

2025/26
GRASSROOTS
COACH EDUCATION
HOSTING GUIDE

Table of Contents

INTRODUCTION	3
HOSTING AT A GLANCE	4
GRASSROOTS COACH EDUCATION PROGRAM.....	5
APPENDIX A: HOSTING PROCESS DETAIL.....	10
1) PLAN	10
2) ACTIVATE	10
3) REGISTRATION	10
4) PREPARE	10
5) DELIVER	11
6) CLOSE	11
APPENDIX B: TERMS AND CONDITIONS.....	12
1. APPLICATION AND ACTIVATION	12
2. CANCELLATIONS.....	12
3. COSTS	12
4. EQUIPMENT.....	13
5. FACILITIES	13
6. REGISTRATION	14

INTRODUCTION

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

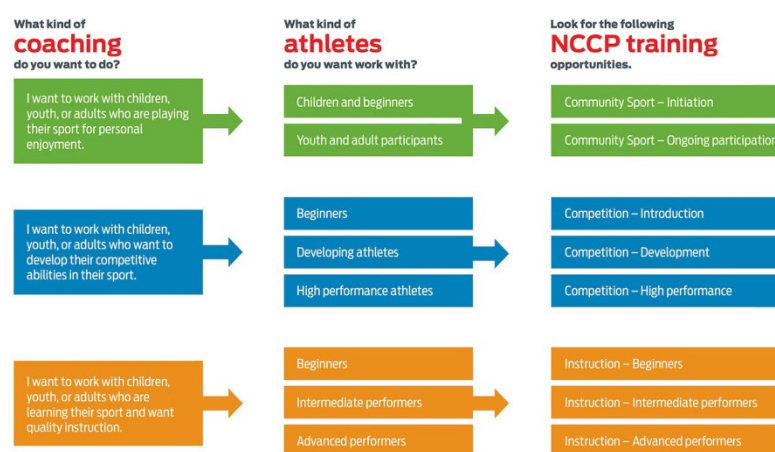
Canada Soccer's Grassroots Coach Education Program (LTAD Ecosystem) within the NCCP Community Stream plays a pivotal role in shaping the development of soccer coaches at the district level. Each district has the power to create a community-driven approach to coaching, empowering aspiring coaches to establish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

The NCCP Community Sport stream is designed to help participants of any age learn, play, and have fun. Participants in this stream typically play for their own enjoyment, and beginner coaches often start here.

Grassroots soccer is crucial for building the foundational skills, passion, and community essential for enjoying and fostering the growth of soccer at every level. Well-trained coaches are instrumental in attracting and retaining soccer players of all ages and skill levels within their communities.

About NCCP

The National Coaching Certification Program (NCCP) offers standardized, inclusive, and safe sport education for coaches and coach developers across 65 sports. The CAC oversees and delivers NCCP training through its partner network of 65 National Sport Organizations and Provincial/Territorial Sport Organizations.



The NCCP is comprised of three coaching streams: NCCP Community Sport, NCCP Competition, and NCCP Instruction. Each stream provides a rewarding sport experience for coach and participant(s) alike by ensuring the ideal alignment of each other's skills, motivations, and objectives.

Within each NCCP Coaching stream are NCCP Coaching contexts, which align coaching activities with specific types of participants and the stage of their respective development.

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. This process applies to all stakeholders.

QUICKSTEPS are illustrated below:

HOSTING PRACTICAL COMPONENT AT A GLANCE

1. PLAN

- Establish a budget
- Identify date for the workshop
- Obtain facility availability
- Confirm equipment needs
- Determine workshop size - ratio of one Learning Facilitator (LF) per 12 participants

2. ACTIVATE

- Fill out the Alberta Soccer workshop request form
- Alberta Soccer approves workshop – a workshop will not be approved if the same workshop is offered on the same day within a 30 km radius.
- Alberta Soccer assigns local LF – if LFs are not available then workshop will need to be rescheduled
- Alberta Soccer creates CAC locker registration link for event

3. REGISTER

- Host sends registration link to eligible coaches
- Workshop will be opened on The Locker (open access for registration)
- Coaches register in CAC locker
- Host sets and collects fees

4. PREPARE

- Alberta Soccer and the Host will coordinate with LF to discuss logistics
- Host organizes equipment and arranges/books facility

5. DELIVER

- Host and LF meet at facility and checks participants into workshop
- Review any safety protocols/processes with participants

6. CLOSE

- Learning Facilitator verifies attendance and sends into Alberta Soccer final attendance list
- Alberta Soccer closes event, invoices district and follows up with participant survey

GRASSROOTS COACH EDUCATION PROGRAM

The Canada Soccer Grassroots Coach Education Program is designed for grassroots community coaches who enter the game at various ages and 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.

GRASSROOTS STREAM - Community Sport Initiation / Ongoing Participation				
TERM	AGE	LTD STAGE	CONTEXT	NCCP CERTIFICATION PATHWAY
 COMMUNITY COACH <small>NCCP COMMUNITY SPORT</small>	U4-U6	• ACTIVE START	CLUB COMMUNITY PROGRAM	<div> <div> <ul style="list-style-type: none"> • COACHING SOCCER IN CANADA eLEARNING • LTD STAGE SPECIFIC ONLINE MODULE • LTD STAGE SPECIFIC SOCCER FIELD SESSION • RESPECT IN SPORT ACTIVITY LEADER </div> <div> <ul style="list-style-type: none"> • MAKE ETHICAL DECISIONS • MAKE ETHICAL DECISIONS ONLINE EVALUATION • NCCP EMERGENCY ACTION PLAN eLEARNING • NCCP MAKING HEAD WAY IN SOCCER • NCCP UNDERSTANDING THE RULE OF TWO </div> </div>
	U6-U8/U9	• FUNDAMENTALS		
	U8/U9 - U11/U12	• LEARN TO TRAIN		
	U13+	• SOCCER FOR LIFE		

ACTIVE START – Practical Component

U4/U6 Male/Female	2 Hour	\$30 Per Coach + GST	Ideal 12-24 Coaches	14 Years of Age Minimum ¹
----------------------	--------	-------------------------	------------------------	---

Designed for coaches of U4 to U6 players and consists of a 2-hour Practical On-Field Workshop.

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.

Pre-requisites for coaches are the following courses:

- NCCP Make Ethical Decisions Course or NCCP Make Ethical Decisions Evaluation
- Respect in Sport

DELIVERY MODELS

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

¹ Content will be approved when registrant turns 16. Those registrants under 16 will require approval from parent/guardian.

FUNDAMENTALS – Practical Component				
U6-U8 Female U6-U9 Male	3 Hour	\$35 Per Coach + GST	Ideal 12-24 Coaches	14 Years of Age Minimum ²

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.”

Pre-requisites for coaches are the following courses:

- NCCP Make Ethical Decisions Course or NCCP Make Ethical Decisions Evaluation
- NCCP Making Headway in Soccer
- Respect in Sport

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

² Content will be approved when registrant turns 16. Those registrants under 16 will require approval from parent/guardian.

LEARNING TO TRAIN – Practical Component				
U9 – U11 Female U10 – U 12 Male	4 Hours	\$40 Per Coach + GST	Ideal 12– 24 Coaches	14 Years of Age Minimum ³

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 follow role models and 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.

Pre-requisites for coaches are the following courses:

- NCCP Make Ethical Decisions Course or NCCP Make Ethical Decisions Evaluation
- NCCP Making Headway in Soccer
- NCCP Understanding the Rule of Two
- NCCP Emergency Action Plan
- Respect in Sport

<p>DELIVERY MODELS</p> <p>Learn to Train Practical Component can be delivered on a weekend or weeknight all year round.</p>
--

³ Content will be approved when registrant turns 16. Those registrants under 16 will require approval from parent/guardian.

SOCCER FOR LIFE – Practical Component

U12+ Female U13+ Male	4 Hours	\$40 Per Coach + GST	Ideal 12-24 coaches	16 Years of Age Minimum ⁴
--------------------------------	---------	-------------------------	------------------------	---

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.

Pre-requisites for coaches are the following courses:

- NCCP Make Ethical Decisions Course or NCCP Make Ethical Decisions Evaluation
- NCCP Making Headway in Soccer
- NCCP Understanding the Rule or Two
- NCCP Emergency Action Plan
- Respect in Sport

DELIVERY MODELS

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

⁴ Content will be approved when registrant turns 16. Those registrants under 16 will require approval from parent/guardian.

APPENDIX A: HOSTING PROCESS DETAIL

1) PLAN

- a. Plan for a **minimum of 4 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. Activation is dependent on the availability of a suitable Learning Facilitator (LF).
- b. When ready to host a workshop go to the [Online Request Form](#)
- c. If you have never hosted a workshop before, please refer to the TERMS and CONDITIONS Section of this Hosting Document
- d. Alberta Soccer activates by approving the clinic request.

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).
 - 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. 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. No registrations will be accepted the day of the workshop.
- f. Hosts will receive a weekly registration list update (Thursdays) leading up to their workshop and will receive a final registration list prior to the workshop taking place.
- g. Grassroots Coach Education On-Field/Practical components have minimum and maximum numbers of participants (See Terms and Conditions).

4) PREPARE

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

5) DELIVER

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

6) 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.
- d. Alberta Soccer will send out participant survey.

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=12**)⁵ cannot be met:
 - 2.1.1. Cancellation decisions are made 2 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

- 3.1. Alberta Soccer Fees include:
 - 3.1.1. LF Honoraria, meals & mileage
 - 3.1.2. NCCP and Alberta Soccer Database Fees

⁵ Youth players will be required for 100% of field work if there are less than 12 eligible coaches registered. Coordinate players 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

- 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

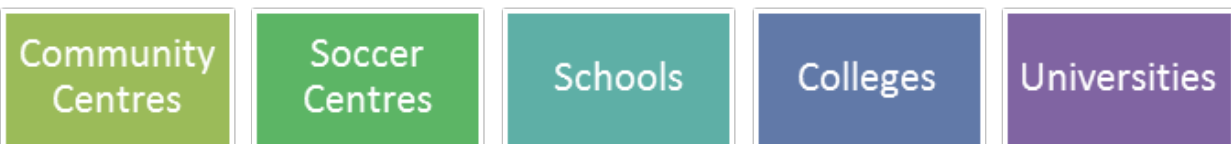
- 4.1. The Host is responsible for coordinating and supplying basic field equipment, which has been thoroughly cleaned.
- 4.2. Field Equipment Requirements



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	Minimum 19m x 32 mm space
FUN	20m x 30m pitch or green space minimum with standard size U8 goals	Minimum 19m x 32 mm space
L2T	60m x 40m U10 mini field or 75m x 50m U12 mini field Fully lined pitch with goals and netting	Minimum 19m x 32 mm space
S4L	Standard 11 v 11 grass or turf pitch Fully lined pitch with goals and netting	Minimum 19m x 32 mm space



6. REGISTRATION

- 6.1. Coaches who wish to take the On Field component **MUST** have first completed the Online Theory component of the workshop and the Safe Sport courses 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.
 - 6.2.1. Proof of Theory completed
 - 6.2.2. Their NCCP number
 - 6.2.3. They sign the required waiver
- 6.3. 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.
- 6.4. Learning Facilitators will take attendance and provide Alberta Soccer with the final class list. This will be passed along to hosts for their files.
- 6.5. If players are used/required, players are a Host requirement. See chart below for player requirement framework to plan your workshop.
- 6.6. Ideal, Maximums, and Minimum participant numbers –

Workshop	Ideal	Maximum	Minimum Billing	Minimum Age
AS	12 – 24	36	12	14
FUN	12 – 24	36	12	14
L2T	12 – 24	36	12	14
S4L	12 – 24	36	12	14