



EDINBURGH PRIMARY SCHOOLS SOCCER 7'S PROGRAMME

INFORMATION FOR PLAYERS, HEAD TEACHERS, TEACHERS
COACHES & PARENTS

RULES, GUIDELINES & ETHOS

Season 2013/14



CHILDREN AND FAMILIES



LIVE IT PLAY IT LOVE IT

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Introduction

The Edinburgh Primary Schools Soccer 7's Programme is committed towards providing opportunities for children to participate in football in an environment that fosters Fair Play, equality, participation and player and coach development.

The objectives of the children's programme are to:

- Promote the small-sided game for boys and girls in line with Children and Families Department, physical education policies and by the Scottish Football Association, Football Development Department.
- Provide an inclusive over exclusive approach to participants within the programme
- Provide a clear pathway for players, coaches and member schools to develop along from P4 to P7 years and on to youth football.

This booklet is produced as part of the Edinburgh Primary Schools Soccer 7's Programme strategy to ensure that you have an awareness and knowledge of the aims, ethos, code of conduct and match rules.

The Aims

The aim of the programme is as follows:

- To encourage the participation in and enjoyment of childrens' football for all, irrespective of race, colour, or religion.
- To promote the ethos of co-operation, respect for others, loyalty, self-discipline and the need for teamwork.
- To develop the skills and fitness of young people playing football, irrespective of ability, through a modified game.
- To provide a positive developmental environment for children to play football.
- To promote sportsmanship and fair play in young footballers.
- To foster personal responsibility by all players coaches and parents.

The Edinburgh Primary Schools Soccer 7's Programme shall endeavour to promote these values and will work closely with any other organisations that have similar aims.

The Season

Boys/Girls Football

The season normally commences in late August, early September, running through to May/June and allowing for a break during the winter months of December, January and February.

Each season concludes with fun festivals usually held at Wardie Playing Fields for all the individual age groups involved in the programme. Special mixed P4/5 & P6/7 festivals are also arranged. Festivals are normally held in May/June.

Girls Only Football

Both boys and girls are encouraged to play together in the main part of the programme although there is additional provision for Girls Only Football. This programme is overseen by Bill Stobie from Forthview Primary School and he can be contacted on 0131 332 2468.

7-a-Side

The City of Edinburgh Children and Families Department fully supports the modified 7-a-side game for children of primary school age. Small-sided games are designed to meet the needs of children between five and twelve years. These games are the preferred method of training by professional players and are the most appropriate way of acquiring skills and developing young players.

'All research into how young people learn about sport, confirms that the well-being of the child, and the good of the game, are served best by use of modified games, and a sensible approach to competition.

Appropriate sizes of goalposts, ball, and playing field, allied to simple rules and tactics, allow for improved development within the game.

Too often, the focus within children's football has been the result of a game. An ethos which promotes fun and learning and measures success in terms of enjoyment as well as the fostering of skill development, is more likely to interest and motivate a young player and enhance his/her progress.

Small-sided games, soccer sevens and four-a-side, offer children an exciting challenge, enhance development and help promote our national game.' **(SFA Small Sided Games - 1998)**

Code of Conduct

One of the key elements crucial to the success of the Primary Schools Soccer 7's Programme fixtures and festivals is the conduct of players, coaches, adults and others associated with the teams. Players are accustomed to playing in a non-threatening environment so therefore it is essential that there is no complacency. Schools are instructed to ensure that all individuals associated with their teams are aware of the high expectations of the programme in terms of personal conduct.

This association is about the education of all players, coaches and adults in football development. Please be patient.

Adult Code of Conduct

DO

- Be patient and supportive.
- Highlight good play from both teams.
- Emphasise good behaviour.
- Exercise self-control when a goal is scored or lost
- Let the players make their own decisions thus avoiding 'running commentaries.'
- Encourage all players on an individual basis.
- Ensure that instructions come only from the coaching staff and not from other parents or adults on the touch-line
- Ask parents/adults to stand back from the touch-line during games

DO NOT

- Emphasise results.
- Criticise mistakes.
- Complain about the referee.
- Use technical terms when issuing instruction.

Player Code of Conduct

DO

- Have fun.
- Shake hands before and after the game.
- Use your skills.
- Play fairly and encourage your team-mates.
- Behave well at all times.
- Accept the decisions of the Supervisor.

DO NOT

- Make fun of your opponents.
- Argue with the match supervisor.
- Criticise other players when they make a mistake.
- Use bad language on team-mates or opponents.
- Be un-sporting when you celebrate goals.

The Rules

Rules for Soccer 7's should be kept to a minimum. The following rules should be promoted actively by all players, coaches and parents involved in the Primary Schools Soccer 7's programme.

Soccer Sevens (nine to twelve years)

1. The Field of Play

Recommended

The field of play shall be 36 to 45 metres wide and 55 to 65 metres long

Goalposts should be no more than 4.9 metres x 1.8 metres (16ft by 6ft)

2. The Ball

A size 4 ball should be used.

3. The Number of Players

Teams will comprise 6 outfield players plus a goalkeeper. Team squads may consist of up to 10 players with rolling substitutions used throughout the match. Players who have been substituted may return to the field of play as often as necessary. All team members should receive equal playing time where possible. In the event of an obvious mismatch, the weaker team, as jointly agreed by the respective team leaders, may field an extra player.

4. The Players' Equipment

All players must wear shin-guards

Metal studs are suitable for grass fields only

Players must wear the appropriate clothing dependant on weather

Glasses may be worn provided they have safety frames and lenses

5. The Referee

A match supervisor shall be either a school official or an adult approved by both sides and will not be allowed to coach either team.

6. Assistant Referees

Assistant referees are not required.

7. Duration of the Game

Recommendation

At age groups P4 and P5 the duration of the game shall be 2 periods of 20 minutes with a 5 minute interval. Matches should be organised on a festival basis or as weekly fixtures and shall be trophy free.

Festival format may require some flexibility in timing depending on the venue and booking times.

Alternative

At age groups P4 and P5 the duration of the game may be 3 periods of 15 minutes with 5 minute intervals. Matches should be organised on a festival basis or as weekly fixtures and shall be trophy free. Festival format may require some flexibility in timing depending on the venue and booking times.

Recommendation

At age groups P6 and P7 the duration of the game shall be 2 periods of 25 minutes with a 5 minute interval. Matches should be organised on a festival basis or as weekly fixtures and shall be trophy free.

Festival format may require some flexibility in timing depending on the venue and booking times.

Alternative

At age groups P6 and P7 the duration of the game may be 3 periods of 15 minutes with 5 minute intervals. Matches should be organised on a festival basis or as weekly fixtures and shall be trophy free.

Festival format may require some flexibility in timing depending on the venue and booking times.

Flexibility should prevail. The team leaders have joint discretion to alter this in the event of poor weather conditions, pitch conditions or an obvious mismatch.

8. The Start and Restart of Play

On scoring a goal, the team that scores will retreat to the halfway line.

The team conceding the goal will restart the game with a kick-off at the centre of the pitch. Opponents should be 6 metres away from the ball.

9. The Ball in and out of Play

Normal rules apply (please refer to www.scottishfa.co.uk).

10. The Method of Scoring

Normal rules apply (please refer to www.scottishfa.co.uk).

11. Offside

There is no offside rule.

The Retreating Line

For age group P4 and P5 there will be a 13 metre retreating area. When the goalkeeper has the ball in his/her hands, the opposing team must retreat behind the retreating area (marked by cones, flat markers, poles or the match supervisor can be used to make a line) until the ball has been played to a member of his team. No player from the opposition is allowed into the retreating area until the outfield player has touched the ball.

For age groups P6 and P7 there will be no retreating area

12. Fouls and Misconduct

Normal rules apply except in relation to a deliberate pass to the goalkeeper, commonly known as the 'pass back' (please refer to www.scottishfa.co.uk).

Pass Back

For age groups P4 and P5 the deliberate pass to the goalkeeper does not apply.

For age groups P6 and P7 the deliberate pass to the goalkeeper does apply (please refer to www.scottishfa.co.uk).

13. Free Kicks

Normal rules apply (please refer to www.scottishfa.co.uk).

14. The Penalty Kick

Normal rules apply (please refer to www.scottishfa.co.uk).

15. The Throw In

Age groups P4 and P5 should use kick-ins. In the event of the ball going out of play, a kick-in will be awarded. At all kick-ins all opposition players must be 6 metres from the ball. Coaches should encourage short passing from a kick in. Players cannot score from a kick in.

Age groups P6 and P7 should take throw-ins. In the event of the ball going out of play, a throw-in will be awarded.

16. The Goal Kick

Normal rules apply (please refer to www.scottishfa.co.uk).

17. The Corner Kick

Normal rules apply (please refer to www.scottishfa.co.uk).

General

Team coaches will stand on the same side of the field. Parents should stand on the opposite side of the pitch behind a marked area, for example, cones, pitch tapes etc.

Depending on the venue parents should be encouraged to stand a distance away from the pitch, to only encourage players and to uphold fair play.

Team coaches should encourage the rotation of players to experience different positions on the pitch.

Goalkeepers should also be encouraged to pass or throw the ball to a team mate rather than just kick from hand.

It is recommended, time permitting, that matches will finish with every player taking a penalty kick.

At the end of every game, team coaches should encourage both teams to shake hands with each other and the officials.

Match Day Routines

Fixtures

Team coaches are asked to ensure that the following procedures are followed for all Edinburgh Primary School Soccer 7's games:

- Contact your opponents and SFA/City of Edinburgh Council Football Development Officer in plenty of time if you cannot fulfil a fixture. (Contact details are included at the end of this document.) **All leaders from the HOME team should contact their opposition a minimum of 4 days (Tuesday) prior to the match-day to ensure evenly matched teams where possible and that teams are able to fulfil the fixture.**
- Teams playing at Children and Families venues such as Warriston, Wardie, Meggetland, Duddingston Playing Fields and Colinton Mains Park should, where possible, have their players arrive stripped and ready to play to ease congestion in the changing areas
- All teams should arrive at the venue in good time in order to set out the pitch and help with the set up of goalposts. Teams are responsible for 1 goal each and should note that action will be taken against teams and schools who persistently do not assist with the set up of goals. At the end of a session where no further fixtures are to be played on your pitch ensure all equipment is properly dismantled stored neatly and that changing facilities are cleared. **Ensure all securing pins are returned.**
- **Team leaders have the responsibility of ensuring that all portable goals are firmly anchored using the pins supplied for this purpose. Games should not commence if goals are not appropriately secured. Safety First!**
- Inspect pitch and remove hazardous objects.
- Games are played with the recognised ball size and type for that age group.
- Common sense should be applied if after starting a game the weather becomes inclement (game abandoned or shortened).
- In the event of a team not turning up for a match, please make contact with the SFA/ City of Edinburgh Council Football Development Officer.
- If the weather is bad and a fixture may be in doubt please contact the opposition team to cancel the game in plenty of time.

Touchline Behaviour

Touchline Behaviour (i.e. Team coaches, parents & supporters)

- Never address opposing teams' players or management in a negative or aggressive manner.
- Never criticise match supervisors or speak to him/her in a negative or aggressive manner.
- Never berate your own players.
- If a coach or associated adult from any school breaches either of the above conditions then the SFA/City of Edinburgh Council Development Officer should be notified and a Monitoring Form should be completed and submitted at the earliest opportunity.

Players' Behaviour

Criteria for disciplinary action against players during competition games will be as follows:

- Responsibility is, in the first instance, on the team coaches to automatically substitute players displaying unacceptable behaviour.
- If any player repeatedly commits what would be classed as a bookable offence, the Match Supervisor or team coach should ask for that player to be replaced.
- Any player who commits an offence serious enough to warrant a sending off should be immediately removed from the field of play and **not** replaced.

Dealing with Problems

Most Edinburgh Primary Schools Soccer 7's Programme events will pass without any incidents. However, it is inevitable that sporadic problems may arise. The Edinburgh Primary Schools Soccer 7's Programme offers the following guidelines to deal with situations that may arise:

Problems with council facilities and staff...

- Keep calm, stick to the facts and do not become involved in heated arguments with council staff.
- Advise the SFA/City of Edinburgh Council Development Officer if it is urgent by letter, email or by telephone.

Problems with opposing coaches...

- Remember that your first duty is to the children.
- Keep calm and make a polite request for moderation of behaviour. If this is not successful, calmly end the game and take the children away from the pitch. You should contact the SFA/ City of Edinburgh Council Football Development Officer and complete a Monitoring Form and submit it at the earliest opportunity. The Head Teacher of your school should also be informed.
- Do not become involved in any form of abusive behaviour.

Problems with parents from your own school...

- Remember that your first duty is to the children.
- Keep calm and make a polite request for moderation of behaviour.
- If this is not successful ask the parent to leave the playing fields.
- If this is not successful, calmly end the game and take the children away from the pitch. Take action from within your own school. You should contact the SFA/City of Edinburgh Council Football Development Officer and complete a Monitoring Form and submit it at the earliest opportunity. The Head Teacher of your school should also be informed.
- Do not become involved in any form of abusive behaviour.

Problems with parents from your opponent's school...

- Remember that your first duty is to the children.
- Keep calm and make a polite request for moderation of behaviour to the opposing coach.

If this is not successful, calmly end the game and take the children away from the pitch. Take action from within your own school.

- Do not become involved in any form of abusive behaviour.

Problems with your players...

- Remember that your first duty is to the children.
- Issue a firm but controlled warning to the offending player.
- If the player persists then he/she should be immediately substituted and take no further part in the match/ session depending on the severity of the offence. Take action from within your own school.
- Do not become involved in any form of abusive behaviour.

Problems with players from opposing teams...

- Remember that your first duty is to the children.
- Advise the opposing coach/ match supervisor of the problem. Issue a firm but controlled warning to the offending player.
- If this is not successful, calmly end the game and take the children away from the pitch. You should contact the SFA/Children and Families Football Development Officer and complete a Monitoring Form and submit it at the earliest opportunity.
- Do not become involved in any form of abusive behaviour.

In the event of a major incident occurring which could lead to adverse publicity, immediate contact should be made with Robin Yellowlees (Sport & Outdoor Education Service Manager 0131 469 3479) and/or the Communications Team on 0131 469 3134.

In Case of Emergency...

- Each school team leader is expected to carry a first aid kit with them at all times and know also where the nearest telephone is located at each venue. Permitted contents of a first aid kit are detailed in Appendix I of the Departmental Health & Safety Policy (Admin Memo 32). This information can be obtained from the Head Teacher. While not mandatory, team leaders are encouraged to attend recognised first aid courses. If unsure of a serious injury leaders are requested to call 999 immediately for help.
- Know and observe the Children and Families Departmental Child Protection guidelines.
- Carry emergency contact numbers for the children at all matches.
- Record the incident details including the players name and details and the nature and cause of the injury. Ask any observers to provide witness. Inform the Head Teacher at the earliest opportunity as an incident report form (HS/1 or HS/2) will have to be submitted.

Some Final Thoughts...

The success of this venture depends on everyone involved, adult or child, and it is our responsibility to ensure everyone associated with our teams knows this and supports us in our aim to develop these young footballers.

We are not adversaries; we are colleagues who all have the same goal. It is vital that we see 'the big picture' in that our aim is to develop the skills of all players in the Primary Schools Soccer 7's Association, not just those in our own team.

Collectively we, as coaches and teachers, have the will to make this initiative work, for it to be the blueprint for other joint associations or programmes. We should be proud of the step we have all taken and we should have the determination to make it work.

Remember:

"We lost, we won, either way we had fun"

Contact Details:

Chris Roberts

Scottish FA/City of Edinburgh Council Football Development Officer,

Office: 07776 227 228

Email soccersevens@ea.edin.sch.uk

For pitch bookings only: lynne.crawford@edinburgh.gov.uk

Monitoring Form

All persons attending games under the auspices of the Edinburgh Primary Schools Soccer 7's Programme must adhere to the philosophy outlined in the codes of conduct and in particular to the criteria regarding touchline & player behaviour. This philosophy seeks to promote a relaxed and educational environment where children can play football that emphasises enjoyment, skill and social development through participation.

- **This form should be completed in the event that the Code of Conduct and the Programme's philosophy is not adhered to. You should complete this form in full and submit it to the Football Development Officer at the earliest opportunity.**

Name of Person Submitting Form	Daytime Tel Number/Email	Fixture Regarding & Age Group
Date of Fixture	Venue of Fixture	

Please provide clear details of incident (use additional sheet if required)

Please send to :

Chris Roberts

Scottish FA/City of Edinburgh Council Football Development Officer,

Forrester / St Augustine's High School

212 Broomhouse Road

Edinburgh

EH12 9AE

Coach Development

The football development department at the City of Edinburgh Council ask that all team leaders and coaches attend relevant SFA Coach Development courses aimed at those working with children of primary school age. The 'E' Certificate is the base requirement for all leaders/coaches.

The following courses are available in Edinburgh throughout the year. Application details, dates, times and venues are included in the SFA Coach Development Brochure available at www.scottishfa.co.uk.

Level 1.1	'E' Early Touches Certificate	6 hours
Level 1.2	Coaching Young Footballers Certificate	12 hours
Level 1.3	Coaching In The Game Certificate	12 hours
Level 1	Goalkeeping Certificate (specialised)	6 hours

1	<p>Department:</p> <p>Work location: Section:</p>										
2	<p>Was person involved: Employee Member of the public Pupil Client Contractor</p>										
3	<p>Details of person involved (i.e. victim of incident/injured party)</p> <p>Surname: Home address:</p> <p>Forename:</p> <p>Age: Postcode:</p> <p>Job title (where appropriate): Telephone number:</p> <p>Employee number: Male Female</p>										
4	<p>Witness details</p> <p>Did anyone witness what happened? Yes No</p> <p>If yes, please give details:</p> <p>Name:</p> <p>Job title (where appropriate):</p> <p>Address:</p> <p>..... Telephone number:</p>										
5	<p>Which of the following best describes the incident? (Please tick one box only)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Accident resulting in injury</td> <td style="width: 50%;">Sexual harassment</td> </tr> <tr> <td>Accident resulting in property or equipment damage</td> <td>Racial harassment</td> </tr> <tr> <td>No injury accident</td> <td>Ill health arising out of work</td> </tr> <tr> <td>Violence resulting in injury</td> <td>Specified dangerous occurrence (RIDDOR)</td> </tr> <tr> <td>Threatening behaviour, no injury</td> <td></td> </tr> </table>	Accident resulting in injury	Sexual harassment	Accident resulting in property or equipment damage	Racial harassment	No injury accident	Ill health arising out of work	Violence resulting in injury	Specified dangerous occurrence (RIDDOR)	Threatening behaviour, no injury	
Accident resulting in injury	Sexual harassment										
Accident resulting in property or equipment damage	Racial harassment										
No injury accident	Ill health arising out of work										
Violence resulting in injury	Specified dangerous occurrence (RIDDOR)										
Threatening behaviour, no injury											
6	<p>Details of incident</p> <p>Date: Time (24 hour clock) e.g. 1430:</p> <p>Location of incident:</p> <p>Cause and circumstances surrounding incident:</p> <p>.....</p> <p>Describe injury (include parts of body e.g. sprained wrist, cut finger, fractured leg):</p> <p>.....</p> <p>In the case of an employee:</p> <p>Has your manager discussed the incident with you? Yes No</p> <p>Do you require further support (e.g. counselling)? Yes No</p>										
7	<p>Person reporting the incident</p> <p>Name: Job title (where appropriate).....</p> <p>Address:</p> <p>Signature:</p>										

APPENDIX 2

First Aid Kits

A First Aid Kit should be carried on all trips unless a first aid kit is immediately available at the venue. All kits should be marked with a white cross on a green background.

A basic first aid kit should contain a minimum of:-

- (a) A leaflet giving general advice on first aid
- (b) Six individually wrapped sterile adhesive dressings
- (c) One large sterile unmedicated wound dressing - approximately 18cm x 18cm
- (d) Two triangular bandages
- (e) Two safety pins
- (f) Individually wrapped moist cleansing medical wipes
- (g) One pair of disposable gloves

Additional items should be added appropriate to the foreseeable hazards of specialised activities.