
RECREATIONAL PROGRAM COACH GUIDEBOOK



Last Updated: May 2016

Table of Contents

1	Head Coach Responsibilities	2
2	Register as Coach/Background Check/Fingerprinting	2
3	Coaches Meeting	3
4	PCA Meeting – Coaches	3
5	Practices and Games	3
6	Coordinating Volunteer Roles	3
7	Financial Contributions from Employers	5
8	Age Group Coordinators	5
9	Uniforms	5
10	Practice Equipment and Game Balls	5
11	Parade.....	6
12	Banner	6
13	Pictures	6
14	Home Team.....	6
15	Tournaments.....	6
16	Referees	7
17	Trophies	7
18	Goalkeeper Training.....	7
19	Game Fields	7
20	Additional Resources	8

Rage Recreational/Flight Coach

Thank you so much for volunteering your time to perform this very important role for your team. Without volunteers like you the Rage would not be able to provide such a wonderful soccer experience for over 1600 players. This guidebook is designed to help you get up to speed and save you time searching for answers. Good luck and thank you again for volunteering your time.

1 Head Coach Responsibilities

The Head Coach is a big role. You are responsible for several things and it's important to understand this going into the position. Below are the primary responsibilities of the Head Coach role. This guidebook will go over each area in more detail.

- Register as Coach / Background check / Fingerprinting
- Identify and provide background check information for an Assistant Coach (up to two)
- Attend the annual Coaches Meeting
- Attend Coach's PCA Meeting
- Manage Practices and Games
- Coordinating Volunteer Roles
 - Uniforms
 - Parade
 - Banner
 - Pictures
 - Trophies
- Communication with AGC (Age Group Coordinator)
- Tournaments (U10 and up) **OPTIONAL**

2 Register as Coach/Background Check/Fingerprinting

Prior to stepping on the field to coach any/all coaches must complete a mandatory background check and get fingerprinted. Once complete, the fingerprinting is good for 30+ years and not needed again to coach with Rage.

- **Register as a Coach:** visit the following link to register as a team administrator/coach (must be done yearly, even if background check was completed in a previous year).

<http://calnorth.org/register-online-to-coach/>

NOTE: If fingerprinting is required, please make sure to print out all forms at the end of the coach registration process.

- **Background Check / Fingerprinting:** can be done at any LiveScan location, but Rage has an account with PostNet. Please remember to bring your paperwork with you (printed at the end of the background check process).

<http://calnorth.org/required-live-scan/>

3 Coaches Meeting

The annual Rec/Flight Coaches Meeting is held in the latter half of July. This is the kick-off event for the Fall Recreational and Flight season. The season runs from August through mid-November. At this meeting the Coaches will receive the following:

- Important information and dates for the upcoming season
- Team Roster
- Coaching Gear
- Sign up for practice days/times
 - U8 and below – Please use any neighborhood park. These are typically first come- first serve and cannot be reserved. A list of neighborhood parks can be found here: <http://ptownlife.org/play/parks>
 - U9 and above – sign up with Rec Director at the meeting OR just use a neighborhood park.

4 PCA Meeting – Coaches

Pleasanton Rage partners with Positive Coaching Alliance (PCA) in order to provide the best possible environment for all of its players and coaches. Each coach is required to attend at least one PCA meeting prior to coaching for Rage. Dates and times are posted on the rage website and discussed at the annual coaches meeting in July.

5 Practices and Games

PRACTICES: Each coach is responsible for setting up his/her practice days and times and communication this with the team. It is recommended that the younger players (U8 and younger) only practice once a week for about 1 hour. As players get older practices can move to twice a week and last a bit longer. Please use your best judgement once meeting your team and evaluating their attention span, ability, and enthusiasm over the first few weeks. Each group of kids is different and should be treated as such.

GAMES: Game schedules are created and posted on the Rage website in mid-late August by the Rage Office. **NOTE:** If you coach more than 1 team (Rage or BUSC) please email your AGC and let them know the names of the teams you coach, and their age groups immediately. Rage will make every effort not to have conflicting game schedules for those coaches. Please make sure each team has an assistant coach in the event that conflicts are unavoidable.

6 Coordinating Volunteer Roles

There are several Volunteer Roles that need to be filled by the team parents. It is highly recommended that this is communicated as soon as possible. The roles and their descriptions can be found in the following table. It is best if every player's parent(s) take at least one role. Some will have more than one role as the time commitments vary. You may also elect to recruit a Team Manager to coordinate volunteer roles and manage communications.

Team Volunteer Role Chart

Team Role	Description of Role	Parent Name	Player Name
Uniform Coordinator	Responsible for picking up uniforms from AGC, getting names on back if team chooses to do so, and distributing to team.		
Snack Scheduler	Mainly for younger teams and optional. Parent organizes a snack schedule for games.		
Banner	Responsible for managing the making or ordering of the banner and bringing it to games.		
Picture Day Coordinator	Provides picture day information to parents. Picks up and distributes pictures when ready.		
Parade Costumes	Organizes costumes for parade.		
Kick-a-Thon Coordinator	Provides parents with Kick-a-Thon information.		
Trophy Coordinator	Responsible for getting names on trophies if team chooses to do so and then picking them up from Crown Trophy when ready. AGC's will inform teams when trophies are ready.		
End of Season Party	Organizes end of season team party.		
Treasurer	Collects money from parents at beginning of season for names on jerseys, banner, end of year party, etc. Distributes money as needed.		

7 Financial Contributions from Employers

Volunteering is an important part of a team's success. Many people don't realize that Rage is non-profit and that some companies will provide non-profits with grants for their employee's volunteer hours. Companies that will provide financial grants to the initiative in recognition of volunteer time by employees include: Chevron, GAP, eBay, AAA, Macy's, and Bank of America. Other companies may offer similar programs so check with your employer to find out if they offer this or any other kind of "matching" benefits. In addition to volunteer grants many companies offer a dollar for dollar match if you donate to a non-profit. Encourage team parents to ask their employer if they will match any donation which is 100% tax deductible. Companies like Adobe, Chevron, Aetna, PG&E, Wells Fargo, The Gap, Kaiser, Toyota, and AT&T are matching donors. These contributions can bring in thousands of dollars for our organization!

8 Age Group Coordinators

Each age group will have its own Age Group Coordinator (AGC) who manages the group and relays pertinent information to the teams in the group. This person will be your main point of contact with Rage so please make sure to get to know your AGC and develop a good relationship with him/her. They should be the first person you email with questions regarding the program. If they do not have an answer they will refer you to someone at the Rage Office who can help. Communication with your AGC can be done here: <http://pleasantonrage.org/recreational/age-group-coordinators/>.

9 Uniforms

Uniforms are purchased and distributed through SoccerPro in Dublin. They will be picked up and distributed by your AGC. If you have questions or problems regarding uniforms, please do NOT go directly to SoccerPro – instead contact your AGC who will engage with SoccerPro on your behalf.

JERSEY NAMES: It is optional to have player names added to the backs of the jerseys. All Star Sports in Pleasanton is the most common local vendor used for this.

10 Practice Equipment and Game Balls

PRACTICE EQUIPMENT:

U7 and below: Coach's kit and PUGG goals – distributed at Coaches Meeting

U8 and above: \$25 voucher at All-Star Sports (see section 10 for contact info)

GAME BALLS:

Once these arrive in August they will be distributed to coaches by their AGC.

NOTE: For rules (field size, ball size, etc.) by age group please visit the following link:
<http://pleasantonrage.org/recreational/game-rules/>

11 Parade

Each year in the early morning of the Saturday of the first games, Rage and BUSC partner together and host the “Opening Day Soccer Parade.” This is a Pleasanton tradition that dates well back into the early 1970’s. It is a great chance for teams to dress up in costumes representing their team names and show their team and city spirit while they parade down Main Street before the first games of the year. The event is always fun and a great way to kick-off the soccer season!

12 Banner

Team banners are optional. Banners can either be made by parents and players using biodegradable materials (preferred) or purchased. Some companies now offer recyclable banner options.

13 Pictures

Pictures are currently scheduled in mid-late September with a make-up day for teams who cannot make that day. Picture schedule and ordering information will be posted on the Rage website. Once pictures are processed each team will be notified and pictures will be available for pick-up on a Saturday at Donlon Elementary School. Should your team miss the pick-up day, please contact the photography company directly to arrange pick-up.

14 Home Team

The Home team wears Orange and is listed first on the game schedules.

U7 and below: Home team brings PUGG Goals

15 Tournaments

Recreational and Rage Flight teams can participate in tournaments from the U10 age group and up. It is entirely up to each coach and team to apply, pay for, and attend a tournament. Tournament weekends are typically the last weekend of each month. A list of tournaments can be found here:

<http://cysanorth.affinitysoccer.com/sanctionedtour/publiclist.aspx>.

Search “recreational tournaments.”

NOTE: If you do decide to attend a tournament please contact Rage Club Admin Tamie Shadle (tamie@pleasantonrage.org) as soon as possible to process the proper required paperwork and reschedule your league game(s) for that weekend if necessary.

16 Referees

U8 and Below: Coaches are referees. Each team should officiate ½ of the game.

U9/U10 Recreational: Parent volunteers. At least one parent from each team is required to take the Grade 9 referee course and is certified to referee games. Rage pays for the Grade 9 course fee.

U10 Flight and up: Referees assigned by the PSRA (Pleasanton Soccer Referee Association).

NOTE: If you have any parents or siblings (12 and up) interested in becoming a referee please have them visit the referee website (www.psra.org). Most clubs in our area do not have enough game officials and refereeing is a fun and rewarding way to be involved in the sport. Please consider helping to fill this important role and check the Rage website for more referee information at www.pleasantonrage.org/referees/referee-home-page

17 Trophies

U6-U9: participation trophies

U10 and up in-house league: 1st and 2nd place = trophies / 3rd place = medals

U16 & U19 Rec traveling house leagues: varies based on playing league

NOTE: Player names on trophies are optional and are arranged and paid for by the teams. Please contact your AGC for details.

18 Goalkeeper Training

Rage provides GK training for all recreational teams U10 and up. Two GK from each team can attend weekly. AGC's will let the coaches know the schedule. This typically runs from mid/end of August to the end of October.

19 Game Fields

Local games are played on fields managed by Pleasanton City Parks and Pleasanton United School District. Please note that Rage supports all rules imposed by those organizations for use of the fields.

Visit the Rage website for a complete list of game fields: <http://pleasantonrage.org/fields/>

20 Additional Resources

Live Scan Background Check:

PostNet

www.postnet.com/pleasanton-ca112

2843 Hopyard Road, Pleasanton, CA 94588

925-461-9838

Uniforms, Gear:

Soccer Pro

www.soccerproinc.com/#!/dublin/cwn4

6635 Dublin Blvd. STE F, Dublin, CA 94568

(925) 803-4435

Jersey Names, Team Banners, Gear:

All Star Sports

www.buyallstarsports.com

3037 Hopyard Rd Ste A, Pleasanton, CA 94588

925-846-7928

Team Pictures:

Studio One Photography

www.studio1experience.com

6515 Sierra Lane, Dublin, CA 94568

925-361-0430

Parent Meeting Agenda Sample:

1. Welcome and Introductions
2. Coaching Philosophy
 - Our team values
 - Dealing with mistakes in competition
 - Policy on playing time (each player plays at least half a game)
3. Goals and Hopes for the Season
 - Every player will enjoy the year and want to play next year
 - Every player's skills and knowledge of the sport will improve
 - Every player will feel comfortable trying new things, and even making mistakes
4. Role of Parents
 - Provide support for all players on all teams
 - Respect the Game and everyone involved – players, coaches, referees
 - Cheer and encourage without instruction – no parent 'coaching' during games

5. Logistics and Rules

- Practice schedule
- Game schedule
- Picture Day
- Banner
- Equipment, ball, water, shin guards under socks
- Spectators should not be on the team sideline at Rage vs Rage games
- NO JEWELRY – Medic Alert is the only exception
- Parade
- Uniform
- Field/rainout phone number (925)931-5360

6. Volunteer Positions

- Uniform
- Picture Day
- Snack
- Treasurer
- Parade
- Trophies
- Banner
- Kick-a-Thon
- Referees (U9/U10 Rec)
- End of Season Party