



The Port Moody Soccer Club is a community built on PRIDE, LOYALTY and RESPECT. Together we foster an environment where enjoyment and love of the game is encouraged at all ages

COACHES MANUAL – Divisional Level (U11-U13)

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 team official (Coach, Assistant Coach and/or Team Manager) – **it is only through the dedication and passion of volunteers like you that we can be the success that we are!**

Moving from the KickStart & Minis (U6-U10) program into the divisional U11-U18 is a time where we start to see that transition to more competitive play; however it is important to keep the same base philosophy of keeping it fun while building on the development of soccer skills, game IQ and team responsibility. 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, team managers, and parents.

While we all have a desire to win, the biggest 'win' seeing the smiles on the faces of the kids as they learn to accomplish a skill they have been working on, they score their first goal, or when you see that light go off in their eyes when all of a sudden a strategy the coaches have been teaching makes sense to them. 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 Divisional representative 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 Minis division. If you require further information or clarification, please let us know.

As a 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

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 Manager 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.

Criminal Record Check (CRC) Procedure

1. Per BC Soccer Association rules, every three (3) years The Port Moody Soccer Club will require its volunteers (19+) to submit a Criminal Record Check (CRC) form to be filled out and submitted to their local Police Department.

Please visit the Port Moody Soccer Club's website www.portmoodysoccer.com and visit the 'Criminal Record Check' webpage for more information, links to apply for your CRC and to obtain a copy of the confirmation letter if you are applying for your CRC in person.

Any person on a team who is interacting with the players, overseeing financial matters relating to the team and/or has access to the personal information of players must have a CRC.

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

Please submit your CRC approval to the Risk Manager via email at riskmanagement@portmoodysoccer.com or mail to PO Box 119 - 255 Newport Drive, Port Moody, BC, V3H 5H1.

All CRCs must be received by the Risk Manager prior to September 30 (fall/winter) or April 1 (spring) of the applicable soccer season.

Coaches of Opposite Gender than Team

Per BCSA rules, all female teams must have a female team official (coach, assistant coach and/or team manager) on their team's roster. Also, for the protection of everyone, any adult should not be 'alone' with a single player without the permission of the parents – for example, if the child has to go to the bathroom or if the parent is late picking up their child then the team official must ask another adult to wait with them.

No Child Left Alone

If for some reason the person responsible for the player has left the game/practice premises or area and has not returned at the time of the end of the game/practice, a minimum of two adults must remain with the child until the parent/guardian has returned.

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 publicly shared without the permission of those children's parents.

3. Field Procedures

- 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 (at 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. The fields may be closed from time to time (typically due to flooding, lightning, 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. In some cases, the City will 'close' the fields to 'Coaches Discretion' – this allows the Club some flexibility to use 'closed' fields if the weather improves. Failure to comply with City field closures can result in our loss of field use and/or significant fines, so all coaches are expected to comply with City/Club decisions regarding field status.

Regular schedule missed games are not automatically rescheduled; however the teams may request to reschedule the game of their own accord. Cup or championship final games may be require to be rescheduled depending on the rules of the league or district.

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). Check that players are not wearing anything that could compromise their safety or the safety of other players.

Players should not wear jewelry to practices or games. If a player is unable to remove earrings, then the earrings must be taped back to front with 'medical tape'. Fitbits or similarly worn devices (even plastic) are not permitted.

Players with long hair should tie their hair back.

Concussions & Health

PMSC has a concussion policy and a protocol that coaches are to follow if there is a suspected or diagnosed concussion. Concussions are very serious and can impact the long-term health of the player. Coaches should familiarize themselves with concussion protocols.

Additionally, some of our players may have special needs, allergies or short term health concerns. Information known to the club will be relayed to the coach, but coaches should also ask parents at the beginning of the season if there are any concerns they should be aware of. During cold/flu season be aware of players becoming overexerted on longer shifts. BC Soccer has rules pertaining to players wearing casts – visit www.bcsoccer.net for more information.

Setting Expectations

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, additional training or tournaments, arrival time for practices & games, how you will communicate with parents, role of the parents, etc.). **There should be no surprises.**

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 player on your team is continually causing problems, the coach should remind the parents of the Players' Code of Conduct (see 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.

Red & yellow cards are used by referees during games for referees. For red cards given to players or team officials, a game(s) suspension will be required and the recipient will need to attend a disciplinary meeting. For the U11 & U12 division, red & yellow cards are not always used or may not require a suspension depending on

the rules of the league or district. Protocols regarding red & yellow cards will be provided in the rules for the league, district, tournament, etc.

Equipment

Coaches will be given a set of balls, cones, hand pump, storage key, goalie gloves, and a set of pinnies. 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. A few PMSC tents are available for use, however there are not enough for all teams, and so teams are encouraged to share or supply their own.

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.

Practices

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

- (Arriving teams) keep all players, parents and equipment off to the side of the practice area 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
- Remove all garbage, water bottles and equipment from the practice area 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.

- The home team is responsible for setting up and clearing the field:
 - Setting up and returning the nets
 - Checking the field for any hazards, and in the case of the grass fields, adding sand (provided at the fields) to any holes on the field.
 - Setting up and returning the corner flags.
- The home team will provide the game ball
- In the case of a conflict in colours, the home team will wear pinnies
- **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. Always leave these areas in better conditions than you found them.

Equal Playing Time

Per BCSA, FIFA and TCYSA rules, all players at the U11 & U12 (including high performance teams) will have EQUAL PLAYING TIME. All players should be expected to play a minimum of half a game.

If there are players who continuously miss practices, are late for games, who are disruptive on the field and/or do not attempt to engage in play when positioned on the field, then allocation of game playing time can be adjusted. For example, if a player shows up at half time, then their amount of playing is adjusted accordingly... they don't get more shifts in that half to make up for the half game they missed. Any adjustments to a players playing time should be discussed with the parents, in particular if a player has a shortened shift for 'not wanting to play'. Lower skill level performance is NOT a reason for reduced playing time.

5. Practices & Games

All games are to be played with an emphasis on fun, sportsmanship, development, education and respect for teammates and opponents.

Practices

All teams will practice at outdoor fields. Teams will be assigned a time, day of week and location for the season. Players should all be prepared to practice in the elements as practices will happen rain or shine. Practices are all 60 minutes.

Activity 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.

Game Confirmation

The home team is responsible for reaching out to the visiting team the week prior to confirm game information, however it is PMSC policy that all PMSC teams reach out to the opposing team regardless if we are the home or away team. When confirming the game the following should be discussed: game time & location, uniform colour, contact information.

Setting Up the Field for Play

The home team is responsible for setting up and clearing the field. A schedule of who is using the field before and after you is posted on the PMSC website and so there may be instances where the field is already set or where you can leave out equipment for the next team... however, if the team following you has not arrived by the time you are leaving the field, do not assume they are still coming and leave out the equipment – put it away.

Our U11 & U12 teams play 8v8 on a Super 8 sized field (play the width of the field from the end line to about the centre line) using a #4 sized ball; and our U13+ teams play 11v11 on a full sized field using a #5 sized ball.

Game Rules

The game rules are developed by BC Soccer (BCSA), the Tri-Cities Youth Soccer Association (TCYSA) (for U11 & U12 Div 3 teams), and BC Coastal Soccer League (BCCSL) in accordance with FIFA guidelines. A copy of the respective game rules for the TCYSA and BCCSL Leagues is located on the PMSC website, as well as on the BCCSL and TCYSA websites.

Score Reporting

Scores are to be reported for all games played in the BCCSL League. The scores are not publicized, nor count towards anything, for the U11 & U12 divisions and are only for the purposes of re-tiering teams as necessary. Scores are publicized for U13+ teams and are used for the purposes of re-tiering and divisional standings.

Referees

Referees are assigned to all games and will run the game. The coaches must allow the referee to do their job and not interfere in the referee's judgement calls. In some cases, the referees will be teenagers who are just learning how to referee, and they will make mistakes. If there is a 'rule' that the referee is imposing that is foreign to you or if you see a repeated negative action, ask the referee at the half-time break if you can speak with them, along with the coach of the opposing team and ask for clarification. It is a good practice for all U11-U13 games (both home and away) to ask the referee and opposing coach to have a quick chat regarding any rules that may need clarification (e.g. retreat lines, advancing on first touch, retreating for a 'live' ball, direct/indirect kicks, invalid throw-ins, etc. Keep in mind that these referees, ref different age groups with many different rules and it can be easy for them in the stress of the moment to get confused... same for coaches who coach multiple age groups. If there is a referee who seems to have difficulties, please bring this to the attention of the Club's Referee-in-Chief.

Each U11-U14 Div 1-3 team will be required to have a parent act as the linesman for the game. The linesman flags will be provided by the referee. The linesman is only responsible for calling balls that have gone out of play, and advising the referee as to which team gets the throw-in or corner kick. If there is controversy between the linesman and referee, the referee has final say. Assistant referees will be provided for all U15-U18 teams and all U13-U14 Metro level teams. If an assistant referee is not available then a parent may be asked to step in to AR the game.

The home team/club is responsible for paying the referee. The PMSC Treasurer pays referees based on their scheduled games, and so coaches no longer need to pay referees at the field prior to games. As this is a new process, some details are being worked out, but coaches will need to sign a referee timesheet to authorize payment. Referee costs are covered by the club for scheduled games, but teams who organize their own 'friendlies' will need to pay for their referee(s) themselves. This payment will be made directly by the team to the referee prior to the game.

If the referee does not show up, please refer to the rules provided by the League.

Many of our referees wear black, which is also one of our team colours, so if the referee is wearing the same colour as the players, have the home team provide the referee with a different coloured pinnie to wear.

Hand Shake

Port Moody Soccer Club has a long-standing practice of shaking hands with the opposing team and referee. The league, district, tournament rules will specify if this is to be done at the beginning and/or end of each game.

6. General Information

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 (head) from each U9-U12 team is required to have their BCSCA Learn to Train certification; and the (head) coach from each U13+ team is required to have their BCSCA Soccer for Life certification. PMSC will provide an opportunity and cover all costs for coaches to achieve their certification. You do not need to be a 'head' coach to take the certification courses.

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. 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

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 and information is available on the Club website.

PMSC has a Technical Director and Head Coaches who are available to provide assistance and mentorship to coaches with respect to player development.

7. 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.