

Campbell River Youth Soccer Association



Coach's Manual Part 1

Campbell River Youth Soccer Association
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C.R. Youth Soccer Association

Mission Statement

Our Mission is to promote, develop, encourage and educate young players in soccer by providing an environment which fosters the enjoyment of the sport along with team spirit, sportsmanship, fair play and which affords all players the opportunity to reach their full potential. To achieve our goal we shall endeavor to provide education, training and leadership to our volunteers as we strive to reach the highest standards in amateur sport within our community.

Our Mission Statement must be read by the Chair at the commencement of each Director's meeting to remind the Directors of our purpose.

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I. INTRODUCTION

The purpose of this Manual is to introduce new coaches to the Campbell River Youth Soccer Association. The Manual will answer many of your questions and concerns. It may not answer all your questions but it will provide you a way to find the answers to your questions.

The Manual lists the names of the Directors and their areas of responsibility. If the Manual does not answer your question, call the Director responsible or the Administrator.

The Manual outlines the duties and responsibilities of coaches. It provides many helpful suggestions to make your job easier. It is not an instructional manual for coaches. Help in coaching is available and the Manual will show you what is available to help you coach.

The Manual has a Table of Contents which hopefully will direct you quickly to your areas of concern. There is an Appendix which will be updated on an annual basis and which provides greater detail.

Coaching is fun and rewarding and we are sure you will enjoy the experience.

Thank you for becoming a coach!



II. ROLE OF THE COACH (AIMS AND GOALS)

The objective of the Campbell River Youth Soccer Association is to:

- 1) promote, develop, encourage and educate young players in the game of soccer;
- 2) encourage and promote soccer skills and sportsmanship in young players.

As a coach, you are expected to embrace the philosophy of emphasizing sportsmanship and fair play. You are expected to teach your players sportsmanship and fair play and lead by example. You are to emphasize that participating and doing one's best are more important than winning or losing.

Every player must be given an equal opportunity to participate. Promoting enjoyment of the game is a far more important value than winning. Young players do not enjoy sitting on the sidelines. If you leave a player consistently out of the game, his or her self image will be reduced. Our job is to build self esteem. Please give all players a chance to enjoy the game by playing each player as much as possible and giving all players an equal opportunity to participate.

In order to develop true sportsmanship, a coach will have to emphasize the following:

- 1) respect for the rules of the game;
- 2) respect for officials and acceptance of officials decisions;
- 3) respect for opponents;
- 4) provide to all participants an equal opportunity to play and develop skills;
- 5) encourage players to try their best;
- 6) teach players to win or lose with grace or dignity;
- 7) teach players to be positive and constructive;
- 8) show appreciation, concern and care for each individual player;

- 9) promote cooperation within the team by developing, positive friendly relations within the team;
- 10) promote enjoyment and love of the game;
- 11) promote achievement by improvement and mastery of new skills in the pursuit of excellence.

Remember that a coach is second only to parents as an influence on a youngster's development.

Please make sure your influence is positive.

III. WEBSITE

Our Website address is www.crysa.bc.ca Web Master is David Wood.

The website is valuable source of information. There are a lot of things to see and do on our website. It is a colorful and exciting website. It is the ideal place to show off your teams results.

It is an immediate source of information for you. Upcoming events are listed on the website calendar. Whether it is a coaches' and referee clinics, an upcoming soccer camp for youth, or a tournament schedule, information about the event will be on the website. You can access registration information and forms.

Coaches can go to our Byte Size coaching and download training and practice sessions for all age groups.

The website also contains the names, telephone numbers and emails of our Directors. Coaches can view our minutes and policies on the website.

The website is for you. If you wish to add something to the website, please contact the webmaster. We encourage you to use the website as a prime source of information and your email as a prime source of communication.

IV. AN OVERVIEW OF THE ORGANIZATION

The Campbell River Youth Soccer Association is an incorporated association with between 8 & 15 Directors. It organizes soccer in Campbell River for youths, ages 4 - 18 years of age. Usually we have approximately 800 players in Fall league and approximately 1000 players in the Spring. Our governing Association is the BC Soccer Association. CRYSA is governed by it's Directors who meet once per month. A Director must be of CRYSA. A minimum of 8 Directors constitutes a quorum. There is an AGM to be held by the last week of June each year. At this meeting members elect the Executive and Directors.

DIVISIONAL MANAGERS:

We have Divisional Managers for each division. The Divisional Managers carry out a variety of duties. The Divisional Managers are the communication link between the coaches in their division and the Board of Directors. The Divisional Managers have a variety of responsibilities set out in Appendix 21. This is a key position within our organization. A list of Divisional Managers and their age class is set out on our website.

ASSOCIATION ADMINISTRATOR:

This position is a year round job and is salaried position. The person holding this job is responsible to our Directors. The Administrator is our manager and coordinator for all our soccer activities.

MINI SOCCER – TOTS & UNDER 6 – UNDER 11 (U6 – U11)

We exclusively organize Mini Soccer for players Under 11 to Under 6, with a TOTS program for Under 5's. Most league games are played in Campbell River. The Organization of these divisions is solely the concern of the C.R.Y.S.A.

JUNIOR DEVELOPMENT (U8 – U11)

We run a Junior Development program that is meant to enhance the growth for players that show commitment and passion for the game of soccer. See summary of Junior Development under Heading VI. The program is open for both Spring & Fall league players. If a player does not register for the fall league he/she has to have registered for the prior Spring league to be eligible. Players to be eligible for Junior Development must be registered for league although may not necessarily participate in

league. The current fees for this program are as follows: Each participant pays \$50 by October 15th.

UNDER 12 - UNDER 15 (U12 - U15)

The players in this age bracket may play House league or they may play in the Developmental "B" League. The Developmental "B" League is for competitive players. There are tryouts for these positions. The Developmental League is under the umbrella of UISA and plays clubs from Nanaimo, Port Alberni, Comox Valley and Powell River. The Developmental "B" League plays on Sundays. For those players who are interested in travel, there is a House League which may interlock with Courtenay and now Gold River. The House League plays on Saturdays.

UNDER 16 - UNDER 18 (U16 - U18) BOYS & GIRLS

The organization and activities for players age 16 - 18 years are governed by Upper Island Soccer Association. These teams play league games and compete with Port Alberni, Nanaimo, Powell River and Comox Valley teams.

We are now governed by the Upper Island Soccer Association (UISA). The Upper Island Soccer Association is comprised of clubs from Nanaimo, Port Alberni, Campbell River, Comox Valley and Powell River, as well as North Island. The Upper Island Soccer Association now governs all of our activities from U12 to U18. It governs the Provincial Championship and Island Cup Play Downs. The BC Soccer Association is the overall governing body but the Upper Island Soccer Association represents our interests in the BC Soccer Association.

GIRLS SOCCER

Currently girls may play on boys or girls teams. In younger age brackets there are mixed boys and girls teams only. Our club encourages the development of girl's soccer and, if feasible, may develop an all girls program.

V. DIRECTORS AND AREAS OF RESPONSIBILITY

(Who do I call?)

The duties of organizing Campbell River Youth Soccer are divided amongst the Directors. Generally, there are one or more Directors responsible for each of the following areas:

The Executive: President
 Vice President
 Secretary
 Treasurer

The Directors:

Registrar	Referee Schedulers
Discipline Committee	Fields/Field Lining
Girls Soccer	Mini Soccer Coordinator
Divisional Manager Coordinator	Equipment Managers
One Time Events	Special Projects
Publicity and Records	Risk Management
Web Master	Clubhouse Manager
Tournaments	Library
Sponsorship Coordinator	Banquet Committee
Awards Committee	Registration Committee
Future Fields Committee	UISA Delegates
Nominating Committee (to nominate new Directors)	

A list of the current Directors, their names, addresses and telephone numbers is set out in Appendix 1. A list of the current areas of responsibility of each Director is set out in Appendix 2. Please contact the Director responsible if you have any problems, questions or concerns.

VI. ACTIVITIES OF SEASON

LEAGUES

We organize both a Spring and Winter League. Each league features between 11 - 15 games. There is a separate registration and the formation of new teams for each league. The season starts in the second or third week of September and traditionally continues to about the end of March for Developmental "B" League teams and Upper Island Players. Junior Development teams, "B" League teams and Upper Island players will often play nearly the whole year. The winter season continues until the end or just before Christmas for U12 to U15 House and Mini, but sometimes into March by popular demand within the division. For younger age groups, games can be played in the gym for the final part of the season. House games are to be scheduled for the AM portion on Saturdays. Futsal will be played indoors from approximately Nov. - Feb. for a limited number of players. There will be a separate registration on a first come first serve basis.

The Spring league starts early April and runs to the end of June. Girls and Boys play on the same teams. This league does not play inter community play. All games are in Campbell River and played on Sundays. Spring league has been organized for the last 8 years and has been extremely popular for beginners as well as keen players wishing to play more. The league has been set for TOTS to U14 but may be expanded depending on demand. The size of teams and the age groups may be modified. There has been more emphasis on participation than competition. Each coach will be provided a schedule at the beginning of the season. All games are to be scheduled for the PM portion on Sundays.

CUP COMPETITIONS

For Under 13 - 18 players there are numerous competitions outside of the league. Cup competitions take precedence over league play. This is because out of town teams are involved and there are a limited number of weekends in which the games can be played. Cup competition is for winter league players only.

PROVINCIAL CUP

Teams in Under 13 - 18 are eligible to play for the Provincial Championship including the B.C. Coastal Championship. This is an extremely competitive cup. Play downs start in January with the Coastal finals played in April and the Provincials are in July.

ISLAND CUP

Teams in Under 13 - 18 are eligible to play in the Vancouver Island Championships (the Island Cup). This again is a very competitive play down. The early rounds of the play downs usually start in January and again the finals are played in April. Both Upper Island and Lower Island will host the Championships every other year.

Rep League (Development "B" League)

This format involves Under 13 to Under 15 boys and girls teams, depending on the number of registered players. This league will play all their games on Sundays and will do a considerable amount of travelling. The season is anticipated to start in early September with usually an Ice Breaker Tournament in one of the participating communities. Tryout camps for all age groups will be starting any where from the beginning of July to the end of August. The players selected to play in the league will have the option to play house if they so desire, but will not be associated with house play at all. Under 16 to Under 18 will also have Rep teams playing league play in the Upper Island District.

Academy Program

There may be an Academy Program for 4 - 6 weeks in the fall. The Academy Program is designed to help interested players develop their skills. Please contact the Technical Director for availability and details.

District Development Centres

This program is designed to train and prepare players for IPL (Intra Provincial League), Super Y and/or Provincial programs. The Super Y league develops talented players who hope for careers in soccer. Provincial team players usually are identified through the Development Centre. Please contact the Technical Director for details.

TOURNAMENT PLAY

There are tournaments held throughout B.C. and the Pacific Northwest virtually every weekend of the year. Many coaches take their teams to these competitions. The Duncan, Gordon Head, Gorge and Powell River tournaments held in the spring of each year have been very popular. A small amount of travel money may be available to assist with transportation costs. There is a Mini Soccer Tournament at B.C. Place around Xmas and New Years each year which is also popular. If you wish to take your teams to any of these tournaments, details can be obtained from the league President or Administrator. If you wish a contribution towards transportation costs for these tournaments, please contact the league President and obtain details and authorization for payment prior to travelling to the tournaments.

On occasion we have hosted a mini soccer tournament which is very popular. Please contact the Tournament Coordinator for details or check out our website at www.crysa.bc.ca

Teams wishing to have a tournament must submit an application including a budget to CRYSA for approval. No individual team hosts a tournament on their own. The tournament will be hosted and run by CRYSA.

FURTHER OPPORTUNITIES

There are opportunities for players to develop their skills and soccer potential further. As an example, players may be selected to provincial teams or try out for Super Y teams or IPL. These opportunities are best explored through the Technical Director. The player development format is defined by the Technical Director. A sample of player development progression is as follows:

U8 - U11 House, U8 - U11 Junior Development, U12 - U15 House, U12 - U15 Rep, U12 - U15 DDC, U13 - U14 IPL, U13 - U17 Super Y

U13 - U17 Provincial Programs, Coaching Certification and Coaching Clinics.

VII. JUNIOR DEVELOPMENT

MISSION STATEMENT

To develop and implement a vertical training program that will enhance the growth of players that show commitment and passion for the game of soccer. The program will endeavor to produce quality players on and off the field by ensuring that a certain standard of conduct is adhered to throughout the program.

Program Objectives

1. To develop players to their maximum potential over a four year period.
2. To ensure all players receive age appropriate training within a pre-designed program.
3. To ensure the program is not interfering.
4. To provide communication to the players, parents and the association on an on going basis.
5. To endeavor to produce players that exhibits a high level of sportsmanship and are positive role models for other players.

Coaching Philosophy

We believe that ages 8 - 11 are critical ages in terms of skill development, balance and coordination. Our philosophy considers these areas as fundamental and as a result our program will predominately include them in all facets of training. We believe that these ages should spend most of their time in the "Train to Train" phase of training. This phase focuses mainly on training with a few carefully selected games and/or tournaments included throughout the season.

Coaching Methodology

Since the program is based on training rather than matches, we will do very little game analysis training where we analyze a match and then design a training session to correct errors spotted in the match. Instead we will adopt a mixed method of training including drills and small sided games. Progressive drills will be used in repetition to ensure we are able to track each players development. Small sided games will also be used to teach different facets of the game and monitor progress.

Our Skill development will focus on:

- Passing – push passes with the inside and outside of the foot. Low drives for longer passes. Lofted passes for passing accuracy.
- Control – cushion control using various parts of the body. Wedge control using both feet.
- Dribbling – both in small areas and over distance.
- Shooting – using different methods.

Our basic tactical focus:

- Positioning – basic positioning within small sided games.
- Creating space – understanding this concept from a basic level.
- Creating passing opportunities – using skill development.
- Basic support – again in small sided games.
- 1 v 1's defensive and attack.

Balance and Coordination program:

- General coordination will be included at the younger ages and more specific coordination at the older ages once the basic coordination has been mastered.
- Balance exercise with and without the ball will be an integral part of the program.

- Fast twitch muscle development will be introduced once players are comfortable with the general coordination and balance program.
- Speed and quickness will also be introduced at the older ages.

Non Training program:

- Introduction to nutrition
- Match preparation - older ages.
- Rules of the game - older ages.
- History of the game - older ages.

Player development ages:

- Under 8
- Under 9
- Under 10
- Under 11

Qualifications

Each age group will have an assessment period in which the coaches will evaluate players and identify the players they will work with over the nine month period.

Costs

The program has additional costs to the regular registration costs for each player. The program coach will explain the costs during the assessment period.

A Junior Development kit consisting of a hooded sweat shirt will be selected by a Committee to standardize the look of our Junior Development Teams. This kit will be paid for by the Junior Development players, not CRYSA.

For further information, please contact the Technical Director.

VIII. ONE TIME EVENTS

BANQUET

We host a year end banquet to recognize the efforts of our coaches, directors and other volunteers. We also recognize the players for their special talents through out the season. There are some special awards handed out for outstanding service to the game and the club. We presently have 10 awards that are presented at the banquet. We have an Awards Committee who accepts nominations that must be sent into our Administrator no later than March 1st of each year.

- 1) The Herb Hall Memorial Trophy is presented to the person the Board of Directors feels has done the most to further youth soccer for the year.
- 2) The Marthinsen Cup recognizes the years of devotion and service provide by both Trig and Zula Marthinsen. This award is presented to a deserving player who exhibits the following qualities: sportsmanship, dependability, leadership and progression of skills. The players' length of involvement in Youth Soccer and participation in league activities such as coaching and refereeing are also important.
- 3) The Desmond Caldwell Trophy is awarded to the player who excels in goal keeping.
- 4) The Dick Button Memorial Trophy is an awarded to the most improved youth referee.
- 5) The Barb Stewart Memorial Trophy is awarded to the outstanding volunteer of the year.
- 6) The Steve Marshall Cup is awarded to the Most Valuable Female player.
- 7) The Jim Humphries Tug and Barge Trophy is awarded to the Most Inspirational Female player.
- 8) The Farren Cup is awarded to the Most Valuable Male player.
- 9) The Malcolm Cowie Memorial Trophy is awarded to the Referee of the Year.
- 10) The CRYSA Cup is awarded to the Most Inspirational Male player.

WIND-UP DAY

The conclusion of the season is usually highlighted by a Wind-Up Day. The format and timing of Wind-Up Day may vary from year to year. Ideas for Wind-Up events would be appreciated. It is normally a fun day where players compete at various skills or a tournament format. There is \$5 per player available as a contribution to Windups for Mini soccer and Spring League.

TAG DAY

This fund raiser event is held once a year and during our Spring session. TOTS and Mini – Soccer players (U6 – U11) participate, and is optional for those who want to participate. It normally takes only an hour of one day for each player. Funds raised are necessary for the funding of events. Coaches are expected to have their players in uniform at the allotted time and place for tagging.

OTHER FUNDRAISING

Normally no other fundraising is required, however in special circumstances coaches may be called upon to assist with their team in fundraising activities.

Many coaches engage in fundraising activities solely for their own team. They might hold a bottle drive, sell chocolates hold a wood cut or a car wash. Coaches are free to engage in such fundraising activities, PROVIDED the coach has been given prior authorization for fundraising by the Board of Directors. The aim of these fundraising activities is usually to provide extras for the team such as team jackets, team sweat suits, or to pay for travel to and from tournaments. Funds collected by a team for the team will stay with the team and not an individual player. Please do not approach sponsors for funds except in accordance with our sponsorship policy. See policy under heading “ Sponsors, Section XXIV”.

Teams may not individually host tournaments as fundraisers. All tournaments must be hosted and run by CRYSA. A team wishing to host a tournament must submit an application including a budget to CRYSA for approval.

Please remember the Board of Directors must give prior approval for team fundraising. Please contact the President to obtain approval for any such fundraising.

IX. SCHEDULING

Coaches will be provided with a schedule at the beginning of the season. There is normally a separate Scheduler and schedule for Mini soccer, house league, and UISA. The appropriate Scheduler will advise regarding changes in scheduling. Spring League Soccer is played on Sundays and games will not be scheduled before noon. Fall Soccer is played on Saturdays and scheduling is to start in the morning. All UISA Rep games and Development League games are handled by the UISA scheduler through the clubs Administrator.

The Scheduler has absolute authority concerning cancellations or rescheduling of games. The only exception is that the referee may cancel the game on site if he/she deems weather and field conditions unsafe. The Field Coordinator will determine if the fields are playable and will advise the Scheduler. If it is determined that the game is to be played, only the referee can then cancel the game. If you, as a coach, deem it unsafe contrary to the decision of the Scheduler or the referee, you will default the game.

The Scheduler will advise regarding the method of cancellation of games or alternatively, the appropriate Scheduler will advise each of the coaches. Normally information regarding cancellation will be recorded on an answering machine or placed on the home page of our website. Coaches will be provided with a phone number to call to determine if the game is to be played. The information will be available on the website by 8:30 am at www.crysa.bc.ca or by calling the soccer line at 287-2192.

Coaches are responsible for determining if the game is on or cancelled. Coaches are further responsible for notifying their players of all cancellations. Players are not to call the answering machine number but are to communicate with their coaches.

A coach does not have the authority to cancel or postpone a game. This may only occur through the Scheduler or Game Official.

A coach should arrange to have an assistant or a willing parent able to cover coaching duties in case of last minute problems such as illness or shift work. Again, games cannot be postponed because of such factors.

Mini soccer is more likely to be cancelled because of bad weather or field conditions than soccer for Under 12 to 18. The Scheduler for mini soccer has the ultimate responsibility and discretion as to when to cancel games. It is often not in the interests of younger players to play in inclement weather. Occasionally mini soccer will be played when other games are cancelled. This is because mini soccer is not as hard on the fields. Field conditions may dictate cancellation of games for older players but not for mini soccer. Please remember to check for cancellations for your particular age group.

Coaches should be reminded that Cup game commitments take precedence over league games and that the scheduling of Cup games is often not in the hands of the local Schedulers.

A coach who will not be present for a game must forward the phone number of a contact person in case of cancellation, field change, etc... To simply not show up for a game due to lack of players or poor weather is inexcusable. If you know in advance that you will have to default a game, please advise both the Scheduler and the opposing coach as soon as possible. Please remember the number of people who are inconvenienced by the failure to show up for a game.

Teams in the UISA "B" Development League who default games or do not show up will be levied fines and coaches could get possible suspensions.

Who suffers when teams default games?

- a) the players who look forward to participating;
- b) their parents who have set aside weekends for soccer activities;
- c) the opposing team who also want to play;
- d) parents of the opposing team who have also set aside the weekend for soccer activities;
- e) game officials who have set aside time to officiate;
- f) our clubs, who lose credibility with other Districts;
- g) the division officials who must deal with default standings.

Please do not default games for poor reasons. It is better to play shorthanded or show up and have a fun game, than simply not show up.

X. RULES OF THE GAME

The basic soccer rules are set out in Appendix 3 which is an excerpt from the Youth Referee Handbook. The BC Soccer Association Competition Rules and Regulations which are the governing rules are also available in the Clubhouse Library.

The Mini Soccer rules are set out in Appendix 4. Mini Soccer rules are modified rules to make the game more understandable, easier and more enjoyable for the youngsters. The rules are intended to allow the youngsters to have maximum fun and skill development.

Please note that in Mini Soccer up to and including Under 10, there is no slide tackling. Please also note that in Mini Soccer the rule is throw-ins only. One re-throw is allowed. Mini Soccer no longer has kick-ins.

The indoor rules are set out in Appendix 16.

Futsal rules are set out in Appendix 22.

Please note that we have unlimited substitution in our league games to allow maximum participation. Substitution slips are no longer required but the substitute must come off and on the field only after properly notifying the referee. For Under 13 - 18 teams, a completed team list with names, numbers and ID numbers must be given to the referee at the commencement of the game.

The referee's decision is final. No criticism WILL be expressed to the referee in front of players and spectators. Each coach MUST encourage respect for the game officials. If you have a complaint or protest, it may be lodge with the Director in charge of referees at a later date but within 48 hours after the game.

Please note that for all Cup games, including the Provincial Championships and the Vancouver Island Championships, there is some modifications to the rules regarding substitutions, overtime, settling a tie by penalty kicks, etc... Please consult the Director of Referees prior to any such playoff to ensure you know the rules.



XI. REFEREES

Referees will be supplied if possible for all games. Because of the shortage of referees, normally it has not been possible for the Director of Referees to supply referees for Mini Soccer, but recently most games have been covered except for TOTS where the coaches are in charge of maintaining control.

For ages Under 12, if the Director of Referees is unable to supply a referee, he/she will notify you. Occasionally this happens and it is necessary to change scheduling to ensure there is a referee.

For Mini Soccer, the league will supply the referee. If the league cannot supply a referee, coaches should be prepared to find a couple of people, (usually parents) who are willing to referee. Please make sure your referee is familiar with the rules of the game.

Clinics are set up by Campbell River Youth Soccer to train referees. Certification as a referee can be obtained through these clinics. Please contact the Director of Referee or the President for more information on referee clinics. The website also has information on clinics.

Referees who referee at the request of the Director of Referees are paid. The current rates are set out in Appendix 5. Please encourage anyone with interest to become a referee as there is traditionally a shortage of referees.

If there is no referee available, a coach may referee the game. However, coaches should coach, not referee. A coach is almost always perceived as being biased (no matter how impartial he/she is). It is preferable to find a neutral referee. In Mini Soccer this is normally not possible, although it is preferable. We attempt to encourage players from the lower divisions to referee Mini Soccer games. They can earn pocket money by refereeing games so if you know of any such persons interested, please have them contact the Director of Referees.

XII. PRACTICES

(Use of Field and School Facilities)

We encourage coaches to have at least one practice a week during the regular season. A coach may decide to have more or fewer practices depending on his/her situation. Most coaches practice once per week. Teams who do not practice once a week usually fall behind the other teams, leading to less skilled development and player discouragement. We urge you to practice at least once per week with your team. Outdoor practices in spring and fall are encouraged. In winter, most coaches reserve a school gym for practice. For outdoor practices, it is not possible to reserve a field. Certain fields are allocated to Youth Soccer. You may hold your practice on any of them. These fields are listed in Appendix 7. If other teams show up for practice at the same time you will have to share the field or move. For indoor practices it is necessary to reserve a school gym. Competition for school gyms can be fierce. You should apply IMMEDIATELY. You can only apply for gym time through the Soccer Administrator. Coaches can no longer book gyms on their own through the School District.

Appendix 6 sets out the current regulations respecting school use, responsibility and the booking procedure. Please read it carefully.

Coaches who are assigned gym times are responsible for any damages. Please control the conduct of your players. Many schools insist on the use of indoor soccer balls only. Black soled runners, which make scuff marks on the floor are not permitted. Abuse of the facilities will result in cancellations. Please do not allow any use of the facilities which will jeopardize the use of school facilities by Campbell River Youth Soccer. Practices should be a combination of fun and a learning experience. Try and give your players lots of variety. There are a variety of reference materials, videos and books in our Clubhouse Library as well as on our website to assist you in holding your practices. See the manual under the heading " Coaching Assistance " for further assistance. You must not practice before the start of a new season with a player who is unregistered for the up and coming season.

PLEASE REMEMBER THAT PLAYER IS NOT INSURED AND CAN JEOPARDIZE THE WHOLE TEAM.

See heading " Insurance Coverage " for more information.

Field Use

The rules regarding field use must be strictly followed or we will lose use of community and school fields. Each coach is responsible to check the current status of the fields. You can check the answering machine or the website to see the current status of the fields.

If the fields are closed, teams must not practice on the field even if the weather is fine and the coach thinks the field is in good shape.

Please be reminded that when the weather is wet, practices must be held on the green space between the fields rather than on the fields themselves. This will ensure that the fields won't show very much wear and tear if you practice off the main playing surface. Please read your minutes as they will contain information about the field conditions and whether the field liner was able to mark your playing fields. For instance, some fields may be closed for use altogether. This will be explained in your general meeting minutes. It is up to you as a coach to check your minutes and/or check with your Field Coordinator regarding use of fields for practices. Please check the phone line or website to see if the fields are closed for play.

Violation of Field Use Rules

A coach who violates the rules, will be given an automatic one game suspension, which may be increased at the discretion of the Discipline Committee.

For a second offense, the Discipline Committee may suspend the coach for up to one year in its discretion.

If a coach does dispute that he/she had not violated the rules, the Discipline Committee will have a hearing and will decide if he/she has violated the rules, then consider the circumstances and impose penalties if justifiable.

XIII. USE OF CLUBHOUSE

The Clubhouse is located on Mercroft Road between South Birch and South Dogwood Street. Our mailing address is P.O. Box 666, Campbell River, BC V9W 6J3. The telephone number is 286-6660. Many coaches hold team meetings and socials in the Clubhouse. There is a blackboard, overhead projector, VCR, DVD player, video screen and a television. There are several videos and DVD's available for use by signing them out from our Librarian. We also have a kitchen facility with two refrigeration units a stove and a hotdog machine. Please use the Clubhouse for your team's benefit Use is by reservation with the Director in charge of the Clubhouse. We also ask that when using the facility that you please clean up after you are done. The current policy regarding the use is set out in Appendix 8.

XIV. CLUBHOUSE LIBRARY

Campbell River Youth Soccer is building a library of reference materials. There are coaching manuals and videos available. Materials may be used at the Clubhouse or may be borrowed. Please contact the Library Director for use of materials and use the sign out sheets that are provided. Please ensure that you return items back as soon as you have finished with them.

The procedure for signing out materials may change.

Appendix 9 lists the current library holdings.

If you want certain material ordered, please let the Technical Director know, so he/she can consider your request when making future orders. The Technical Director has a budget to purchase new library materials.

XV. COACHING ASSISTANCE

The Director in charge of coaching is called our Technical Director. He/she is otherwise known as the Coaching Coordinator or Head Coach. The Technical Director will assist you in whatever ways they can with your coaching. If you have problems please do not hesitate to call the Technical Director. There is the reference material in the Clubhouse Library for your assistance. Coaching clinics will be held throughout the year. All coaches are encouraged to attend coaching sessions, not only to learn but to contribute. Informal discussion will occur where coaches will trade ideas and learn from other coaches. Experienced coaches are available to answer questions and help with problems. A mentor program will be available for new coaches or those coaches wishing to improve their coaching abilities.

We now have access to coaching lessons on the Web designed by Tony Waiters call Byte Size Coaching. You can access a coaching plan for your age bracket for the whole season. The plan has practice sessions which develop progressively through the year. Contact the Technical Director for more information.

Additional coaching clinics will also be held. We attempt to hold clinics where a coach can obtain Certification. If you wish help at any practice sessions, an experienced coach will attend and assist you. An experienced coach will act as a coaching “buddy” if you request. Please contact the Technical Director for assistance. Coaches meetings will be held usually twice a year to discuss problems or concerns. We need your input. Please involve your parents. Many will involve themselves as assistants. If you are doing practice drills, the smaller the group the better. Parents can help by working with one group while you work with another. Coaches should have an alternate coach whose name is known to the Scheduler in case they are unavailable. An alternate must cover practice sessions and be ready to organize should the regular coach be unavailable to do so.

XVI. REGISTRATION

REGISTRATION POLICIES

The Campbell River Youth Soccer Association usually holds at least 3 live registrations for both the Spring and Fall league. The live registrations are held at the Soccer Clubhouse and the dates and times are predetermined by the Board of Director, Registration Committee or Registrar each year.

There will be two early bird registrations. The early bird price will cease to be in effect at the end of the second last live registration. The website forms have until this time to mail or drop off their registrations and still get the early bird price. The regular fee after the early bird deadline will be \$20.00 more. The user fee of \$5.00 is non-refundable, no matter when withdrawal is made. User fees are paid by October 15th for winter league and may 1st for spring league.

It is recommended that Development Teams in U13 - U15 are to be chosen by August 31st. The Development/Rep coaches are chosen and notified by June 15th so early registration is necessary for anyone wishing to play on a Development/Rep Team.

When registering a player for the first time, proof of age must be provided such as a birth certificate, baptismal certificate, citizenship papers, passport, Status card or evidence acceptable to the Provincial Registrar.

Your registration fees are used to carry out our Mission to promote, develop, encourage and educate young players in soccer. We strive to keep our registration fees low to encourage participation. Exceptions to the fee schedule may be made for those in financial need and we also offer Kidsport.

Part of your registration fee is a \$5 user fee which is used for maintenance of fields in Campbell River and is non refundable. Another part of the registration fee, \$10 from U6 to U18 players, is set aside for Future Capital Projects and more specifically to help finance an all weather artificial turf field.

- a) Age categories are set as follows: as of the playing year 2008/2009;

UNDER 18 – January 1, 1991 to December 31, 1991

UNDER 17 – January 1, 1992 to December 31, 1992

UNDER 16 – January 1, 1993 to December 31, 1993

UNDER 15 – January 1, 1994 to December 31, 1994

UNDER 14 – January 1, 1995 to December 31, 1995

UNDER 13 – January 1, 1996 to December 31, 1996

UNDER 12 – January 1, 1997 to December 31, 1997

UNDER 11 – January 1, 1998 to December 31, 1998

UNDER 10 – January 1, 1999 to December 31, 1999

UNDER 09 – January 1, 2000 to December 31, 2000

UNDER 08 – January 1, 2001 to December 31, 2001

UNDER 07 – January 1, 2002 to December 31, 2002

UNDER 06 – January 1, 2003 to December 31, 2003

UNDER 05 – January 1, 2004 to December 31, 2004 TOT

UNDER 04 – January 1, 2005 to December 31, 2005 TOT

- b) Players must be at least 3 years of age in the current playing season or starting kindergarten before being eligible to play. Some but few exceptions will be made only at the discretion of the Board of Directors. There will be no refunds given after October 15th of the current winter season and May 1st of the spring season. Refunds will not include the \$5.00 user. Spring League holds separate registrations governed by the same discretion. Players requesting to play up a division must follow the policy outlined in Appendix 10.

- c) We offer a family discount after the first child. The second child will get a \$10 discount, third child a \$20 discount, fourth a \$30 discount and so on.

TEAM SIZE AND PLACEMENT

The Campbell River Youth Soccer policy on registration is set out in Appendix 10. Please note team size and placement of players on a team are decided by the Board of Directors. The Directors may re-allocate players to different teams during the season. The Directors may re-allocate players to different teams from season to season. These decisions will be made in the interests of the league as a whole. Early registration will insure your players to be placed on your team , so encourage early registration.

The Board of Directors has delegated decisions on team size, player placements and approval of applications to play up a division to the Registration Committee. The structure of the Registration Committee is as follows:

Panel of 7 : including the Administrator and Secretary

Girls House Rep
Girls Rep Coordinator
Boys House Rep
Boys Rep Coordinator
Technical Director

The guidelines for approval of player applications to play up a Division are set out in Appendix 10.

XVII. EQUIPMENT

Campbell River Youth Soccer players are responsible for providing their own black shorts, black socks, shin pads and soccer cleats. Shin pads are mandatory. Black shorts and black socks are mandatory. Players can purchase this equipment at local sports stores. There are some second hand soccer boots available at the Clubhouse. An informal swap and shop on used soccer boots is usually available during registration dates.

Because of unreturned uniforms, Campbell River Youth Soccer had to adopt a uniform deposit system. On Fall Registration only, each players parent is required to issue a post dated cheque for \$50.00 which will be handed back when the uniform is returned. Rep players are required to supply us with a deposit cheque as well. Players involved in only Junior Development are not required to supply us with one, as they do not receive a jersey.

DISTRIBUTION

Prior to the start of the season all coaches will receive notice of the date and time by which all equipment will be issued. The location for this usually will be at the Clubhouse or it may be arranged through your Divisional Manager.

Jersey's, balls, ball nets, mini goals in bags and cones will be handed out as well as corner flags, goal nets, ladders and agility sticks for higher divisions if requested. Each coach must sign for the equipment he/she receives.

* Please ensure jerseys are always accounted for. A single misplaced top can cause the whole set to be useless. Please keep track in writing of which player gets which shirt. It helps you discover whose shirt is missing when you are collecting the uniforms. Before any team is issued equipment, all persons are required to fill out Risk Management forms. This applies to all volunteers who are in contact with the players. These forms must be completed and handed into the Risk Management Coordinator.

UNIFORM CARE

At the end of each game we ask that you have a parent in charge of collecting all the uniforms so that they can be washed and given out at the next game.

Turn the jerseys inside out to wash. Wash in cool water. Do not dry them in a hot air clothes dryer. They should be drip dried. Please inform your parents of this procedure.

END OF SEASON EQUIPMENT

All coaches will be responsible for the hand in of their equipment the weekend of or the following of the soccer wind-up. All jerseys are to have been laundered. It is essential that ALL equipment is handed in at the designated times so that the inventory can be tallied, reassessed and orders placed. If your equipment is defective or needs replacement through the season, please contact the Equipment Directors. If you have any new ideas for equipment please contact the Equipment Directors.

BANNERS

There are some banners that say “ Campbell River Youth Soccer Association “ on them and they are available for teams to take to tournaments or display them on parade floats. These banners are the responsibility of the coach and are to be returned to the Clubhouse when you have finished using them. All of our Level 4 sponsors have team banners that are to be displayed every where the team travels.

TENTS

Campbell River Youth Soccer Association has purchased a number of 10 by 10 fold-up tents. These are available for teams to use and they must be signed for by the coaches and returned to us in the condition they we received.

MISCELLANEOUS EQUIPMENT

We have pinneys, cold packs, practice nets, mini goal posts and development equipment to use, please call the Equipment Manager or the Administrator.

We do loan our equipment out to other user groups but require a deposit of one half of the cost of the equipment loaned.

XVIII. FIELD USE AND ALLOCATION

(LINING THE FIELDS)

A list of fields allocated to Youth Soccer is set out in Appendix 7.

Your games will be played at the location as set out in your schedule.

You may practice on any of the fields allocated to Campbell River Youth Soccer. Fields cannot be reserved for practices. You may have to share use of fields for practice as there is no priority for practices. We do have a new procedure in place and it must be abided by. If the fields are closed, that is exactly what it means, no games and no practices on all fields. There are penalties to be handed out if it is not adhered to. We ask that you use the common sense approach in this matter.

When practicing we ask that you stay off the main field of play and just use the green space around the field. This means the goal areas too, this area is the easiest to damage so please refrain from practicing in this area.

All games are scheduled on fields by the scheduler who must approve use of the fields for games. This avoids any double bookings. The scheduler must receive authorization from the Campbell River Recreation Department for schedules and for any changes in our game schedules.

The Willow Point Park All Weather field is available but must be booked through the Administrator. The current protocol for the key for the lights at the Sportsplex is that you must sign out the key and hand over your car keys. You must hand the key back in and turn off the lights before you get your car keys back. Never hand the key over to the next group using the field.

CRYSA goal posts are located on most fields we use. There is a procedure for moving and locking posts that will be explained to you. When using the posts, please make sure that the lock and chain are locked up when using the goals, as they tend to disappear. When finished, please move goals back to where they were and lock the posts back up. Unlocked posts will get damaged. There is also safety concerns for children if the posts are not moved and securely locked. If our posts are on school property and not securely locked, we could loose the right to use their facilities.

XIX. REPRESENTATIVE TEAMS

In Provincial Cup and the Vancouver Island Championships, we are allowed to use Representative (Rep) Teams. Campbell River Youth Soccer encourages Rep Teams for these competitions because club teams are seldom of the required quality to meet the competition from larger centers. Other cities use Representative Teams. The best team from the District plays and it is necessary for us to also use Rep Teams to be competitive.

The Rep Team coach chooses the best team from the District that he/she can field. Players on the Rep Team compete for their positions and are not guaranteed equal playing time. For a promising player the Rep Team experience is a good experience. It involves extra coaches and better competition. If you have talented and interested players on your team, please encourage them to try out for the Rep Team.

Every player is entitled to try to make a Rep Team. Rep Team coaches will be selected by the Technical Director, applicants for the positions of Rep coach must apply in writing on or before a predetermined deadline. You must attain a Community Coaching Senior (CCS) certificate to become a Rep Team coach. It is preferred that a separate coach from the club coaches, coach the Rep Team but any coach with the proper qualifications may apply for the position. If you are interested in coaching a Rep Team or know anyone who is, please contact the Technical Director. There is normally a deadline for establishing and registering a Rep Team. Rep Teams in the U13 - U18 have to have their final rosters submitted prior to the January 15th deadline. All teams must be registered to play and have their intent to play in Provincial Cup in by October 15th to UISA. At that time rosters must be submitted with final additions made by the January deadline.

The Rep Team season runs generally to Mid April but sometimes longer depending on the coach and the team's success. Rep teams are for age groups U13 to U18 both boys and girls.

Since the commencement of Development teams, the Development teams tend to become the Rep team. Please remember all house players are eligible to try out for the Development or Rep Teams.

Rep Teams are required to wear standardized Club colors. The uniforms selected by the Club are a royal blue Munchen jersey, as well as a Munchen white jersey combined with blue shorts and one pair each of blue and white socks. Two goalie uniforms, one black and one yellow are also supplied.

If the Rep Team orders track suits, they will be a Umbro Linkman jacket, royal blue combined with equalizer pants which are black until they have been discontinued. A standard hold-all has also been chosen. Track suits and hold-alls are optional purchases not supplied by CRYSA, but still must be in the style selected by CRYSA.

Applications to become a Rep coach must be submitted by the predetermined deadline set out in Appendix 10.

Rep Team fees: Each player who has been selected to a REP TEAM must pay a REP FEE. This fee covers players who enter their team into Provincial Cup play. It also covers the cost of their uniform kit. The fee is collected by a deadline which is when the team has been declared for Cup play and when the final rosters have been submitted to UISA. This date is always the 15th of January each year.

XX. SAFETY AND FIRST AID



As a coach, you are the adult person in charge of your players at practices, at games and out of town travel to and from games. You have accepted the role of supervisor by coaching and you therefore are responsible for your players' safety. This includes a legal obligation. Please don't be apprehensive about your legal obligation. The law expects you to act with reasonable care in the circumstances. We expect you would act with reasonable care in any event. You also have insurance protection through our organization. Parent helpers and other volunteers are also covered. Here are some simple guidelines and suggestions:

- 1) First, Make all reasonable effort to prevent injuries from happening. This includes checking out the play area before it is used. You may discover broken glass on the field which should be removed. You may discover a dangerous hole on the playing field or an obstruction in the practice gym. Please remedy these situations before an injury occurs.
- 2) Plan and supervise the players' activities responsibly. Don't allow the children to conduct themselves in a manner likely to endanger others. If a player is playing dangerously (tripping, kicking or charging at others), please caution him/her and prevent him/her from doing so. Young players will get into hazardous situations if left unsupervised, so make sure someone is supervising their activities. Part of your supervision means making sure the children get home from the games and practices. Every year we receive complaints from parents that their child has been left alone at a field or practice site.

It is the parents' responsibility to get their children to and from practices, however there are times that the parent is not there for the child. If for some reason the parent is not there for the child, it is up to you to make suitable arrangements. Do not leave the child unattended. Either wait with the child or make arrangements for his/her safe return home. PLEASE NOTIFY THE PARENTS OF YOUR POLICY AT THE START OF THE SEASON REGARDING THIS ISSUE. You may wish to allow 15 minutes after the practice and if the parent is not there, then make arrangements to have the child taken home by another parent or yourself.

Plan activities that are safe and suitable for the children. Don't plan activities that might cause injury. For example, don't practice diving headers near a gym wall. Don't do weight bearing activities that might damage a child's back. For instance, don't let a 50-pound child carry a 100-pound child on his/her back. It may strengthen his/her legs but will break his/her back. The application of common sense will guide you well.

- 3) Check equipment. A ball with a tear or loose flap or panel when headed can cause an eye injury. Discard the ball. Check players' cleats to make sure they are proper. Nylon cleats sometimes break and become sharp with wear and become unsafe. Make sure players shoe laces are tied. You may have to tie the laces for the five and six year olds. It prevents a trip which could cause an injury.
- 4) Take a first aid course or review your first aid training. Campbell River Youth Soccer will pay for first aid training for its coaches subject to prior approval. There are Sports Aid Clinics which are specifically designed for coaches. The introductory Sports Aid Clinic is a one day course which emphasizes injury prevention and the appropriate response for a coach when an injury occurs. A clinic can be set up if there is sufficient interest. There is also St. John's Ambulance and other first aid courses occurring on a regular basis in the community.

- 5) Carry a first aid kit. Recommended contents are set out in Appendix 12. You likely will have a family first aid kit with you when you travel. If you do not develop a new kit, bring your family kit to the games and practices. Have clean water available. Water is useful for washing lime from the skin or eyes. Presently, lime is not used as a field marking material. Water helps clean cuts and abrasions. Have some drinking water available to prevent dehydration in hot weather. Carry ice for bruising. Ice in a styro-foam cup is the easiest to use.
- 6) Have a participant information card (medical history card) available for each player. A sample card is set out in Appendix 13. These cards should be kept confidential. If an emergency arises without a parent present, the card contains pertinent information for you and the doctor. You will be able to use the card to inform the doctor and immediately contact the parents so the parents can make any necessary decisions. The card is especially important for your team when you are travelling.
- 7) Be prepared for an emergency. Have the telephone number of the ambulance service available to you in your first aid kit along with your medical history cards. Have coins available in case you have to use a pay phone. Know the location of the hospital or have a map which directs you to the hospital when out of town. Attached, as Appendix 14, is an excerpt from the National Coaching Certification Program setting out some guidelines on sports safety including an emergency action plan. Please read it as it will help you react appropriately in an emergency. Emergencies do happen. Soccer is a contact sport. Broken bones and concussions do occur. It is best to be prepared.
- 8) Know your limits. Don't attempt treatment if you are unqualified. Refer to someone who is qualified. Often there is someone there with first aid training. For an injury that may be serious, treat it as a serious injury. It is usually only a quick trip to the Emergency Department of the hospital.
- 9) Be over cautious about injuries. Don't encourage or allow a player to return to the field if he is injured. More serious injury or permanent damage could result. When in doubt an injury, refer the player to his/her doctor. Notify parents of any injuries, particularly any head injuries which occur in games or practices.

- 10) Don't let the excitement of the game interfere with your handling of an injury. The game can wait. Assess the injury properly on site. Only remove the player from the field if it is safe to do so.
- 11) Encourage the parents to be at games and practices. If something happens to their child, they are then there to handle it while you conduct the practice with the others. This is especially appropriate for the younger age groups.
- 12) Please follow through the injuries of any of your players. If they are hospitalized kindly inquire to see if they are recovering. The league executive wish to know about any injuries and ensure there is adequate insurance. We also wish to know how the injury occurred, so steps can be taken to prevent recurrence of such injuries.



*"Of course it was dangerous
kicking — look where
my knee-cap is now"*

XXI. INSURANCE COVERAGE

You are covered by insurance if you are a coach, manager, volunteer, referee, player, parent or Director acting within the authority of the Campbell River Youth Soccer Association.

Presently we are insured to the limit of five million dollars for third party liability. This means that if someone is injured as the result of negligence of a coach or player, the insurance will pay all legal costs plus any judgment rendered against a coach or player up to five million dollars.

The amount of insurance coverage may vary from year to year depending on the costs and availability of insurance coverage.

You and your players are also covered for accidental injuries occurring in the soccer activities. If a player is hospitalized as a result of injuries, our insurance covers the hospital charge, ambulance charges, prescription costs, etc... up to \$7500.00. This amount may also vary from year to year. There is coverage for dental treatment for injuries. There is a small payment for serious injuries such as paraplegia or quadriplegia or loss of the use of a limb. A general description of the policy is set out in Appendix 15.

Please remember unregistered players are not insured. Insurance coverage ends at the end of the season and Cup play unless the club is still involved with sanctioned activities. The rule of thumb is to register early so that you are covered with the clubs insurance. Please have all players properly registered immediately. Contact the Registrar or Administrator to obtain early registration forms or information. Both the players and you are at risk if you allow an unregistered, uninsured player to play. If you have a player injured, advise his parents of our insurance coverage. Please coordinate with the President of Campbell River Youth Soccer to ensure that the injured player or his parents are reimbursed appropriately.

XXII. PUBLICITY AND RECORDS

Weekly game results are to be phoned in or delivered at the time and placed designated by your Divisional Managers.

Game results and stories are for the purposes of publicity and keeping league standings.

Please ensure results are given in a timely fashion. The publicity is a good way to recognize your players in a positive fashion. Recognize effort and spread the recognition amongst all your players, not only the “stars” or “goal scorers”. You may want to delegate this task to the a willing parent.

Divisional Managers once they have received all their team game stars, they are to email them to the Administrator who will forward all of them to the local newspapers.

Rep and Development Teams also need to report their game scores to the Administrator in a timely fashion so that they can be forwarded to the UISA Scheduler.

XXIII. PHOTOGRAPHS

Early in the season of both winter and spring leagues, the One Time Events Director organizes the taking of team photographs. Please notify your players and have them in attendance suitably uniformed. Both teams and individual photographs are provided to players at a small cost. Team photographs are given to sponsors and are kept in the records file at the clubhouse. You will be notified in advance about this event.

The Director in charge of this event will draw up a schedule and coaches are informed that pictures will be taken in a timely fashion and at a location chosen by the photographer. The photographer has handed out in advance the envelopes which should be ready when the child has their picture taken to make the transition run smoothly. Coaches are also advised that if they cannot attend the scheduled photo session that they must make alternate arrangements directly with the photographer.

XXIV. SPONSORS

1. The new sponsorship policy is as follows: All sponsorship money must be paid to the Campbell River Youth Soccer Association (CRYSA). Neither team nor individuals are to directly solicit or receive sponsorship money. If an individual or a team has a potential sponsor, that individual should direct the sponsor to the Sponsorship Director. The Sponsorship Director will be responsible for confirming all details of the sponsorship with the sponsor. All sponsorship funds go to CRYSA who will use them for the benefit of all soccer players.

2. There are four levels of sponsorship as follows:
 - Level 1 \$250.00: Spring League House Sponsor. The sponsor's name will appear in the CRYSA website sponsor page. There will be newspaper reports with respect to this team and the sponsor's name will appear on the spring league shirts with sponsor's logo.

 - Level 2 \$300.00: the sponsor will get all of Level 1 plus a Fall League House Sponsor.

 - Level 3 \$1000.00: the sponsor will sponsor a Rep Team. Rep teams give the sponsor a much higher profile in the newspaper and community. Their logo on will also appear on the CRYSA website sponsor page.

 - Level 4 \$1500.00: the level four sponsor, in addition to sponsoring a rep team will have a banner displayed at all of the Rep team games held with the sponsor's name and logo displayed. The banner will also be displayed at the Clubhouse when not in use on the fields. If the team purchases track suits or other gear, the sponsor's name may appear on the track suits and other gear. CRYSA will display the banners at the Annual Awards Banquet.

3. All sponsors receive various benefits like team pictures, recognition in the newspaper, reporting to one degree or another of team scores, game stars and names in the newspaper, recognition on website and at the Annual Awards Banquet.

4. All soccer association members and particular members of the team that are sponsored are encouraged to patronize our sponsors' business.
5. Individual teams may still approach sponsors for donations in kind up to a maximum of \$100.00 for fundraising activities. All fundraising activities and the purpose of the fundraising must be approved by the Executive. The Executive also has the discretion to approve more than the \$100.00 in kind for individual team fundraising.. Individual teams may still raise funds in various fundraising activities such as car washes, bottle drives, sales of chocolates, raffles, etc... A team can approach a sponsor for \$100.00 donation in kind such as pizza or a donation of a small gift for a raffle.
6. A level three or four sponsor will be allocated two Rep Teams if there are not enough sponsors to cover all Rep Teams. A sponsorship wall will be set up at the Clubhouse. All members and visitors will be aware of sponsors. Level four sponsors may also become Division sponsors if approved by the Executive.
7. Subject to availability of funds, CRYSA will be providing all Rep teams and Development teams with the necessary equipment and uniforms. Efforts will be made to provide the Rep teams with home and away uniforms. All Rep team uniforms will be in CRYSA colors. This applies to additional gear or track suits or warm-ups purchased by the team through their own fundraising activities. There should be no longer any need for Rep or Development teams to have additional sponsorships because equipment and uniforms will be provided by the CRYSA.
8. The goal of this new sponsorship policy is to raise more money by way of sponsorship and to ensure that the benefits of sponsorship are available to the whole club and all the players in the club, not just those teams fortunate enough to obtain individual sponsors. Another goal of this policy is to prevent our CRYSA or members of CRYSA over asking our businesses to sponsorship.
9. Teams who have purchased their own uniforms or been supplied uniforms from their sponsor which are not club colors will be grandfathered so will be allowed to use this apparel until the club issue becomes available. In future, all apparel will be in club colors and issued by the club.

XXV. DISCIPLINE

Campbell River Youth Soccer has a Disciplinary Committee to ensure it's rules, guidelines and policies are adhered to. Unfortunately, misbehavior does occur and it takes many forms. Misbehavior may be from an over zealous coach, director, player or parent. It may take the form of abusive language, refusal to obey rules and guidelines, refusal to follow a coach's direction. It may involve fighting or the intent to injure. Whatever form of misbehavior, it will be dealt with either by the Disciplinary Committee or the Board of Directors.

Players who misbehave on the field may be given red or yellow cards from the referee. These players may be called upon to appear before the Disciplinary Committee, who has the power to impose penalties such as suspensions and possibly fines. Suspensions are normally handed out in accordance with the BC Soccer Association Disciplinary Guidelines. This discipline can apply to a coach, director or player.

Three Strike Rule:

The Three Strike Rule applies to players, coaches, parents and directors. If the conduct of a player is inappropriate and a coach is unable to deal with that player, the coach may institute the Three Strike Rule. The player is given formal notice that his/her behavior is unacceptable. There is a form letter that is sent out to initiate the First Strike. If he/she is given a Second Strike notice due to their unacceptable behavior, a second formal letter is sent out in which they must appear in front of the Discipline Committee and hear the case against them. If a Third Strike is issued the player is notified in writing that his/her membership with our association is terminated. He/she will be suspended from all Youth Soccer activities without refund of registration fees. The Three Strike Rule also applies to coaches, parents and directors. The strike letters in all cases are issued by the President. Requests for formal notice of any strike goes to our President.

Drugs and Alcohol:

The use of and possession of drugs and alcohol shall not be tolerated in any activity associated with Youth Soccer. Breaches of this rule shall be dealt with on an individual basis by the Discipline Committee or the Board of Directors. Smoking cigarettes on school property is also prohibited. Under the new school bylaws, individuals caught smoking on school property may be fined if caught by an enforcement officer.

XXVI. COACHES ON THE FIELD

In Mini-Soccer it is very hard for the young ones to know what and where they are supposed to do/go. In the Under 7 and Under 8 group, the coaches are allowed to be on the field at all times to give the players encouragement and help. Please remember that you cannot interfere with the play. The Under 9 coaches are allowed on the field ONLY until Thanksgiving, after that date they must stay on the side lines. There may be some variation on this rule, depending on the abilities of the players. Please check with your Divisional Managers.

XXVII. SUMMARY OF COACHES RESPONSIBILITIES AND DUTIES - HELPFUL HINTS AND SUGGESTIONS

If you have read this manual, you are now acquainted with most of the duties and responsibilities of coaches. This section is meant as a brief summary of your responsibilities with some helpful hints and suggestions. Here they are:

- 1) Obtain your team list and fill out Risk Management form.
- 2) Organize your practice times outdoors and indoors. Book gym space early.
- 3) Notify your players. Provide them a schedule of practice times and game times. Go over the rules. For example, advise your players of your policy on swearing and temper tantrums. You may institute a buddy system to remind the players of games.
- 4) Remind your players and their parents of game and practice times. You must let the parents know. Written schedules work best with verbal reminders at practices.
- 5) Keep your team list organized and updated with proper addresses and telephone numbers and medical information.
- 6) Obtain your equipment from the Divisional Manager or Equipment Managers. Keep track of your equipment. It all has to be turned in at the end of the year.
- 7) Hand out uniforms. Please keep a written list of who gets which jersey. It makes them easier to collect. Talk to the parents about the care of the jerseys. Have the parents sign for the jersey so if it is lost or damaged you know who has to pay for it.
- 8) Explain to parents, jerseys have to be turned in. Shorts and socks must be black. Advise parents when and where socks and shorts may be purchased.
- 9) Notify all your players concerning changes in practices or schedules. Many coaches have a phoning committee to assist.

- 10) Have your equipment ready at practice and game time. You should have a whistle or two. Whistles are excellent for grabbing children's attention. If a parent is refereeing you will likely have to lend them your whistle. Bring your whistle to games and practices. Make sure balls are properly inflated. If you throw a ball twice your height in the air it should bounce to your height when properly inflated. Make sure you bring your game ball to the games. Use your game ball only for games. Remember your cones for practices. Remember your first aid kit.
- 11) Notify your parents regarding season's activities, the length of the season, tournament play, playoffs, opportunities for Rep Team play, coaching and referee clinics, awards for skill and leadership, Wind-up Day and Tag Day. Encourage parents to become involved.
- 12) Encourage parents to assist at games and practices. Have an assistant coach or two assistants. At times you will not be able to be there, so make sure your assistant is there. Make sure the scheduler has a sure fire method of contacting you or your assistant.
- 13) Plan your practices. Emphasize play and practice in small groups. Give the players fun things to practice plus lots of variety. Many coaches have fun awards such as (McDonald's coupons or pizza vouchers) for practice. Coaching courses often suggest that the kids practice to music. Try these things, they may be fun for your players.
- 14) Plan some family games and practices. Games featuring parents versus kids are very popular. The kids soon out do their parents.
- 15) Don't hesitate to ask for help with your coaching. Help is available from Campbell River Youth Soccer.
- 16) You may wish to visit other practices or invite other teams to your practices for fun and variety.
- 17) Notify parents well in advance concerning the Christmas break, end of season and playoff times.
- 18) Undertake your responsibility to check the fields. You may delegate to various parents. It's a dirty job but necessary.
- 19) Carry out your duties safely. Please advise parents of your policy concerning children left behind. For example, you will wait for so long and then take the child with you. Don't leave children behind.

- 20) Learn the rules of the game and encourage the parents and the players to learn the rules of the game.
- 21) Teach sportsmanship and lead by example.
- 22) Most coaches have oranges available at half time. You may wish to delegate a parent to ensure these are available. Have all parents contribute to a team pot to purchase oranges or find out from your Divisional Manager if there is an orange card program put on by one of the community grocers.
- 23) Organize out of town travel. Have car pools, central meeting spots, etc. ...
- 24) Please phone or email in results to the Divisional Managers or have a parent delegated for this task. Spread the recognition among players.
- 25) Encourage players to contact you if they cannot attend games or practices. This teaches responsibility.
- 26) Give every boy/girl ample playing time. It's often easier playing weaker players earlier than later when a game could be close. Sometimes a weaker player substituted late in a close game feels an immense pressure which is increased if he makes a mistake costing the game.
- 27) Delegate as much as possible to parents and helpers. It's a big job!
- 28) Advise players of out of season opportunities for soccer development. Soccertron and the Challenger Clinics held in Campbell River are both very beneficial and inexpensive. The Shawnigan Lake Camp for players and coaches is highly recommended.
- 29) Be aware that there are skill award programs developed by the Canadian and B.C. Soccer Organizations. Crest and merit badges are available to be earned by your players based on level of achievement. These are very useful programs to incorporate into your coaching program.
- 30) ALWAYS BE POSITIVE WITH YOUR PLAYERS. Positive encouragement will produce more improvement and better results.

CONSTRUCTIVE VERSUS DESTRUCTIVE SELF TALK

DESTRUCTIVE SELF-TALK

I'll show him next time; she won't ever
Beat me to the top of that hill again!

You nitwit. Your entire performance was
a disgrace, you let that no-name beat you,
and you should quit now.

What an idiot! I was a real jerk to miss that
basket.

I have to beat PD in this race.

I just can't face the team on Monday if I
Don't achieve my goal time.

CONSTRUCTIVE SELF-TALK

Next time we go cycling, I'll really
concentrate on pulling up when I pedal.

Calm down. You can't expect the moon
the second time you race. Learn from
Today, and come back stronger next time.

Take it easy. Next time, adjust your stance
Slightly, and pivot more sharply.

I'm going to give it my best shot - that's all
I can do. That's all that matters.

I'm going to do my best; it's the effort that
Counts.

**WE REMIND YOU THAT OUR GOALS ARE TO TEACH ENJOYMENT AND
LOVE OF THE GAME AND SPORTSMANSHIP. WE THANK YOU FOR
YOUR ASSISTANCE.**

XXVIII. RISK MANAGEMENT

The Campbell River Youth Soccer Association is committed to providing a safe environment for players and volunteers. Our policy and procedures are designed to protect our children from exposure to unnecessary risks to their health and safety is set out in Appendix 19.

Please note all volunteers must complete a Disclosure Statement. The Consent to Criminal Records Check & Authorization for finger printing is optional and not required.

For all out of town trips, a coach of the opposite gender from his/her players must have an adult of the same gender as his/her players accompanying the team.

You are encouraged to always have another responsible adult present at all games, practices and other CRYSA activities. This gives added protection to the players and protects the coach and volunteers from unjustified complaints.

Please ensure that you do not turn your responsibilities over to an unscreened individual. Please remember to complete and deliver your Disclosure to the person in charge of Risk Management early. No equipment will be issued to your team until all persons required to complete forms have done so. This applies to coaches, assistant coaches, managers, referee's over the age of 18 and any other volunteers in contact with the players.

The forms must be completed separately for Spring and Fall League soccer.

XXIX. ADMINISTRATOR'S DUTIES

The Administrator's Contractual duties are set out in Appendix 20. The Administrator will be communicating to the coaches in various ways. Most of the communication will be through your Divisional Managers.

You also will receive Minutes of Director's Meetings. Please do not hesitate to contact the Administrator to assist you with a problem. However, please remember that there are other sources of assistance namely your Divisional Manager or the Director responsible for the particular area. You can also contact us via our website at: www.crysa.bc.ca .

For example, for coaching assistance, please contact the Technical Director. Please also remember, the Administrator takes his/her direction only from the Executive.

The Administrator may be able to assist you directly or may refer your problem to the responsible Director or if it concerns policy to the Board of Directors.

