



COACH'S HANDBOOK

Introduction

Let us start by thanking you for dedicating your time and energy to being a coach. As one of the representatives of our club that interacts with the players and families the most, we are aware that you have a huge impact on the soccer experience for our players. Cold Lake Soccer appreciates all volunteers, and it is our goal to make your job as easy and enjoyable as possible.

Whether you are an experienced coach or a parent who has agreed to undertake the coaching responsibility, we understand that the beginning of the season can be an overwhelming time. We work hard to make sure our coaches have a positive experience because of the support they receive.

The club has introduced a new standard reimbursement rate for Head Coaches, as well as for Assistant Coaches who assume the role of Head Coach when the Head Coach is unable to

attend an event. This reimbursement is intended to cover travel expenses for events held outside of Cold Lake, as follows:

- Hotel: Maximum \$165 per night, including all taxes and fees
- Mileage: \$0.25 per KM

The club also has a NEW standard for incentives available for both Head and Assistant Coaching.

- Head House Coach \$500
- House Assistant Coach \$300
- Tier 4 Head Coach \$500
- Tier 4 Assistant Coach \$350

This standard applies to all of our teams and will be included in the annual budget. To qualify for the new incentives, participants must attend at least 80% of the season's activities, including practices, games, and tournaments. Any outstanding fees will be deducted from the incentive amount, with the remaining balance issued to the participant.

This guide is provided as a resource that will assist our coaches and set expectations, but also to provide tools to manage a variety of situations that typically arise during the course of coaching your team. Cold Lake Soccer has [session plans](#) that will help guide coaches through a session. This can be viewed at www.clmsa.ca

Getting Started

COMMUNICATION

Your duties include communicating with your manager and parents by calling team meetings, distributing team roster information, and communicating practice/tournament information. Cold Lake Soccer schedules all practices and Games

Before the Season

COACHING REQUIREMENTS

Cold Lake Soccer operates under the Alberta Soccer Association (ASA) and is committed to meeting Canada Soccer's Grassroots Coach Education Standards. These requirements ensure quality coaching and safe environments for our players. To achieve this, we must meet certain standards for our coaches and volunteers. This is done to provide the best possible opportunities for our coaches, volunteers, players, and members.

Currently, our club operates within the Grassroots –Community Stream category, but we are working towards achieving Grassroots –Community/Competitive Stream status. To reach this goal, specific certification is required for all our coaches and volunteers. The chart below outlines the minimum requirements for the upcoming Seasons.

Grassroots – Community/Community Streams*	
Safe Sport Roster – Required Training	
1.	Criminal Record Check with Vulnerable Sector Screen
2.	Canada Soccer Grassroots Coach Education – Coaching Soccer in Canada Module
3.	Respect in Sport Activity Leader Program
Highly Recommended Training:	
4.	Stage-appropriate Canada Soccer Grassroots Coach Education – Theory Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
5.	Stage-appropriate Canada Soccer Grassroots Coach Education – Practical Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
Recommended Training:	
6.	Other requirements of the full Safe Sport Roster
Grassroots/Competitive Streams	
Safe Sport Roster – Required Training	
1.	Criminal Record Check with Vulnerable Sector Screen
2.	Stage-appropriate Canada Soccer Grassroots Coach Education – Theory Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
3.	Stage-appropriate Canada Soccer Grassroots Coach Education – Practical Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
4.	NCCP Make Ethical Decisions Module and/or Online Evaluation
5.	Respect in Sport Activity Leader Program
6.	NCCP Making Headway Module
7.	NCCP Emergency Action Planning Module
8.	NCCP Rule of Two Module

If you are coaching a team that is community-based (House League) and does not travel, or have teams travel to them, the following is:

MANDATORY

- Complete a Criminal Record Check with Vulnerable Sector Screening (valid 3 years, paid by CLMSA) – Is now an option to do during registration.
- Complete Coaching Soccer in Canada Module. - Can be found in the Locker
- Respect in Sport Activity Leader - [Respect in Sport for Activity Leaders - Getting Started](#)

HIGHLY RECOMMENDED

- Stage- Appropriate Canada Soccer Grassroots Coaching Education – Theory and

Practical Module

- U05 Active Start - Online Theory Module and Practical Workshop [Active Start \(Coaches of U4-U6\) – Canada Soccer](#)
- U07 – U9 Fundamentals –Online Theory Module and Practical Workshop - [FUNdamentals \(Coaches of U7-U9\) – Canada Soccer](#)
- U11 – U13 Learn to Train –Online Theory Module and Practical Workshop [Learn to Train \(Coaches of U10-U13\) –Canada Soccer](#)

RECOMMENDED

- Other requirements of the full Safe Sport Roster.

If you are coaching a team that is competitive-based, (Tier 4) the following is:

MANDATORY

- Complete a Criminal Record Check with Vulnerable Sector Screening (valid 3 years, paid by CLMSA) – Is now an option to do during registration.
- Complete Coaching Soccer in Canada Module. - Can be found in the Locker
- Respect in Sport Activity Leader - [Respect in Sport for Activity Leaders - Getting Started](#)
- Stage- Appropriate Canada Soccer Grassroots Coaching Education – Theory and Practical Module
 - U05 Active Start - Online Theory Module and Practical Workshop [Active Start \(Coaches of U4-U6\) – Canada Soccer](#)
 - U07 – U9 Fundamentals –Online Theory Module and Practical Workshop - [FUNdamentals \(Coaches of U7-U9\) – Canada Soccer](#)
 - U11 – U13 Learn to Train –Online Theory Module and Practical Workshop [Learn to Train \(Coaches of U10-U13\) –Canada Soccer](#)
- NCCP Make Ethical Decisions Module and/or Online Evaluation [NCCP MULTISPORT CALENDAR | Alberta Sport](#)
- NCCP Making Headway Module [About the NCCP | Coaching Association of Canada | Association canadienne des entraîneurs](#)
- NCCP Emergency Action Planning Module [About the NCCP | Coaching Association of Canada | Association canadienne des entraîneurs](#)
- NCCP Rule of TWO Module [About the NCCP | Coaching Association of Canada | Association canadienne des entraîneurs](#)

DURING THE SEASON

ONCE YOU ARE ASSIGNED TO A TEAM

One of the most important activities to set the tone for the season is the pre-season player/parent meeting. Here is the sequence of actions that you need to take as the head coach.

1. The Director of Soccer will email out the team lists to the coach.
2. Once you get your team list and manager's name, contact your manager to introduce yourself and pick a tentative date for a pre-season meeting.
3. You and your manager need to attend Cold Lakes coach's meeting night to obtain information and a list of tournaments that are offered.
4. Your manager should invite the parents to the pre-season meeting. Follow the agenda that is included in the Appendix.

AT THE PLAYER/PARENT MEETING

1. Confirm all team-roster information with parents (including all contact information). Have the manager report any discrepancies to the Registrar.
2. All teams must wear club-approved apparel. If a team is interested in ordering alternate club-approved jerseys, they may do so at their own expense.
3. Ensure that all players and parents are aware of and adhere to the Cold Lake Soccer Code of Conduct (found on the website).

GENDER PROVISIONS

A female team with male coaching staff is recommended to have an adult female in attendance in the dressing room, on the bench, and at practices. A male team with a female coaching staff is recommended to have a male adult in attendance at the abovementioned events. These people, commonly known as "Person in Authority or Bench Parent," must also register as team personnel and provide Criminal Record and Vulnerable Sector checks, and have complete Respect in Sport certification.

SETTING GOALS FOR YOU AND YOUR TEAM

Without clearly defined goals, it is very difficult to have a successful season. Keep your goals realistic and do not base them solely on results. Cold Lake Soccer coaches are expected to make soccer an enjoyable place for young people, and are an important part of their growth in terms of both soccer and life skills. You should have a clear idea of what you want to achieve by season's end in terms of: 1. Team spirit and cohesiveness

2. Enjoyment and enthusiasm for the game

3. Parental support and communication

4. Skill Development

5. Results

Your goals should be communicated with parents and players in order to gain their buy-in, which means that you, the parents, and players will share a common vision for your team.

CLUB POLITICS

Our coaches are expected to steer clear of club politics and gossip. Coaches are expected to support each other. If players or parents express concern about another coach, your first reaction should be a show of support for your colleague. If you feel that there are serious accusations, contact the technical director at technical@clmsa.ca with your concerns. Getting involved in harmful gossip can allow you to be manipulated by those who seek to push their own agenda. Such people are very good at finding those who will carry their agenda forward. It is preferable that your manager is consistently with parents and not on the bench. Your manager can better perform their duty of being a liaison between yourself and the parents if they are amongst the parents.

SOC C ER SHARING PLAYERS

If another team is short on players for a tournament, the Director of Soccer should be a part of the communication with the other team and coaches. If you need players, please follow the protocol of speaking with the technical director at technical@clmsa.ca first; NEVER approach players or parents directly. The coach may instead have his/her manager be the contact for such requests. The coach will also be able to give you help in identifying which player(s) to use and their relative strengths and/or weaknesses.

Events (Practices/Games)

The club provides 2-3 events per week, depending on the League you are in (House or Tier 4). If you want to add additional training, the club still holds the standard that all teams train during their scheduled times and look outside those times to add additional training sessions. When conducting practices, it is imperative that your sessions are enjoyable and that they are feature a high level of activity for ALL the players. Players should never be standing in lines of more than three, waiting for a turn to do something. If you see lines of more than three, add another group immediately to shorten the lines and increase activity levels. Keep practice relevant to the age group, make sure that every player is coached and feels wanted, and ensure that you are

constantly challenging players at their level. Happy practices lead to happy players, and happy players make happy coaches and happy parents, which all lead to a happy club.

DEALING WITH CONFLICT

Unfortunately, there are times when parents have concerns about playing time or other issues. Please do not brush them off. At your pre-season meeting, establish a protocol to establish how parents can arrange a meeting with you through your manager:

1. You are totally approachable as long as the approach is right.
2. We prefer that parents ask to talk to the coach rather than creating dissent behind the scenes.
3. Parents should NEVER approach the coach immediately before or after a game or practice.
4. Parents should contact the manager to request a meeting and identify the issue so that the coach can prepare.
5. Children are NEVER punished because a parent brought forward a concern.
6. If the issue cannot be resolved in a meeting, the appropriate age group director should be contacted. [Cold Lake Soccer Association : Website by RAMP InterActive](#)

APPENDIX

PARENT/GUARDIAN MEETING SAMPLE AGENDA

Welcome and Introduction

- Coach background as athlete, coach, parent, etc.
- Each person shares their name and something about themselves, sport-related or otherwise.

Coaching Philosophy

- Team Values
- Dealing with mistakes in competition
- Policy on playing time, missing practices, and attendance Goals and

Hopes for the Season

- Coach's goals and hopes
- Parents' goals and hopes Logistics

- Practice schedules
- Tournaments
- Budget
- Equipment
- Gender Reps? And completion of criminal and vulnerable sector checks and RIS.

CODE OF CONDUCT

As an affiliate of the Alberta Soccer Association, Cold Lake Soccer is committed to upholding the code of conduct as developed by the CSA. The full Code of Conduct can be found on our website. [Code of Conduct and Ethics \(1\).pdf](#).

CODE OF CONDUCT – COLD LAKE SOCCER

Code of Conduct:

The Code of Conduct is included in registration and is agreed to as part of registration. It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

Player Code of Conduct:

The following code of conduct has been developed to provide players with guidelines outlining the behavioral and procedural responsibilities of playing with the Cold Lake Soccer Association.

1. I will play by the rules of soccer and in the Spirit of the Game.
2. I will act in a respectful and responsible manner. Abusive language and disruptive behaviour will not be tolerated. I will be removed from the program if my behaviour is not acceptable.
3. I will respect my opponents and teammates. Acknowledge all good plays and performances - those of my team and opponents.
4. I will do my best to be a true team player and strive to give my best for the good of the team.
5. I will remember that winning isn't everything - that having fun, improving skills, making friends, and doing my best are also important.
6. I will acknowledge all good plays and performances - those of my team and opponents.
7. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to comply with the Player Code of Conduct for the Cold Lake Soccer Association.

Player Signature

Player Printed Name

Date Parent/Guardian Signature Parent/Guardian Printed Name Date

Code of Conduct: Parents and Guardians

The Code of Conduct is included in registration and is agreed to as part of registration. It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

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Parent(s) and Guardian(s) Code of Conduct The following code of conduct has been developed to provide parents and guardians with a clear set of guidelines outlining the behavioral and procedural responsibilities when participating with the Cold Lake Soccer Association.

1. Let the coaches do the coaching for all team members.
2. Support the program by volunteering to assist the team somehow.
3. Be your child's best fan; support him or her unconditionally.
4. Acknowledge your child's effort, as well as his or her support of team members, adherence to player responsibilities, etc.
5. Support and root for all team members. That fosters teamwork.
6. Be enthusiastic about all kids' efforts, successes, and hard work.
7. Support your team, coaches, players, and referees in all situations. Model good sportsmanship at all times during practices and competitions.
8. Orient your child to the enjoyment of participating and his or her responsibility to the team.
9. Encourage direct communication. If your child has difficulties in practice or games, or can't make practice, encourage him or her to speak directly to the coaches.
10. Understand and display appropriate game behaviours (e.g., watch, make positive remarks; don't berate players, officials, or coaches). Remember, your child's self-esteem and game performance are at stake. Be supportive.
11. Keep sport in its proper perspective: Sport should be fun for you and your child. Highly skilled children and their parents must be especially careful to maintain a balanced view.
12. If your child's performance produces strong emotions in you, maintain a calm demeanor. Your relationship with your child remains long after competitive sports days are over. Keep your goals and needs separate from your child's experience.

13. Reality test: If your child's team loses but has played its best, help your child see that as a "win." Remind him or her to focus on the "process" and not only "results." Children should derive fun and satisfaction from "striving to win" and playing well and hard.
14. Let other family members and friends who might attend your child's games know what constitutes appropriate and supportive behaviour. You are responsible for their behaviour.
15. Have fun. Remember, children play organized sports for fun, first and foremost.
16. Encourage your child to play by the rules and to resolve conflict without resorting to hostility or violence.
17. Teach your child that doing one's best is as important as winning, so that your child will never feel defeated by the outcome of the game. Make your child feel like a winner every time by offering praise for competing fairly and hard.
18. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
19. Never question the referee's or coach's judgment or decision.
20. Respect the official's decision, respect the players, and respect the coaches in all situations.
21. Respect and show appreciation for the volunteers who give their time to soccer for my child.
22. Support your team, coaches, players, and referees in all situations.
23. Cold Lake Soccer wants to adopt a behavioral stance against persons who insult, harass, threaten, or assault other persons at any event involving a Meridian Soccer team.
24. If someone is acting in an unacceptable manner, they may be instructed to leave the area immediately. If the behaviour continues in any way, shape, or form during the game and is documented, the CLSA Board will take appropriate action toward said person or persons.
25. If the person is identified as a parent, friend, or family member of a Cold Lake Soccer athlete, the parent and possibly their child will be suspended from any and all Cold Lake Soccer activities for the season or longer if needed and will be subject for a behavioral bond before their child or children are allowed to play again.
26. Upon suspension or any other discipline from the Cold Lake Soccer Association, there will be no refund provided for any fees paid.

I agree to abide by the principles of the CODE OF CONDUCT as set by Cold Lake Soccer Association. I also agree to abide by the rules, regulations, and decisions of the Cold Lake Soccer Association.

Parent/Guardian Signature

Printed Name

Date

Code of Conduct: Coaches, On-field Support & Volunteers

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COACHES, ON-FIELD SUPPORT, AND VOLUNTEERS CODE OF CONDUCT

THE FOLLOWING CODE OF CONDUCT HAS BEEN DEVELOPED TO PROVIDE COACHES WITH A CLEAR SET OF guidelines outlining the behavioral and procedural responsibilities of coaching with Cold Lake Soccer Association.

1. I understand that I am representing the Cold Lake Soccer Association as well as my team and will act accordingly at all times. Any inappropriate conduct directed towards members of the CLSA Board of Directors, or the representatives of other associations, other volunteers, parents, players, and officials will not be tolerated.
2. I understand that coaching is a position of trust and leadership. Therefore, I will be a positive role model for my players and will maintain my personal integrity and dignity at all times.
3. I understand that being a coach means being, first and foremost, a teacher. I will teach my players basic soccer skills, techniques, and strategies, and will give all my players the opportunity to improve their skills, gain confidence, and develop self-esteem.
4. I will not swear, use profanity, or make obscene gestures, or engage in any inappropriate behaviour or conduct while acting in a coaching capacity or representing the CLSA.
5. I am aware of the Alberta Soccer Association (ASA) and tournament bylaws, policies, rules, and regulations, and I agree to abide by them and to be bound by them and shall support and uphold them to the best of my ability. I understand I may be disciplined (suspended) if I violate the bylaws, policies, rules, and regulations.
6. I will respect the referees and game officials and their authority during every game. I will not dispute, challenge, or excessively argue with any decisions made by them or confront any referee or league official at the field before, during, or after a game. If necessary, I will take the time to calmly and rationally discuss any situation or call made during a game with a tournament official or by utilizing proper channels.
7. I will always display good sportsmanship and fair play and will encourage the same from my players, colleagues, opponents, parents, and spectators.

8. I understand that the game of soccer is a team sport, and I will treat all my players in a fair and equal manner.

9. I will have a positive attitude and will always praise my players for trying hard, playing fair, and doing their best, regardless of the outcome of the game. I will not criticize or yell at any player for making a mistake or losing a competition. I will not tolerate physical or verbal abuse in youth sports.

10. I will maintain an open line of communication with my players' parents. I will explain my goals and objectives for the team.

11. I shall discuss openly with Parents about items specific to their child's needs. Not other children.

12. I will maintain an open line of communication with the Director of Soccer at all times. 13. I will be humble in victory and gracious in defeat. I agree to abide by the principles of the CODE OF CONDUCT as set by Cold Lake Soccer Association. I also agree to abide by the rules, regulations, and decisions of the Cold Lake Soccer Association.

Volunteer Signature

Player Printed Name

Date