

# COACHES HANDBOOK 2019/20

*Please find below important information for Coaches and Managers to help ensure the upcoming soccer season goes as smoothly as possible. Please read this entire document as it contains everything you need. Please note the blue underlined links will take you to the webpages where updated info will be displayed. Always refer to this document prior to emailing your coordinator, scheduler, referee coordinator and equipment manager.*

**All teams must follow the procedures below:**

## **Coaches / Managers Application**

All coaches, assistant coaches and managers MUST complete an application via [Coaches/Managers Application](#), and have a valid CRC on file with the club. Once we receive your registration, our office manager will reach out to you regarding how to obtain your CRC. Applications must be done every year for each team you are working with.

## **Season Start**

U8, U9, and U10 House and Development Teams

Boys – Saturday, Sept 7 2019

Girls - Sunday Sept 8, 2019

## **Uniforms**

Equipment & Uniform Issues \*\*Important – do not contact your coordinator.

If there is an issue with sizes or items, PLEASE do not hand out to players. We cannot exchange items that have been worn or not returned to us.

COACH or MANAGER ONLY please complete [the uniform and equipment issues form](#) if you have any uniform issues (one form for all your uniform issues). We will do our best to resolve all issues, but can't make any promises.

Please collect all the issues and submit all at one time and provide details so that we can solve as quickly as possible.

- a. Detail issues - List colour, size and # of jersey, size of shorts, size of socks that are an issue.
- b. Detail what you would like done. IE Returning 1 pair Youth Small Shorts - Need 1 Pair Youth Large Shorts.

Our equipment manager will follow up with the coach/manager who submitted the form.

## Practices

### Coaching Resource

Practice Session Plans are available on our website <https://pocosoccer.com/coaching-resources/>

Username: Poco  
Password: coaches

### Outdoor practices

While waiting for the gym spaces to become available near the end of September we ask that coaches begin practices outdoors. Simply pick an Elementary School field and begin, no need to book these fields are used on a first come first serve basis.

### Gym Practice

Please follow this [link](#) to find out information on requesting a gym for practices. The gym schedule can be found [here](#). Effective gym usage dates are September 23<sup>rd</sup>– March 6<sup>th</sup>.

### Expectations in the gym during your practice time:

- No running in the halls.
- Schools are not playgrounds for the siblings.
- No equipment other than nets to be used.
- Please have respect for the schools other users and put benches/nets back where they came from (usually against the walls).

## Game Schedule

Please follow the link below to view the home/away game schedules:

<https://www.tricitiesyouthsoccer.ca/schedules>

Home Game schedules can be found here: (***please check here before contacting your opponent to be sure there are no changes to your game details***)

<http://events.gotsport.com/events/Default.aspx?eventid=74073>

Once the schedule has been posted, you as the home team are responsible to notify your opponent of the game time and field location. Contact your opponent no later than the Thursday before your game. You will also need to check the status of the fields on our website to see if field changes have been made (Field status info and links are below).

**\*\*Changes in time and location could take place anytime in the season. Check back weekly to confirm\*\***

If you are playing away, your opponent should be contacting you to confirm the game time and field location. If you have not heard from your opponent by Thursday I would strongly suggest contacting your opponent. Contact details are listed on the league website.

## Fields

**Please print a map of the field and keep it with your soccer gear.**

[Gates Park](#)

## Field Status

You **MUST** check the status of the PoCo fields [here](#) to confirm if the City has closed your field. The field status is updated by the City on Friday afternoons by 4pm and again on Saturday morning by 8am. If your field is closed it is your responsibility to notify your opponent. **IMPORTANT: Coaches MUST NOT cancel games if it is raining.** This is not up to the coach. If the field has not been closed by the City and it rains heavy overnight, the referee will make the final decision on the field, not the coach. We live in a rainy climate and our season is played in the fall and winter, we must expect to play when it rains!

## Field Usage Do Not Practice on CLOSED Fields or Game fields

We've had some complaints about mini teams practicing on grass fields which are "closed". Just a reminder to look for signage and if the field has a "closed" sign on it, please do not use. Game fields are ALWAYS closed to practices, and may not have signage. Any field listed on the City field status page should be considered CLOSED for practices, regardless of if there is a sign or not, or shown as OPEN or CLOSED on the city site. You can use elementary school fields on a first come first serve basis. Kwayquiltlam Middle School also has a very nice field open for use.

**DO NOT change fields on game days** because you see an empty one or because it is already set up --- You have scheduled referees and opponents who will be where you are supposed to be.

## Field Set Up & Take Down

If you are scheduled at home, your team needs to **ensure nets and corner flags are up and also please put 1 sandwich board at either end between fields** (shows Players Only).

Parents and spectators cannot be in-between these fields. They must stay away from the player area. No coaching from behind the net. No parents or spectators are to be behind the net at any age or level. .

First Team sets up the nets, corner flags and signs and the last team takes them down. Managers should set up a duty schedule for this as coaches should not be setting up nets, they need to focus on warming up the team. Details on where the storage bins containing the nets, corner flags and sandwich boards are noted below.

Follow the link [HERE](#) and select the field you are scheduled on. You will see which teams are on the field first and last.

### **Gates U09 & U10 Teams**

The Large Shipping Container on Turf 1 contains the corner flags and signs you need to put out before your game.

### **Gates U08 Teams**

The Large Shipping Container on Turf 1 contains the nets, corner flags and signs you need to put out before your game. Please remember these nets are heavy (80lbs each) and should be moved by 2 people.

Reminder the first team assigned to the field sets up nets and the last team takes them down - make sure you look at the whole schedule, not just your own team.

Please report any issues with nets or flags to [equipment@pocosoccer.com](mailto:equipment@pocosoccer.com) as soon as possible!

If a morning game is cancelled a team who plays later in the day that was not expecting set up may face that they need to set up so coaches please ensure you have parents on alert and ready to get it done if needed.....arrive at least a half an hour early to ensure you have allowed enough time for set up. We need to have the field ready to provide our opponents with a suitable warm up environment.

### **Referee (U8, U9 & U10)**

If your referee does not show up for your game you need to contact our Referee Coordinator Daniella at 778-836-1641. If your home game is cancelled due to forfeit by you or your opponent, you MUST email [clubscheduler@pocosoccer.com](mailto:clubscheduler@pocosoccer.com) right away so we can cancel the referee. \*\*\*Referee fees are paid to the referee directly by our club for all home games. Coaches are not responsible to pay the referee! For away games outside of PoCo, your opponent club is responsible for paying the referee, again we do not pay the referee!

## Rules

Please follow this link for a complete set of the TriCities Youth Soccer Association (TCYSA) rules <https://www.tricityyouthsoccer.ca/guidelines.html>

*A few extra highlighted rules are below:*

### U8 Rules

Coaches on the field – One coach is allowed on the field until Christmas break. Beginning in January, NO coaches are allowed on the field.

### U8, U9, & U10 Rules

**Goalkeeper Instruction** – One designated person can be behind the net assisting the goalie. The purpose of this person is to assist the goalie only and NOT to coach the team.

**Goalkeeper possession** – When there is a goal kick or the goalie has the ball in their hands, the attacking team must: U06-U10 back up to the half way line.

**Teams & parents during the game** – Teams should be on one side of the field and parents on the other. Teams on the inside between fields and parents on the outside. At Gates Grass 3A: Players between A&B and parents on the outside. Gates Grass 3B: Players between B&C and parents out the ends (no, this isn't ideal, but best case scenario). Gates Grass 3C: Players between B&C and parents on the outside. **Even if a game isn't in progress on all three fields when teams arrive - parents should NOT be permitted to stand on the other game field. Games may be scheduled on the other fields with a different start time and it can cause problems.** When teams are on the same side of the field players and coaches must stay on their own half of the field.

**Photo Weekend** – Team and individual photos will take place Oct 19<sup>th</sup> & 20<sup>th</sup> at Ecole des Pionniers School. We will communicate shortly to coaches and managers the information on requesting a time for your team.