



COACH ORIENTATION REFLECTION FORM

Coach Name	Coach Email	Registered Member
Date of Orientation Start	Date of Orientation Completed	Age(s) Coaching

Before starting the presentation, you will need the following:

- Copy of the BCSA Coaching Code of Conduct ([Link to the page on the BCSA website BCSA Policies](#))
- Canada Soccer Association Code of Ethics ([Link to the page on the BCSA website BCSA Policies](#))
- Copy of the BCSA Commitment to Culture Policy ([Link to the BCSA page on the BCSA website BCSA Policies](#))
- Copy of the NCSA Coaching Guidelines Document ([Link to the BCSA page on the BCSA website BCSA Coaching Resources](#))

Special Note:

This is a self-paced orientation presentation which will allow you to stop and come back to it to complete. Initial after each section you complete as you go through the presentation.

Sec. No.	Category	Reference Document	Initialed by Coach
	WELCOME TO COACHING	****	***
1	<p>Big Country Soccer Association (BCSA) Website:</p> <ul style="list-style-type: none"> - I can confirm that I have access to the Big Country Soccer Association website and can access the necessary documents and support presented on the website. - I understand that there may be other requirements I need to be familiar with other than those presented by BCSA from the governing bodies in soccer. - I understand that I may also need to start the process of registering with the National Coaching Certification Program (NCCP) to obtain coaching certification for the levels I may be coaching. 	Big Country Soccer Association (BCSA) Website	
	PURPOSE OF ORIENTATION	****	***
2	<p>Purpose:</p> <ul style="list-style-type: none"> - I understand that the purpose of the orientation process is to help support my role as a soccer coach for the Registered Member I am volunteering for and BCSA. - I can confirm that I have reviewed, in general, Table 1 in the Coaching Guidelines and understand that the listed documents in the table are part of my responsibility to review and be familiar with them in order to support the "Standards for Quality Soccer" certification. 	Coaching Guidelines (BCSA-GUI-006) - <i>Section 1, 2, 3, 4</i>	
	RESPONSIBILITIES	****	***
3	<p>Responsibilities:</p> <ul style="list-style-type: none"> - I understand that the responsibilities listed in the Coaching Guidelines are not all encompassing and that I will have other responsibilities as a coach found in other policies, governances, and guidelines. - I understand that BCSA has developed soccer curriculums in support of my role and for youth player development in support of Long-Term Player Development (LTPD) and that these curriculums must be followed. 	Coaching Guidelines (BCSA-GUI-006) - <i>Section 5</i>	



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	COACHES CODE OF CONDUCT	****	***
4	<p>Coaches Code of Conduct:</p> <ul style="list-style-type: none"> - I can confirm that I have read and signed the BCSA Coaching Code of Conduct. - I can confirm that I have read and signed the Commitment for Culture Policy. - I can confirm I have read the Canada Soccer Association (CSA) Code of Ethics document. - I can confirm I will submit the signed documents to my Registered Member before I am assigned a team to coach. 	<p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 6</i></p> <p>BCSA Coaching Code of Ethics (BCSA-POL-009)</p> <p>Commitment to Culture Policy (BCSA-POL-029)</p> <p>Canada Soccer Association Code of Ethics (2017 Edition)</p>	
	LONG-TERM PLAYER DEVELOPMENT (LTPD)	****	***
5	<p>LTPD:</p> <ul style="list-style-type: none"> - I understand that LTPD is a requirement of Canada Soccer, supported by the program in place at BCSA. - I understand that to support the LTPD requirements, BCSA has developed, as a tool for coaches, age-specific curriculums to aid coaches in what they need to focus on to ensure proper youth soccer development. This is supported by the BCSA Long-Term Player Development (LTPD) Policy which I can confirm I have reviewed. 	<p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 7</i></p> <p>BCSA Long-Term Player Development Policy (BCSA-POL-023)</p>	
	FOUR CORNER DEVELOPMENT MODEL	****	***
6	<p>Four Corner Development Model:</p> <ul style="list-style-type: none"> - I understand that when I develop drills and practice plans, they must meet the requirements of the age-specific curriculums that I will coach. - I understand that I must identify how the drills/ practice plans meet the four-corner model to ensure a balanced approach to coaching the age. - I recognize that should I need assistance on how to build a drill or practice plan, there are resources available to me that I must use in order to ensure the youth participants are receiving proper coaching in the sport of soccer. - I can confirm I have access to the age specific coaching curriculums on the BCSA website. 	<p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 8</i></p> <p>BCSA Coaching Program Curriculums (BCSA-GUI 013 through to 017)</p>	
	PRE-SEASON PREPARATION	****	***
7	<p>Pre-Season Preparation:</p> <ul style="list-style-type: none"> - I understand that the more prepared I am as a coach will help lead to a stronger start to the season once a team is assigned to me. - I understand that to help ensure I have access to BCSA requirements at all times, I can bookmark the BCSA website with my SMART Phone (only applies if coach has a SMART Phone). - I understand that a Team Manager (parent volunteer) would help my role as a coach where I can focus on coaching the youth participants. 	<p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 9</i></p>	



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PLAYER EVALUATIONS (U9+)			
8	<p>Player Evaluations Process (U9+):</p> <ul style="list-style-type: none"> - I understand that player evaluation process is only for U9 and older when there are more than one team available for the age group. - I understand that as a coach I am not permitted to guarantee a spot on a team. - I understand that if I have my own evaluation process, it must first be approved by BCSA who will compare my process to the BCSA Player Evaluation Process Guidelines to ensure that the minimum requirements are being met. 	<p>****</p> <p>Coaching Guidelines (BCSA-GUI-006) – <i>Section 10</i> Player Evaluation Process (BCSA-GUI-012)</p>	<p>***</p>
TEAM ASSIGNMENT			
9	<p>Team Assignment:</p> <ul style="list-style-type: none"> - I understand that there is a Parent Guideline document I need to ensure parents/ guardians of the team I am assigned need to have access to and review in support of my role as the coach. - I understand parents/ guardians are required to review the BCSA Friendly Fan Policy. - I understand there is a checklist that I can use to help organize my pre-season efforts as a coach of a team that is assigned to me. - I understand that if I have a team of mixed genders, it is important to have an adult present during practices and games in support of the Rule of Two. 	<p>****</p> <p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 11</i> Parents Guide (BCSA-GUI-005) Friendly Fan Policy (BCSA-POL-016) Coach Pre-Season Preparation Checklist (BCSA-FORM-025) Rule-of-Two Policy (BCSA-POL-014)</p>	<p>***</p>
EQUIPMENT			
10	<p>Equipment:</p> <ul style="list-style-type: none"> - I understand that I am responsible for the equipment that is assigned to me by the Registered Member in support of coaching a youth team. - I understand that the equipment needs to be in fit-for-use condition and not present a risk to the youth participants. - I understand that if there is a concern regarding the equipment, I am to contact my Registered Member and address the concerns. 	<p>****</p> <p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 12</i> Soccer Equipment Management (BCSA-GUI-004)</p>	<p>***</p>
PRACTICE GUIDELINES			
11	<p>Practice Guidelines:</p> <ul style="list-style-type: none"> - I understand the general guidelines for practice times that are listed in the Coaching Guidelines. - I understand that as a coach, I must be prepared before each practice session and that when I am not prepared, it limits my success to ensure proper soccer development with the team. - I can confirm I have access to the Coaching Program Curriculums to help my efforts to prepare drills and practice plans to meet the LTPD requirements of BCSA and Canada Soccer Association. - I recognize that I must ensure that even for practices, the Rule-of-Two requirements must be followed. 	<p>****</p> <p>Coaching Guidelines (BCSA-GUI-006) - <i>Section 13</i> Coaching Program Curriculums (BCSA-GUI 013 through to 017) Rule-of-Two Policy (BCSA-POL-014)</p>	<p>***</p>



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PRE-GAME DUTIES		****	***
12	<p>Pre-Game Duties:</p> <ul style="list-style-type: none"> - I understand the importance of developing a pre-game routine that includes a proper warm-up process for players. - I understand that as a coach, part of getting ready for the game means I also have to be prepared in advance to help get the players into the right mind-set. - I can confirm I have access to the Player Medical Information Form to help identify medical information on players that may need to be known in providing emergency medical treatment. - I can confirm that I have access to the FIFA 11+ information on the Coaching Resource page of the BCSA site. 	<p>Coaching Guidelines (BCSA-GUI-006) – <i>Section 14</i> Player Medical Form (BCSA-FORM-002) FIFA 11+ Information</p>	
PLAYER CALL-UPS		****	***
13	<p>Player Call-Ups:</p> <ul style="list-style-type: none"> - I understand that for me to use call-ups, I must contact the coach for the team in the lower age group and request players to support my team. - I understand that call-up players are not guaranteed to start the game for me unless I do not have enough of my own players to start the game. - I understand that I must use call-up players like they are part of my team and rotate them like I would my own players. Call-up players deserve the same opportunities to play. 	<p>Coaching Guidelines (BCSA-GUI-006) – <i>Section 15</i></p>	
GAME DAY GUIDELINES		****	***
14	<p>Game Day Guidelines:</p> <ul style="list-style-type: none"> - I understand that I represent myself, my team, my community, and BCSA and will therefore be an example for my team to follow. - I understand that players deserve the opportunity to play including call-ups that may be called up to support my team - I understand that the Match Official is a person doing their best to officiate my game and will respect their participation in the game. - I understand that post-game discussions must be positive and balanced to ensure players continue to be excited to learn and grow in the sport. 	<p>Coaching Guidelines (BCSA-GUI-006) – <i>Section 16</i> Rule-of-Two Policy (BCSA-POL-014)</p>	
GAME REPORTS		****	***
15	<p>Game Reports:</p> <ul style="list-style-type: none"> - I understand that BCSA would like game results to be reported no later than 24-hours after the game to ensure the most up to date details are in the system for the league tables. - I understand that if there are cards or other serious information related to the game, the Match Official will submit that as part of the match report. - I understand that depending on the Match Official report, the Registered Member may need to investigate the details from the report and/ or submit the information to the BCSA Board for review, investigation, and action. - I can confirm that I have access to the Match Official No-Show Report on the BCSA website on the Forms page. 	<p>Coaching Guidelines (BCSA-GUI-006) – <i>Section 17</i> Match Official No-Show Report (BCSA-FORM-008)</p>	



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	MATCH OFFICIAL SAFETY	****	***
16	Match Official Safety: - I understand that the Match Official may have to pause and/ or suspend a game if they are experiencing abuse and/ or harassment. - I understand that as a coach, parents/ guardians for my team are expected to adhere to the Friendly Fan Policy. - I understand that that abuse and/ or harassment will not be tolerated and will be reported to my Registered Member and/ or BCSA Board for review, investigation, and action. - I can confirm that I have access to the Zero Tolerance Policy, and Harassment Policy on the BCSA website.	Coaching Guidelines (BCSA-GUI-006) – <i>Section 18</i> Zero Tolerance Policy (BCSA-POL-002) Harassment Policy (BCSA-POL-004)	
	PLAYER INJURY	****	***
17	Player Injury: - I understand that there is a risk of player injury in the sport and as a coach I need to ensure I am prepared for such incidents. - I understand that the safety of the player is the most important thing during practices/ games and when a player is injured, the activity needs to stop to assess the player. - I understand that when a player is injured, as the coach, I must complete the Soccer Player Incident Form. Additionally, I can confirm I have access to this form. - I can confirm that I have access to the BCSA Concussion Protocol and have reviewed the BCSA Concussion Policy.	Coaching Guidelines (BCSA-GUI-006) – <i>Section 19</i> Concussion Policy (BCSA-POL-005) Soccer Player Incident Form (BCSA-FORM-017)	
	WEATHER AND AIR QUALITY	****	***
18	Weather and Air Quality: - I can confirm that I have access to the BCSA Lightning and Severe Weather Policy as well as the BCSA Air Quality Guidelines Policy.	Coaching Guidelines (BCSA-GUI-006) – <i>Section 20</i> Lightning and Severe Weather Policy (BCSA-POL-006) Air Quality Guidelines Policy (BCSA-FORM-024)	
	END OF SEASON AWARDS	****	***
19	End of Season Awards: - I understand that if I decide to organize team awards to ensure that the awards are available for any of my team players to work towards achieving.	Coaching Guidelines (BCSA-GUI-006) – <i>Section 21</i>	
	DIVERSITY, EQUALITY, AND INCLUSION	****	***
20	Diversity, Equality, and Inclusion: - I understand the importance of ensuring the team I coach is inclusive to all who are registered to team as a player, parent/ guardian. - I understand the strengths of our cultural diversity in soccer and will acknowledge those players who are also participating in their cultural traditions and beliefs. - I can confirm that I have access to the Diversity, Equality, and Inclusion Policy and have reviewed it.	Coaching Guidelines (BCSA-GUI-006) – <i>Section 22</i> Diversity, Equality, and Inclusion Policy (BCSA-POL-010)	



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SUMMARY		****	***
21	<p>Summary:</p> <ul style="list-style-type: none"> - I understand that the information that has been presented to me is not all encompassing for my role as a coach for BCSA and its Registered Members. - I acknowledge that there are other requirements that are provided to me in the form of policies, governance, guidelines, and forms. - I support the requirements that have been provided to me so that I ensure I contribute to providing a safe and inclusive experience for youth soccer players that are assigned to a team I coach. 		

Coach:

Send in the completed orientation checklist along with the signed BCSA Coaching Code of Conduct and the signed Commitment to Culture Policy to the Registered Member for processing in their training system.

Registered Member:

Review the documentation submitted by the coach listed on this orientation record and ensure it is completed along with the required attachments as noted on Page 1 of this document. Record the training dates into your training system to verify that this coach has been orientated on the Coaching Guidelines as presented.

Registered Member Representative Name:	Signature	Date