

NORTH SHORE GIRLS SOCCER CLUB 2016-17

Attached are the responsibilities of a North Shore Girls Soccer Club Coach. Coaching a girls' soccer team can be a great experience for yourself and your team. We have prepared some guidelines that will ensure that your experience will be positive for you and your team. The NSGSC requires that you read these guidelines and follow them. By implementing these recommendations, you and your team will be on your way to having successful season.

Please find attached the following:

- √ NSGSC Guidelines for Coaches
- √ NSGSC Player Contract
- √ NSGSC Responsibilities of the Team Coach
- √ NSGSC Fair Play Code for Parents
- √ **New - Concussion Protocol**

NORTH SHORE GIRLS SOCCER CLUB

Playing Time

The NSGSC requires that all Divisional teams (Division 1, Division 2, Division 3) and Metro (U12 to U18), abide by minimum 50% game time participation rule for all their players during regular league play. NSGSC encourages equal play time over the course of the season. Players must be made aware that the NSGSC's play time rule will be impacted by attendance at training sessions. Please document training attendance to support your game day decisions.

Play time in Cup is open; however, the NSGSC encourages you to play players a minimum of 50% of the game.

Uniform Policy

The NSGSC colours are blue, black and white. The Club will provide an Umbro blue and white uniform, black shorts and white socks for the season. These uniforms will be available in number 2 – 25. Player names may be added to the back of the jersey at a cost of \$10 per uniform. The Club will issue a new uniform each season; white one year and blue the following; alternating thereafter. The uniforms are expected to have a life span of two years. Teams are not allowed to silk-screen team logos or team names on their jerseys.

Our uniform program and Divisional Equipment is now managed by Macey's Sports (604-980-1480).

Registered Divisional NSGSC teams must wear the above approved NSGSC uniform.

Macey's also has available at Club prices NSGSC bags, jackets, pants, sweats and compression shorts and tops.

At the end of each season, players are to keep their uniforms for use the next season. Players losing their uniform will be required to purchase a replacement uniform through Macey's.

In case of a uniform conflict with your opposition, BCCGSL rules state that the home team is required to change their uniform. To avoid this issue contact your opposition prior to games.

Communication

The NSGSC recommends and encourages all Divisional team coaches to hold parent meetings to review training and tournament plans, fundraising activities, uniforms and team equipment, playing time policy, referee abuse, the responsibilities of the Coach, balancing other player activities and team finances. Divisional soccer also means that teams are now required to travel in order to play league and cup games. This includes Division 3 level play.

Coaches should also hold player meetings to review player contract (optional), team ground rules, goals and commitments for the season.

Parent and player support for the team's plans for the upcoming season will help get the season off on the right foot and keep things running smoothly.

Team Finances

The NSGSC will subsidize Divisional teams up to \$350 for their participation in NSGSC Thanksgiving tournament only. Teams are encouraged to participate in other tournaments at their own expense. Early in the season, teams should establish their financial plan, their fundraising target and appoint a Treasurer. It is very important to document and keep financial records.

Please keep in mind that not all parents are able to afford additional expenses related to the team's plans. Teams should provide equitable avenues for all parents to support their player, such as fundraising. The NSGSC does not recommend "writing an additional cheque" as the only means to raise team funds.

Game Precedence

- 1) Provincial A & B Cup (Metro and Division 1 only)
- 2) Provincial Cup make-up
- 3) League Championship game
- 4) League Championship make-up game
- 5) League Game
- 6) Tournaments

Teams are expected to fulfill their obligation to Cup and League games to the full extent of the schedule. Teams failing to meet their obligations will be subject to BC Coastal Girls Soccer League (BCCGSL) fines. U12 Select teams will play in BCCGSL. U12 Bronze/House teams will continue to play in the NSYSA league; see your U12 AGC for related information.

Divisional teams will travel off the North Shore for away games. BCCGSL schedules and team information can be found at: www.bccgsl.ca

Discipline

Coaches cannot discipline or suspend players for non-soccer related activities such as school related problems or other social circumstances that occur away from soccer.

In the event that there is a conflict on the team, we recommend the following steps be taken:

- 1) Take it off the field and away from the parking lot
- 2) Sleep on it; all parties need a 24 hour cooling off period if emotions are involved
- 3) Advise your AGC and keep them apprised of your plans
- 4) Work to resolve player and parent issues through a meeting. Ask an Assistant Coach or Manager to observe your meeting.
 - Outline the issue
 - Probe to understand the player/parent point of view (listen)
 - Present your point of view and invite a reaction
 - Outline an action plan and ask for buy-in
- 5) Involve the Divisional Director if you believe that you need to escalate.

Coach Development

The NSGSC will reimburse all registered coaches for all BCSA soccer related training, upon successful completion. A NSGSC goal is to educate and provide certification opportunities for every Coach of the NSGSC in order to meet Club's and BCSA minimum Coaching certification requirements.

- √ Up to U6 - Active Start
- √ Up to U9 - Fundamentals
- √ Up to U12 - Learning to Train
- √ Up to U18 – Soccer for Life

At least one team official needs their Soccer for Life certification for a team to participate in Coastal and Provincial B Cup play. Go to www.bcsa.ca for upcoming courses.

Training Sessions

The NSGSC guarantees at least one training time and field per week. The NSGSC will do their best to accommodate a second training night at the team's request. Please adhere to your assigned field and time. Prompt start and completion times are required. School lit fields are not to be used before 5pm on weekdays. Teams are not allowed to train on District or City grass fields without a permit. The District and City will fine offending teams and NSGSC will not be responsible for paying the fines.

Games and Fields

- Referee abuse will not be tolerated; **BCSA and NSGSC has a zero tolerance policy for referee abuse**
- The Coach is responsible for the actions of players, fans and parents
- ID cards and team roster must be presented to Referee prior to the start of each game; ID Cards must be presented after October 1st
- Confirm the fields are open by calling the Rec Commission field closure line after 12pm on Fridays. 604-983-6444 ext. 503 or visit their web-site at www.northvanrec.com click on Park and Fields and click on Field Status.
- Teams cannot play on closed fields
- Teams are encouraged to complete "Referee Performance" reports on-line following their games. Home or away. Positive or negative. Go to www.nsgsc.ca under "Coaching and then click on "Referee Performance Form". The report will go to the NSYSA Referee-in-Chief and the Divisional Director.

Please adhere to the following when making these decisions regarding assigned fields:

#1 – **Coaches/Managers cannot cancel a scheduled game** because of weather or field conditions. Only the referee can cancel a game scheduled on an all-weather field because of weather or field conditions. If your field is obviously unplayable or under snow, then common sense can prevail but please contact the referee/field assignor and advise that your game will not be played or has been moved as soon as possible.

#2 – **Notification of a time change** must be communicated to the away team by noon on Saturday.

#3 – **Notification of a field change** must be communicated to the away team as soon as possible. Contact the NVRC field line at 604-983-6444 (ext. 503) after 1pm on a Friday for the weekend field update. This is important because the away team has the right to invoke the "grass to grass" rule and move the game to their grass or turf field. The away team has until noon on Saturday to find a grass or turf field. If they are unable to find grass or turf, then the game **must be played on the assigned all-weather field**. If the away team does find grass or turf and you are moving the game to their home field, you must contact the following people to cancel your referee and field.

- call or text NSYSA field at 604-512-2477 and leave message for Jeff Mulock to cancel field. E-mail at jeffmulock@shaw.ca
- U9 to U18 Referee Assignor, Luers Knowles, at 604-363-1912 or nsysarefassignor@gmail.com
- copy Fields and Facilities, Nicole Dent at fields@nsgsc.ca

Assignment and payment of referees is the responsibility of the team who supplied the field.

#4 – **Play the game.** BCCGSL has the following to say “In any events, cooperation of coaches is required and every effort MUST be made to get the game played”.

Protests

- See page 23 of the “BCCGSL Operating Guide” for filing a protest section 7.0. The BCCGSL Operating guide is available on the NSGSC web-site at www.nsgsc.ca .
- Provide written submission of your protest to divisionalsoccer@nsgsc.ca . You will be asked to submit a \$250 cheque payable to “BCCGSL” and will only be refunded if you win the protest.
- Please contact Divisional Director, Lisa Stirling to review your protest prior to submission at 604-220-0808
- See page 23 of the “BCCGSL Operating Guide” section 7.1 for protest criteria

No Referee or Cancelling a Referee

- No referee; text 604-363-1912 immediately provide team name, age group, field and time, contact person and number. Following the game e-mail report to nsysarefassignor@gmail.com
- Head Referee, Patrick Li, at 778-862-9008 or patli9@gmail.com

Postponing a game

- Requires 7 days notice, in writing, to Lisa Stirling divisionalsoccer@nsgsc.ca . Lisa will forward to BCCGSL for decision.
- Copy Fields and Facilities, Nicole Dent at fields@nsgsc.ca
- If you are aware of a future conflict, you can play the game prior to the scheduled date if both teams agree and avoid postponing the game.

Individual, Team Field Requests, Pairing Conflicts and Bookings (rescheduled game) or to Cancel a Field

- Requires 7 days notice to NSYSA Fields
- Direct individual and team field request and bookings to Jeff Mulock at jeffmulock@shaw.ca
- Copy Fields and Facilities, Nicole Dent at fields@nsgsc.ca on all e-mails
- Requests include re-booking postponed and/or make-up games, Island team visiting and exhibition games
- Teams need to check their pairing conflicts and advise NSYSA Fields (Jeff Mulock) of upcoming conflicts to ensure a home field assignment

Playing Up Permit (PUP)

- See BCCGSL web-site for form
- A player is allowed to play up a level/group or an age on permit 3 times during the season for league games only
- A team can dress a maximum of 3 permit players for a league game

- A BCCGSL Playing Up Permit must be completed by requesting team and then signed by the District Registrar
- District Registrar: Ab Bryant (604) 728-5170 1474 Lynn Valley Rd.

Injuries

Injuries should be reported to AGCs and the coach. Players/Parents can download a NSGSC Injury Report form from our website.

If a Club member is involved in an accident please refer them to All Sport Insurance (see Insurance Policy on our web-site) and ask them to complete an Accident Claim form.

All Sport Insurance Marketing Ltd.
417- 1367 West Broadway
Vancouver, B.C. V6H 4A9
Tel. 604-737-3018
Fax. 604-737-3076
Toll Free 1-877-992-2288

You will find the “Accident Claim Form” on our website under “Document/Forms” under coaching.

BCSA group policy number is ACL6022 (for BCSA/BCCGSL league and cup play)
NSGSC group policy number is ACL6389 (for injuries related to Academy and NSISL)

Please report all injuries requiring a hospital visit to your AGC.

It's not over until the paper work is done.....

- Maintain accurate attendance records
- Maintain accurate financial records
- Maintain accurate records of serious injuries including location, time and field conditions. Insurance claims will require this information.
- Report all scores - win, lose or draw

Have an Emergency Plan

It is important to have a well thought out plan for dealing with minor injuries and a plan for emergencies. Keep this in your coaching bag or on your clipboard. Some points to consider in your plan are:

- Do I have a complete first aid kit?
- Do I have ePACT downloaded to my phone so I have player medical information and emergency contacts with me at all times?

- Do I have my cell phone and is it charged?
- Do any of my assistant coaches or parents know first aid?
- Who will attend to the team if I need to take care of the injured player?
- Do I have a “Pocket Concussion Recognition Tool” on my clipboard?
- Do my assistant coaches and players know what to do in case of injury/emergency?

Concussions in Soccer-What a Coach Needs to Know

What a Coach Can Do to Prevent Concussions in Youth Soccer

Provide a safe environment: Assess the safety of the facility. Do a field check before practice and games. Look for potholes, sprinkler heads, goals that are not anchored properly, etc.

Equipment: Shoes should fit properly, use water resistant balls that are the right size for the age group and are not over-inflated.

Technique: Coach your players the right technique to head the ball safely as well as coaching them to improve their agility, balance and coordination.

Activity Selection: Set up activities and games properly. Keep in mind of the following: difference in player’s size and skill, fatigue, timing, players crossing paths, managing pace, placement of equipment, loose balls, proximity to other group activities, and a coach should be supervising every segment of players.

Rules and Respect: Follow the NCCP Code of Ethics. Remember that when the rules of the game, sportsmanlike behavior and fair play are overlooked the chance of injury increases.

Education: Before the season begins educate players, coaches, and parents on what a concussion is, how serious they are, how to prevent them, how to recognize signs and symptoms and what team/club policy is when it comes to return to play.

Suspect and Act (What you need to know as a coach if an injury takes place that could potentially cause a concussion)

Remember your role as a coach is to recognize signs and symptoms and not to diagnose concussions. If one of your players is injured and you suspect they may have a concussion you can use the “Pocket Concussion Guide” <<http://soccercoachcanada.us3.list-manage1.com/track/click?u=605d43e1f7da66cc2be12f1c2&id=de1ae471b6&e=08385d2a3d>> to help you through the process of recognition and what to do next.

The guide explains that you should look for “visible clues” such as unconsciousness or

clutching the head. Next you should look for “signs and symptoms of a suspected concussion” such as drowsiness, headache, sensitivity to light and irritability. Finally you should evaluate memory function by asking basic questions like “what half is it now?”

Should I call 911? Yes if a player is unconscious or losing consciousness, complaining of neck pain, confused and irritable, vomiting, having a seizure, has weakness or tingling in arms or legs, has a severe head ache, is experiencing unusual behaviour changes or has double vision.

Should I let them resume play? No. Remember the saying; “if in doubt sit them out”. Sometimes symptoms are delayed and you are risking the long term health of your player if you let them resume play.

Remember you won't always see the event that leads to a concussion so you should always be looking for clues and symptoms. If you notice your player has symptoms you should ask a series of questions so you can better evaluate the situation. If you have any suspicion that the player may potentially have a concussion that player should not take part in the game or practice, you should talk to their parents and recommend that the player see a doctor immediately.

Returning to Play (What you need to know as a coach if one of your players has been diagnosed with a concussion)

Returning to play involves a step-wise process that requires patience, attention and caution.

Step 1: No activity, only complete rest.

Step 2: Light aerobic activity. Ex. Walking with medical clearance

Step 3: Sport specific activities are OK. Ex. Passing and shooting drills

Step 4: Begin drills without body contact. Ex. Less intense small-sided games.

Step 5: Begin drills with body contact. Ex. Scrimmage

Step 6: Game play.

Click here <<http://soccercoachcanada.us3.list-manage.com/track/click?u=605d43e1f7da66cc2be12f1c2&id=bbd7b0d946&e=08385d2a3d>> to view the complete guide for returning to play after a concussion.

It should take at least one week to go through all of the steps. For children under the age of 10 it should take at least two weeks.

A player should never return to play if they still have symptoms! If symptoms reappear during any of the returning to play steps the player should go see their doctor immediately.

You should never let a player resume play without clearance from a doctor. When dealing with concussions it is best if the player sees a doctor who is knowledgeable in concussion management.

To find a doctor with this kind of experience a good resource is the [Canadian Academy of Sport and Exercise Medicine <http://soccercoachcanada.us3.list-manage.com/track/click?u=605d43e1f7da66cc2be12f1c2&id=d4a048197f&e=08385d2a3d>](http://soccercoachcanada.us3.list-manage.com/track/click?u=605d43e1f7da66cc2be12f1c2&id=d4a048197f&e=08385d2a3d) .

They can save any of their patients by leaving the hospital and touching them but if either doctor is hit below the knee by a ball, the game is over and the attacking team wins.

Play two minute rounds. If the doctors aren't hit by a ball, the team with the least number of patients when time is called is the winner.

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PLAYER CONTRACT

I _____ registered with the _____

Hereby agree to all the terms set down in the following:

I will contact the Coach a minimum of one full day in advance if unable to attend a training session and agree that training cannot be missed without adequate reason or I may forfeit my 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.

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.

I will attend every game in full uniform.

I will not be late for training or games without an adequate reason. 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 rule.

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

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

I will play by fair rule 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: _____

NORTH SHORE GIRLS SOCCER CLUB

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 50% 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.

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FAIR PLAY CODE FOR PARENTS

- I will not force my daughter to participate in sports.
- I will remember that my child plays soccer for her enjoyment, not mine.
- I will encourage my daughter to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my daughter that doing one's best is as important as winning, so that my daughter will never feel defeated by the outcome of the game/event.
- I will make my daughter feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my daughter for making a mistake or losing games/competitions.
- I will remember that kids learn best by example. I will applaud good plays/performance by both my daughter's team and their opponents
- I will not question the referee's judgment, honesty or integrity and will show respect for the difficult role they play in the game. I will respect BCSEA's "Zero Tolerance" policy.
- I will support all efforts to discourage verbal and physical abuse in my daughter's soccer games.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my daughter.

I have read and understood the Parent's Fair Play Code, as written above, and will, to the best of my ability, adhere to these policies during all sports events.

Parent's Name (Please print clearly):

Parent's signature:

Date: _____
(Day/Month/Year)