

## NWC TRAVEL COACHES DUTIES



- Obtain a copy of the NWC Handbook.
- From your NWC Rep: Obtain a contact list of the other coaches, the NWC League Scheduler, and the NWC Registrar.
- Have a level of Coaching Certification, or take a Coaching Course held by the District.
- Obtain a Criminal Records Check or an Alberta Services Intervention Record Check.
- Review Page 5 of the Handbook: Declare Tier level of your team, and also if wishing to represent NWC in Provincials. Notify your Community NWC Rep of both.
- Receive and maintain your Coaches and Players Cards from your Community Office (return back to your Community Office at end of season)
- Obtain and review the Player Movement sheet with your NWC Rep.
- Go over Handbook Page 6, in particular #3, 5, 7, and 8.
- Use Page 7 of Handbook for Tournaments, even if not asked for one.
- Coaches wishing to participate in out of Province/Country tournaments must obtain a special Travel Permit, through the District (contact your Community NWC Rep).
- Handbook Page 8, Roster Deadlines.
- Handbook Page 9:
  - Forward a copy of the schedule to your Community Referee Coordinator, so that they can line up Referees.
  - Have a Field Marshall(s) in place for questions, organization, directions, or emergencies.
  - Host Community Coach is responsible for field markings, setup, takedown, etc.
- Use Northwest Central game sheets only (Sample on Page 10).
- HOME TEAM Coaches collect the white game sheets after each game, and pass results on to the NWC League Scheduler (via phone, fax, electronic, or hardcopy), within 48 hours.
- Away Team Coaches receive the yellow copy of the game sheets after each game.
- Handbook Page 14: for Host Coaches Duties
- Review Handbook Page 15
- Handbook Page 19: Especially important if the Soccerfest Host Community.
  - If not Host, ensure you have a completed and signed NWC Roster with you, and had one sent to the NWC Registrar 7 days prior
  - Attend the Coaches Meeting
- **Any Questions or Concerns, regarding any matter, should be directed to your Community NWC Representative ONLY.**

