

U11-U18 Coaches Handbook 2023-2024

Leagues

BC Coastal Soccer League (BCCSL)

- Boys and Girls
- U11& U12 Division 1 & 2
- U13 to U18 ALL Divisions including Metro

North Fraser Youth Soccer Association (NFYSA)

- Boys and Girls
- U11 & U12 Division 3

Season Start

- All U11-18 teams
- Boys – September 9, 2023
- Girls – September 10, 2023

Photo Weekend

U04 – U07 Photos

- Saturday, October 21, 2023
- 9:00am – 3:00pm
- Minnekhada Playing Fields

U08 – U18

- Saturday & Sunday, October 14 & 15, 2023.
- 9:00am – 3:00pm
- Gates Turf box
- Team Officials will be sent instructions to select photo times

Uniforms

- EXCLUSIVELY for COACHES or MANAGERS: Kindly utilize the [uniform and equipment issues form](#) for any uniform-related concerns (one form for all such issues). While we'll certainly make an effort to address these matters, we can't guarantee outcomes.
- [Equipment form](#)
- Crucial - Please refrain from reaching out to your coordinator (use the form)
- Should any sizing or item problems arise, please avoid distributing items to players. We can't facilitate exchanges for worn or unreturned items.
- Our equipment manager will follow up with the coach/manager who submitted the form.

Fields

- Make sure you can easily refer to this PDF: [Gates Park](#)

Rules:

- It is the Coach's responsibility to educate themselves on the rules for the applicable league. Please go to the following links and read the rules before the season begins.
- **BCCSL** - U11/U12 Division 1 & 2 and U13-U18 All Divisions: <https://bccoastalsoccerleague.ca/documents/information/>
- **NFYSA** - U11/U12 Division 3: follow this link for a complete set of the North Fraser Youth Soccer Association rules [NFYSA Small Sided Game Rules 2023-24](#) under NFYSA Documents (near the bottom)

Some rules to note:

- ****** Team officials of any youth team shall consist of a minimum of one member of the same gender as the players on the team. This team official must be present on the bench and in the changing rooms.
- The **RULE OF TWO** states that there will always be two screened and certified coaches with an athlete in situations where the athlete is potentially vulnerable. One-on-one interaction between a coach and an athlete, without another individual present, must be avoided in all circumstances except medical emergencies. Please familiarize yourself with the Rule of Two on our website: <https://pocosoccer.com/club-forms/>
- **HANDSHAKES** – Team officials must oversee & participate in the obligatory pre-game handshakes or equivalent agreed ceremonial protocols between the teams & officials.
- Home team must provide two game balls prior to the start of the game
- Unlimited substitutions are permitted in all league games at the referee's discretion
- Substitutes must wear jackets or pinnies when on the sidelines that are a different color than the teams' uniform
- The player substituted must be off the field before the new player enters. The player exiting the field must do so at the closest point which can be anywhere on the field
- U8-U13 teams will utilize the Retreat line as required by BC Soccer
- **BCCSL** teams are required to provide two completed match sheets (player names & jersey #'s, & team officials) This is for both HOME & AWAY games. Match sheets can only be printed

after Thursday at noon for each weekend's games. **Hand written names for call ups will not be permitted. Utilize the Fluid Roster Process within your Team Portal**

- **NFYSA** teams are NOT required to provide match sheets

Linesperson:

- For U15-U18 league and cup games, the home team must provide two uniformed assistant referees
- U13 & U14 teams – while it is mandatory that club linespersons (parent volunteers) be provided for each game, the referee has the right to either not use or dismiss them at his/her discretion
- If you are a “club linesperson”, your job is to call the whole ball “out”. At no time shall the club’s linesperson call or indicate offside
- Coaches are not to act as a linesperson
- Individuals must refrain from coaching while carrying out the linesperson’s duties

Training expectations:

Warm ups before your time slot or after training must be off the pitch, cannot interfere in any way with the training sessions in progress, and will **not be permitted** on any grass playing field. Even if it appears that the coach on the turf is not using all the space, do not set up anything on the turf – you do not know what they have planned next.

Bench areas are for players and staff only – please keep parents and all other non-team personnel away from this area.

Enter and leave the pitch at your specified time. Wrapping up practice 5 minutes prior to your end time will allow sufficient time for your team to vacate and make room for the next user.

If you have moved the nets around on the pitch, put them back at the end of the session unless the next coach has specifically asked that they be left in place. Last teams of the night must put the nets away. Do not move the full-size nets from the end line.

Coaches are responsible for the actions of their players and must maintain a safe and professional training environment. The Executive or the Technical staff will in the first instance, warn teams that are disrupting the sessions of other teams. Any further incidents will be subject to review by the PCEFC Discipline Committee.

No parents, friends, or siblings are permitted inside the fenced playing area or the players and coaches bench areas.

Player cards

All players and team staff in the **BCCSL** from U11 – U18 playing must have player cards available (by October 1st) at the beginning of each game. Cards are necessary to ensure rosters are not manipulated and can be found in your BSSCL Team Portal.

We have moved to “Virtual Cards” this season. You can access these from your smart phone via the BCCSL Team Portal. You unfortunately cannot print these out, they have to be displayed on your phone.

*****NFYSA** are not required to show player cards

Schedule

TCYSA Game schedule – U11 & U12 Division 3 teams click on this link for your game schedule:
<https://www.nfysa.ca/schedules>

BCCSL game schedule - Click this link for the game schedule:
<https://bccoastalsoccerleague.ca/schedules/>

Games

- **BCCSL** teams must provide 2 copies of the match sheet (roster). One will be for the referee and one for your opponent. Match sheets are available to download and print starting on Thursdays at noon. Details to follow on how to access these match sheets.
- **NFYSA** teams do not need match sheets
- The HOME & AWAY teams must contact each other prior to scheduled games in order to confirm game location, the kick off time, and uniform colors. At a minimum the home team is required to contact the visiting team by Wednesday prior to the game.
- The team coach or manager is expected to identify themselves to the center referee and to the other team before the start of the game.
- Team officials are responsible for the behavior of parents and spectators associated within their team.
- Team officials must oversee and participate in the obligatory pre-game handshakes between the teams and officials.

Upon Arrival

Do not allow your team to enter the bench areas until after the previous game has ended. Allow the previous team enough time to gather equipment and depart before you enter. Be courteous and professional. Teams finishing games are requested to leave the bench area as quickly as possible and hold team debriefs elsewhere so the next game can start on time. Please educate your opponent to this to avoid unnecessary conflicts.

Set up corner flags from bins (**key can be obtained from equipment manager – equipment@pocosoccer.com)

Walk the field and ensure surface is clear of dangerous items

U11 – U18 Teams – You as a coach, are not able to cancel a game due to field conditions – it is the sole discretion of the referee to cancel a game at game time. Communicate your concern with the referee and the opposing coach and agree with the referee to cancel the game

Gates Turf Fields

Absolutely NO tents or benches are allowed on the turf surface

Spectators must stay off the fields and be behind the fencing or on the designated spectators seating area which is covered

No food or gum allowed. Please remove all tape, water bottles, and other garbage from the team bench after your game is finished

Flags are to be set up by the first team and put away by the last team.

Flags can be found for each field:

- Turf 2 are in the brown bin located between the field and the washrooms
- Turf 1 are in the green bin behind the referee/player's bench.
- Evergreen are in the bin behind the baseball back backstop.
- Cedar Park are in the bin beside the baseball visitors' bench.

Gates Grass Fields – Gates Grass 1A & 1B

Teams can set up tents and benches in between fields

First team must set up corner flags (from brown bin beside Turf 2). Also please put 1 sandwich board at either end between fields (shows Players Only). Last team is to put this equipment away.

Parents and spectators cannot be in-between these fields. They must be on the opposite side of the field 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.

Permitting Players

The permitting of players (U11 to U18) to play for another team on a particular game day is now known as the BCCSL Fluid Roster Policy and is rule 16 in the BCCSL rule document available at the below link. Please read the document BEFORE reaching out to your coordinator for assistance

<https://bccostalsoccerleague.ca/documents/information/>

Notes:

- Must be a player from the same club
- Player can only play a maximum of TWO games in one weekend
- League games only – no Cup games (League Championship games are considered League Games)
- You cannot carry more players than what your roster states with the call up (eg. Your assigned # of players at the beginning of the season are 16. This means you can only carry 16 total in any game with the call up player)
- ***No team shall be allowed to use players from U10 to play on the Fluid Roster Process (FRP)

This list is not exhaustive. Please read all of the rule for full details

You can add “call ups” to your Match Sheet once you have logged into to your BCCSL Team Portal. There is an option called “Fluid Roster Process” which you will need to select. A list of available players will be there for you to select and add to your roster. Once the player is added, you will also notice that the “call up” players virtual ID card will now be on your teams “match” for the next game. Hand written names will not be accepted this year.

Cancellations / Schedule changes

To check on the status of fields in Port Coquitlam, click on this link:

<https://www.portcoquitlam.ca/recreation/parks-sports-fields-trails/sports-fields-field-closures/>

- If the referee does not show up, please call the club scheduler at 778.836.1641
- If the City closes your field and your game needs to be cancelled, please contact the opposing coach immediately by phone. Your referee will be notified automatically.
- As per league rules, there are very limited reasons for a game to be rescheduled ahead of time. All game change requests MUST come to your coordinator in an email for consideration from BCCSL

Post-Game

Clean up the field

- Corner flags locked away unless the next game is starting immediately and players are warming up. Flags left out will result in fines to the team.
- Did you lock the bin?
- Garbage cleaned up (water bottles, tape, etc)
- If a player, coach or parent/spectator is ejected by a referee, the coordinators must be advised via email as soon as possible after the game ends.

Reporting Scores

Please read carefully on which group you belong to.

BCCSL - U11/U12 (Div 1&2) teams along with U13-U18 (all teams) must report their scores immediately after the game has been played. You will need to log into your Team Portal to access "Reporting Scores"

U11/U12 Division 3 Boys: email dave.markel@pocosoccer.com the following:

1. Match #
2. Home team name and score
3. Away team name and score

U11/U12 Division 3 Girls: email kim.wood@pocosoccer.com the following:

1. Match #
2. Home team name and score
3. Away team name and score

Coaching resource

Coaching Resources

- Practice Session Plans are available on our website <https://pocosoccer.com/coaching-resources/>
- USERNAME: poco
- PASSWORD: plan2021

Technical Staff

- Staff are available to assist you with running training sessions or providing feedback/support. Reach out to Craig Widmer at vp-soccer@pocosoccer.com to arrange for technical support.

Canada Soccer / BC Soccer courses – (Active Start, Fundamentals, Learn to Train, and Soccer for Life)

- Information has been sent out to all coaches. If you did not receive an email, reach out to Craig Widmer at vp-soccer@pocosoccer.com

Coordinators

U11-13 boys coordinator is Dave Markel - dave.markel@pocosoccer.com

U11-13 girls coordinator is Kim Wood – kim.wood@pocosoccer.com

U14-18 boys coordinator is Dave Markel – boysdivisional@pocosoccer.com

U14-18 girls coordinator is Craig Widmer - girlsdivisional@pocosoccer.com