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**LAKEHILL SOCCER**

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**YOUTH SOCCER**

**HANDBOOK**

REVISED 2010

SOURCED FROM: SSCS

<http://www.sunshinecoastsports.com>

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# LAKEHILL (YOUTH) SOCCER ASSOCIATION

## HANDBOOK

This handbook has been prepared as an aid to the many volunteers who willingly give their time and expertise to provide the boys and girls of the Lakehill with the opportunity to enjoy the game of soccer. We acknowledge the original authors from SSCS which formed the basis for this manual which has been tailored for Lakehill Soccer.

It is intended that this handbook be used as an information guide to:

- Explain the organization of the LSA;
- Introduce and familiarize readers with the policies and procedures of LSA;
- Explain the roles and responsibilities of members of the Association;
- Assist in providing answers to questions or problems individuals within the Association might have.

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## **SOCCER SEASON AND TOURNAMENTS**

Soccer games are played on Saturdays (U18 boys play on Sundays) from mid-September through March, with a break from mid-December to the end of January. No games are held on the Thanksgiving Weekend or on the 1<sup>st</sup> weekend of Spring Break. The year-end tournament is ½ day for Mini-Soccer, 1 full day for U11, and 2 full days for U13 through U18.

Lakehill runs an annual Girls Soccer tournament over thanksgiving which takes all of our home fields. We work with the league to arrange for away games or rescheduling. LSA will pay for one tournament registration fee per team per year. Written requests for extra tournament fees should be forwarded to the executive for their consideration.

## **DIVISIONS**

### **MINI-SOCCER**

Mini-Soccer co-ed soccer includes U5/U6. The season and team formations begin in late September. Games are played on modified fields with small goals and small sided teams. U7's play with 3 per side and use a #3 ball; U8 play with 4 per side and a #3 ball; U9/U10 players play 7 per side and may use #4 balls. U7/ U8 players are run through basic group drills each week. At this level the drills are designed to foster enjoyment and provide players with basic skills through creating opportunities for each child to touch the ball as much as possible. Since the teams are small it is practical for coaches to share practices, which are usually held once a week, during the week. Younger teams will practice in school gymnasiums while older teams will practice at outdoor facilities.

Every year in March, year-end tournament is held to celebrate the completion of a successful soccer season. Participation awards are presented to each player at the end of the games. The tournament is a fun finale to the season.

All players are expected to play an equal amount of time at the U-7 to U-9 level.

### **SUPER FORMAT**

U11 and U12 boys and girls teams make up the Super-Format divisions. The U11/U12 Divisions play with 8 sided teams on school fields with modified FIFA rules using a #4 ball. Off-side is only recognized in the final 1/3 of the field and players are given a second-chance on a wrongly executed throw-in.

All players should be rotated evenly throughout league play: all players should play a minimum of one-half of the game in all league games.

### **INTERMEDIATE**

U13 and U18 boys and girls teams make up our full field youth divisions. All senior divisions play eleven-a-side games with a #5 ball on full fields. Games are played in accordance with FIFA laws of the game, including the use of yellow and red cards to denote the severity of fouls committed by players. The referee issues yellow cards as a

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cautionary measure. A red card results in ejection of the delinquent player who must then attend a disciplinary hearing.

Players must play a minimum of one-half of the game in all league games.

Team and individual player photo's are normally taken during early October. Retakes will also be scheduled for later that month. LSA covers the cost for all photo's. See your Division or Team Manager for dates and times applicable to your team.

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## CLUB VISION

The LSA is committed to allowing players to try-out for Gold teams in an environment that is objective, consistent and fair, and one that gives consideration to a player's skill level, athletic ability, and playing ability. The "try-out" process will be repeated each year for players, and coaches will re-apply for coaching positions each year.

*Our goal is for each player to play at the highest level at which they are capable. Coaches, parents and players must be prepared for the personal commitment and the extra costs required of those involved in rep teams. The ultimate try-out decision rests with the player and his/her parents*

## GOLD TEAM POLICY

1. Gold teams formed through try-out only. *Except under the following circumstances:*

- Players wishing to try-out, who are unable to attend all of the sessions, must notify the Technical Director in writing (eMAIL) as soon as possible in advance of their try-out date. The only acceptable excuses will be injury, illness, school or church function. Players injured or ill during the try-out period may be considered for selection if they have participated in a previous select try-out and have been evaluated by their previous coach.

2. Only registered players may participate in the try-out process. If a participant is new to the league, they are expected to register as soon as it is possible. If they do not get selected for the rep team, they will be placed on a house team.

3. LSA Executive will set the Gold team try outs for U12 to U18 age groups. The decision to enter a Gold team from any division will be based on the availability of a qualified coach and the existences of a sufficient talent pool of players from the designated age group.

*Executive members present at try-outs shall have the authority to change the number of recommended teams, with the input of the independent evaluators and the coach.*

4. Email notifications will be sent to all players of particular divisions to invite them to participate in the try-outs.

5. The Gold Team Coordinator will select evaluators for each age group try-out.

The Gold Team Coordinator will assign an independent evaluator for each age group. Independent evaluators may include rep coaches from other age groups other qualified individuals. Independent evaluators shall not have "a conflict of interest" with the age group they are evaluating.

Gold Team Coaches will run the try-out drills, keep a list of all players trying out, and attend to any administrative paper work involved in the try-out process. The final selected list will be sent to the LSA administration as soon as the team has been selected, and all players have been confirmed. This process should be complete June 15.

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6. Try-outs should be completed by the end of June dependant on LISA metro trials. However, the LSA has the right to hold additional try-outs if required.

7. Gold Team Coaches will participate in the assessment and evaluation of try-out participants in their age group. *Each Gold Team Coach gets one overriding selection, if necessary, but only if that selection is their son or daughter.*

8. Player selection will be based the evaluation of each player's skill level, athletic ability and playing ability. However, voluntary goalkeeper assessments will be part of the try-out at all age groups.

#### Player Section Process

a. Player Selection Committee will consist of:

Board member  
Independent evaluators  
Rep Team Coaches

The selection committee will evaluate all of the participants and attempt to rank them in order of their try-out results.

b. The coach will notify selected players as soon as possible by phone following the try-outs and require a firm decision and commitment from the selected player within 24 hours of being notified.

c. All remaining try-out participants will be notified by the coach.

d. During the selection process, the committee will form a short list of alternate players and goalkeepers (U12 through U18), which will be used to fill any vacancies created by "selected players" dropping out.

9. Select teams will consist of a minimum of 15 players.

10. Players must try-out every year and coaches must apply every year.

## **FIFA**

FIFA is the international governing body of soccer that, among other things, administers the World Cup and Olympic soccer. FIFA defines and revises the "Laws of the Game", which are the rules governing worldwide soccer for the U-11 age group and onwards.

## **CANADIAN SOCCER ASSOCIATION (CSA)**

CSA is the governing body for soccer within Canada. It is directly affiliated with FIFA and organizes the Canadian National Teams at the World Cup, Olympic and Youth (U21) levels. <http://www.canadasoccer.com/>

## **BRITISH COLUMBIA SOCCER ASSOCIATION (BCSA)**

Directly affiliated with the Canadian Soccer Association, BCSA is the governing body for amateur soccer in BC. It divides the province into Districts within which teams play in leagues at the Mini-Soccer and Divisional levels, and between which divisional provincial championship play is conducted. Further, it deals with matters related to player registration, coach and/or team discipline, and protests and appeals of league and cup games at the Divisional level. <http://www.bcsoccer.net/bcsa/>

## **LOWER ISLAND SOCCER ASSOCIATION (LISA)**

The Lower Island Soccer Association is directly affiliated with the BCSA and is the largest district in terms of player registration. The ten clubs that are part of the LISA are GHCB, PLSC, Gorge, BaysUnited, CVSA, PSA, Sooke, Salt Spring, JdF and Lakehill.

LISA administers league and cup play for all Divisional teams on the Lower Island that are affiliated with the BC Soccer Association. It handles certain aspects of player, coach, and team discipline as well as certain protests and appeals on behalf of the BCSA. It organizes leagues for the Mini-Soccer teams, and operates select teams (known as Metro teams) for both boys and girls starting at the U-14 age level that play throughout the Lower Mainland. <http://www.lowerislandsoccer.com/>

## **LAKEHILL YOUTH SOCCER ASSOCIATION**

The LSA is a non-profit society operated by volunteers. A Board of Directors administers the organization with the assistance of many volunteers. In addition, coaches, managers, age group coordinators, and many involved parents are crucial to the successful operation of the Club. Parents and/or guardians of all registered players form the membership.

The Club develops, promotes and organizes community soccer for boys and girls from U5 through U-18 age groups that live within the Lakehill catchment. In addition we have a limited number of transfer players who are assessed on a yearly basis. No entitlement exists for transfers. Players who move outside of the LSA catchment are entitled to be 'grandfathered' and are considered Lakehill members with the same entitlements as in catchment players. Grandfathering must be approved by the club and the district and requires a completed form.

## **ANNUAL GENERAL MEETING**

Lakehill Soccer Association holds its Annual General Meeting generally in late March or April of each year. All association members - parents and guardians of registered players, coaches and referees - are encouraged to attend, participate, and vote. At the AGM the directors will provide reports on the activities of the past year and plans for the upcoming season and beyond.

New directors are elected at the AGM. Each year we seek nominations for new directors who we hope will provide new perspectives for the board, have a willingness to share the work of the organization and who will offer us greater contact with the teams, parents and coaches. Returning directors provide continuity. We encourage anyone interested in being involved to come out to the AGM. If you need information please contact the LSA by email and one of the directors will call you. Specific details of the AGM can be found in the calendar of events.

## Communications

All Members of the Board, holders of Special Portfolios, and Area Reps make themselves available to members of the Club. A complete Club Directory is available on the Club's website at <http://www.lakehillsoccer.com>

Questions and comments may be sent to [administration@lakehillsoccer.com](mailto:administration@lakehillsoccer.com) .

For difficult situations, please refer to the problem solving procedure below as an appropriate course of action. Most often, team officials will be able to address issues directly.

You are encouraged to communicate with club volunteers by e-mail so they are able to respond to you at a time that works within their schedules. Please, allow them sufficient time to get back to you: remember that they have responsibilities that go well beyond the Club, including their professions, families, and their children's soccer and other activities.

## ELECTRONIC COMMUNICATIONS

In an effort to disseminate information on a timely basis, the Club has chosen e-mail as its primary form of ongoing communication.

Each team must provide at least one email address (coach, co-coach, assistant, manager or designated communications person) to which messages can be sent. This contact person will be responsible to pass information along to the coaches, manager, players and parents of the team, as appropriate, to ensure that all teams receive timely information on upcoming events. Please ensure the league has this email address.

## WEBSITE

The LSA website can be found online at <http://www.lakehillsoccer.com>

The site is home to all our policies, contact information, forms and links to other soccer-related sites. New information and user suggestions are always welcome.

## REGISTRATION

- Registration is via a completed paper document
- Fees are posted on the club website.
- All members are required to submit a volunteer deposit .
- Volunteering runs our club and details are posted to the LSA web site and administered by the Volunteer Director.
- All players must be registered complete with medical form and fees paid before they are eligible to play.
- The Board of Directors reserves the right to refuse or revoke player registration.
- Players who register late will be put on the waiting list for eventual placement on a team.

## REFUNDS AND LATE REGISTRATION

- Full refunds will be given to injured, quitting and wait-listed children as of the refund cut-off date of October 1, and
- Pro-rated [to the nearest quarter] registration fees will be given for children joining teams mid-season.

## FINANCIAL ASSISTANCE

- The club is able to provide financial assistance for reasonable requests through our registration fees or through KidSport. All applicants for financial assistance are requested to fill out a KidSport application form, which will be provided by the registrar upon request when registering. LSA hopes that no child will be prevented from playing soccer for financial reasons. All applicants who return a filled-out subsidy application will be considered paid. In addition LSA has a limited number of sponsorships based on our yearly budget. Our aim is not to refuse any player wishing to play due to fiscal hardship.

## TEAM PLACEMENT (NON-SEEDED)

- Only players who are registered and paid for will be placed on teams
- Teams will be formed based on age, gender and on an equitable basis as best as possible within their ability levels (ie: Gold, Silver).
- Players will be placed, whenever possible, according to the wishes expressed at the time of registration - we cannot guarantee that we can satisfy everyone's preferences

- Players must play in their respective age groups unless special permission has been made for a move up
- No players may be traded between teams, or added to teams without being cleared by the clubs Technical Director.

## SHORT OF PLAYERS?

When, at the start of a match, a house league team **has less than a full side** (i.e. 11 players for U13 to U18 teams), they may pick up a maximum of 3 registered players from a younger division of the same gender to field a team with a maximum of 13 players. The match would be played as regular house league game, with the final score being reported and entered into the standings. Since younger teams may have their own regular team match to play on a given day, a coach who knows they are going to be short players before a match **must** phone the coach of the team that they are going to draw from. The coach of any team that finds itself chronically short of players should inform the league; it would be preferable to add more players to a team than to regularly rely on players from younger divisions. Pick ups are intended to prevent a team from playing short; coaches may not pick up players to increase their substitution pool. In addition - Coaches bringing up players from lower age teams should make their opposition coach aware that they have done so.

Those teams playing in the LISA league are required to have a PERMIT FORM completed and signed off by a club official and these must be submitted within the time frame set out by LISA.

U17/u18 teams are permitted by the league to sign more than 18 players but can only dress the number set by LISA, this may change on an annual basis. Consult LISA for current information.

## WHAT TO DO IF AN UNREGISTERED PLAYER IS ON THE FIELD?

Please report any teams with unregistered players to the association with full details including team name and division, date of game, field and if possible the name of the unregistered player(s). Sanctions for teams with unregistered players:

*Any team playing with unregistered players will receive a loss for all games in which that player participated, regardless of the score. Such players will not be allowed to play in any future games until they have properly registered and been placed on a team. The disciplinary committee shall sanction a player, who is unregistered and who subsequently commits a sending off offence during a game in which they are playing illegally. Any suspensions, which result from a red card received while unregistered, will be carried until the player is legally registered and placed on a team - the suspension will then be served.*

## ABANDONED AND TERMINATED GAMES

If a game is abandoned because a team has an insufficient number of players to meet the requirements of the Law, or if a team does not appear or leaves before completion of the game the game will be considered having been played and won by the team that showed up with sufficient players. If a team provides proper notification to the other team and referee that they will not be able to field a team for a game, the game shall be considered cancelled and should be rescheduled (if possible).

If a game is abandoned because the field or its equipment do not meet the requirements of the Laws or are otherwise unsafe to play a proper match, the match will be replayed (if possible).

If the referee, because of bad weather or darkness, terminates a game, a winner will be declared if at least  $\frac{3}{4}$  of the game has been played. If the game is terminated before this point the game will be abandoned; if possible it will be replayed - if it cannot be replayed it will be considered a 'tie'. If all games for a division are cancelled on the same day due to weather, no points will be awarded.

If a game is terminated by the referee for any serious infringements of the Laws, or because of interference by spectators or team officials:

- If the opposing team (non-offending team) is ahead at the time of the termination they shall be declared the winner;
- If the team committing the offence is ahead at the time of the termination - the game shall be considered a tie.

## CANCELLED AND RESCHEDULED GAMES

The schedule does not have any 'blank' spaces to allow for make-up games due to cancellations. If the fields are closed do to weather the games missed will not be rescheduled. If a team cancels a game and wishes to make it up, they may try and find an available field at a suitable alternate time. The league will pay for the referee, but the cost of any field rental will have to be covered by the teams involved in the make up game.

If games are cancelled due to field closures the games will be struck from the schedule and **not played at all. The schedule will not be adjusted because of closures.**

**All field scheduling and cancellation must be done with appropriate advanced warning as the club is liable to pay officials even for cancelled games! Contact [fields@lakehillsoccer.com](mailto:fields@lakehillsoccer.com) for all situations.**

## PROBLEM SOLVING PROCEDURE

Bearing in mind that this is a volunteer organization and everyone is working toward a positive soccer experience for all players and members, the Club recommends that you take the following steps to resolve any conflict or difficult issue that may occur during the soccer season. Please act maturely and respectfully, and try to see both sides.

Try to address the issue at the team level with the coaches and manager. Failing a resolution . . .

Contact the Divisional Coordinator (Mini-Soccer, Intermediate or Senior), as appropriate, to advise them of the problem and to try to settle it. Failing a resolution . . . Send an email to [conflictres@lakehillsoccer.com](mailto:conflictres@lakehillsoccer.com) and request that the Board to address your concerns at its next scheduled meeting. Please provide written details that outline your concerns and the steps taken toward finding a resolution to the problem. The board will advise you of their final decision.

## **TRAINING FOR COACHES**

The club encourages all coaches to become certified and to continuously improve their coaching skills. Any coach who completes (passes) a BCSA certified coaching program may apply to the Board of Directors for reimbursement.

All coaches should report courses attended to the registrar so records can be updated within our club.

The club recommends Community Coach Children, Youth or Senior certification for all coaches.

- Community Coach Children Certification for coaching youth up to U9
- Community Coach Youth Certification for coaching youth up to U13
- Community Coach Senior Certification for coaching youth over U14

Coaches may take the Senior Certification without taking the youth certification, with the following restrictions, they will not be allowed to coach in provincial cup competitions, they are not allowed to take the B-Prep course, and will not be logged into the database of the National CSA.

### **COMMUNITY COACH CHILDREN CERTIFICATION**

It is the intent of the LSA executive that all coaches in the U7-U8 age groups attain certification in the CCC (Community Coach Children) from BCSA. This will allow coaches to gain experience and knowledge, which will enhance the playing and development of our players.

### **COMMUNITY COACH YOUTH CERTIFICATION**

It is the intent of the LSA executive that all coaches in the U9-U13 age groups attain certification in the CCY (Community Coach Youth). This will allow coaches to gain experience and knowledge, which will enhance the playing and development of our players.

### **COMMUNITY COACH SENIOR CERTIFICATION**

It is the intent of the LSA executive that all coaches in the U13-U18 age groups attain certification in the CSC. This level continues the coaching development started in the CCY and allows the coaches to engage and develop older players.

## **COACHES OBLIGATION**

Coaches are only allowed to play and practice with players who are registered with the LSA and who are placed on their team. Failure to comply with any of the requirements can lead to the forfeiture of the game, no matter what the actual outcome of the play.

## VOLUNTEER DISCLOSURE FORMS FOR ALL COACHES

All coaches, managers and directors are required to complete a Volunteer Disclosure Form A-B. The intent of this procedure is to ensure the protection of our volunteers and our youth. Please be assured that maximum confidentiality will be maintained.

NOTE as of 2010/2011 BCSoccer all coaches will be required to have a **Criminal Records Check** submitted to the club, this will be clarified and communicated to all club coaches. For further information, please contact [policy@lakehillsoccer.com](mailto:policy@lakehillsoccer.com)

Every club volunteer who at any time could be expected, in the performance of his/her duties, to be alone with any registered player (other than his/her own child) for any length of time must complete the form. This includes any program administrator (club officer, director, coach or assistant coach). Forms for the current season must be completed regardless of whether or not forms have been submitted in the past.

The required form will be distributed with your coach package, or can be found on-line in the coaches section of the website. Please hand in your complete form at the coaches meeting, or mail to: LSA, Braefoot Park

Compliance is mandatory.

## RESPONSIBILITIES OF THE TEAM COACH

- Teach the players the skills, strategies and rules of soccer.
- Teach the players sportsmanship.
- Teach the players the benefits of teamwork and cooperation with their fellow players.
- Show the players, by personal example, proper conduct on and off the soccer field.
- Arrange for others to conduct the practices or the games if you are unable to attend.
- Ensure that no player is left on her own while she is waiting for a ride home after a game or practice.
- Advise any parents who may be interfering with the game or the referee that they are in serious violation of the rules of soccer, and that they could be asked to leave the field of play.
- Understand that every child should be given the opportunity to play in all practices and games regardless of ability; therefore, any youngster who attends practices regularly be allowed to play at least 1/3 of every game.
- Look for strengths in every player, and encourage and support growth in every player.
- Show a deep interest in the players and have a genuine enthusiasm that can be passed on to the players.
- A good coach wears many hats -- the coach is a father/mother, educator, friend, disciplinarian and psychologist to the players.

When a person assumes responsibility to coach a team, the individual also accepts a responsibility to the team, to the players, to their parents, to the club and to the game of soccer.

## COACH'S CODE

- Soccer is a game of fun.
- The laws of soccer should be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break.
- Visiting teams and spectators are honoured guests.
- No advantages, except those acquired through superior skills, should be sought.
- Officials and opponents should be treated and regarded as honest in intention.
- Official decisions should be accepted without anger, regardless of how unfair they may seem.
- Winning is desirable, but winning at any cost defeats the purpose of the game.
- Losing can be a triumph when the team has given its best.
- The Ideal must be the greatest good for the greatest number.
- In soccer, as in life, treat others, as you would have them treat you.
- To participate in competition in a mature manner requires that you:
  - (a) Resist frustration,
  - (b) Face stress with logic, and
  - (c) Accept failure intelligently.
- Be gracious in victory as well as defeat.

*If the children enjoy the game, we are on the right track*

## RESPONSIBILITIES OF THE TEAM MANAGER

- Obtain the game schedule(s) and advise the team.
- Report game scores to LISA appointed divisional scorekeeper for U13-U18 divisions. Referees report scores for all other divisions.
- Schedule parents for team refreshments for games -- oranges and or hot chocolate.
- Arrange for field lining of home fields if the field has not already been lined.
- Pass on to team members and their parents any information regarding canceled games, re-scheduled games, and events such as Tournaments, Club events such as Team Photos, Dances, newsletters and Meetings. In addition, he or she should advise interested parties about Coaching and or Refereeing clinics and other similar events. The manager is also responsible for ensuring that registration forms are transmitted to the Club Registrar, and that any necessary BCSA registration requirements are completed.
- Pass on to opposing team coach and manager any information regarding scheduling such as: cancelled games, re-scheduled games, time and field changes. This must occur before noon on the day previous to the game.
- Distribute at the beginning of the season, and retrieve at the end of the season, team equipment, which includes:
  - Complete set of strip for each player (u11-u18): jersey, shorts and socks (socks and shorts need not be returned)
  - Goalkeeper's shirt
  - Practice balls (in playable condition)
  - Cones etc.
  - Medical Kit
- It is imperative that this equipment, which is assigned to your team for use only by your team, be returned in whole and in re-usable condition at the end of each season.
- Both the manager and the coach are expected to advise any parent that may be interfering with the game and or the referee that he or she is committing a serious infraction of the rules of soccer, and that the parent could be requested to leave the field of play.

The manager is encouraged to obtain help from parents of players. Everyone is expected to help.

## TEAM VOLUNTEERING

Below are the recognized team volunteer positions that count towards the 5 hour per family club volunteering.

**The Team's Volunteer Coordinator (Team Manager U5-U11) must be named and contact information given to the Club Volunteer Coordinator by:**

<b>U5-U8</b>	<b>October 15<sup>th</sup>, 2010</b>
<b>U9-U11</b>	<b>September 30<sup>th</sup>, 2010</b>
<b>U12 &amp; above</b>	<b>September 15<sup>th</sup>, 2010</b>

Opportunities at the club are First Come First Served basis, so the earlier parents sign up for opportunities, the better.

### **Minis U5-U8**

Coach (approx 1.5 – 2.5 hours / week)

- Coaches the team during practices/games. See Coaches for Responsibilities of the Coach section for details.

\*\*If the team does not have a designated Manager, the Assistant Coach is responsible for the Manager's duties. In the event that there is no designated Assistant Coach or Manager, the Coach is responsible for the Manager duties.

Assistant Coach (approx 1.5-2.5 hours / week)

- Assists the coach in coaching. See Coaches for Responsibilities of the Coach section for details
- \*\*If the team does not have a designated Manager, the Assistant Coach is responsible for the Manager's duties.

Manager (1 hr/week)

Duties listed below are as well as duties listed in Responsibilities of a team manager

- Keeps the Medical forms for each player on the team and brings them to every practice/game.
- Make sure the medical kit is replenished.
- Collect T-shirts for team from Mini Coordinator and distributes them to players near beginning of season.
- Act as Volunteer Coordinator for the team –
  - Need to submit your name and contact info to the club Volunteer Coordinator as a contact for the team by **October 15<sup>th</sup> 2010**
  - Communicate with team about Volunteering opportunities, and keep track of each players family volunteer hours. More information on this will be given during a Volunteer Meeting at the beginning of the season.
  - List of each players family hours need to be submitted at end of season. Any family that has opted for volunteering but have not completed their 5 hours from this list, their cheque will be cashed.

- Organizes team events. For example – a Team BBQ. These events are purely funded by the team themselves and are not required, but most teams enjoy some kind of gathering once or twice per season to have fun outside of the game and build on player friendships.

### **U9 – U11**

#### **Coach (approx 2.5 hours / week)**

- Coaches the team during practices & games. See Coaches for Responsibilities of the Coach section for details.
- \*\*If the team does not have a designated Manager, the Assistant Coach is responsible for the Manager's duties. In the event that there is no designated Assistant Coach or Manager, the Coach is responsible for the Manager duties.

#### **Assistant Coach (approx 2.5 hours / week)**

- Assists the coach in coaching. See Coaches for Responsibilities of the Coach section for details.
- \*\*If the team does not have a designated Manager, the Assistant Coach is responsible for the Manager's duties.

#### **Manager (1 hr/week)**

#### **Duties listed below are as well as duties listed in Responsibilities of a team manager**

- Keeps the Medical forms for each player on the team and brings them to every practice/game.
- Make sure the medical kit is replenished.
- Uniforms
  - Collects jersey deposit for every player and submits them to the Uniform Manager in order to collect the uniform bag. All jersey deposit cheques must be handed over at the same time, and all accounted for before the uniform bag can be collected from the uniform manager.
  - A \$50 Keeper jersey cheque is also needed, by either the designated keeper, or the team Rep.
  - Maintains a jersey list to help with returns at end of season.
- Act as Volunteer Coordinator for the team –
  - Need to submit your name and contact info to the club Volunteer Coordinator as a contact for the team by **September 30<sup>th</sup> 2010**
  - Communicate with team about Volunteering opportunities, and keep track of each players family volunteer hours. More information on this will be given during a Volunteer Meeting at the beginning of the season.
  - List of each players family hours need to be submitted at end of season. Any family that has opted for volunteering but have not completed their 5 hours from this list, their cheque will be cashed.
- Organizes team events. For example – a Team BBQ. These events are purely funded by the team themselves and are not required, but most teams enjoy some kind of gathering once or twice per season to have fun outside of the game and build on player friendships.

### Assistant Referee (1.5 hrs/ week)

- Must have approved Training. This training can be either in the form of a valid Referee ticket, or have taken the Assistant Referee course offered by the Lakehill Head Referee.
- Assist the referee during the game by being an impartial linesman. No coaching while running the lines!

### U12 & Above

#### Coach (approx 4 hours / week)

- Coaches the team during practices & games. See Coaches for Responsibilities of the Coach section for details.
- \*\*If the team does not have a designated Manager or Volunteer Coordinator, the Assistant Coach is responsible for the Manager or Volunteer Coordinator duties respectively. In the event that there is no designated Assistant Coach, Manager, or Volunteer Coordinator, the Coach is responsible for all the duties of each position. (It is in your best interest to make sure these positions are filled)

#### Assistant Coach (approx 4 hours / week)

- Assists the coach in coaching. See Coaches for Responsibilities of the Coach section for details.
- \*\*If the team does not have a designated Manager or Volunteer Coordinator, the Assistant Coach is responsible for the Manager or Volunteer Coordinator duties respectively.

#### Manager (1 hr/week)

Duties listed below are as well as duties listed in Responsibilities of a team manager

- Keeps the Medical forms for each player on the team and brings them to every practice/game.
- Make sure the medical kit is replenished.
- Provides Team Lists to Referees for game if needed.
- Uniforms
  - Collects jersey deposit for every player and submits them to the Uniform Manager in order to collect the uniform bag. All jersey deposit cheques must be handed over at the same time, and all accounted for before the uniform bag can be collected from the uniform manager.
  - A \$50 Keeper jersey cheque is also needed, by either the designated keeper, or the team Rep.
  - Maintains a jersey list to help with returns at end of season.
- Organizes team events. For example – a Team BBQ. These events are purely funded by the team themselves and are not required, but most teams enjoy some kind of gathering once or twice per season to have fun outside of the game and build on player friendships.

#### Volunteer Coordinator (1 hr/week)

- Need to submit your name and contact info to the club Volunteer Coordinator as a contact for the team by **September 15<sup>th</sup> 2010**

- Communicate with team about Volunteering opportunities, and keep track of each players family volunteer hours. More information on this will be given during a Volunteer Meeting at the beginning of the season.
- List of each player's family hours need to be submitted at end of season to the club's Volunteer Coordinator. Any family that has opted for volunteering but have not completed their 5 hours from this list, their cheque will be cashed.

#### Assistant Referee (1.5 hrs/ week)

- Must have approved Training. This training can be either in the form of a valid Referee ticket, or have taken the Assistant Referee course offered by the Lakehill Head Referee.
- Assist the referee during the game by being an impartial linesman. No coaching while running the lines!

## PLAYER'S CODE

- Arrive at games and practices on time with all of the appropriate gear.
- Perform up to your potential - be ready to try your best.
- Listen to the coach and try to learn new skills. Practices go most smoothly when everyone respects the coach and the other team members.
- Keep a positive attitude towards your team members - remember this is a "team sport".
- Maintain a positive and polite attitude towards your team makes your coach, the opposing teams and referees.
- Play the game for the game's sake.
- Be generous when you win.
- Be gracious when you lose.
- Be fair no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of game officials with grace.
- Honestly and wholeheartedly applaud the efforts of your teammates and opponents.

The rules of the game are rules for life. They demand discipline and a sense of humor. Our opponents are, at the same time, our teammates, who join us in our enjoyment of the game.

Our opponents are necessary friends – without them, there would be no game.

## PLAYER CONTRACT FOR SEASON

I \_\_\_\_\_ registered with the Lakehill Soccer Association hereby agree to all terms set down in the following:

I will contact the coach a minimum of one full day in advance if unable to attend a practice, and agree that a practice cannot be missed without adequate reason or I may forfeit time in the next game.

I will contact the coach a minimum of two days in advance if unable to attend a game, and agree that a game cannot be missed without adequate reason or I may forfeit playing time in the next game.

I will voice any and all concerns directly to the coach. This will be done outside of game time, unless it involves an immediate safety or health issue.

I will not swear, argue or be confrontational with other players or coaching staff or my playing time will be forfeited. If I display poor attitude or a lack of effort my playing time will be forfeited.

I will attend every game in full uniform.

I will not be late for practice or games without an adequate reason or I may forfeit playing time. I will contact the coach if I am going to be late. I will arrive at all games 45 minutes in advance of game time.

I will participate with all teammates in important decisions and abide by majority vote.

I agree to participate in all fund raising activities unless I have adequate reason and I hereby understand and agree to a player accounts system.

I will play all tournaments that my team enters, and all cup games that my team is eligible for.

I will play by fair play codes. Integrity, fairness and respect - these are the principles of fair play. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

I will be generous when we win, be gracious when we lose, being fair no matter what the cost, and obey the laws of the game.

I will never argue with the official's decisions and accept the decisions of game officials with good grace.

I will conduct myself with honour and dignity and wholeheartedly applaud the efforts of my teammates and opponents.

We will work out any problems between me and another player. In the event that the differences cannot be worked through, and affect other team members, we will then seek out the coach's aid in resolving the situation. We will not wait until the coach is forced to step in.

I understand the above mentioned and I will comply with all rules and regulations as stated.

Date: \_\_\_\_\_

Player: \_\_\_\_\_

Coach: \_\_\_\_\_

Parent(s): \_\_\_\_\_

## PARENT'S CODE

- Follow the steps for registering your child each year before the deadline. Make certain payment is made before the deadline. Players will not be placed on a team until they have registered and paid.
- Do not force an unwilling child to participate in sports.
- Ensure the player arrives at practices and games on time and with appropriate gear.
- Model good sportsmanship - show respect for all players, coaches, game officials and the laws of the game.
- Be encouraging and enthusiastic towards all players and acknowledge the good plays of ALL players, on both teams.
- Inform the coach and or manager if player cannot attend practices or a game.
- Come out to games and practices - the coaches and players love the extra encouragement and support.
- Be willing to work with the coach if there are discipline problems on the team. Discuss any difficulties with the manager or coach.
- Remember that children are involved in organized sports for their enjoyment, not yours.
- Encourage your child to play by the rules.
- Teach your child that honest effort is as important as victory, so that the result of the game will be accepted without undue disappointment.
- Recognize the value and importance of volunteer coaches. They give of their personal time and money to provide recreational activities for your child.
- Treat the coach as being sincere in his intent to be working on behalf of every member of the team, and the team as a whole.
- Applaud good plays and effort by members of your team **and** by members of the opposing team.
- Support all efforts to remove verbal and physical abuse from youth sporting activities.
- Between the exuberance of the winner and the disappointment of the loser, we find a person called an **Official**. All referees strive for the same objective: to watch every move of every player, and to call the game to the best of his or her ability. Do not publicly question the officials' judgment, and never question their honesty. They are a symbol of fair play, integrity and sportsmanship. Remember, referees are not gods, and they can and do make mistakes.

ABOVE ALL, LET YOUR CHILD BE WHAT HE OR SHE IS ... A CHILD

## RESPECTING THE REFEREE

Game officials are necessary and important for all soccer games. It is imperative that the coaches, players and parents show the utmost respect for all game officials at all times. Any physical or verbal abuse will not be tolerated. Coaches should be aware that it is their responsibility to control their players and supporters (i.e. parents). Failures to do so may result in discipline.

Parents, coaches and players (captain included) do not have a right to question the referee. However, if there is a significant problem with the officiating (i.e. the ref does not see that an opposing player is consistently tripping players) the coach or captain may calmly and politely approach the referee at half time or after the game to draw attention to the problem, keeping the comments both constructive and positive.

Referee conduct that is seriously questionable should be reported to the league in writing.

**Remember the referee is also someone's child.**



## REFEREE ASSIGNMENT

The LSA assigns all referees on the basis of level of certification and availability. All our referees have been trained to BCSA standards. It is important for coaches and parents to realize that encouraging and fostering the education of the referee is their responsibility. Youth referees are learning too; they need your support and encouragement to develop their skills.

## REFEREE TRAINING

All Lakehill Referees have attained their BCSA Class 4 referees certification. To achieve this certification referees must have attended a 17-hour training course and passed the written exam with a mark of 75% or better. Referees are also required to attend an annual refresher course in order to maintain their certification.

## UNIFORMS AND EQUIPMENT

The LSA maintains a large inventory of uniforms and equipment in various locations on the Coast. One director is responsible for the overall inventory, ordering and monitoring of the inventory. Volunteer equipment managers are responsible for distributing and collecting the uniforms and equipment.

Because the equipment manager requires a considerable time commitment particularly in the fall and spring, a few rules are necessary for coaches and managers.

1. Coaches are responsible for pick-up and return of uniforms and equipment,
2. Coaches and managers may contact the equipment managers. Parents must work through the coaches and managers.
3. If you need something from the equipment managers, you probably won't get it if you wait until the last moment to ask for it. Give the managers at least several days' notice.

In the spring, return the clean, folded uniforms and all other LSA equipment to the equipment manager on the designated date. If you cannot make the drop-off date, please make other arrangements. Don't make the equipment manager chase after you to get things turned in. Coaches are responsible to keep track of uniforms handed to players and to collect them from the players at the end of the season.

A deposit of \$50 is required for all senior girls and boys' team jerseys. All coaches or managers are required to collect a post-dated cheque (post-dated to April 15, 20XX) made out to the LSA. The coach or manager will hold the cheques until the end of the season when they may be returned to the players upon return of the jersey. If a jersey is not returned the coach will submit the cheque to the LSA and we will use the money to purchase a replacement jersey.

## PERSONAL EQUIPMENT

Shin pads are **MANDATORY** for all players and must be worn to all practices and games. Socks must be worn that cover the shin pads. Players do not have to have cleats at all -- athletic shoes are fine, especially for younger players, however it is recommended that cleats be used to avoid potential injuries on wet fields. If you buy cleats for your child, be sure to purchase soccer cleats. If you have sports shoes designed another sport, the toe cleat may be cut off to permit the shoe's use on the soccer field for practice or games.

Each player should come to practices and games equipped with proper footwear and shin pads. Knee pads and gloves are recommended when playing on all weather fields. Jewellery of any type may not be worn. Casts may be permitted if they are padded and approved by the referee prior to the game.

## FIELD CLOSURES

The Saanich Parks Department will review the grass fields on Thursday and make a decision by Friday morning on whether to keep the fields open, do a closure of individual fields, or close them all for the weekend. Field updates will be posted on our website. During winter the website should be checked weekly for changes to the schedule – it is the posted website that is the definitive one.

## FIELD SAFETY

The user groups or the referee will open no field that was closed on Friday morning or the weekend. **Groups found playing on closed fields may be subject to the loss of field permits and/or fines.**

If the weather turns bad, (snow, frost and thaw, heavy rain or hail), the coaches and the referee are asked to use good judgment and not proceed with the game if it is obviously going to cause damage to the field or present undue danger to the players.

## U7-U12 FIELD SIZES FOR MINI-SOCCER

DIVISION	FIELD SIZE	GOAL SIZE
U7/U8	28m x 18m	8 ft x 4ft
U9/U10	36m x 22m	8 ft x 4ft
U11/U12	55m x 36m	12 ft x 6.5 ft

## GAME DURATION

Age Group	Duration	Note
U7	2 x 15 Min. Halves	5 minute half time breaks.
U8	2 x 20 Min. Halves	5 minute half time breaks.
U9	2 x 25 Min. Halves	5 minute half time breaks.
U11	2 x 30 Min. Halves	5 minute half time breaks.
U12	2 x 30 Min. Halves	5 minute half time breaks.
U13	2 x 35 Min. Halves	5 minute half time breaks.

U14	2 x 35 Min. Halves	5 minute half time breaks.
U15	2 x 40 Min. Halves	5 minute half time breaks.
U16	2 x 40 Min. Halves	5 minute half time breaks.
U17	2 x 45 Min. Halves	5 minute half time breaks.
U18	2 x 45 Min. Halves	5 minute half time breaks.

## FIRST AID

The club recommends that someone on the coaching staff have first aid training, and requires that each team have at each practice and game an emergency kit that contains the following:

- A list of player names, with both medical and emergency contact information
- Spare change to make phone calls with if necessary
- A basic first aid kit (see notes below)

The Sports Medicine Council of BC states that a first aid kit should contain the following items, no medicines, rubbing alcohol or hydrogen peroxide should be included.

Disposable vinyl gloves

Clean white towel (to apply pressure to a wound)

Gauze pads (to control bleeding)

Antibacterial soap (to clean wounds)

Antibiotic ointment

Cotton tipped applicators (to apply ointment)

Telfa pads (to cover exposed cuts and abrasions)

Band-aids in assorted sizes

Adhesive tape

Scissors

Tensor bandages

Triangular bandages (to be used as a sling)

Vaseline (to apply to areas of friction, where blisters may develop)

Instant ice packs or zip lock bags to hold ice

## EMERGENCY PROCEDURES

This section is provided only to give information. Please seek medical attention if you have any question about an injury or condition.

If a major or serious injury should occur, the coach should adopt a steady and support policy.

1. Immediately dial 911
2. Support the player by making her as comfortable as possible until help arrives
3. **DO NOT MOVE THE INJURED PLAYER - DO NOT REMOVE ANY EQUIPMENT**

St. John's Ambulance recommends the following for minor injuries:

Use RICE for injuries to bones, joints and muscles

Rest

Ice

Compression

Elevation

**Rest** means stopping the activity that caused the injury. If you've twisted an ankle, knee or elbow, don't try to "work it out".

**Ice** should be applied to the injured area once immobilized. It will reduce swelling by narrowing the blood vessels. Apply ice 15 minutes on - 15 minutes off.

**Compression** means using a bandage to apply pressure to the injury. This will help limit swelling.

**Elevation** is getting the injured part elevated to make it easier for fluids to drain away from the injury.

Use RICE while waiting for medical help. Even the most minor injuries will benefit from RICE.

### **RICE Warnings**

- Don't put ice directly on the skin. Always have a layer of fabric as a barrier.
- Do not apply cold compresses to open wounds.
- Don't use compression on a fracture.

Note: A player that is bleeding shall not participate in the match until the bleeding has stopped, and any blood on his / her clothing is covered or removed.

Safety on the field is the first responsibility of every coach, referee, and all other club officials. Players may not wear any earrings, bracelets, watches, barrettes, or any object that could possibly cause injury to him/herself or another player to practice or to a soccer game. Pierced earrings will not be allowed, and covering them with tape will not be allowed. Please encourage your son or daughter to defer piercing his/her ears until after the season has concluded.