



PMSC COACHES CHECK – LIST

Message to the Coaches

Welcome to another Soccer Season. We are looking forward to a very satisfying and successful season for all our coaches and participants. This is only possible because of volunteers like you who make the Port Moody Soccer Club work effectively.

Our program is focused on *the development of players*. Everything we do should be done in the player's best interest. In order to deliver consistent programs, it is important that everyone follow the same set of rules and policies. The contents of our Rules and Policies and this check – list are as much for your benefit in helping you throughout the year, as they are in "making rules".

Competitive Soccer is very demanding. Coaches, players, team officials and parents all have personal goals and a strong desire to win. Winning is important but not at all costs. When you run a successful team program, your players not only develop skills but also build character. Making and learning from mistakes is an important part of development for players, coaches, teams as well as referees. The combination of hard work, skill and success is an important lesson for our players to learn. Measures of success should include the amount of improvement that both the individuals and the team show and not just the win/loss record or the number of goals scored.

As a member of the team behind the team, yours is a very difficult job. As much as it can be rewarding, expectations are probably higher than they should be. Thank you for accepting the challenges ahead. The Port Moody Soccer Club is here to work with you and to develop the finest soccer program possible. When problems come up, and no doubt they will, make sure you do not hesitate to call your Coordinators as your input and feedback is welcomed and is critical to our collective improvement and success.

This check-list has been compiled in order to provide you with a quick reference of items with which you must be fully familiar. Please take the time to read the list. If you need further information regarding a specific rule please contact your Vice President. Remember, ignorance of a rule is not an acceptable excuse.

We wish you a great season!

Club Philosophy

Soccer is an activity which embodies physical fitness, creativity, teamwork and dedication. The Port Moody Soccer Club's philosophy is to ensure the enjoyment and participation in the game of soccer for all members at their appropriate level of play. We endeavor to provide competitive and developmental soccer programs for youth and adults, which encourages sportsmanship, fair play and family involvement in all levels of the club.

Our player development process is based upon the concept that a passion for the ball and the game are fundamental to the development of a soccer player. We are committed to the personal and player development of each individual in the program. We strive to promote the development of high-quality teams, players and coaches. We try to instill the qualities of commitment, good sportsmanship and teamwork in all players, coaches, parents and club officials.

- **Sportsmanship** and **Fair Play** means winning without compromise.
- **Involvement** means our success requires the dedication, support and hard work of the parents to meet the club's goals.

The culmination of talented, dedicated players and quality coaching equals a successful program. Behind every successful player, there is a genuine love for the game.

Risk Management Policy

Introduction

In order to promote the safety of our children playing the game of soccer, BCSA and the Port Moody Soccer Club have adopted the following objectives:

- Identify all coaches, assistant coaches, managers and administrators;
- Develop and communicate risk management guidelines to all coaches, assistant coaches, managers and program administrators;
- Monitor the implementation of the above objectives.

The intent of these objectives is for BCSA and the Port Moody Soccer Club to exclude from participation in BCSA activities, all persons who pose a risk to the safety of our players, coaches, administrators and volunteers.

Risk Management Coordinators are responsible for establishing and maintaining files under strict confidence. Confidentiality is an ever-present and permanent concern and will be strictly enforced.

This process is necessary for the safety of all youth players in sport.

Procedure:

STEP 1 Every three (3) years The Port Moody Soccer Club will require its volunteers to submit a Criminal Record Check (CRC) form to be filled out and submitted to their local Police Department.

STEP 2 The Port Moody Soccer Club's Risk Management Coordinator will be responsible for the collection of the CRC forms to every current volunteer (coaches, assistant coaches, managers, program administrators), in the club:

1. The club is responsible for creating a list of the names of volunteers who have completed a form and the date the forms were collected.
2. The volunteer must visit their local police department in the city of which they reside (ie: Port Moody Residents would visit the Port Moody Police dept., Coquitlam residents would visit the Coquitlam RCMP) and fill out the required form:
 - The volunteer will submit the completed CRC form to their local Police Department. (This must be done in person as proof of ID is required). Due to the amount of CRC's required by other volunteer organizations and school volunteers, this may take several weeks to process. It is encouraged to have this done as soon as possible.
 - Once this process is complete, the Police Department will advise the volunteer that the form is available and then it is up to the volunteer to mail the form in a SEALED ENVELOPE to the Club's Risk Management Coordinator.
 - All completed "Criminal Record Check" forms must be processed and returned to the Club by September 30th.
3. Names of volunteers whose forms are returned, have their names checked off the club's Master list of volunteers.

4. The Club Risk Management Coordinator divides the returned CRC forms into two groups: Boys and Girls. The forms are then re-packaged in a SEALED ENVELOPE.
5. A copy of the Master List of volunteers and the returned CRC forms are forwarded to the District Risk Management Coordinator.

Step 3 The District Risk Management Coordinator will open the SEALED ENVELOPE and review the completed forms. In the event the "CRIMINAL RECORD CHECK" indicates a potential risk, the form may be forwarded to the BCSA Risk Management Coordinator for further review.

Step 4 The District Risk Management Coordinator will contact the volunteer to ensure they understand they are not permitted to continue their activities with the soccer club until the adjudicator has completed the review.

Step 5 The District Risk Management Coordinator will follow-up with the Club President to ensure the volunteer does not continue any activities with the club pending review by the adjudicator.

Practice & Game Field Procedures

- Ensure that the fields are not improperly used (for practice and games).
- Return the nets, goals and corner flags and signs (**see below**) to the appropriate storage area.
- Ensure that both team and spectator areas are clean – no tape, water bottles, orange peels or food wrappers are left behind. PLEASE USE THE NEW RECYCLING BINS LOCATED AT PMTC AND NORTH SHORE COMMUNITY PARK (Heritage Woods)
- When using Dressing Rooms at PMTC and North Shore Community Park, clean out both Home and Visitors after the game.
- When using North Shore Community Park (Heritage Woods Secondary) grass ensure the spectators are on the appropriate sides of the field and away from the areas between the fields. Westhill Park all spectators are to be outside of the fenced playing and only players and coaches are to be on the playing field. **USE THE SIGNS PROVIDED TO HELP YOU MANAGE THE SPECTATORS** – these need to be put out by the first teams using the field and put away by the last team(s) using the field.
- At the end of training, please vacate the playing surfaces on time and hold your team chat off the side of the field so that other teams can get started immediately.
- At North Shore Community Park turf (Heritage Woods Secondary) please be aware of the other users on the track. Please ensure that the **SIGNAGE is put on the track requesting the runners to use the outside lanes**, and ensure that we have not blocked access to this area with any nets, equipment or spectators.

New Procedure for Parking and Washroom/Change rooms at North Shore Community Park (Upper Grass Field at Heritage Woods Secondary School)

Washroom – the middle washroom will be open at all times Monday – Friday from 5:00/5:30pm and weekends from 9:00am to closing. This washroom will be closed by the Caretaker (hours will vary).

Change rooms – the change rooms are now on new timer system and will be open from 7:00am to 11:00pm starting in September.

Parking – Signage has been in place for awhile indicating that the back parking lot gate will be closing at 10:00pm. Closing of the gate is the responsibility of the Heritage Woods School caretakers. To help with parking congestion, especially when school events are taking place, we ask that all teams using the 6:00 to 9:00pm training times use the back parking lot as much as possible, and the team's starting at 9:00pm only use the front and lower lot as the gate will be closed at 10:00pm.

Field Hot Line – voice mail service

Currently we have a simple voice mail service on our main number **604 469-2378** for **“Coaches Only”** to access to determine if the fields are open for games or training. We are looking at other options for our voice mail service, and being able to post this info on our website.

If your game is cancelled, please remember to call your opponent before you start calling your players.

Coaches Responsibilities

Registration

All players on your team must be registered (1 day before a league game, 7 days before a cup game) before they may participate in any soccer event. To be eligible for a cup game, players must have played in one league game for the team.

Players may only play league or cup games on the team to which they have been properly registered **(they cannot be “borrowed” by other teams*)**.

*** Some Leagues are now allowing players to play for other teams on permit.**

Players must have prior permission (signed form) from their team to play on permit. See Team Lists section for more info.

Transfers & Out of District Players

Teams are only allowed three Out of District players. This means that teams can only have a maximum of three players who are outside the boundaries (our district is the Tri-Cities Youth District – Boys & Girls), and they must have been granted permission from their outgoing District (permission cannot be withheld). The Out of District forms can be found on the BC Soccer site.

Teams are only allowed three transfers during a playing season. In order to transfer a player registered by a team for the current playing season they must first give his current team seven (7) days notice by completing a Transfer Form (form available on BC Soccer site – minimal charge also incurred). An official of the team must respond to the application to transfer with seven (7) days of receiving the Transfer Form. Players must be transferred seven (7) days before taking part in any cup games. All player transfers for league games must be made at least one (1) day prior to the game - taking place. The deadline for player transfers is March 15th of current playing season.

Player & Coaches ID Cards

All Coaches, Managers and other team Officials must have a current ID Card*.

*** The above individuals must have completed a current Criminal Record Check (CRC), and been approved by the Club Risk Manager. There are no exceptions to this requirement. Anyone who has not completed a CRC by Oct 15th of the current season will be prohibited from participating in any Club activities.**

All player age groups U13 to U18 must also have a current ID Card. Preparation of the cards shall be the responsibility of the Club Registrar, and are then approved by the District Registrar. ID Cards are required by October 1st of the current playing season.

Field Closures

It is the responsibility of the Club to ensure that the fields are not improperly used. The fields may be closed from time to time, either by the City or by the Club. In the case of the Club, the decision to close a field is made by the Club **Field Scheduler**.

- ***We have set up a simple Field Hot Line voice mail service on our main number 604-469-2378, for "Coaches Only" to access to determine if the fields are open for games or training. Remember, some field closure decisions will not be made until 8:00 or 8:30am on game days.***

All members of the Club are asked to be tolerant in this matter, for it is often a difficult and last minute decision to make and requires judgement to balance the wish for all players to play against our responsibility to use the fields in a reasonable fashion. If the fields are to be closed by the City, the decision is made on Friday afternoon, and Field Closed signs are posted on one of the Goals. The Club Field Scheduler does have discretion to remove the Field Closed signs and open the field if conditions dramatically improve.

Team Officials cannot postpone, cancel or reschedule games for any reason unless approved in advance by the appropriate District of League Officials. In some instances (Coaches will be advised if this applies to your team) if the "Home Club" cannot supply a field for a league game, and the visiting team can supply a field the scheduled date and time, the game must be played at the "visiting" clubs field. These arrangements must be made a minimum 24 hours prior to the scheduled game time.

Home Team Responsibilities

The Home Team has the following responsibilities:

- Contact their opposition early in the week of their game and confirm game time and field information (potential closure info and/or alternate field) and jersey colours.
- In the case of a conflict in colours, the home team will change jersey tops
- Set up the field (goal nets, corner flags, field lining) supply a game ball.
The nets, corner flags and field liners are kept in a locked storage area beside each field. (At North Shore Community Park (H/Woods) they are in the Shed adjacent to the Turf field for the Turf and for the U9 & U10 grass fields they are in a modified Green BC Hydro Kiosk beside the Baseball dugout, at PMTC they are in the new Storage area at the North end of Field House, at all other parks they are in the modified Green BC Hydro Kiosks.
- Each coach is responsible for returning the nets and when applicable, goals and corner flags to the appropriate storage after each home game, unless another game immediately follows.
- U11 & U12 Teams move the Super 8 – goals well clear of the playing field and put away the nets (required at Heritage Woods Turf). **Please use the wheels provided for moving the goals, or carry the goals off the field and across the track – DO NOT DRAG AS THE TURF AND TRACK SURFACE WILL GET DAMAGED.**
- Ensure that both team and spectator areas are clean – no tape, water bottles, orange peels or food wrappers are left behind **(THIS IS A MUST, AND NEEDS TO BE DONE AT ALL AWAY GAMES AS WELL)**. Always leave these areas in better conditions than you found them.
- Clean out the Dressing Rooms (PMTC), both Home and Visitors after the game
- **Referees are supplied by the Club assignor for all home games** – but coaches are responsible to pay the Referee and Assistants prior to the home game starting. (See referee pay schedule section.)
- All competitive teams are responsible for reporting the scores to the appropriate Score recorder for your League. This must be done ASAP on the same day after the completion of your game.

- All coaches are responsible for the conduct of their team, individual players, parents, friends of players or walk-on fans/supporters. **Remember that Conduct Control applies to both home and away games.**
Game officials are instructed to approach the Head coach when they feel fans are not conducting themselves properly. It is then the responsibility of the Head Coach to ask the fan(s) to behave in a proper manner or exit the field. If the behaviour pattern does not improve the game official may abandon the game.

PORT MOODY SOCCER CLUB HAS A "NO STRIKE" ZERO TOLERANCE POLICY TOWARDS ABUSE OF REFEREES.

- Coaches and Clubs will be fined for inappropriate conduct of fans, players or coaches. Make every effort to educate everyone involved with your team that the Club has a zero tolerance for abusive and unruly conduct. **Players, Coaches and Team officials are responsible for the payment of all fines against them. If a player does not pay their fine(s), the team is responsible for the payment.**
Note: The leagues will fine the Club who in turn will hold the Team responsible.

Referee Fees

Summary Referee Fees for 2011 - 12 Season

PMSC

Age Group	Position	2011 - 12 Rates	Number of Players	Type	Game Time
Adult	Referee	60.00	11 vs. 11	Competitive	90 Minutes
U18 Metro	Referee	50.00	11 vs. 11	Competitive	90 Minutes
U18 Metro	Assistant Referee	25.00			
U18	Referee	45.00	11 vs. 11	Competitive	90 Minutes
U18	Assistant Referee	22.50			
U17	Referee	45.00	11 vs. 11	Competitive	90 Minutes
U17	Assistant Referee	22.50			
U16	Referee	40.00	11 vs. 11	Competitive	80 Minutes
U16	Assistant Referee	20.00			
U15	Referee	40.00	11 vs. 11	Competitive	80 Minutes
U15	Assistant Referee	20.00			
U14	Referee	35.00	11 vs. 11	Competitive	70 Minutes
U14	Assistant Referee	17.50			
U13	Referee	35.00	11 vs. 11	Competitive	70 Minutes
U12	Referee	20.00	8 vs. 8	Non-Competitive	60 Minutes
U11	Referee	20.00	8 vs. 8	Non-Competitive	60 Minutes
U10	Referee	15.00	7 vs. 7	Non-Competitive	50 Minutes
U9	Referee	15.00	6 vs. 6	Non-Competitive	50 Minutes

Note:

Assistant Referees are supplied for **U15 Silver Boys to U18 Metro Boys** games.

Assistant Referees are supplied for **U16 Silver Girls to U18 Metro Girls** games.

Assistant Referees are scheduled for all competitive cup games U13 thru U18. They may also be scheduled for some U11 & U12 Cup games.

Rate may be adjusted for Cup Play during the 10/11 season.

Tournaments

To play in a non Port Moody hosted tournament, your team must submit the required entrance fee along with your application. Tournament entrance fees typically range between \$350-\$500 and are usually due 2-3 months before tournaments (six months for highly competitive tournaments). You are responsible for writing a cheque for the registration fee to submit to the tournament. For the 2011-12 season, PMSC will not be reimbursing teams for tournament play.

Teams entering tournaments outside of BC must submit a "Application to travel outside of the province" form to BC Soccer together with the appropriate fee. The forms can be downloaded from **BC Soccer's website at <http://www.bcsoccer.net/bcsa/>**

This policy applies to any BCSA affiliated team wishing to play in an out-of-province tournament or to play against a team (or teams) outside of British Columbia. Permission to travel outside of British Columbia can only be granted to teams that are members in good standing with the BCSA...

Only players that are "registered or under permit" may play for your team at a sanctioned tournament. No players who are under suspension may play in tournaments and disciplinary action will be taken should a player participate in games while under suspension.

Any team applying to play outside of BC must first submit the travel form to their youth district or senior league board for permission to travel, and secondly to the BCSA for approval. CSA sanction is also required when traveling outside Canada / United States. In this instance, a fee is charged by the CSA for this service. Teams should include the fee (cheque made payable to the BCSA) along with the completed travel form, when forwarding to BCSA. The BCSA will then forward the form and fee to the CSA once provincial approval has been granted.

If the team is traveling within Canada or the United States, the form must reach the BCSA offices at least 30 days prior to the teams scheduled departure. Applications received less than 30 days prior to departure may or may not be approved. Should the association approve the application to travel the following fee schedule will apply:

Received 30 days or more before departure:	\$75
Received between 2 days before departure:	\$100
Received between less than 48 hours before departure:	\$150

In instances where the team is traveling to a destination outside of Canada or the United States, the CSA required that the completed form must reach the BCSA offices at least 6 months prior to the team's departure date accompanied with a fee of \$175.

A member of the team staff should take a copy of the approved form when traveling outside the province in case the affiliation status of the team is questioned.

Preventative Guidelines for Parents, Players and Fans

Schedule a meeting with players and/or parents before the season to set individual and team objectives and to implement necessary committees/processes for a successful season. Players must be dealt with in a fair and equitable manner. The Coach must outline team and club policy for all parents (i.e. team rules for players and parents, tournaments you plan on entering, budgets for additional tournaments or team gear or apparel, practice schedule, fundraising etc). **There should be no surprises.**

Discipline

Every team official and player is subject to the BCSA and Tri-Cities District rules regarding discipline. These rules include:

- Red Card: After receiving a red card, a player must immediately leave the field of play and vacate the players' bench area. The player must also sit the next league or cup game. The suspension cannot be served in an exhibition match, in tournament play or at a cancelled game. The player must then attend a District or BCSA Discipline hearing (or receive approval to play) before they can play again.
- Yellow Cards: Two (2) Yellow Cards in one game is equal to a Red Card. Same requirements as above apply.

Five (5) Yellow Cards accumulated by a player will require the player to appear before the District Discipline Committee. Suspension will be a minimum of one (1) game.

Failure to appear at a Discipline Hearing as directed (unless prior permission granted) will result in immediate suspension until the person attends.

Coaches Note:

The appropriate Vice President (Boys, Girls, Adult) must be informed immediately of any pending discipline case(s) against the Coach or any Team Official.

Discipline Hearings

Each District or League holds Discipline Hearings weekly. Please contact your Vice President for information on the location and timing.

NOTE: Youth Players must be accompanied to the hearings by a coach, parent or another adult. Players may provide written approval to have the matter dealt with in their absence (unless the Discipline Committee has directed otherwise).

Rules of Play Youth - Rule 24 BCSA Rules & Regulations

Age	Game Duration	Overtime – Cup	Ball Size
U18	2 equal halves 45 minutes	2 equal halves 15 minutes	5
U17	2 equal halves 45 minutes	2 equal halves 15 minutes	5
U16	2 equal halves 40 minutes	2 equal halves 10 minutes	5
U15	2 equal halves 40 minutes	2 equal halves 10 minutes	5
U14	2 equal halves 35 minutes	2 equal halves 10 minutes	5
U13	2 equal halves 35 minutes	2 equal halves 10 minutes	5

Overtime - Cup

In the event the game is tied at the end of regulation time, there shall be a 5-minute break, and overtime shall be played.

There shall be no break or unlimited substitution at the half time of overtime. At the end of regulation play, in the event of a tie, the game shall be decided by kicks from the penalty spot as per F.I.F.A. guidelines.

Playing Time

It is the coach's responsibility to ensure that all competitive players play at least 50% of games over the course of the season.

Mini – Soccer / Non - Competitive

Port Moody Soccer Club will form teams in the U6 to U10 age groups that are “non – selective”. At the U11 and U12 age groups we may also be selective for developmental purposes.

All games are to be played with an emphasis on fun, sportsmanship, development, education and respect for teammates, opponents and referee's, and shall be non – results oriented.

The rules below are BCSA Rules. Port Moody Soccer Club has guidelines we follow for each District. Westminster District (Boys) and North District (girls). Your Coordinators will send you via email a copy of the guidelines for each district as well as we have links to each on our website. www.portmoodysoccer.com

Rules of Play Mini Soccer – Rule 26 BCSA Rules & Regulations

Age	Game Time	Game Format	Roster Min - Max	Ball Size
U11/12	2 equal halves of 30 minutes	8 V 8	12 to 14	4
U9/10	2 equal halves of 25 minutes	7 V 7	11 to 13	4
U7/8	2 equal halves of 15 minutes	4 V 4	8 to 12	3
U6	2 equal halves of 15 minutes	3 V 3	8 to 12	3

Substitutions

Substitutions are unlimited and can be made at any stoppage with the approval of the Referee.

Playing Time

It is the coaches' responsibility to ensure that all players **SHALL** play **EQUAL** time.

Free Kicks

All free kicks are **INDIRECT** and opponents are at least five (5) meters from the ball for U6 to U8 and eight (8) meters from the ball for U9/10 and nine (9) meters from the ball for U11/12 until it is in play.

Offsides

There are no offsides for U6 thru U10. For the U11/12 age group the FIFA offside rule only applies in the attacking third of the field.

Fouls and Misconducts

Conform to FIFA rules with the exception that all fouls shall result in an **indirect** free kick. No cards are shown for misconduct. If a player intentionally strikes, deliberately kicks or spits at an opponent, this player must be substituted and will not be permitted to participate any further in the game. The coach should inform the player as to why, and correct these actions.

Goal Kicks & Corner Kicks

For the U6 to U10 age groups goals cannot be scored from goal or corner kicks. FIFA rules apply for U11/12 (you can score on goal or corner kicks).

Post Game

Port Moody Soccer Club has a long-standing practice of shaking hands and thanking the referee following every game.

Rules of Play Mini Soccer – Port Moody Soccer Club Guidelines

Age	Game Time	Game Format	Roster Min - Max	Ball Size
U11/12	2 equal halves of 30 minutes	8 V 8	12 to 14	4
U9/10	2 equal halves of 25 minutes	7 V 7	11 to 13	4
U7/8	2 equal halves of 15 minutes	4 V 4	8 to 12	3
U6	2 equal halves of 15 minutes	3 V 3	8 to 12	3

Coaches' Code of Conduct

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
 - I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
 - I will do my best to provide a safe playing situation for my players.
 - I will do my best to organize practices that are fun and challenging for all my players.
 - I will lead by example in demonstrating fair play and sportsmanship to all my players
 - I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
 - I will be knowledgeable in the rules and I will teach these rules to my players.
 - I will use those coaching techniques appropriate for each of the skills that I teach.
 - I will remember that I am a youth sports coach, and that the game is for children and not adults.
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Parents' Code of Conduct

- I hereby pledge to provide positive support, care, and encouragement for my child.
 - I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
 - I will place the emotional and physical well-being of my child ahead of a personal desire to win.
 - I will insist that my child play in a safe and healthy environment.
 - I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
 - I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
 - I will remember that the game is for youth -not for adults.
 - I will do my very best to make youth sports fun for my child.
 - I will ask my child to treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
 - I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or providing transportation.
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Players' Code of Conduct

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
 - I will attend every practice and game that I can, and will notify by coach if I cannot.
 - I will expect to receive a fair and equal amount of playing time.
 - I will do my very best to listen and learn from my coaches.
 - I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
 - I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
 - I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
 - I will encourage my parents to be involved with my team in some capacity because it's important to me.
 - I will remember that sports are an opportunity to learn and have fun.
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