

Cowichan Valley Soccer Association

Youth Coaching Handbook



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Cowichan Valley Soccer Association

PART 1: Coaching with the CVSA



Introduction

Thank you very much for taking on a volunteer role within our club. This is a guideline to assist you with the proper procedures and tools to act within the CVSA's guidelines.

The handbook is organized into three sections. The first contains information which applies to all our coaches regardless of the team level. Then there is a section with information of interest to the U6 - U12 coaches followed by a section for the U13 - U18 coaches.

Please utilize www.cowichansoccer.com for most of your FAQs and resources. The coach's resource page (www.cowichansoccer.com/coaches/coaching-resources) has links to a large number of online files including Canada Soccer Pathway Coach's Tool Kits for various age groups as well as other coaching manuals, concussion guidelines and nutrition, fitness and injury prevention to name a few.

Also the www.lowerislandsoccer.com and www.bcsoccer.net websites have a ton of information, inclusive of game schedules and standings.

Newer coaches can send emails to our Technical Director, Tyler Hughes, for any assistance needed tyler@cowichansoccer.com.

Coaching Responsibilities

As a CVSA coach, it is your responsibility to:

- 1) advise all players of their placement on your team
- 2) obtain and be responsible for team uniforms and equipment (balls, pinnies, cones, first aid kit, etc.). These all need to be cared for properly and returned to the club at the end of the season.
- 3) obtain field and gym practice times from the appropriate coordinators. Ensure that the necessary keys or lock codes are obtained for access. As well, you must ensure that the rules for use of any such facility (e.g. school gyms) must be adhered to or your team may risk forfeiture for their use.
- 4) organize and run age and skill appropriate practices for your team. The technical director should be consulted if you have any concerns about practice drills, scrimmages, etc.

- 5) obtain the team schedule and provide adequate notice for the players and their families. Always advise the players that the schedule can change after the start of the season thus caution families about scheduling weekend events that may coincide with a team bye. This is especially important for the first few months of the season as teams may move from one division to another adding or dropping a team from your pool thus requiring schedule changes.
- 6) make provisions for any transport of players to out of town games (note that there is insurance for drivers that are carrying team members to games).
- 7) ensure appropriate first aid is provided to any injured player. If there is a possible head injury, the BC Soccer concussion protocol must be adhered to. Any persons not registered as coaches or managers for your team should not be examining a player without a waiver form being signed by a parent.
- 8) make sure that your qualifications are appropriate for your age level as defined by LISA and BC Soccer. The club and LISA will assist with this cost.
- 9) above all, make sure the players are having fun and learning how to work as a team!

The head coach for all games must have BC Soccer for Life certificate as a minimum. CVSA will pay for coaching courses through LISA. Please double check prior to booking.

Coaching Staff

Cultivating a complete team of players and their parents is well worth the time and can reduce a coach's work and stress level by assisting with all the coaching responsibilities. The coach may delegate some of the responsibilities to other individuals provided the CVSA Board of Directors is advised of the persons involved. It is suggested that the coach:

1. gets to know the players' parents and seeks out those individuals that are willing to help out.
2. choose a parent willing to be team manager in order to help with communication, uniforms, travelling schedules, etc.
3. have an assistant coach or two to help set up drills and games at practices and fill in when you are unable to be present.
4. try to find a parent with medical training to help with the first aid should an injury occur

All coaches, team managers and other assistants must abide by the CVSA Constitution and by-Laws as well as any other rules and regulations of the club. As we are affiliated with BC Soccer and are under the direction of the Lower Island Soccer Association (LISA). Their regulations and guidelines must also be followed.

Parent Involvement on Teams

Cultivating a complete team of players and their parents is well worth the time and can reduce a coach's work and stress level by assisting with all the coaching responsibilities. Coaches are encouraged to have parent involvement, but they need to also setup guidelines based on the way they want to manage their team. A parent and team meeting at the beginning of the season can help setup the guidelines and goals for the team and their families.

The coach needs to get to know the players' parents and seeks out those individuals that are willing to help out. The coach should choose a parent willing to be team manager in order to help with communication, uniforms, travelling schedules, etc. and another to act as an assistant coach to help set up drills and games at practices and fill in when you are unable to be present. As well, try to find a parent with medical training to help with the first aid should an injury occur. On a Gender specific team (ie. girls or boys), one staff member (coach, assistant coach, manager, gender rep.) must be of the same gender. This pertains to games and practices.

All coaches, team managers and other assistants must abide by the CVSA Constitution and by-Laws as well as any other rules and regulations of the club. As we are affiliated with BC Soccer and are under the direction of the Lower Island Soccer Association (LISA). Their regulations and guidelines must also be followed.

Parent/Spectator Expectations at Games

The team coach has the final responsibility for their team and its supporters both on and off the field when representing the CVSA. Parents need to be advised that they must abide by the coach at all times. Games can be forfeited if the supports are acting improperly.

Cheering and encouragement during games is appreciated, but parents and other team supporters need to be cautious not to undermine the coaching. Foul language or yelling at the officials or the opposition is not tolerated. Parents are to be on the opposite side of the field from the players and technical staff. Failure to conform may have a parent rejected from the park.

Informed Consent

If a player has a need for medical assistance please ensure that an “Informed Consent” form has been circulated prior to anyone, who is not CVSA personnel, working with your players. If the player’s parent is present they can provide this consent at the time of the injury.

Equipment and Uniforms

Uniforms (jerseys, socks, and shorts) are given out by the uniform coordinator. Uniforms should be washed after every game, but jerseys and shorts should never be put in a dryer. Equipment (balls and cones) are distributed to teams by the equipment coordinator. First Aid Kits should be on hand at all games and practices. They are available through the CVSA.

All items are picked up prior to the start of the season and collected and returned at the end of the team's season of play. They can be returned at Soccer Sunday or can be dropped off at pre-arranged locations. Uniforms should be washed and placed in a box or bag clearly labeled with the team’s age group and level. Contact the club for more information on this.

Player Safety and Clothing

Shin guards are MANDATORY for all players and must be worn inside the socks. No shin pads, no playing. As well, jewelry is NOT PERMITTED. If a player must wear earrings, they MUST BE TAPED. Non-uniform clothing such as under armour or leggings are allowed based on weather conditions, but must be worn under the uniform and conform with the team colors.

Gym Bookings and Field Scheduling

Gym bookings for practices are arranged through our Gym Practice Coordinator, Brian Johnston and the CVSA. Brian can assist with access times, rules, etc. The rules will be clearly outlined and failure to follow them, inclusive of parents and siblings breaking the rules will result in loss of gym time. Brian’s email address is johnstonmackay@shaw.ca

Field scheduling for practices is handled by our Field Scheduler, Greg Poirier. His email address is gfpoirier@gmail.com

Criminal Record Checks

Every coach, assistant coach and team manager will require a criminal record check every three years. A link to detailed information and the online form is available on our website under 'Coaches' (<http://www.cowichansoccer.com/coaches/criminal-record-checks>). Criminal record checks must be completed through our Risk Management Coordinator.

New coaching staff, please contact youthregistrar@cowichansoccer.com or the coordinator for the age group they are coaching. Problems with submitting CRC contact youthregistrar@cowichansoccer.com or risk@cowichansoccer.com

Additional Resources

www.cowichansoccer.com to keep current on Executives, contacts, resources and FAQs within the CVSA.

www.lowerislandsoccer.com for rules of the game, scheduling and contacts within the Lower Island Soccer Association.

www.bcsoccer.net as we are affiliated with them, has some resources.

youthregistrar@cowichansoccer.com for information on accessing the team roster online.

Cowichan Valley Soccer Association

PART 2: Coaching U6 - U12 Teams



CVSA Rules and Regulations for all U6 - U12 Teams

The following information applies to all CVSA U6 - U12 soccer teams. For much more information and rule details, please consult the LISA manual “Rules for Small Sided Soccer Programs (U5 - 12)”. A PDF copy can be found at ["www.cowichansoccer.com/docs/RulesforSmallSidedSoccer.pdf"](http://www.cowichansoccer.com/docs/RulesforSmallSidedSoccer.pdf). And, BC Soccer’s “Small Sided Referee Rules”. A copy can be found at ["www.cowichansoccer.com/docs/BCSoccerSmall-SidedRules20161210.pdf"](http://www.cowichansoccer.com/docs/BCSoccerSmall-SidedRules20161210.pdf). All rules are subject to change as per the house coordinator to allow for flexibility.

Field and Goal Locations

Games are played on a variety of fields and will vary season to season. Goals for the Martin Fields are located at the top (abutting Somenos Road). Goals for the Mini Fields & Williams Fields are located in between the two fields. If your game is at 9:30, you MUST replace your goals. There are no exceptions to this rule - goals MUST be replaced. Field numbers for the Mini Fields can be found on our club website and are also listed on the chain link fence along Gilana Place. Field 1 is closest to the Clubhouse, Field 5 is closest to the Curling Club.

Concession Duty

Each house team will have a concession duty time slot. This is a mandatory time slot that your team must fill. Schedules are posted on our website for both the fall and spring sessions.

Non-Uniform Clothing

Non-uniform clothing is allowed based on weather conditions, but uniforms must still distinguish teams.

Fouls and Misconduct

Before a game, coaches should let players know what kind of behaviour is expected of them during a game, whether they are on or off the field. If a player intentionally strikes, deliberately kicks or spits at an opponent this player must be substituted and will not be permitted to participate further during the game. The coach should inform the player as to why and correct these actions. The coach’s role is to ensure that the game is played under the “fair play” code.

Parent Responsibility

Parents must stay at the field along with their children. If a parent has concession duty, they are still on CVSA property, which is fine. Coaches are responsible only for coaching players not parenting the children.

Registration Fees

If a player has not yet paid, coaches should not contact them to come and play. If a coach is unsure about the pending players on their team, they should contact the coordinator for their age grouping.

Retreat Line

During the taking of a goal kick, all opposing players have to be behind the retreat line until the ball is received by a teammate or travels over the retreat line or it leaves the field of play. If the goal kick is kicked passed the retreat line the ball is in deemed in play as soon as it crosses the retreat line.

CVSA Regulations for U6 - U12 by Age Groups

	U6	U7/U8	U9/10 BOYS	U9/10 GIRLS	U11/12
NUMBER OF PLAYERS	4 v 4		6 v 6		8 v 8
FIELD SIZE	20-25 m. x 30-36 m. (4 teams per field)	20-25 m. x 30-36 m. Games are played along the length of the Mini Fields, not the width as in U6 (2 teams per field).			55 m. x 70 m. (4 teams per field)
GOAL SIZE	Small. Goals MUST be replaced after your game finishes at 3:30. Place them goal mouth to goal mouth.				
BALL SIZE	3		4		
PRACTICE LENGTH	25 minutes		Coach's decision (usually 1 hr/week)		
GAME LENGTH	2 - 15 min. halves		2 - 25 min. halves		
PLAY TIME/SCORE KEEPING	House league soccer is developmental only. CVSA policy is no score keeping and equal play time for all players.				
ON FIELD COACHING	Allowed and encouraged				Not allowed
GOAL KEEPER	Not used		Yes		
SLIDE TACKLING	Not allowed				Allowed only for U12 travelling teams.
OFFSIDES	Not used. However, at the U9/10 level the intent of the rule should be followed in order to support player development.				Yes, but in opposing 1/3 of field ONLY
THROW-INS	Kick-ins are used.	Yes			
RETREAT LINE	Retreat line marked using cones at 1/2 way line		Retreat line marked using cones and located 1/3 distance down field.		
GOAL KICKS	Drop kicking and punting is allowed.		FIFA rules apply for kicks.		
PENALTY KICKS	Not used with these age group.				Yes. 9 m. from goal line.
FREE KICKS	All free kicks are indirect.				Direct and indirect kicks
CORNER KICKS	Goals can not be scored.				Goals can be scored.
KICK OFF, CORNER KICKS, FREE KICKS, KICK-INS (U6)	Opponents must be at least 5 m. from the ball	Opponents must be at least 8 m. from the ball			Opponents must be at least 9 m. from the ball

Cowichan Valley Soccer Association

PART 3: Coaching U13 - U18 Teams



CVSA Rules and Regulations for U13 - U18 Teams

The following information applies to all CVSA U13 - U18 soccer teams. For much more information and rule details, please consult the BC Soccer document “BC Soccer Rules and Regulations”. A copy is available for download as a PDF on the BC Soccer website or from our site at www.cowichansoccer.com/docs/BCSoccer_Rules_Regulations_updated_20171104.pdf. LISA also has a document with a section titled “Rules, Regulations and Policy for LISA & District Cups”. It is available as a PDF download on their site or from ours. The CVSA copy is located at www.cowichansoccer.com/docs/Rules-Regulations-and-Policy-for-LISA-District-Cups-1.pdf.

Coaching During a Game

All coaches must be on the bench or within the outlined technical area during game time. Only one coach may broadcast technical coaching, as per BC Soccer.

Player Entitlement

All players are entitled to be treated equally and with respect by their coaches, teammates and supporters. They are also entitled to play at least 1/2 of the time for each league game and 1/3 of the time for cup play. This is an average over the course of the year, not on each game. This rule is to be followed regardless of skill level. The playing time may be reduced for disciplinary reasons such as failure to attend practices, behavioural issues, or injury and health problems.

Intra Club Permits (permits within the CVSA)

Used in the case of development put forth by the Technical Committee or if the roster number is not great enough to field a team for a NON-CUP league game. The transfer form is located at <https://www.lowerislandsoccer.com/wp-content/uploads/2017/09/InterTransferForm.pdf>. Process is as follows:

1. Step 1 - As soon as need for player(s) is identified contact youthregistrar@cowichansoccer.com for rules and regulations regarding permits. Permits are approved at a club level by one of the following: President, Vice President, Registrar or Technical Director.
2. Step 2 - If the player being permitted is playing a game the same weekend, for their assigned team, then you talk to the coach of the other team to ensure permit will not disrupt their team. Work with the league Registrar to ensure availability, and ensure we are not disrupting their team.

3. Step 3 - Provide youth registrar with the following information so electronic permit can be generated. Player name; current team; opposition team; age division; level (gold, silver, bronze) and field for the game.
4. Step 4 - On the official match report, handwrite in the Jersey #, notate Permit and the full name for both copies.
5. Step 6 - Bring two signed copies to the game and hand to the Referee prior to the start of the game with the official match report.

Score Recording

Scores are recorded and tallied by LISA. They are available on the LISA website under Schedule and Standings. Refer to the guidelines that LISA sends with the schedule for how and to whom the score is to be sent to after each game. Both teams home and away are required to send in the score.

Field Bookings

These go through Greg Poirier and the CVSA. Email address is gfpoirier@gmail.com. Greg can assist with Light codes, gate codes, rules, etc.

Game times will be allotted by Bill Keserich and he will notify the coach on or before the Thursday before the weekend. At this juncture please notify the opposing coach and receive confirmation.

Assistant Referee (AR) Responsibility

For all league games you will have to offer an Assistant Referee to run the lines. From this position there can be no “coaching” of the kids. Therefore, encourage parents to take this role. A parent or two that like to run lines (be an AR) can be helpful to rely on to be at games to help out.

Refer to the LISA website that has a quick and simple on-line definition and example for the off side rule. Coaches should encourage those parents that wish to help as an AR review this. They also need to know that the referee has the final decision and thus could over rule an AR.

Team Lists

Coaches can access the registrar through www.cowichansoccer.com and print out an official sheet listing team players and jersey numbers after you have submitted your jersey numbers to your league registrar. Two copies must be presented to the Referee prior to starting your game.

Game Cancellations

Games may only be cancelled for lack of a field, officials or inclement weather that may prevent a team from travelling. Every effort must be made to have the scheduled game played. If the home team knows that they have no field or officials available they must contact the opposition to ask if they have a field. Failing this, the LISA score recorder and office need to be notified. If the decision is made on the morning of the game, adequate time to contact the opposition prior to their having to leave to travel to the field needs to be given.

In some cases the decision may be a game time decision by the referee that the field is too dangerous to play on (e.g. frozen, puddles of standing water). Games that are cancelled due to these conditions are to be made up by the teams at a later date. This is usually done either by scheduling mid-week games or over the winter break. Any such make up games must be agreed upon by both teams and can occur at either team's home field .

Games that are cancelled because of lack of players or coaches can only be cancelled by agreement of both teams. If one team does not want to have to schedule a make up game, they can ask for the game to be forfeited. These games are not made up and the team that was able to play receives the three points for a win.

Any questions on game cancellations and policy should be referred to LISA.