



## COACHES MANUAL – Kick Start Division (U6 & U7)

### **Message to the Coaches**

Welcome to another fun year of soccer with the Port Moody Soccer Club! We appreciate your willingness to step up as a coach/assistant – it is only through the dedication and passion of volunteers like you that we have become the 'best little club in the tri-cities'!

While our programs are focused on the development of players, at the Kick Start level our goal is mainly to instill a love of soccer in our younger footballers. Everything we do should be in the best interest of the player – building both their physical and social abilities. As a Club we aim to deliver a consistent program that is fun and fair for all our members; as such it is important that everyone follow the same set of rules and policies. The contents of this manual are as much for your benefit as they are for the benefit of all players, coaches, and parents.

While we all have a desire to win, the 'win' at the Kick Start level is seeing the smiles on the faces of the kids as they learn to successfully dribble the ball, make a good pass to their buddy, or score their first goal. 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 soccer development.

The Port Moody Soccer Club is here to work with you and to develop the finest soccer program possible. When problems come up, and occasionally they do, make sure you do not hesitate to call your Kick Start representatives as your input and feedback is welcomed and is critical to our collective improvement and success. Please ensure you read through this manual and familiarize yourself with the rules and policies specific to the Kick Start divisions. If you require further information or clarification, please let us know.

As coach, yours is a tough, but highly rewarding job – and a whole lotta fun! Thank you for becoming a part of the team that is Port Moody Soccer!

**We wish you a great season!**

***"A coach is someone who tells you what you don't want to hear, who has you see what you don't want to see, so you can be who you've always known you could be." - Tom Landry***

## **1. 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 endeavour to provide competitive and developmental soccer programs for youth and adults, and encourage 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.

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.

## **2. 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.

The Risk Management Coordinator is 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.

### **CRC 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 (i.e.: 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 “Criminal Record Checks for Volunteer letter” (available on the [www.portmoodysoccer.com](http://www.portmoodysoccer.com) website), and 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. **RISK MANAGEMENT COORDINATOR - Port Moody Soccer Club - 119 - 255 Newport Drive, Port Moody, BC, V3H 5H1.** (Forms may also be scanned and emailed in confidence to the Risk Management Coordinator – [www.riskmanagement@portmoodysoccer.com](mailto:www.riskmanagement@portmoodysoccer.com)).
  - All completed “Criminal Record Check” forms must be processed and returned to the Club by September 30<sup>th</sup>.
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.

### **Photos**

Coaches and parents need to be careful when taking and posting photos of the team. Photos of children other than their own should not be publically shared without the permission of those children’s parents.

### **3. Field Procedures(Games)**

- Ensure that the fields are not improperly used (for practice and games).
- Return all nets, benches & tent shelters to the appropriate storage area. These items should be put away properly and in a clean and orderly manner. If other teams have left out equipment please help ensure that these are also put away (and if a problem persists advise the Club's Equipment Manager).
- Ensure that both team and spectator areas are clean – no water bottles, orange peels or food wrappers, etc. are left behind. PLEASE USE THE GARBAGE & RECYCLING BINS LOCATED AT EACH FIELD
- To protect our **grass and turf fields** the City has designated specific areas for spectators. Please help to ensure that parents remain in the designated area so that we do not lose our field privileges.
- At the end of your practice/game, please vacate the playing surfaces on time and hold your team/parent chat off the side of the field so that other teams can get started immediately.
- When/if using North Shore Community Park turf field (Heritage Woods Secondary) please be aware of the other users on the track; and ensure that we have not blocked access to this area with any nets, equipment or spectators.

#### **Field Status & Update**

All field status and updates are posted on our website [www.portmoodysoccer.com](http://www.portmoodysoccer.com). The fields may be closed from time to time (typically due to flooding, frost or snow), 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. The Club does their best to delay field closures for as long as possible as our weather can change quite frequently.

***Remember, some field closure decisions will not be made until 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 judgment 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.

At the U6 & U7 levels, missed games are not rescheduled.

If your game is cancelled, please remember to contact and confirm this with the opposing coach before you start contacting your players. This includes notifying opposing teams from other clubs, where applicable. If you are playing on a field that is not in Port Moody against a team from another club, and have any concern that the field may be closed, please contact the opposing (home) team.

Field closures will **not** be communicated to coaches, and as such each coach should make it a regular habit to check the club website and encourage their players (parents) to do the same.

## **4. Coaches' Responsibilities**

### **Check Your Players**

All players on your team must be registered to play with Port Moody Soccer Club before they may participate in any soccer event. Non-PMSC members are not covered through our insurance and can be a serious issue if anything were to happen.

All players must wear shin pads and proper footwear (soccer cleats for games and runners for practices). Check that players are not wearing anything that could compromise their safety or the safety of other players. At the Kick Start level, you will need to regularly check that shoelaces are tied.

Players should not wear jewelry to practices or games.

### **Preventative Guidelines for Parents, Players and Fans**

Schedule a meeting with players and parents before the season to set/communicate 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 and coach expectations for all parents (i.e. team rules for players and parents, snack & oranges plan, arrival time for practices & games, how you will communicate with parents, role of the parents, etc.). **There should be no surprises.**

Parents should be reminded that a parent, guardian or babysitter must be present at each game and practice, and are responsible for the conduct of their child.

### **Discipline**

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.

### ***PORT MOODY SOCCER CLUB HAS A "NO STRIKE" ZERO TOLERANCE POLICY TOWARDS ABUSE OF REFEREES, COACHES or PLAYERS.***

If a child is having a 'bad day', the coach can remove the child from play for a while, or for the rest of the game/practice if necessary. The coach should inform the player why his/her behavior is not acceptable, and advise the parents of the child.

If a child is continually causing problems, the coach should remind the parents of the Players' Code of Conduct (below) and suggest that the parents discuss the behavior with the child. In extreme cases, the coach can consult with the club executive.

If a parent is not behaving in an inappropriate manner, the coach should remind him/her of the Parents' Code of Conduct (see below) and ask for co-operation. If this cannot be resolved in a non-confrontational and amicable manner, the coach can consult with the club executive.

There are no red or yellow cards issued to players at this level.

## Equipment

Coaches will be given a set of balls, some cones and a set of pinnies. We recommend that players do NOT take balls home with them between practices/games. It is the coaches' responsibility to ensure that equipment is taken care of and accounted for at the end of each practice/game. If balls start to get soft, coaches should get them refilled. The club has a hand pump that can be used if needed.

Ensure that pinnies are washed as necessary, and dried on wet days so they don't get mildewed. Equipment is to be returned at the end of the season.

## Gym Use (for practices)

Gyms are quite often booked back-to-back, and as such teams will need to be cooperative with each other during transition times.

- Keep all players, parents and equipment off to the side of the gym so as not to interfere with other teams still practicing
- Ensure you end your practice on time if there is another team waiting for their time – account for any time you may need to talk to parents
- Remember that any equipment in the gyms (benches, basketball nets, gym apparatus, gym pads, nets, etc.) are the property of the school and should be respected as such
- If children need to use washrooms or access a water fountain not within the gym area, please ensure they are escorted by their parent – children should never be permitted to be in the school on their own
- Occasionally gyms may have decorations posted for school events – please do not remove or damage these in any way
- Note that gyms are occasionally closed by the schools. Please ensure you check your gym schedule for any closures. If any new closures arise, the Gym Coordinator will contact you and work with you to make arrangements for an alternate practice venue
- Remove all garbage, water bottles and equipment from the gym when you leave

## Game Day Set-up

We suggest that each team have a selected parent(s) who does field set-up each game so that coaches can focus on the warm-up with the kids.

- Both teams should work together to line the field (with cones) and set up nets
- The home team will provide the game ball
- In the case of a conflict in colours, the home team will decide which team wears the pinnies
- Ensure each team has returned the nets, benches and tent shelters to the appropriate storage area. **FOR ALL GRASS FIELDS, THE GOALS MUST BE LOCKED UP AFTER THE LAST GAME OF THE DAY IS PLAYED. IF THERE IS NO TEAM PLAYING AFTER YOUR GAME, THEN YOU ARE RESPONSIBLE FOR MOVING THE NETS BACK TO THE FENCE AND ENSURING THEY ARE LOCKED TOGETHER.**
- Ensure that both team and spectator areas are clean – no water bottles, orange peels or food wrappers, etc. are left behind **(THE CLEAN-UP DUTY IS THE RESPONSIBILITY OF BOTH TEAMS)**. Always leave these areas in better conditions than you found them.

## 5. **General Information**

All games are to be played with an emphasis on fun, sportsmanship, development, education and respect for teammates and opponents; and shall be non – results oriented. No scores are kept or goals counted at this level of play.

The game rules below are compiled from BCSA and Port Moody Soccer Club's (District) guidelines. If your team plays 'interlock' games with other Clubs (currently only applies to girls' teams) some rules may differ. We will pass on a copy of these rules, as/if applicable.

### **Practices**

All Kick Start teams will practice in school gyms. Teams will be assigned a gym time, day of week and location for the season. Practices are all 60 minutes.

Drill ideas and a list of development 'expectations' will be shared with all coaches. Coaches are encouraged to prepare a practice session applicable to the needs of their team/players. The Club has a Technical Director, who will share an expected 'session program' for the year applicable to the Kick Start level. This may be shared via email and/or during the 4v4 sessions.

In addition, each 2-3 weeks teams will have a designated 4v4 time for their teams. This has been included as part of each player's registration, and players are encouraged to attend. It is up to coaches if they would like to still continue with their individual team practice during these weeks. During 4v4, players will be mixed with other Kick Start players from their division – they will not necessarily play with their team members. During the 4v4 time, coaches will be provided coach training and sample drill sessions to implement during gym practice times.

### **Setting Up the Field for Play**

Field size is approximately 20m x 30m. Coaches should use markers to denote the field lines. U7 teams can increase field size if they desire and space allows.

Teams are to use a #3 size soccer ball.

Keys are available from the Equipment Manager for teams to unlock storage areas to access nets.

### **Playing the Game**

U6 division teams will play 3 versus 3; and U7 division teams will play 4 versus 4. Ideally, coaches should try to synch lines so that players of equal ability play against each other. If one team is stronger than the other, then coaches are encouraged to consider playing 3 versus 4 or making other adjustments so that the game experience is enjoyable for everyone. Through the season, **and if both coaches are in agreement**, U6 games can be played 4 versus 4; and U7 teams can start to introduce goalies.

Coaches will decide which team will start with the ball, and the other team will start with the ball in the second half. If a goal is scored, the team that was scored against will gain possession of the ball. At the start of the game or second half, or after a goal is scored, the 'defensive' team should be encouraged to allow the team that has the ball to gain control and move the ball forward before engaging them.

The team that has possession will start with the ball in their end zone (not from centre).

It is advisable to not change sides/direction for the second half, to avoid player confusion.

In the non-competitive divisions, goals are not counted.

## **Length of Play**

BCSA suggests that U6 games should be comprised of 2 x 15 minute halves; and U7 games should be comprised of 2 x 20 minute halves. Teams will have use of the field for 60 minutes; and if coaches agree, the length of each half can be increased. Many Port Moody teams will do a warm up for 5 minutes, play for 15-20 minutes, break for 5-10 minutes, then play a second 15-20 minute half.

## **Playing Time**

It is the coaches' responsibility to ensure that all players **SHALL HAVE EQUAL PLAYING TIME**. It is recommended to rotate players each 3-4 minutes. Substitutions are unlimited and can be made at any stoppage of play.

## **Goalies**

Goalies are not used at the Kick Start level. However, through the season, players are encouraged to learn how to 'defend their goal'. Goalies can be introduced at the U7 level later in the season, **and if BOTH team coaches are in agreement**.

## **Referees**

Referees are not used at the Kick Start level. Coaches will manage the game and ensure fair play.

## **Free Kicks**

All free kicks are **INDIRECT** and opponents need to be at least five (5) meters from the ball for U6 to U8 until it is in play.

## **Offsides**

There are no offsides for U6 to U10.

## **Balls Kicked Out of Bounds**

To help encourage continued play, if the ball crosses the sidelines within reason, play should continue. Parents positioned around the field can help keep the ball in play. If the ball is kicked significantly out of play, play is stopped and the ball is brought back onto the field. If the ball crosses the endline, play is stopped and the team who is occupying that side of the field will gain possession of the ball. The 'offensive' team will return to their end of the field.

## **Fouls and Misconducts (U6 to U10 only)**

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, 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 (and parents) as to why, and correct these actions.

## **Post Game**

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

Some teams have adopted the practice of having all players line up after the handshake and one after another score a goal on an empty net ('shoot out style'). It is up to the coaches playing if a fun activity such as this would like to be organized for the end of the game. If you decide to do this, please account for this within the 60 minutes allocated.

## **Coach Training**

PMSC will provide training opportunities and practice drill/game ideas for coaches. The PMSC and BC Soccer websites are a good source of information, as well as the good ol' Internet. The Club encourages coaches to participate in coach certification and training opportunities and will cover costs for courses suitable for the Kick Start level of play (and provided by BC Soccer). If you are interested, please advise the Kick Start Directors. We also encourage coaches to talk to each other and share ideas.

## **Tournaments**

Some teams may be interested in having their team play in a tournament against other clubs. Each year PMSC allocates a set amount of funds for teams to participate in tournaments. If you are interested contact the Kick Start Directors. The Club does not necessarily promote these tournaments, so the onus will be on coaches to find out what tournament options are available.

## **Additional Player Training**

The Club will be providing players an opportunity to participate in additional soccer playing opportunities through our 4v4 program – this is included as part of their registration. If players are looking for more training/soccer opportunities, the Club offers an academy training program through the season – this is at an additional cost.

## **Streaming Program**

The Club's 'streaming program' starts at the U8 level. This program gives stronger and more serious players the opportunity to play at a more competitive level of play. All U7 players will be invited at the end of the season to participate in an evaluation session, and from this evaluation players will be selected to play at the development level. There is no action required from U7 coaches, however parents may have questions about the process. The PMSC website has more information so parent questions can be directed there.

## **6. Codes of Conduct**

### **Coaches' Code of Conduct**

- I will conduct myself in the best interests of Port Moody Soccer Club, putting the Club's and player's interests ahead of any personal or team interests. I will ensure I support the Club and its activities.
- I will set clear expectations for players, parents & coaches prior to the start of the season
- I will obtain proper training and continue to upgrade my coaching skills.
- I will follow PMSC policies, in the event a policy is unclear, I will contact the PMSC Executive to clarify the issue. I will do my utmost to learn PMSC policies.
- I will follow PMSC player development philosophy as outline by the Technical Director.
- I will be reasonable in my demands on the player's time, energy and enthusiasm. I will be aware that they have other interests and obligations, including school and will conduct and organize training sessions in a manner that ensures academic success.
- I will never place the value of winning over the safety and welfare of players.
- I will teach my players that the rules of the game are mutual agreements, which no one should evade or break.
- I will never engage in harassment or physical abuse of team members, game officials, or opposition and support all efforts to remove such abuse from sporting activities. (Harassment takes many forms but can generally be defined as behaviour, including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment).
- I will develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches and players.
- I will remember that athletes need a coach they can respect. I will be generous with praise, lead by example, and provide all feedback in a constructive, positive manner.
- I will conduct a reasonable inspection of the playing field and of the equipment before each game or practice.
- I will not knowingly let an injured player take part in a game or practice session without the advice of a physician.
- In age appropriate circumstances, following practices and/or games, I will release players only to parents, adult family members or other responsible persons.
- I will provide a current Criminal Record Check in a timely manner.
- I will at no time become intimately and/or sexually involved with any player registered on a PMSC team. This includes requests for sexual favours or threat of reprisal for the rejection of such requests made to players or their parents.
- I will not engage in personal communications with a player on non-soccer related issues in written, verbal or electronic manner
- I will follow the Fair Play Philosophy which states that ALL players are entitled to play a minimum of one half of every game.

**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.
- I understand that I am responsible for the conduct of my child, and will remain on the premises during games and practices.

**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.