



Guideline (GUI)

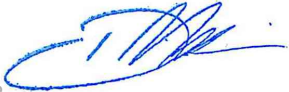


# Coaching Guideline

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Published

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## Errors or Omissions

Big Country Soccer Association has provided this manual to the membership as a guide for the parents of players who are registered with Big Country Soccer Association. Any errors or omissions contained herein shall not supersede the by-laws, policies, procedures, or guidelines of the Association. Any changes to the manual shall be included in the next edition. The by-laws of the association supersede any guideline or policy should a conflict occur.

## Document Revision History

Rev	Date	Description	Originator	Checker	Approver
0	29-Jan-2024	Document is published.	Duncan Hawkins	Ivo Toellner	Cody Craig
A	20-Dec-2023	This is the initial DRAFT of this Guideline document.	Duncan Hawkins	Ivo Toellner	Cody Craig

## Current Revision Description

Section	Description



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# 1 Purpose

The purpose of this Guideline (GUI) is to provide coaches and those supporting the coaching roles such as assistant coaches, and team managers with the general guidelines that are in place for coaches to follow in support of the Big Country Soccer Association (BCSA) policies, governance, guidelines, and ethos to the values and mission of BCSA and the Standards for Quality Soccer (SQS) program.

This guide is not all encompassing and will be updated after each season, as required, based on the learnings of the previous season. This will ensure coaches will have the most up to date information necessary to support their role and the development of youth soccer in BCSA.

# 2 Scope

This document applies to the coaches, assistant coaches, and, where present, team managers that have volunteered and have been assigned a youth soccer team representing BCSA. This document does not supersede other requirements that may be in place and published by BCSA, Alberta Soccer Association (ASA), Canada Soccer Association (CSA), or FIFA.

# 3 References

The following referenced documents are to be considered the latest edition and indispensable for the application of this document.

*Table 1 – References*

Document Number	Title
	Alberta Soccer Association
	Canada Soccer Association
<b>BCSA-POL-001</b>	Big Country Soccer Association Policy
<b>BCSA-POL-002</b>	Zero Tolerance Policy
<b>BCSA-POL-003</b>	Coaching Youth in Sports Policy
<b>BCSA-POL-004</b>	Harassment Policy
<b>BCSA-POL-005</b>	Concussion Policy
<b>BCSA-POL-006</b>	Lightning and Severe Weather Policy
<b>BCSA-POL-009</b>	Coaching Code of Conduct
<b>BCSA-POL-010</b>	Diversity, Equality, and Inclusion Policy



Document Number	Title
BCSA-POL-011	Electronic Communication and Social Media Policy
BCSA-POL-012	Smoke-Free Sports Policy
BCSA-POL-013	Return to Play Policy
BCSA-POL-014	Rule-of-Two Policy
BCSA-POL-015	Volunteer Screening Policy
BCSA-POL-016	Friendly Fan Policy
BCSA-POL-017	Alcohol, Drugs, and Illicit Substances Policy
BCSA-POL-022	Field and Field Equipment Policy
BCSA-POL-023	Long Term Player Development (LTPD) Policy
BCSA-POL-024	Air Quality Guidelines Policy
BCSA-GUI-005	Parents Guide
BCSA-GUI-004	Soccer Equipment Management
BCSA-FORM-002	Player Medical Information Form
BCSA-FORM-008	Match Official No-Show Report
BCSA-PRE-002	Coaching Orientation
BCSA-GUI-013	U5 Coaching Program Curriculum
BCSA-GUI-014	U7 Coaching Program Curriculum
BCSA-GUI-015	U9 Coaching Program Curriculum
BCSA-GUI-016	U11 Coaching Program Curriculum
BCSA-GUI-017	U13+ Coaching Program Curriculum
	Associated Practices Plans from Big Country Soccer Association

## 4 Acronyms and Defined Terms

For this document, the following acronyms and terms apply.



## 4.1 Acronyms

Table 2 – Acronyms

Acronym	Definition
ASA	Alberta Soccer Association
BCSA	Big Country Soccer Association
CSA	Canada Soccer Association
FIFA	Fédération Internationale de Football Association
LTPD	Long-Term Player Development
SQS	Standards for Quality Soccer

## 4.2 Definitions

Table 3 – Definitions

Term	Definition
FIFA	Fédération Internationale de Football Association (the international organization that controls the sport of football (soccer)).
House League	Teams registered for house league play teams only within the registered member's community.
League Team	Teams (League Teams) registered with BCSA, in conjunction with Alberta Soccer, will compete with Teams representing registered members and be available to compete for a position at Alberta's provincial spots for the area Big Country represents.
Registered Member	This is the community that is registered with BCSA to register their players to compete in the Association with other registered teams. These communities will have their players registered with Alberta Soccer Association.



## 5 Responsibilities

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- 5.1** The following list of responsibilities are not all encompassing. Additional responsibilities may be assigned out, as required, when there are tasks and/ or actions required to represent BCSA, its players, parents, coaches, and the governing soccer bodies that BCSA is required to adhere to.
- 5.2** Big Country Soccer Association is responsible for the following in relation to this guideline:
- a) Developing Big Country Soccer Association ethos for youth player development and style of play.
  - b) Provide mentorship and coaching plan development support to coaches.
  - c) Ensure coaches for registered members have met the minimum requirements for training and certification in support of ASA, and CSA training and certification requirements.
  - d) Ensure coaches have access to all associated policies, governance, guidelines, and forms as applicable to the coaching experience with BCSA.
  - e) Enforce BCSA policies, governance, guidelines as necessary to support youth development soccer and the policies of the governing bodies.
  - f) Investigate all incidents reported to BCSA, and include, when required, the coach in the investigation process.
  - g) Remove any coach and/ or team support where it is identified through BCSA investigation serious breach of Respect for Sport requirements.
  - h) Develop and provide evaluation criteria to registered members to use for player evaluations.
- 5.3** Registered Members are responsible for the following in relation to this guideline:
- a) Provide training to coaches on general coaching requirements as documented in Big Country Soccer Association policies, governance, guidelines, and plans.
  - b) Ensure coaches and coaching supports i.e. Team Managers are screened as per “BCSA Volunteer Screening Policy” (*Ref: BCSA-POL-015*).
  - c) Organizing any coaching training provided by Big Country Soccer Association.
  - d) Maintain a file on coaches that include safety checks, coaching training/ certifications, etc.
  - e) Prepare the assignment of coach volunteers to their assigned teams.
  - f) Respond to any questions or concerns raised by the coaches.
  - g) Remove any coach and/ or team support where it is identified through investigation serious breach of Respect for Sport requirements.





**5.4** Big Country Soccer Association Coaches are responsible for the following in relation to this guideline:

- a) Review and be familiar with all associated policies, governance, and guidelines in place to support youth soccer development and the coaching experience with Big Country Soccer Association,
- b) Following the Big Country Soccer Association youth soccer development curriculum for the age group assigned to the coach.
- c) Ensuring equipment that is assigned to the coach for the season is returned at the end of the season.
- d) Get approval from Big Country Soccer Association Board for anything the coach wishes to introduce into their team that is not specified in the established youth soccer development curriculum.
- e) Ensure adequate communication between all other coaches (assistant) and Team Manager, if the team has these volunteers in place.

## **6 Coaches Code of Conduct**

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**6.1** Before the start of each soccer season, registered coaches are to review and sign off on the “Coaches Code of Conduct” (*Ref: BCSA-POL-009*) and submit the signed document to a designated representative of the Registered Member.

Note:

- i. Coaches will not be permitted to be assigned a team until the “Coaches Code of Conduct” is signed off for the upcoming season.*

**6.2** The Registered Member will keep the signed copy of the “Coaches Code of Conduct” on file.

**6.3** Any questions or concerns regarding the “Coaches Code of Conduct” are to be submitted to the registered member’s President and/ or Vice-President in writing. Depending on the nature of the concern, BCSA President and/ or Vice-President may also be notified.

## **7 Long-Term Player Development (LTPD)**

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**7.1** LTPD is a program for soccer player development, training, competition, and recovery based on biological age (i.e., physical maturity) rather than chronological age. It is player centred, coach driven, and administration, sport science, and sponsor supported.

- Eliminates gaps in the player development system.
- Guides planning for optimal athlete performance at all stages.



- Provides a framework for program alignment and integration, from volunteer club coaches to national and professional teams.
- Follows scientific principles and practical coaching experiences.

**7.2** BCSA supports the LTPD philosophy in our soccer program as noted in the BCSA “Long Term Player Development Policy” (*Ref: BCSA-POL-023*). Our approach is to provide players with a fun, positive environment in which they are able to develop their skills and confidence in the sport of soccer.

#### **Benefits for Players and Parents**

- Better understanding of what makes a good soccer program.
- More players learning at their level and having fun.
- Appropriate game and league structures (e.g., size of balls, goals, field etc.)
- More opportunity for players to realize their athletic potential.
- More coaches who are knowledgeable in leading safe, effective practices.

#### **Benefits for Coaches**

- Information and education on effective coaching and practice methods.
- Guidelines for appropriate game structures.
- Guidelines on appropriate competition levels.
- Established pathways for players development for all levels of ability and ambition.
- Affirmation of best practices for coaches

**7.3** The “Learn to Train” Training Model indicates how your practice sessions should be structured for players in the “Learn to Train” development stage. Practice duration should range between 45 and 90 minutes, depending on the age group as noted in Section 13 of this Guideline document.

## **8 The Four Corner Development Model**

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**8.1** The Four Corner LTPD model consists of technical, psychological, physical, and social/ emotional components. Each corner of the model reflects a wide aspect of a player’s development that must be considered. The gradual progressive development of players is fundamental to the enjoyment, technical competency, and retention in the game.

**8.2** The Four Corner approach places the player at the centre of the development process with soccer experiences that meet the four key needs of the player. As we develop our young people to become athletes, and most importantly good people, it’s vitally important that the whole person is developed. Soccer can be used as a vehicle for this development. Each practice session or game can be used to develop a child in all four corners.



- 8.3** The Four Corner development model, as illustrated below, is a change in thinking or approach for some soccer coaches. In the past, we have focused most, if not all, of our information and learning in the Technical and Physical areas of our sport. Very little has gone into developing a player's Psychological or Social /Emotional skills and qualities.



*Figure 1 – Four Corner Development Model*

### **Technical/ Tactical**

- 8.4** Players improve by playing lots of soccer and being active in other complementary sports and activities. That said, without a skilled mix of guidance, challenge, appropriate questioning, demonstration, and teaching, it's unlikely that players will reach their true potential.

#### **Tips for Technical Development:**

- Use the coaching activity to challenge and develop players technically.
- Encourage players to try new skills.
- Appropriate challenges may be set for the whole group or for individuals within the group. For example, in a passing practice some players may be challenged to play one-touch passes whenever they think it's appropriate.
- When appropriate, practice activity should replicate the demands of the game, encouraging players to think and make decisions just as they would in a game.



- Clever practice design should allow players to repeat and re-visit elements of the game without experiencing boredom.

## Physical

**8.5** To become an effective soccer player there are basic physical movement skills that need to be developed. **A**gility, **B**alance, **C**oordination, and **S**peed (ABC'S) are all essential qualities for players; between the ages of 4-12, young players have a “window of opportunity” to develop these attributes.

Addressing the state of physical literacy of children is one of the biggest challenges we currently face in society and coaches should help communicate the benefits of physical activity and a healthy lifestyle.

### Tips for Physical Development:

- Children are not mini adults and shouldn't be subjected to running laps of the field and doing push ups.
- Through well-designed practice all coaching activities can include physical outcomes.
- A shooting practice may include a physical challenge which is realistic to the demands of the game e.g., a defender and an attacker may have to turn and race onto a through ball before taking a shot at goal. In this way the players are working on turning, acceleration and deceleration as well as the technical elements of the exercise.
- Coaches working with young players should be aware of the key windows for physical development and which aspects of a player's development can be improved and when.
- Appropriate movement skills such as tag games and activities which develop agility, balance and coordination should be encouraged through enjoyable games.
- Don't expect too much from young players too soon!

## Psychological/ Mental

**8.6** Creating learning environments that challenge players to be imaginative, creative and reflect on their performance—both during and after practice/game—is fundamental to the development of the future player. Coaches should adopt different coaching styles and methods to meet the individual needs of young players, understanding that there is more than one way for players to learn the game.

### Tips for Psychological/ Mental Development:

- Use different methods to communicate with different types of learners.



- Visual (seeing): tactics boards, posters, diagrams, cue and prompt cards as well as arrangements of cones on the pitch are some ways in which coaches can communicate with players visually.
- Auditory (hearing): As well as speaking with the players and asking questions, coaches can encourage players to discuss aspects of the game in pairs, small groups and also with the whole group. Through communication with others, players can help solve game-related problems and learn more about the game.
- Kinaesthetic (doing): physically 'walking through' positional arrangements and freeze-framing parts of the game can help paint pictures in the mind of the players and contribute to the understanding of the game.
- Help players learn the game and develop their decision-making skills by seeing game-related problems for players to solve. For example, "in this passing practice try and turn with no-touches whenever possible; try and work out when you will be able to do this and when you won't".

## **Social/ Emotional**

**8.7** Playing soccer can help children learn many life skills: cooperation, teamwork, communication, and friendship are some of the benefits of joining a team and playing the game. To allow these social skills to develop, players should be allowed a safe and supportive environment and given encouragement to learn the game.

### **Tips for Social/ Emotional Development:**

- Coaches should strive to create a positive environment which is welcoming for players both during games and training. How you treat your players is crucial to ensuring this is positive and fulfilling for the young player.
- Players should be praised and recognized for effort and endeavour as well as ability. This will highlight the process of learning and striving to get better rather than just the final outcome.
- As coaches are in a significant position of influence with their players it is important to give consideration to the type of role-model you are. What are your values and beliefs and how is this demonstrated in your behaviour?

## **9 Pre-Season Preparation**

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**9.1** Note the following coaches pre-season preparation guidelines:

- a) Ensure suitable footwear is ready for use. If the coach is using official soccer footwear or other athletic footwear, coaches will be active with the coaching experience. Therefore, footwear should be suitable for the activity.



- b) Ensure suitable training clothing is available to be comfortable in when coaching teams at their practices and during games.

Note:

- ii. *It is important to remember for those teams that are competing with other communities that the coach is representing their registered member's community. Part of the coaching role is the proper appearance of the coach.*

- c) Ensure there is access to the library of BCSA/ and registered member's policies, governance, guidelines, forms, and practice plans that will be used throughout the course of the upcoming season.

- d) Review and update on any BCSA updates that may be present on soccer in Alberta.

**9.2** Coaches are to submit their availability to their Registered Member in order to help arrange what days will be available for team practices.

## **10 Player Evaluations (U9+)**

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**10.1** Before the season begins, players at U9 and higher will be required to go through a player evaluation process. This evaluation is organized and run as per the "Player Evaluation Process" (Ref: BCSA-GUI-012).

Note:

- iii. *U9 players will be evaluated to support possible call-up opportunities into the older team group should they be short players and require a call-up.*

- iv. *There are no pre-season player evaluations for U7 and under.*

**10.2** Coaches may be selected based on their experience in the sport of soccer to participate in the player evaluation process.

**10.3** No player can be guaranteed a spot on any team. This is to keep the evaluation process neutral and fair. Coaches are not permitted to guarantee player spots or selection.

Note:

- v. *The player evaluation process is also designed to challenge the players to ensure that they understand that their effort is necessary in the sport.*

**10.4** Players will be evaluated, and team selections will be organized with the evaluation team. The team details will be submitted to the Registered Member's Board for review and approval before submitting the team rosters to BCSA to register the players for the season.



## 11 Team Assignment

11.1 Once a team is assigned to a coach, the coach will be required to organize a player/ parent meeting before the start of the season. The following topics should be covered as a minimum:

- a) General introductions.
- b) Ensure parents have access to the “Parent Guide” (Ref: BCSA-GUI-005).
- c) Ensure player medical status is documented and provided to the Coach i.e., allergies, etc.
- d) Review the approach to player training based on the BCSA’s curriculum.
- e) Cover the requirement for parent support for setting up/ taking down nets at games and practices, helping Match Officials with running the lines at games, etc.
- f) Identify if a parent volunteer would be open to being the Team Manager, Assistant Coach for the season, etc.
- g) Review the requirements for arrival to practices and games. This is necessary to ensure the Coach is ready for the practice and game.
- h) Communication requirements i.e., if a player is not able to attend a practice/ game, etc.
- i) Player equipment requirements i.e., player shin guards, footwear, player bag to hold their possessions at practices and games.
- j) Ensure parents review the “Friendly Fan Policy” (Ref: BCSA-POL-016).

11.2 For team sizes and the ratio of coaches to players, note the following table:

Table 4 – House Team Sizes

Age Group	Maximum Number	Coach to Player Ratio	Length of Game
U4	10	2 per Team	No Formal Game
U5	10	2 Per Team	No Formal Game
U7	12	2 Per Team	20-Min Half
U9	12	2 Per Team	25-Min Half

\*A parent volunteer may assist the coach for these age groups.



For League Teams, the maximum team roster size is as follows:

Table 5 – League Team Sizes

Age Group	Maximum Number	Coach to Player Ratio	Length of Game
U11	14	2 per Team	30-Min Half
U13	16	2 per Team	40-Min Half
U15	18	2 per Team	45-Min Half
U17	18	2 per Team	45-Min Half
U19	18	2 per Team	45-Min Half

## 12 Equipment

- 12.1 For teams that will be practicing at the larger field, equipment bags will be put together by the Registered Member. Once ready, the Coach will be contacted to pick up the equipment. The Coach will be required to sign for the equipment that they are provided as per “Soccer Equipment Management” (Ref: BCSA-GUI-004).
- 12.2 At the end of the season, the Coach is required to hand in all issued soccer equipment. A full inventory will be completed with the Registered Member and the coach signing back in the equipment into the storage location for that Member’s equipment.

## 13 Practice Guidelines

- 13.1 Note the following practice durations:

Table 6 – Practice Duration

Age Group	Duration
U5	45-Min
U7	60-Min
U9	60-Min
U11	90-Min
U13+	90-Min





**13.2** Coaches and their assistants are to arrive before practice and set-up the practice session. Note the following guideline for coaches:

*Table 7 – Coach Arrival Guideline*

Age Group	Preparation Time
<b>U5</b>	20-Min
<b>U7</b>	30-Min
<b>U9</b>	30-Min
<b>U11</b>	30-Min
<b>U13+</b>	30-Min

**13.3** Players are to arrive to practice before the practice officially starts. This is to ensure players are prepared for the session to maximize the schedule time for soccer development. Note the following player practice arrival guideline:

*Table 8 – Players Practice Arrival Guideline*

Age Group	Arrival Time
<b>U5</b>	10-Min
<b>U7</b>	15-Min
<b>U9</b>	15-Min
<b>U11</b>	15-Min
<b>U13+</b>	15-Min

**13.4** Note the following guidelines for the coaches to use to support the practices (U5 - U9):

- a) At U5, focus is more on fun games that also make use of the soccer ball. The basic focus at this age group is learning to move through space and with the ball.
- b) Practices are less technical and tactical passed and more on basic introduction to the ball.
- c) As players move into U7 and U9, the practice sessions will start to introduce more development of basic skills and techniques and general information on how the game is played. Most focused technical drills will be introduced.
- d) Use of more short games are encouraged at the younger levels. This will help emphasize and associate fun to the use of the ball.
- e) Coaches are to comply with the “Rule of Two Policy” (Ref: *BCSA-POL-014*) for all soccer practices.



Note:

vi. *For more information on the approach to U5 – U9 age groups, consult the BCSA age group program curriculums (Ref: BCSA-GUI-013 through to 015).*

**13.5** Note the following guidelines for the coaches to use to support the practices (U9 and higher):

- a) When players arrive to the practice field, they are to organize bags, if brought, in a single row. This is to train players to be organized and prepared before the practice begins.
- b) Parents, if staying, are to be set-up on the opposite side of the field to where the players are set-up.
- c) Coaches are to have their practice plan set and must meet the curriculum for the age group.
- d) When practice starts, the players are to be focused on the session. Coaches are to establish their role at each session.
- e) If call-up players are joining the session, they are to be introduced to the team.
- f) Have nets set-up by parent volunteers, if using nets.
- g) Have the first drill ready and set-up on the field i.e., cones are set-up, balls are ready, etc.
- h) Coaches are to comply with the “Rule of Two Policy” (Ref: BCSA-POL-014) for all soccer practices.
- i) If soccer homework is assigned, the coach may assign homework i.e., dribble the ball for 15-minutes, however the homework must be achievable, and related to positive player development. Avoid assigning too much homework which may have a negative influence on the player enjoying the sport.

Note:

ix. *For more information on the approach to U9 – U13+ age groups, consult the BCSA age group program curriculums (Ref: BCSA-PPLN-015 through to 017).*

## **14 Pre-Game Duties**

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**14.1** Coaches and their assistants are to arrive at the game field at least 30-minutes before the kick-off of the game. This will give the coach the opportunity to get things prepared for the players as they arrive for pre-game preparations.

Note:

x. *This is required for all age group coaches where games are scheduled against an opponent.*



- 14.2** Pre-game guidelines for coaches to complete in the lead up to their game includes but may not be limited to:
- a) Ensure that game sheet is properly filled in, including any call-up player details.
  - b) Set-up a warm-up grid for players to complete once they are at the field.
  - c) Walk the field and look for any hazards that may be present that the Match Official, opposition coach, and players should be aware of.
- 14.3** Parents are required to sit on the opposite side of the field to the players during games. This is to avoid any distractions to the players and coaches during the course of the game.
- 14.4** For home games, the Coach is to ensure that parent volunteers are setting up the nets before the game is due to kick-off. Additionally, the Coach is to request two parent volunteers to assist the Match Official in running the touchlines for ball-out-of-play, throw-ins, and offside calls, unless additional Match Officials are scheduled to support the game.
- 14.5** Coaches and/ or Team Manager, if a Team Manager is in place, are required to also inspect the following related to the players as they arrive to the field:
- a) The player has a water bottle that is filled with water. No carbonated beverages i.e. pop, is permitted.
  - b) Inspect player equipment i.e., do the players have their shin pads, game jerseys, socks to cover their shin pads, correct footwear, etc.
  - c) Players have long-sleeves or a jacket i.e., track jacket, hoodie, etc. that the player can use if the weather is not warm where they can put the top on when not playing.
  - d) Bag to keep their possessions in.
  - e) Ensure players that have any emergency medication i.e., asthma puffer, is present in the player bag in the event of an emergency as noted in the “Player Medical Information” form (Ref: BCSA-FORM-002).

## 15 Player Call-Ups

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- 15.1** Should a coach require a call-up; the Coach is to contact the coach for the players that are being requested to play up to make an official request for players to come play up.

Note:

- xi. The Coach is to avoid contacting players and parents directly. All communication must go through the coaches to avoid any misunderstandings as well as to ensure the players that are being requested to play up are able i.e., free of illness and injuries, no behaviour issues that are being dealt with, etc.*



- 15.2** Call-up players cannot be guaranteed starting positions unless there are not enough players to field at the start of the game.
- 15.3** Coach must use call-up players during the game. They are to be rotated throughout the game to ensure that they have the same opportunity to play.

## **16 Game Day Guidelines**

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**16.1** Note the following game day guidelines:

- a) Always model good sportsmanship and respect for, the officials, your players and the players and coach of your opposing team.
- b) Make sure that all your players receive equal playing time. It doesn't matter their skill level; all players are to have equal playing time. Don't leave your skilled players on the field and sub out only those that are still developing Don't give some players short shifts. Parents and other players will notice.

Note:

- xii. *Those teams that are in Tier 4, equal play time is supported by BCSA and ASA. As players move up to Tier 3 and higher, play time is given based on what is going on in the game. More structured tactical elements are present at these levels and the Coach may require specific shifting of players to meet the tactics of the game. However, coaches are required to ensure that players that are available for games are provided with on-field time as a contributing member of the team.*
- xiii. *During play-off games and Provincials, ASA does not enforce equal play time requirements and it is up to the Coach to determine play times based on the game.*
  - c) Never criticize the Match Official directly, or in front of your team. Many Match Officials are young and developing their officiating confidence and want to do well, negative comments from a coach could deter a young official from participating in this critical supporting role of the game.
  - d) If you aren't confident on the rules of the game or require explanation of a particular call in a game, respectfully speak with the Match Official after the game.
  - e) Avoid running up the score of a game. Tactics to prevent that from happening include putting your top scorer in net, or having players complete a number of passes before a shot can be taken. If you happen to have a dominant team, and you are struggling with making it fun for ALL players on the field, contact BCSA for support. Players and parents know when they are losing by double digits and, those experiences influence their decision to participate in sport.



- f) **HAVE FUN!** If you are having fun, your players and the opposing team will enjoy their experience as well. No one is getting a FIFA contract or scholarship while playing youth soccer....loosen up, have fun and encourage your players to love the teamwork and sportsmanship of the game.
- g) Adhere to the “Rule-of-Two Policy” (*Ref: BCSA-POL-014*). BCSA requires ALL volunteer coaches to know that: ANY one-on-one interaction between a coach and a player must take place within earshot and view of another adult and ideally, one of the adults is the same gender as the player.

**16.2** When players arrive at the field, they are to set-up their bags and belongings like the practices (see 13.5 in this Guideline); in a neat and orderly row behind them on their side of the field. Although this is a simple “housekeeping” rule, it is meant to coach the players that it is a team rule as part of their preparation for the activity.

**16.3** After the game:

- a) Congratulate the players on working hard.
- b) Regardless of the score, remember to provide positive feedback both on what the players did well, and what “we” as a team will continue to focus on improving to make the team better.
- c) Thank those players who were called up, if any, to help support the team for the game.
- d) Give a reminder to the players on when the next practice or game will be.
- e) Ensure each player shakes hands, if permitted, and/ or acknowledges each of the opposition players for their game.
- f) Ensure each player goes to the Match Official to shake hands, if permitted, and/ or acknowledge the Match Official and thank the Official for their time in officiating the game.

## **17 Game Reports**

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**17.1** Match Officials and the coaches are to complete the game reports and submit them within 24-hours after the conclusion of the game.

**17.2** All game cautions that issued during the game must be summarized on the game sheet. In the event of the seriousness of the incident, the Match Official may need to include a further document to help summarize the details. Once recorded, the incident details are to be submitted to the Registered Member for review and possible submission up to the BCSA Board for review, investigation, and action.



- 17.3** Should a home game Match Official not show up for a scheduled game, the coach will complete the “Match Official No-Show Report” (Ref: *BCSA-FORM-008*) and submit the completed form to their registered member representative.

## **18 Match Official Safety**

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- 18.1** In the event that the Match Official is subjected to harassment while carrying out their duties as the Match Official for a scheduled game, the Match Official must:
- a) Stop the game and discuss the incident with the coaches. If the harassment continues, the person identified as causing the harassment is to be asked to leave the location of the game.
  - b) If the person carrying out the harassment does not leave the field area, then the Match Official will stop the game and suspend the match.

Note:

- xii. BCSA does have a “Zero-Tolerance Policy” (Ref: BCSA-POL-002) and “Harassment Policy” (Ref: BCSA-POL-004). Any incidents involving abuse of the Match Official will be investigated and actions carried out based on the details of the resulting investigation.*

- 18.2** The BCSA “Discipline Committee Requirements” (Ref: *BCSA-GOV-006*) will be followed.

- 18.3** Depending on the incident and the investigation, the Coach may be required to participate in the investigation process through follow-up interviews conducted by BCSA.

## **19 Player Injury**

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- 19.1** In the case of a player injury, the game is to be stopped immediately. The Match Official will go to the player to provide first assessment on the condition of the player. If the player requires assistance, the Match Official is to signal to the coach that their player requires assistance.
- 19.2** If the player is struck in the face, head, neck area or the incident involves the face, head, neck area, the player must leave the field of play to assess whether there is a possible concussion as per BCSA “Concussion Policy” (Ref: *BCSA-POL-005*).
- 19.3** When ready to resume play, a drop ball will be done if the play was stopped while the ball was in play. If the ball was already out of bounds, then the restart will be done with a throw-in or kick as per the normal FIFA Laws of the Game.



- 19.4** For all other injuries not related to possible concussion, the Coach and, if present, the Team Manager will complete the “Soccer Player Incident Form” (*Ref: BCSA-FORM-017*) and give a copy to the parents, and a copy to a representative of the registered member.

## **20 Weather and Air Quality**

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- 20.1** Coach will adhere to BCSA “Lightning, and Severe Weather Policy” (*Ref: BCSA-POL-006*), and “Air Quality Guideline Policy” (*REF: CFC-POL-024*).

## **21 End of Season Awards**

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- 21.1** Should a coach wish to provide awards to their players, it will be at the expense of the team. BCSA does not fund player awards to avoid escalating costs to all parents through increased fees.
- 21.2** Should a coach wish to provide awards to players, note the following guidelines:
- a) Avoid giving out awards for most goals as this often eliminates many players from the opportunity to be provided an award.
  - b) Develop awards categories that allow any player equal opportunity to be able to win the award.
  - c) BCSA recognizes the following categories as a minimum:
    - i. Most Improved Player Award- To the player that has made the most improvement throughout the season.
    - ii. Team Heart Award- This is awarded to the player that no matter the challenges throughout the season, they continued to play and give everything they had for the team.
    - iii. Parents Choice Award- This is a good way to get parents to vote on the player they believe is deserving of recognition through their manners, application, and work effort to the team.
    - iv. Most Skilled Player Award- Given to the player that demonstrated on a consistent basis the most skills during practice and games. This is to help reinforce that often there is a connection between the efforts during practice and to the performance demonstrated in games.
- 21.3** Should a coach wish to have a Big Country Soccer Association Board member present to support the handing out of awards, the Coach can make the appropriate arrangements to see availability.



## **22 Diversity, Equality, and Inclusion**

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- 22.1** Coaches are a vital part of developing a safe environment for all soccer participants. This means to be familiar with all policies, including, BCSA “Diversity, Equality, and Inclusion Policy” (Ref: *BCSA-POL-010*).
- 22.2** It is important for coaches to know that there may also be cultural traditions and/ or religious events or requirements of participants that may require the player to also participate with the tradition and/ or event at the same time as their soccer event i.e. a player that is recognizing the Ramadan holiday. As a coach, you will need to be open to cultural differences that may be in place within a team.