players: 11 (10 + goalkeeper)
 Referee: One referee + 2 linesman (if available, one from each team)
 Offside: Yes
 Time: 4 – 20 minute quarters, 3 minutes between quarters, 10 minute halftime
 # of Practices: 3 per week Maximum

*** SEE FIELD DIAGRAM SECTION FOR LAYOUTS ***

6U & 8U SMALL SIDED SOCCER RULES

- If one team does not have enough players to make a full 4v4 team, the opposing team will have players flip their jersey and they will play for the opposing team. To make it fair, switch the “flipped” player at the end of each quarter.
- Substitutions
 - Unlimited – can occur at any stoppage
- Every player will play a MINIMUM of 50% of the time in each game.
- Each quarter is begun with a kick-off from mid field. Alternating teams with each kick-off
- After half-time teams switch sides of the same field.
- No offside
- No Heading the Ball
 - See Concussion Initiative Section
- Balls going out of play (over the goal line or touch lines) are played “in” as an indirect kick. No throw-ins. Balls last touched by a defender that go out over the goal line will result in a corner kick and balls last touched by an offensive player that go out over the goal line will result in a goal kick at the top of the arc
- Goals CANNOT be scored directly from a kick-off, kick-in, indirect kick, or drop kick.
- Defending teams must be at least 15 feet from the ball on all restarts, except for drop kicks and when NO-ENTER-ARC makes this impossible. In the latter case, the defense is permitted a wall on the arc, but the kick needs not be delayed to prepare for this.
- The kicker has 5 seconds to kick the ball once the ball is properly placed for any restart the penalty for delay of game is an indirect free kick.
- Dead Balls inside the NO-ENTER-ARC (rolls to a stop inside the NO-ENTER-ARC)
 - Play is stopped and the referee retrieves the ball and does one of the following depending on who last touched it.
 - Attacking team last to touch the ball - goal kick for the defending team by placing the ball at the top of the NO-ENTER-ARC
 - Defending team last to touch the ball – corner kick for the attacking team

6U & 8U SMALL SIDED SOCCER RULES (cont'd)

- All infringement of rules will result in an indirect free-kick with the exception of those indicated below:
 - **Direct free kick** for deliberate handballs, repetitious attempts to “kill the clock,” dangerous slide tackling, and violent or intentional fouls.
 - **Entering the NO-ENTER-ARC:** an indirect free-kick is awarded at point 10 feet out roughly perpendicular to where the defender intentionally enters the zone, if the ball is not touched inside the arc. If a defender intentionally touches the ball while it is in the NO- ENTER-ARC to prevent a goal opportunity, a direct penalty kick from the mid-field is granted. A goal kick is awarded to the defense if an attacker intentionally enters the arc, whether or not the ball is touched.

10U STANDARDS OF PLAY

- 7v7 – 6 in the field and 1 goalkeeper
 - Game may not start or continue if there are less than 5 players on the field
- Substitutions
 - Unlimited – can occur at any stoppage and once the referee has been notified
- Every player will play a MINIMUM of 50% of the time in each game.
- All players will play EVERY position on the field during the season for at least HALF of one game. The only exception is the goal keeper, if a player does not feel comfortable playing as a goal keeper they should not be placed in that position.
- Build Out Line (BOL)
 - Equidistant between penalty area and halfway line
 - When Goal Keeper has the ball in hands
 - Opposing team must move behind the BOL until the ball is put into play (when the ball leaves the penalty area)
 - Once opposing team is behind the BOL, the goalkeeper can pass, throw or roll the ball into play
 - After the ball is put into play by the goalkeeper, the opposing team can cross the BOL and play resumes
 - Goal Kick
 - Opposing team must move behind the BOL and may not cross the BOL until the ball has left the penalty area
 - Practical Applications
 - Promotes playing the ball out of the back in a less pressured setting
 - Ideally, goalkeeper will wait to put the ball into play once all opponents are past the build out line
 - However, goalkeeper can put the ball into play sooner but he or she does so accepting the positioning of the opponents and the consequences of how play resumes
 - Coaches and referees should be mindful of any intentional delays caused by opponents not retreating in a timely manner or encroaching over the BOL prior to the ball being put into play.
- No Heading the Ball - See Concussion Initiative Section
- NO punts or drop kicks by the goalkeeper
 - If punt or drop kick occurs – indirect free kick awarded on the goal area line parallel to the goal line at the nearest point to where infringement occurred.
- Offside Modified Rule
 - BOL denotes where offside can be called.
 - Players CANNOT be penalized for an offside offense between the halfway line and the build out line
 - Players CAN be penalized for an offside offense between the build out line and goal line.

- Coaches will stay within the Coach/Team Box and not impede with play of the game
- When Short on Players or Need Substitutes
 - Can pull players from 8U – need parent and that player’s coach approval
 - Cannot pull players from other 10U teams

12U STANDARDS OF PLAY

- 9v9 – 8 in the field and 1 goalkeeper
 - Game may not start or continue if there are less than 6 players on the field
- Substitutions
 - Unlimited – can occur at any stoppage and once the referee has been notified
- Every player will play a MINIMUM of 50% of the time in each game.
- All players will play EVERY position on the field during the season for at least HALF of one game. The only exception is the goal keeper, if a player does not feel comfortable playing as a goal keeper they should not be placed in that position.
- No Heading the Ball - see Concussion Initiative Section
- Coaches will stay within the Coach/Team Box and not impede with play of the game
- When Short on Players or Need Substitutes
 - Can pull players from 10U – need parent and that player’s coach approval
 - Cannot pull players from other 12U teams

15U STANDARDS OF PLAY

- 11v11 – 10 in the field and 1 goalkeeper
 - Game may not start or continue if there are less than 8 players on a team
- Substitutions
 - Unlimited – Can occur at any stoppage under the following procedure:
 - Team who has control of the ball (ie taking a throw-in, goal kick, free kick, etc)
 - Notify Referee that a substitution is requested
 - Both teams may substitute. The team that did not initiate the substitution must be ready to make a substitution at the time one is requested by opposing team
 - Team who does NOT control the ball
 - May only make a substitution when the opposing team requests one
- Every player should play a MINIMUM of 25% of the time in each game.
- Coaches will stay within the Coach/Team Box and not impede with play of the game
- When Short on Players or Need Substitutes
 - Can pull players from 12U – need parent and that player’s coach approval
 - Cannot pull players from other 15U teams

Standard Laws of the Game – 10U, 12U, 15U

Law 4 – Player’s Equipment

Law 8 – Start and Restart of Play

Law 9 – Ball In and Out of Play

Law 10 – Method of Scoring

Law 11 – Offside**

Law 12 – Fouls and Misconduct*

**10U – BOL used as offside indicator

Law 13 – Free Kicks

Law 14 – Penalty Kick

Law 15 – Throw-in

Law 16 – Goal Kick

Law 17 – Corner Kick

*Heading rules for 12U and below

ADDITIONAL RULES AND POLICIES

1. PLAYING UP DURING THE SEASON (not assigned age group)

- A Player may play up ONE age division during the season as long as there is an understanding between the player, the player's guardian(s), the player's assigned coach, and the coach of the team that the player will be playing up on.
- The Player who is playing up will NOT take away significant playing time from a player in the age division in which they are playing.
 - If the older team has enough players to make a full team, the player playing up should be there in a support role to give the assigned players a break as a substitute.
 - The player playing up is NOT required to play the minimum time requirement of the age group in which they are playing.
- The Player's assigned team's practices and games will take priority over the team they will be playing up on.
- The Player will not be required to have the same uniform as the team for which they are playing. They need to wear a jersey that makes them identifiable as being on that team.
- The Player will not exceed the Maximum number of weekly practices for their assigned age group.
 - For example: 10U Player playing up on a 12U team. The 10U Player has 2 scheduled practices in one week on their assigned team. After attending those practices they have reached their Maximum allowed practices for the week.

2. Maximum Allowed Substitutes on Game Day – a team will not have more than the number of players allowed on the field plus FOUR on game day unless all the substitutes are comprised by assigned players on that team. (Note: “assigned player” is a player that is on the official league roster for the team in question)

- Examples
 - 10U Team (7 players allowed on the field) – Team has 11 assigned players and all show on Game Day. The team has 4 assigned player substitutes and all assigned players are allowed to play. No additional substitutes allowed.
 - 12U Team (9 players allowed on the field) – Team has 12 assigned players and all show on Game Day. The team has 3 assigned player substitutes and is allowed to have 1 additional player play up on the team for the game.
 - 15U Team (11 players allowed on the field) – Team has 16 assigned players and all show on Game Day. The team has 5 assigned player substitutes and all assigned players are allowed to play. No additional substitutes allowed.

ADDITIONAL RULES AND POLICIES (cont'd)

3. TIME KEEPER For Games – ALL AGE GROUPS

- The Home team designates ONE person as the Time Keeper for that game. The Time Keeper cannot be a coach of the Home team.
- The Time Keeper is to keep a running clock for the game, and should know how long each quarter lasts
- The Clock will start when the referee blows the whistle at the start of each quarter
- The Clock will stop upon the referee's signal (crossing their arms in an "X"). This will occur on an injury, prolonged delay in restart, or any other situation where the referee deems necessary. The clock does not stop when a goal is scored.
- When the time has run to zero for the quarter the Time Keeper will notify the referee by yelling or some other predetermined signal. When time is up play stops immediately, and the ball is dead. If the ball is going toward the goal, and not fully across the goal line it is not allowed to continue toward the goal.

4. Season Standing's Calculation

- 10U, 12U, and 15U Only
- Used to rank teams in their age groups and to seed teams at the end of year competitions.
- Point System
 - Win – 3 points
 - Tie – 1 point
 - Loss – 0 points
- End of Season Tie in points
 - First Tie Breaker – Head to Head
 - Second Tie Breaker – Goal differential, higher total breaks the tie
 - Third Tie Breaker – coin flip

5. Drafting Teams – 10U, 12U, and 15U only – Areas that have deemed there to be enough kids in an age group to have more than 1 team will follow the following draft rules:

- Draft will be held at a date and time that will allow the most # of coaches to attend
- Draft will be administered by one of the Area Representatives from that area, not an officer. An officer may be present if it is thought that draft rules clarifications may be needed.
- Draft Procedure
 - Some agreed to method of determining who will go first will be used to determine draft order (ie coin flip, name out of hat, etc)
 - Coaches child(ren) will be placed on their team first.
 - If the number of players is not even after coaches child(ren) placed, following the draft order players are picked until the number of players are even on each team.
 - Players are then picked one at a time in the predetermined draft order.
 - Exception – when a player is picked that has a sibling that sibling (and any others) are then placed immediately on that team.

- Special requests do not have to be honored when picking players. If a coach sees that Player A has requested to play with Player B, they may make the announcement when picking Player A that the request is present and intend on picking Player B in the next round.
- At any time at the end of a round and there is an uneven number of players on the teams (ie siblings placed), following the draft order players are picked until the number of players are even on each team.
- Teams do not have to have an equal number of players based on age or gender
- Once draft is complete, the teams are set for the season

6. Schedule

- Once the schedule is released, there shall be a two week window for edits of the game schedule. No additional changes will be made after the two week period. If a team cannot field enough players or coaches, they will forfeit the game. If extenuating circumstances arise, they will be evaluated by the board. Any change in this case will need an 80% majority approval by the board.

7. Game cancellations/postponements

- PHSL will follow the West Virginia Soccer Association's recommendations for delays or cancellations of games due to weather. Only area representative can cancel games due to weather.

BASIC RULES OF SOCCER

1. Referees

- **6U & 8U**
 - Coaches will referee; coaches are to work together to both coach and referee a fair game
- **10U, 12U, & 15U**
 - Counties will work to supply a referee for each game. If no referee is available, coaches should first ask parents and bystanders for a volunteer. If no one volunteers, then one or both coaches may referee. Coaches should not only officiate, but coach and encourage BOTH teams during the game. There will, however, only be one referee per field so decide who it will be.
 - Linesman – volunteers from parents or bystanders, one from each team. The referee should verify from the linesman whether they understand the offside rule before allowing the linesman to call offside. If they are not comfortable with the linesman calling offside or if no linesman present, the referee will explain to the coaches that they will do their best to call offside, but it is not guaranteed and will not put self in position to be able to call it every time.

2. Kick off

- A kick off takes place at the start of each quarter and after each goal scored. The kickoff is taken at the center field mark. Teams line up on their half of the field, with the non-kickoff team outside the center circle. The kickoff can be played in any direction by one player who can't touch the ball a second time until after another player has touched the ball. The non-kickoff team may not enter the center circle until after the ball is touched the first time.
- The kick off is considered a DIRECT kick.

3. Ball out of play

- The ball is out of play when it is COMPLETELY over the goal line or sideline (touchline) either on the ground or in the air.

4. Throw in

- When the ball is deemed to have gone out of play across the sideline the opposing team is awarded a throw in
- Proper throw in
 - Both feet must be on the ground when the ball is thrown, both hands must throw the ball, and the ball must come from directly behind the head.
- Improper throw in
 - If referee deems that an improper throw in has occurred the opposing team is awarded a throw in from the same spot
- Opponent must be 2yds away from the throw
- Goal keeper cannot receive a throw in with their hands.

5. Goal Kick

- When the ball is deemed to have gone out of play across the end line having been last touched by the attacking team.

- Ball is placed along the top of the goal box
- The ball is considered live as soon as it is kicked. The ball DOES NOT have to leave the penalty area before being touched by a player on the team taking the kick or the opposing team. Opposing team players must still be outside the penalty box (or behind the build out line at the 10U age level)

6. Corner Kick

- When the ball is deemed to have gone out of play across the end line having been last touched by the defending team.
- The kick is taken from the corner of the side it went out on and is a direct kick
- Opposing team must be at least 10 yds away from the ball when it is kicked

7. Player's equipment

- Shin guards are mandatory. Shin guards go under the sock and must be completely covered by the sock. No jewelry. Cleats are not mandatory, but recommended at 10U+ levels. No other sports cleats where there is a front spike are permitted. If a player does have a cleat with a front spike it may be cut off and then the cleat is safe to be worn in play.

8. No handling the ball

- Handling the ball involves a deliberate act of a player making contact with the ball with the hand or arm. The following must be considered:
 - the movement of the hand towards the ball (not the ball toward the hand)
 - the distance between the opponent and the ball (unexpected ball)
 - If a player moves their arm to protect a part of the body it is NOT an infringement. General rule is, if the arm is in contact with the body AND if arm was removed it would have hit a part of the body this is NOT an infringement of the handling rule.
 - the position of the hand does not necessarily mean that there is an infringement
 - touching the ball with an object held in the hand (clothing, shin guard, etc) is an infringement
 - hitting the ball with a thrown object (boot, shin guard, etc) is an infringement
- Parts of the body subject to the handling rule are both the hands and the arms, extending from the tips of the fingers to the articulation of the shoulder.
- In order for a violation to have occurred, the Referee must have seen the contact and must have judged the contact was intentional (deliberate).
- Referee uses the following general criteria to determine if the contact with the ball was intentional:
 - If the player moved his hand or arm to the ball; or,
 - If the player had sufficient reaction time to move his hand or arm out of the way of the flight of the ball and failed to do so; or
 - If the player makes themselves bigger by moving their arms outward.
- If contact determined unintentional - play allowed to continue
- If contact determined intentional – play is stopped and a direct kick is awarded. If foul occurs inside the penalty area by the defending team a penalty kick is awarded

9. Off Side

- Offside Position
 - Player IS in an Offside Position if:
 - Player is past midfield (build out line if appropriate) AND
 - Nearer to the goal line than the second to last opponent AND
 - Closer to the goal line than the ball.
- Offence
 - Player must be deemed in an offside position, at the moment the ball touches or is played by one of his team, by the referee to be involved in active play by:
 - Interfering with play OR
 - Interfering with an opponent OR
 - Gaining an advantage by being in that position
- No Offence
 - No offside offence if a player receives the ball directly from: a goal kick, a throw-in, a corner kick
- Infringements and sanctions
 - In event of offence, the referee awards an indirect free kick to the opposing team to be taken from the place where the player was deemed offside touches the ball.

10. Direct Free Kick

- When awarded the ball is placed at the spot of the foul.
 - Referee signals by raising their arm and pointing towards the goal of the offending team
 - The team taking the kick may shoot directly on goal.
 - The opposing team must back up 10yds from the ball.
 - Ball enters the goal
 - Kicked directly into the team's own goal, a corner kick is awarded to the opposing team.
- Direct Free Kick is awarded when a player commits any of the following 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, tackles an opponent, holds an opponent, spits at an opponent, handles the ball deliberately
 - Any foul that involves contact

11. Penalty Kick

- Awarded if any of the criteria is met for a direct free kick is met by a player inside their own penalty area, irrespective of the position of the ball, provided it is in play.
- Player taking the kick places the ball on the spot.
- All other players must be outside the penalty box and the penalty arc.
- Goalie must have at least one foot on the line until the ball is kicked.
- The ball may be kicked after the referee blows their whistle.

12. Indirect Free Kick

- When awarded the ball is placed at the spot of the foul.
 - Referee signals by raising their arm above their head. Maintains their arm in that position until the kick has been taken and the ball has touched another player or goes out of play.
 - A goal can only be scored if the ball subsequently touches another player before it enters the goal.
 - The opposing team must back up 10yds from the ball.
 - Ball enters the goal
 - Kicked directly into opponents' goal, goal kick awarded
 - Kicked directly into team's own goal, a corner kick awarded to the opposing team
- Indirect Free Kick is awarded to the opposing team if a goalkeeper, inside their own penalty area, commits any of the following offences:
 - Controls the ball with their hands for more than six seconds before releasing it from their possession, touches the ball again with their hands after they have released it from their possession and before it has touched another player, touches the ball with their hands after it has either been deliberately kicked to him by a team-mate or received directly from a throw-in taken by a team-mate.
- Indirect Free Kick is award to the opposing team if, deemed by the referee, a player:
 - Plays in a dangerous manner, impedes the progress of an opponent, prevents the goal keeper from releasing the ball from their hands, commits any other offence not already mentioned above for which play is stopped to caution or send off a player.

13. Ceremonial Free Kick

- Team asks for the referee to give 10yds. The team not kicking the ball is not required to have time to set up.

14. Yellow Card

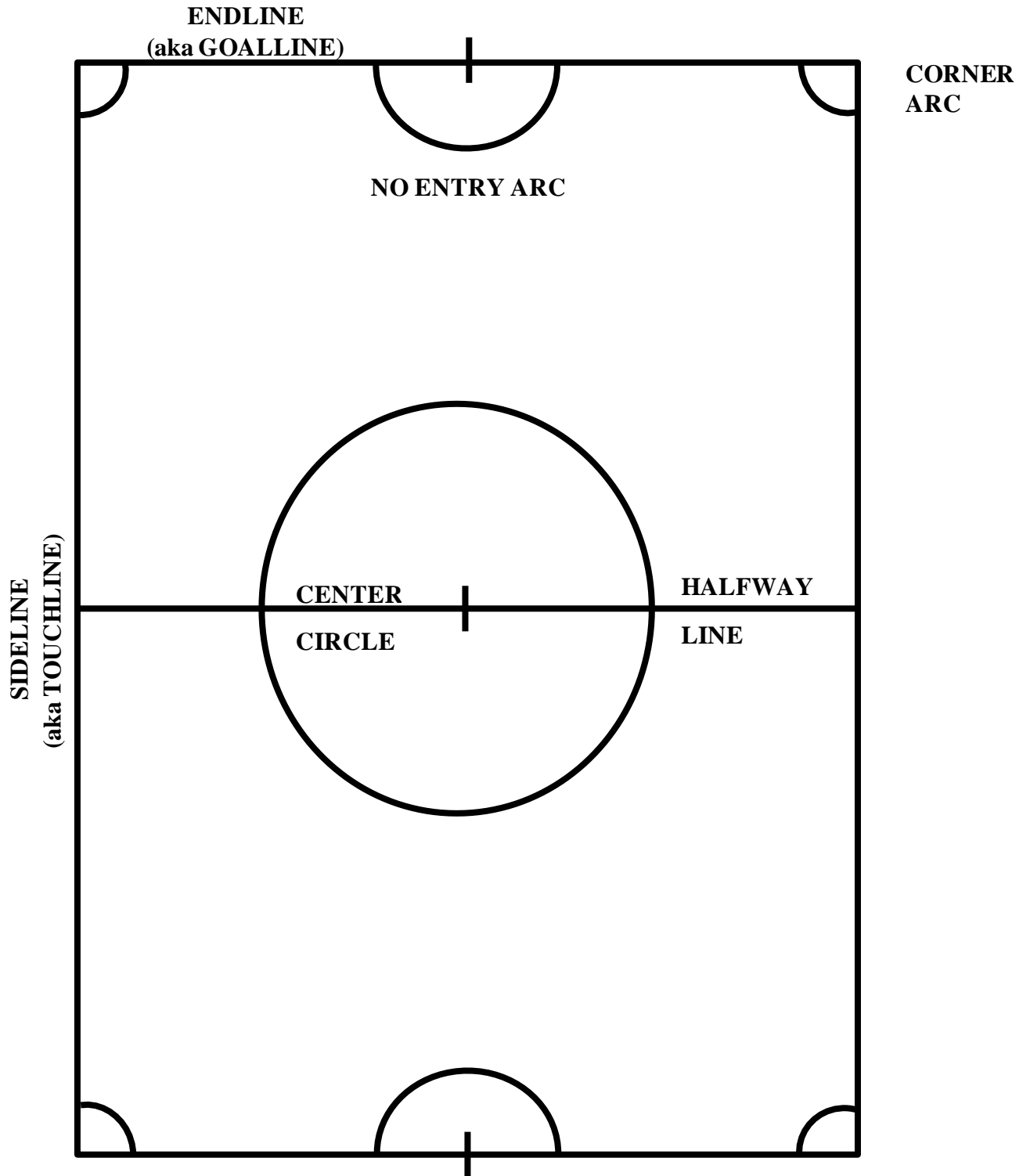
- Offences that could lead to a player being cautioned with a YELLOW CARD:
 - Unsporting behavior
 - Commits one of the six offences that incur a direct kick in a reckless manner
 - Removes the shirt or covers their head with their shirt
 - Dissent by word or action
 - Delaying the restart of play
 - Persistent infringement
 - Fails to respect required distance when play is restarted with a corner kick, free kick or throw-in
 - Enters or re-enters the field of play without referee's permission
 - Deliberately leaves the field of play without referee's permission
- Hot Head Rule - Player cautioned with a yellow card will be required to leave the field for 5 minutes. That player's team may substitute immediately.

15. Red Card

- Offences that could lead to a player to be sent off and show a RED CARD:
 - Guilty of serious foul play
 - Guilt of violent conduct
 - Spits at an opponent or any other person
 - Denies the opposing team a goal or obvious goal scoring opportunity by deliberately handling the ball (excluding the goal keeper inside their penalty area)
 - Denies the opposing team an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or penalty kick
 - EXCEPTION: If the offence occurs inside the penalty area a YELLOW CARD will be given. The player committing the foul MUST make a play at the ball and cannot be holding/pushing/pulling while committing the foul.
 - Uses offensive or insulting or abusive language and/or gestures
 - Receives a second caution in the same match
- Once the red card is given the player must leave the field immediately. They should sit at their own team's technical area
- The player's team may not substitute for that player and must play with the number less than what is equal to the number player's shown red card.

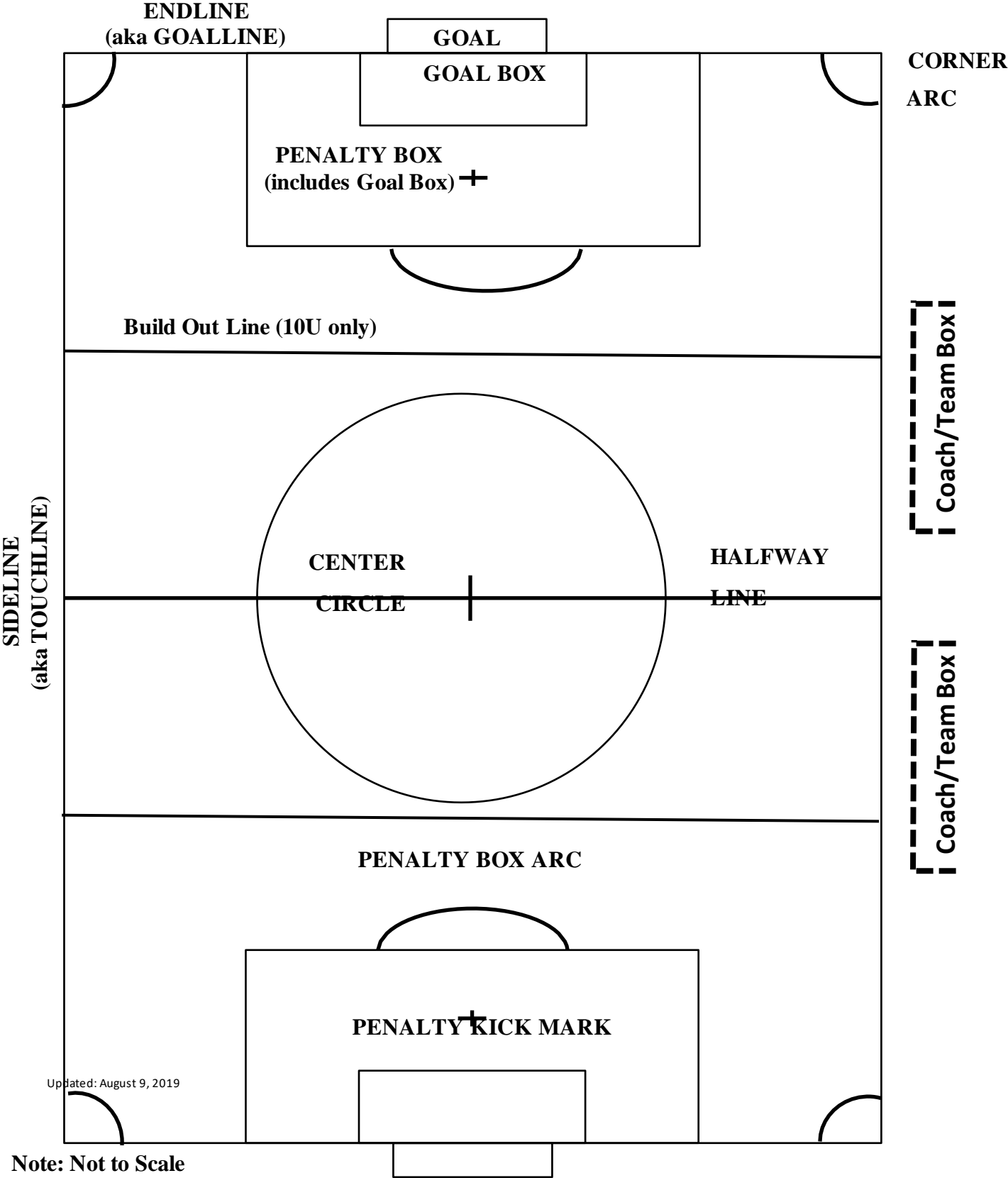
FIELD DIAGRAM

6U & 8U



FIELD DIAGRAM

10U, 12U, & 15U



GLOSSARY

Advantage – law permitting a referee to recognize a foul, but not call it and allow the game to continue if they feel it is in the best interest of the player who was fouled

Center Line – the halfway line drawn across the center of the field

Corner Kick – a direct free kick taken from the corner due to the defending team playing the ball out of play across the end line

Cross – when a ball comes across the field from a sideline

Direct Free Kick - a free kick that can be shot on goal without the ball being touched by another player

Dribbling – using touches with your feet to control the ball

Far Post – goal post furthest from the ball

Forwards or Frontline – forwards play closest to the opponent's goal, which is the goal guarded by the opposing goal keeper.

Fullbacks – defenders who play closest to their goal (which is the goal their goal keeper defends).

Goal Kick – taken by the defending team when the ball goes over the goal line and was last touched by an offensive player.

End Line/ Goal Line – boundary line at each end of the field where the goals are located

Hand Ball - the INTENTIONAL use of the hands by a field player.

Indirect Free Kick - free kick that cannot score without first being touched by another player after it is kicked.

Midfielders - play between the forwards and the fullbacks

Marking - the defensive concept of guarding another player

Offside – when a player is deemed to be in an offside position and interferes with the play. See “Off Side” in the “Basic Rules of Soccer” section.

One Touch - pass or shoot on the first touch of the ball

Push Pass – a pass using the side of your foot keeping the ball close to the ground

Shielding – a technique where the player with the ball positions his body between the ball and the defender

Trapping - the technique of receiving a ball from the air to the ground and then bringing it under control to put the ball back in to play



Risk Management / Background Check Submission

Concussion Management Course

All WVSA members that are required to undergo background checks must complete an online Concussion Management Course offered free by US Youth Soccer/CDC or NFHS and will be required to upload a copy of your Certificate showing that you have completed the course during the Risk Management Registration. To complete the course and receive your certificate go to: [HEADS UP to Youth Sports | HEADS UP | CDC Injury Center](#) or [NFHS Learn | Interscholastic Education, Made Easy](#), you will need create an account for whichever one you choose.

Once complete, upload it to your registration. If you have an old certificate on file, click on it and in the upper right-hand corner there is a delete button to delete the old one so you can upload the new!

West Virginia Soccer Abuse Prevention Training for Adults (SafeSport)

West Virginia Soccer is aware of several program options for awareness/prevention training of sexual abuse. West Virginia Soccer supports the SafeSport Act by requiring all persons identified under this policy to take the program provided by the U.S. Center for SafeSport.

Sports Connect Specific SafeSport URL

Click link or copy and paste into your browser

<https://safesporttrained.org?KeyName=tsVWe36Xa6PS3b5NzOug>

Existing Users - You have previously taken any SafeSport training (see required refresher courses below)

1. Visit SafeSport using the Sports Connect specific URL shared above, Click Login from the upper right of the screen.
2. Choose Forgot Password and enter your email address or your SafeSport username and then click Reset Password.
3. If your email address is on file, you will receive an email with a link to reset your password and access your account.

New Users – You are new to SafeSport training

1. Visit SafeSport using the Sports Connect specific URL, shared above.
This URL instantly tags the user with “Stack” and allows us to receive the user’s course results.
2. Use the Sign-up form to create a new account.
3. New Users need to do the 90-minute SafeSport Trained Core



KEEP YOUR USERNAME AND PW!!!!!!

Set aside up to 90 minutes for the initial training course. Upon completion your certificate will automatically be uploaded to your Registration if you used the **EXACT** personal info on both (name, address), however, save certificate to computer in case, and then upload it.



*****I do not have access to this to upload it for you, you can log back in and upload it yourself if it does not automatically upload!**

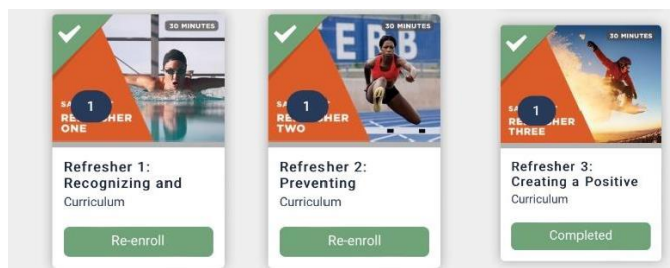
Refresher Course(s) for Adults

In addition to the initial training, a refresher course is required on an annual basis effective the calendar year following the completion of the initial training, you will use the same log in and pw that you used above to complete these courses.

Annual Refresher West Virginia Soccer Abuse Prevention Training for Adults

West Virginia Soccer currently requires all Adults who are required to take the initial U.S. Center for SafeSport course to take the U.S. Center for SafeSport's official refresher course.

Refresher course is required on an annual basis to be completed by December 31 of the year following the year the initial course and subsequent refresher course was taken. Set aside up to 30 minutes to take the refresher course.



Example: If an Adult takes their initial course during 2019, they must complete their annual refresher no later than December 31, 2020. They may take the refresher anytime between January 1 and December 31 of 2020, no need to wait till a year expires

This is important as West Virginia Soccer requires all risk management credential requirements to not expire during the soccer year (September to August). Adults will be able to take their annual refresher courses anytime to be ready to receive their credentials, assuming all other requirements are met, by the end of August.

To begin your Risk Management Registration, go to: <https://wvsa-rm.affinitysoccer.com/reg/index.asp>

*****MAKE SURE YOU ARE USING** <https://wvsa-rm.affinitysoccer.com/reg/index.asp> (you may need to log out of the club site completely and when typing in the above URL, make sure it does not autofill the CLUBs!)

Click on the Registration tab at the upper right to begin

IMPORTANT: You must use the legal name and the email address you use when conducting your WV Soccer Adult Registration.



Login or Create New Account

Select registration type(s) ?	Returning users, please login. ?
<p>Select a season: *</p> <p>Fall 2016-2017 ▼</p> <p>Select registration type(s): *</p> <p><input checked="" type="checkbox"/> Risk Management Registration</p> <p><small>* are required fields</small></p>	<p><i>Remember to select a season & registration type before logging in!</i></p> <p>Enter Username*</p> <p>Nyabgctest</p> <p>Enter Password*</p> <p>••••••••</p> <p>Forgot Username or Password?</p> <p>Login</p> <p>Don't have an Account?</p> <p>Create New Account</p>

Your information will appear

Click Continue

Traducir en Español

Add Family Member >> Create Registration >> Accept ELA >> Make Payment >> Print Form

Account Primary Contact

Name: Tonya Schlegel
Address:
Phone:
Email:

To switch the primary contact, please click [Switch Primary](#).

Please add all your missing family members who need to be registered now or later. All added Name, DOB, Emails cannot be altered during online registration. If parents have different contact info, click Edit to change the info. Once all members are added, then Click Continue and go to Create Registration page.

Add All Your Family Members To Be Registered

If there is no family member to be added, please click continue.

Add New Player Add New Parent/Guardian Continue >>

Name	IDNum	DOB	Gender	Relationship	Edit
Tonya Schlegel	72851-780818		F	No Relationship	Edit

Click Register as Coach/Admin

Traducir en Español

Add Family Member >> Create Registration >> Accept ELA >> Make Payment >> Print Form

Register Only Members Who Participate This Season (Fall 2016-2017) ?

Name	ID Num	DOB	Relationship	Registration
Tonya Schlegel	72851-780818		No Relationship	Register as Coach/Admin

If you would like to add additional family members please click the back button.

<< Back

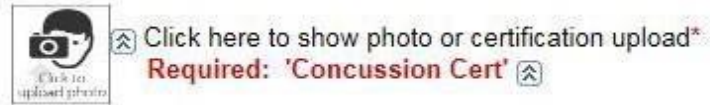
Please register at least one family member above to Continue.

Select Play Level: Risk Management

A message will come up that the Concussion Certificate is Required; click on the 'click here' to go to the upload screen.

The screenshot shows a web application titled "West Virginia Soccer Association Risk Management". A modal window titled "Register Tonya Schlegel as Admin" is open. Inside the modal, the user's name "Tonya Schlegel" is displayed. Below it, a "Select Play Level" section shows "Play Level*" with a dropdown menu set to "Risk Management". A "Personal Information" section contains fields for "First Name*" (Tonya), "Initial" (empty), "Last Name*" (Schlegel), and "Suffix" (dropdown). At the bottom, there is a camera icon with the text "Click to upload photo" and a link "Click here to show photo or certification upload*" with a red note "Required: 'Concussion Cert'". The background shows a sidebar with "Logout", "n Español", "Form", and "min" buttons, and a "Continue." button.

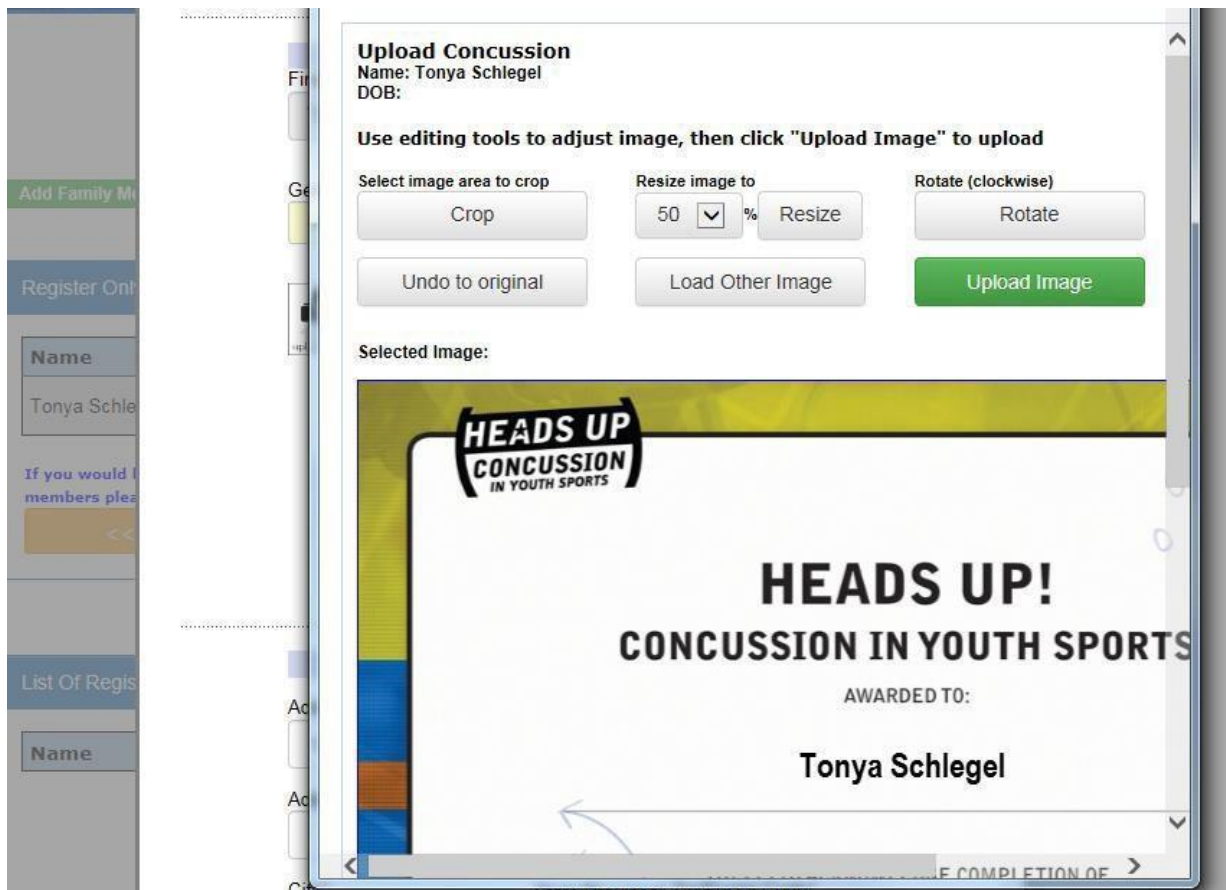
Click on the Click to upload concussion cert. icon to upload your certificate.



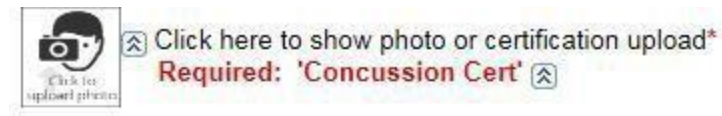
Click Browse to find your certificate where it is saved on your computer.



Once you have located and selected the certificate click Upload Image



The system will display a small image of your certificate



*****Upload your SafeSport Certificate here if needed!**

Complete all required fields

Enter the issue date of your Concussion Certificate

Select Which League or Club you are affiliated

with Click Save & Next Page

A screenshot of a web registration form. On the left is a sidebar with a "List Of Regis" header and a "Name" input field. The main form area is titled "League & Club Detail Additional Information". It contains two required fields: "What is the issue date of your Heads Up Concussion Cert? (MM/DD/YYYY)*" with a text input showing "08/01/2016", and "Which League or Club are you affiliated with?*" with a dropdown menu showing "Affinity Empire Demo Club --- (SID#7727973)". Below these fields are three buttons: "Save & Register Another" (blue), "Save & Next Page" (green), and "Cancel" (orange). At the bottom left, there are footnotes: "*Required" and "** Just One Required". On the right side of the form, there is a vertical sidebar with a "ve" button and a question mark icon.

Check off the I accept checkbox to agree to all Waivers (ELA – Electronic Legal Agreements)

West Virginia Soccer Association Risk Management



AFFINITY
SPORTS

Traducir en Español

Add Family Member >> Create Registration >> **Accept ELA >>** Make Payment >> Print Form

Accept ELA

1 of 7 Coaches - Asst Coaches - Mgrs 3.10

☐ I Accept

3.10 YOUTH CONTRACTS AND RELEASES 3.10.1 No coach, assistant coach, trainer or team representative may practice or play with any player that does not appear on his current WVSA roster if he is not considered to be a free agent by current WVSA rules and regulations, unless permission is granted by the player's club. (Note: the above does not include indoor soccer. (11/94)) Unregistered players may not participate in any manner. (11/93) 3.10.2 Any player desiring to be free of his contractual obligations before the end of the seasonal year (September 1 through August 31) must obtain a written release from the club with which he is currently registered. Any player requesting and failing to receive said release within seventy-two hours may request his release directly from his playing association, who must render a decision within seventy-two hours. The member association's decision may be appealed directly to West Virginia Soccer Association to be acted upon immediately. 3.10.3 Before any person may discuss joining a team with a player or the player's representative or answer questions they must inquire if the player is presently rostered to any other team. If the player is rostered to another team then there can be no communication with the player until permission is given, in writing, by the players present club or a release has been obtained on a PTS form or through the WVSA online registration system. 3.10.4 No coach, assistant coach, trainer, team representative, registered player or parent may approach any player to leave his present team or club without the express written consent of the present club. Persons denied such permission may appeal to West Virginia Soccer Association. 3.10.6 Complaints of violations of section 3.10.3.10.6.1 If the complaint is inter-association then the complaint will follow

2 of 7 Coaches Code of Ethics

☐ I Accept

West Virginia Soccer Association CODE OF ETHICS FOR COACHES Coaching a team of young athletes for a West Virginia Soccer Association affiliated club or the Olympic Development Program is a high privilege that carries with it great responsibility. A coach should always demonstrate the highest ethical character and should serve as a role model for the players on his or her team. A coach must always remember the influence that he or she has over young athletes. The game is for the players. If at any time West Virginia Soccer Association shall determine that a coach has failed to fulfill these expectations and standards, that shall be cause to discipline, suspend, or remove the coach. 1. Soccer is the players' game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players. A coach should never place winning above character or good treatment of athletes. While striving to win, a coach should deal honestly and fairly with players with regard to team selection and playing time, while remaining free to make decisions based on the best interests of the team as a whole. 2. Coaches bear responsibility for teaching their players to strive for success while playing fairly with the highest levels of sportsmanship, observing the laws and the spirit of the game. 3. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same. 4. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise. 5. In both victory and defeat, the behavior of a coach shall model grace, dignity and composure. 6. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, West Virginia Soccer Association, US Youth Soccer.

Then click the Agree & Continue button

7 of 7 Risk Mgt disclaimer

☐ I Accept

It is the intent of U.S. Youth Soccer to deny certification to any person who has been convicted of a crime of violence or of a crime against a person. In applying for a U.S. Youth Soccer position, the information which I have furnished as part of this registration is subject to verification, which will include a criminal history check. This disclosure statement must be updated every year. I, the parent/guardian of the registrant, a minor, or adult registrant of legal age, agree that I and the registrant will abide by the rules of the West Virginia Soccer Association, its affiliated organizations and sponsors. I understand that my position with West Virginia Soccer Association or any of its members is contingent upon my truthful completion and WVSA's or any of its members' review of this form. I authorize and understand that West Virginia Soccer Association or any of its members will conduct a background check and may obtain a background report and that I may be requested to provide a set of fingerprints. I understand that I may be immediately discharged for any misrepresentation or material omission on this form. I understand that pending arrest or closed arrest is not an automatic bar to consideration of my application, but it is the intent of West Virginia Soccer Association or any of its members to deny a position to any person who has been convicted of an offense that West Virginia Soccer Association or a West Virginia Soccer Association member determines disqualifies that person from providing services to West Virginia Soccer Association or a West Virginia Soccer Association member. I understand that West Virginia Soccer Association or any of its members will take into account the nature of the offense, the date of the offense and the relationship between the offense and the position for which I am applying.

Your First Name* **Your Last Name***

Tonya Schlegel

<< Back Print Agree & Continue >>

Click on the “No payment due, Continue” button

The screenshot shows the 'Make Payment' section of the West Virginia Soccer Association Risk Management portal. At the top, there is a navigation bar with the text 'West Virginia Soccer Association Risk Management' and the WVSA logo. To the right is the 'AFFINITY SPORTS' logo. Below the navigation bar is a button labeled 'Traducir en Español'. A green navigation bar contains links: 'Add Family Member >>', 'Create Registration >>', 'Accept ELA >>', 'Make Payment >>', and 'Print Form'. The 'Make Payment' section has a blue header. Below it is a dark grey box labeled 'Registration Fee'. To the left of the main content area is a vertical label 'Items Ordered'. The main content area displays 'No items in order.' Below this is a 'Payment Method*' dropdown menu with 'Choose One' selected and a 'Continue >>' button. A red message states: 'No fee due: Please make sure a fee is not needed and click the Continue button below.' At the bottom is a large green button labeled 'No Payment due, Continue >>'.


Click the Submit Background Check button. You will be taken to a page to enter your SSN# and finalize your submission.

***IF YOU DO NOT GET THE PAGE TO ENTER YOUR SS# YOU ARE LOGGED INTO YOUR CLUB URL AND NOT WVSA RM URL! MAKE SURE YOU ARE USING <http://wvsa-rm.affinitysoccer.com>, (you may need to log out of the club site completely and when typing in the above URL, make sure it does not autofill the CLUBs!)

The screenshot shows the 'Print Form' page. It has a blue header with the text 'Print Form'. The main content area contains a paragraph: 'West Virginia Soccer Association has partnered with the background check company JD Palatine to run Risk Management. In order to process your background check your Social Security must be provided to JD Palatine. Please click the Background Check Submission button below to submit your Social Security number for processing. Your Risk Management application is not finalized until this is completed.' Below the text is a large green button labeled 'Submit Background Check'. At the bottom is a blue button labeled 'Print Receipts & Forms'.

Enter your SSN# and click Submit BGC. Click Submit only once.

West Virginia Soccer Association Risk Management



LogoutAFFINITY SPORTS

Background Checking

Please make sure the person you submit to background check has correct name, DOB.
You will be charged for every submit even if the name or DOB is incorrect.

Please only submit one time, your order status will be pending.

Person to be checked:					
Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Schlegel	Tonya				

Enter admin's SSN: * Required


JD Palatine

Submit BGC

Background Checking Results				
Detail	Product	Who Submitted	Date Submitted	OrderID

A message will come up confirming you wish to submit. Click OK

Message from webpage



Please submit only once. A fee is associated with each submission. Your order status will remain as "Pending" until the background check company reviews your submission. Are you sure?

OKCancel

The process is now complete, and you can click Logout at the top of the page or close the browser. Your order status (the status of your background check) will remain pending until it is reviewed by the background check company, this can take approximately 24 hours.

Background Checking has been successfully submitted.

Background Checking Results				
Detail	Product	Who Submitted	Date Submitted	OrderID
<div>Order ID:</div> <div>ORDER STATUS: PENDING</div>	JD Palatine	Tonya Schlegel	08/08/2016	

If you run into any issues with this process, please email phsoccerleague@gmail.com or contact your area representative. All Coaches and Assistant Coaches need to complete these steps in order to help on the sidelines during a game.