



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

HOW TO HOST

Canada Soccer Grassroots

Coach Education

Practical Component



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INTRODUCTION

This resource is designed to assist the Alberta Soccer Membership to understand the structure, procedures, costs, and timetables associated with the Canada Soccer's Grassroots Coach Education Program.

Canada Soccer's Grassroots Coach Education Program plays a pivotal role in shaping the development of soccer coaches at the district level. Each district has the power to create a community-driven approach to coaching, empowering aspiring coaches to establish engaging environments for players of every skill level. Coaches can be influential figures in grassroots soccer, who have the ability to shape the future of the game and inspire a new generation of players.

Grassroots soccer is fundamental for building the foundations of skill, passion, and community that are crucial for the overall enjoyment and sustained growth of soccer at all levels. Appropriately trained coaches are instrumental in attracting and retaining soccer players throughout different ages and stages of the game in their communities.

HOSTING AT A GLANCE

Alberta Soccer is committed to creating a hosting process that is simple, yet effective whilst maintaining a safe environment and a high standard of education and service.

QUICKSTEPS are illustrated below:

HOSTING PRACTICAL COMPONENT AT A GLANCE

1. PLAN

- Establish a budget
- Identify date for the workshop
- Schedule with district embedded Learning Facilitator
- Obtain facility availability

2. ACTIVATE

- Fill out the Alberta Soccer workshop request form
- Alberta Soccer approves
- Alberta Soccer creates CAC locker registration link for event

3. REGISTER

- Host sends registration link to eligible coaches
- Coaches register in CAC locker
- Host collects fees

4. PREPARE

- Coordinate with district embedded Learning Facilitator
- Organise equipment

5. DELIVER

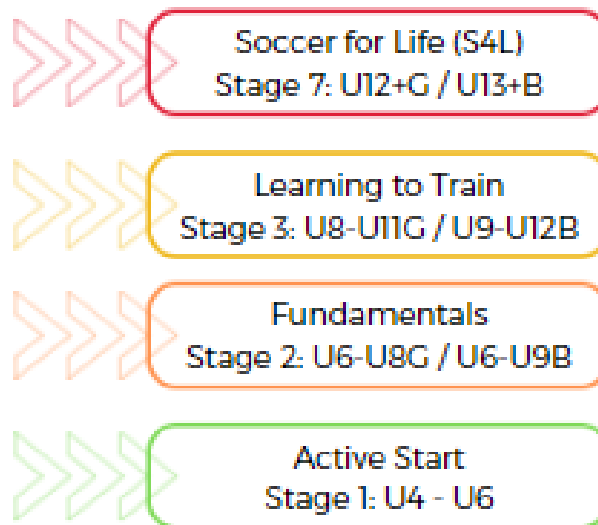
- Open facility
- Review any safety protocols/processes

6. CLOSE

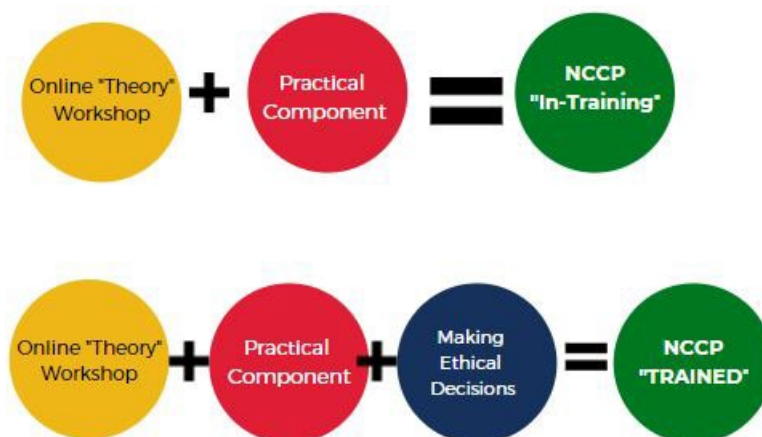
- District embedded Learning Facilitator verifies attendance
- Alberta Soccer closes event and invoices district

GRASSROOTS COACH EDUCATION PROGRAM

The Canada Soccer Grassroots Coach Education Program is designed for grassroots community coaches who come into the game at various age & stages of player development.



- Coaches can enter the Canada Soccer Grassroots Coach Education Stream at the appropriate age and stage of the players they are working with – For example - the coach working with U10 players completes the L2T Training (Online Workshop + On Field Workshop + MED).
- All workshops are participatory in nature providing coaches with stage specific training - there is no evaluation.
- Coaches who complete the full workshop plus the Make Ethical Decision module are regarded as NCCP 'Trained' – certification does not apply to the Community Stream.



ACTIVE START – Practical Component

U6 Female U6 Male	2 Hour	\$30 Per Coach + GST	Ideal 12-20 Coaches	16 Years of Age Minimum
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Active Start is for coaches working with U4 to U6 Female and Male players.

Soccer contributes to the well-being of children by engaging them in the sport while teaching them basic movements. At this introductory level, the objective is to get them moving and to keep them active.

DELIVERY MODELS

Active Start Practical component can be held on a weekend or weeknight all year round.

FUNDAMENTALS – Practical Component

U6-U8 Female U6-U9 Male	3 Hour	\$35 Per Coach + GST	Ideal 12-20 Coaches	16 Years of Age Minimum
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The Fundamentals Workshop is for coaches working with U6-U9 Boys and U6-U8 Girls.

At this stage, individual player development is paramount. Coaches and teachers should create a stimulating learning environment where the atmosphere is “Freedom and Fun.”

DELIVERY MODELS

Fundamentals Practical component can be held on a weekend or weeknight all year long.

LEARNING TO TRAIN – Practical Component				
U9 – U11 Female U10 – U 12 Male	4 Hours	\$40 Per Coach + GST	Ideal 16 – 20 Coaches	16 Years of Age Minimum

Coaches working with U8 to U11 Female and U9 to U12 Male players should complete the Learn to Train Workshop.

The role model is especially important at this stage. Children begin to identify with famous players and successful teams. They want to learn imaginative skills, so skill demonstration is particularly important - Players learn best by “seeing and doing.” Players move from self-centered to self-critical with a high stimulation level during basic skills training. This is also a window to teach basic principles of play and establish training ethics and discipline. Repetition is important to develop technical excellence but creating a fun and challenging environment is still essential to stimulate learning.

DELIVERY MODELS

Learn to Train Practical Component can be delivered on a weekend or weeknight all year round.



SOCCER FOR LIFE – Practical Component

U12+ Female U13+ Male	4 Hours	\$40 Per Coach + GST	Minimum 12 Coaches	16 Years of Age Minimum
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Soccer for Life workshop is designed for coaches working with Boys U13+ and Girls U12+.

At any stage in the LTPD framework, regardless of their level of ability, players may decide to play recreational soccer and continue to enjoy the game and maintain lifelong wellness. They might be youth players who decide not to pursue high performance, or they might be top players from senior clubs, colleges, universities, and semi-professional teams who enjoy competition but do not intend to play at the international level. They might also be newcomers to the game who discover an interest in soccer in late adolescence or adult life.

DELIVERY MODELS

Soccer for Life Practical Component can be delivered on a weekend or weeknight all year round.



APPENDIX A: HOSTING PROCESS DETAIL

1) PLAN

- a. Plan for a **minimum of 3 weeks** from the date of application to the date of your workshop.
- b. Do a scan and establish needs (i.e., # coaches who have completed the online component & in what workshop) and budget
- c. Review the delivery models and timelines for each workshop factoring in time for breaks
- d. Plan a preferred date and an alternate date.
- e. Secure facilities that meet the workshop facility standards (See Terms and Conditions page)

2) ACTIVATE

- a. When ready to host a workshop go to the [Online Request Form](#)
- b. If you have never hosted a workshop before, please refer to the TERMS and CONDITIONS Section of this Hosting Document
- c. Alberta Soccer activates by approving the clinic request.
- d. Activation is dependent on the availability of a suitable Learning Facilitator (LF).

3) REGISTRATION

- a. Hosts will receive a Coaches Association of Canada (CAC) Locker registration link for their workshop
- b. Advertise and promote your workshop:
 - i) Hosts will send the registration link to eligible coaches in their district for the workshop (those who have completed the online theory portion). Eligible coaches are found within the Canada Soccer Reports distributed weekly (Fridays) to districts.
 - ii) Provide incentive for coaches (i.e., Reimbursement program, etc.)
- c. Inform participants of the following:
 - i. Be prepared to participate in field sessions – dress appropriately for field
 - ii. Bring a pen or pencil.
 - iii. Fluids and snacks are the participants' responsibility.
- d. Coaches use the provided link to register via the online system – the Locker
 - i) New users must complete an account set up before they can register.
- e. Ensure that coaches understand they MUST pre-register for the workshop by the registration deadline (the SUNDAY Prior to the event).
- f. A walk on registration will be accepted provided coach provides:
 - i. Proof of Theory Completion
 - ii. NCCP Number
 - iii. Signs the necessary waiver
- g. Hosts will receive a weekly registration list update (Thursdays) leading up to their workshop and will receive a final registration list the Monday prior to the workshop taking place.
- h. Grassroots Coach Education On Field/Practical components have minimum and maximum numbers of participants (See Terms and Conditions page 13).

5) PREPARE

- a. Coordinate logistics and facilities with the assigned Learning Facilitator
- b. Organize equipment & facilities.
- c. Make special arrangements as required

6) DELIVER

- a. Ensure facility is open.
- b. Field setup: equipment is accessible

7) CLOSE

- a. The assigned Learning Facilitator will confirm attendance and completion.
- b. Alberta Soccer closes the workshop in the Locker triggering data update in the individual coaches NCCP transcript.
- c. Alberta Soccer will invoice the host district upon closing the workshop.

APPENDIX B: TERMS AND CONDITIONS

1. APPLICATION AND ACTIVATION

- 1.1. Clinic requests are only accepted via our online form.
- 1.2. Districts must be in good standing with Alberta Soccer to request workshops.
- 1.3. Clubs must be in good standing with their District Association to request workshops.
- 1.4. Schools and/or Academies must be officially endorsed by Alberta Soccer to request workshops.
- 1.5. Approvals are on a first come first served basis and subject to:
 - 1.5.1. Application is complete
 - 1.5.2. Enough coaches who have completed the online theory portion
 - 1.5.3. Workshop timeline requirements are met
 - 1.5.4. Instructor availability
 - 1.5.5. Approved facility in place

2. CANCELLATIONS

- 2.1. **Event Cancellations** will occur when minimum participation number (**N=8**) cannot be met:
 - 2.1.1. Cancellation decisions are made 5 business days in advance of the workshop start date.
 - 2.1.2. Only system registration numbers will be used to determine workshop viability.
 - 2.1.3. Cancelled workshops cannot be rescheduled – The host organization will be required to resubmit a clinic request and prospective coaches will need to be notified of the new timings.
- 2.2. **Same-Day Cancellations:**
 - 2.2.1. If, in the opinion of the Learning Facilitator there are too few participants to successfully run a quality workshop **and/or appropriate numbers of players is insufficient** the LF will cancel.
 - 2.2.2. In the event the facility is not open the Learning Facility will cancel.
 - 2.2.3. All fees associated, i.e., Facilitator fee, Facilitator mileage and meals and any administration fees will be invoiced to the district association. **The course host is responsible for costs incurred.**
 - 2.2.4. If, in the opinion of the Learning Facilitator the weather is dangerous the LF will cancel. In this situation the Host may reschedule to an alternate date – the host will not need to submit a new clinic request and billing will be deferred.

3. COSTS

AS	FUN	L2T	S4L
\$30 + GST per person Minimum billing \$360 + GST	\$35 + GST per person Minimum billing \$420 + GST	\$40 + GST per person Minimum billing \$480 + GST	\$40 + GST per person Minimum billing \$480 + GST

3.1 Alberta Soccer Fees include:

- 3.1.1 LF Honoraria, meals & mileage
- 3.1.2 NCCP and Alberta Soccer Database Fees

3.2 The Host is responsible for all other overheads (i.e- Field costs)

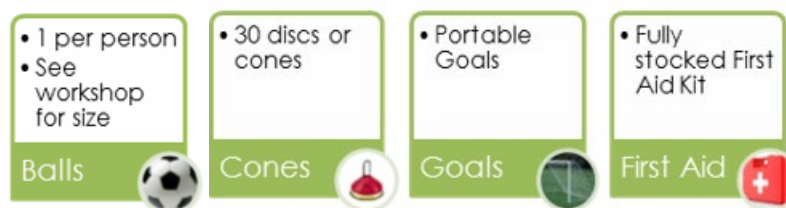
3.3 Alberta Soccer bills for all those in attendance

3.4 Alberta Soccer invoices the District/Host Association monthly for completed events

4. EQUIPMENT

4.1 The Host is responsible for coordinating and supplying basic field equipment, which has been thoroughly cleaned, along with entrance and exit signs as well as hand sanitization stations

4.2 Field Equipment Requirements



5. FACILITIES



5.1 Workshop requests without suitable facilities per these guidelines will not be approved.

5.2 Male and female washrooms must be available for use during the entire workshop.

5.3 Minimum Field Requirements-

5.3.1 Permits must be obtained for field facilities except in instances where green spaces are permissible.

5.3.2 See chart below for **minimum field requirements** by workshop –

Workshop	Outdoor Spaces	Indoor Spaces
AS	20m x 30m pitch or green space with standard sized U6 goals	15m x 25m gym with goals
FUN	20m x 30m pitch or green space minimum with standard size U8 goals	15m x 25m gym with goals
L2T	60m x 40m U10 mini field or 75m x 50m U12 mini field Fully lined pitch with goals and netting	55m x 30m gym or arena pitch Standard Futsal goals and netting
S4L	Standard 11 v 11 grass or turf pitch Fully lined pitch with goals and netting	55m x 30m gym or arena pitch Standard Futsal goals and netting

6. REGISTRATION

6.1. Coaches who wish to take the On Field component **MUST** have first completed the Online Classroom/Theory component of the workshop they wish to register for.

6.2 Coaches are required to PRE-Register in the Locker and to pay any fees indicated prior to the workshop taking place. Walk on registration may occur provided the coach provides:

1. Proof of Theory completed
2. Their NCCP number
3. They sign the required waiver

6.2.1 The Host is responsible for collecting any workshop fees (if any) from participants. Alberta Soccer and the assigned Facilitator will not collect money from individuals.

6.3 Learning Facilitators will take attendance and provide Alberta Soccer with the final class list. This will be passed along to hosts for their files.

6.4 Ideal, Maximums, and Minimum participant numbers –

Workshop	Ideal	Maximum	Minimum Billing	Minimum Age
AS	12 – 20	24	12	16
FUN	12 – 20	24	12	16
L2T	16 – 20	24	12	16
S4L	16 – 20	24	12	16

6.5 If players are used/required, players are a Host requirement. See chart below for player requirement framework to plan your workshop.

# Players	Host Requirements
12 – 16	<ul style="list-style-type: none"> ▪ Players will be required for 100% of field work if there are less than 12 eligible coaches registered ▪ Coordinate timings with your Learning Facilitator ▪ Players must be stage appropriate and suitable to the task of “Coaching Coaches” (E.G.) U10-U12 players for L2T ▪ ALL players must have a waiver on file with the district
Players should not be younger than 8 years of age for Active Start or Fundamentals Workshop Delivery	