



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

COACH SELECTION

POLICY STATEMENT

Winnipeg Phoenix FC (WPFC) is committed to recruiting, training, and retaining high-quality volunteer coaches who share our values and development-focused philosophy. This policy ensures that all volunteer coaches are equipped to foster player growth, maintain club standards, and contribute positively to the soccer community, while supporting their ongoing development and well-being.

2. Coach Selection

2.1 Application Process

- Interested individuals must submit a resume and completed coaching application by the published deadline.
- Applications should include relevant experience, certifications, and personal coaching philosophy.

2.2 Interview Process

- The Technical Director conducts primary interviews, assessing technical knowledge, suitability, and alignment with WPFC values.
- Secondary interviews may be conducted by the Technical Committee if further assessment is needed.

2.3 Approval and Appointment

- The Technical Committee presents a shortlist to the Executive Committee for final approval.
- Approved coaches sign the WPFC Coaching Agreement prior to assuming their role.

2.4 Qualification Requirements

- Premier League Coaches: Canada Soccer B Diploma recommended.
 - Development League Coaches: Canada Soccer C Diploma recommended.
 - Assistant Coaches: Soccer For Life certification required.
 - Ongoing Development: Coaches are encouraged to pursue further certifications; WPFC reimburses approved coaching development expenses for coaches in good standing.
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3. Training & Development

WPFC prioritizes continuous learning for volunteer coaches:

- **Workshops & Clinics:** Regularly hosted to maintain and update coaching methods.
 - **Mentorship:** Support senior youth players and new coaches in gaining NCCP coaching levels.
 - **Digital Tools:** Access to approved platforms for session planning, tactical analysis, and player tracking.
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- **Professional Development Support:** Club reimburses registration fees for relevant courses, workshops, or conferences.
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4. Coach Duties & Responsibilities

4.1 Team Leadership

- Coaches are responsible for all team activities; delegation to assistant coaches or managers is encouraged under supervision.

4.2 Adherence to Club Philosophy

- Coaches implement WPFC's development-focused approach and provide age-appropriate instruction.

4.3 Player Development

- Coaches cater to individual and team needs, maximizing skill development, tactical understanding, and enjoyment.
- Seasonal plans should reflect WPFC's structured development program.

4.4 Communication & Transparency

- Coaches maintain regular communication with parents via approved digital platforms.
- Mandatory beginning-of-season meetings cover budgets, schedules, and club policies.

4.5 Budget Management

- Coaches oversee team-specific budgets with prior Technical Director approval and maintain transparent records.
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5. Code of Conduct & Ethics

- Coaches serve as role models for players, parents, officials, and opposing teams.
 - Unprofessional behavior, including verbal or physical abuse, is strictly prohibited.
 - Coaches address concerns professionally and fairly.
 - Acceptance of gifts or favors that could compromise integrity is prohibited.
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6. Safety, Compliance & Child Rights

- All coaches must submit a **Child Abuse Report (CAR)** and **Canadian Police Information Centre (CPIC)** check before appointment. WPFC covers associated costs.
 - Coaches are responsible for the safety and conduct of players at all times.
 - Coaches uphold the fundamental rights of children, including:
 - Safe, supportive, and abuse-free environments
 - Opportunities to participate and develop at their own pace
 - Respect, dignity, and confidence building
 - Ability to voice concerns and receive constructive responses
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7. Evaluation & Retention



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- **Annual Performance Reviews:** Constructive feedback on coaching techniques, communication, and player development.
 - **Player Assessments:** Coaches use and share assessments with parents at season's end.
 - **Retention Strategies:**
 - Recognition events and awards
 - Mentorship opportunities
 - Access to club resources for workload and well-being management
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8. Youth Coaching Pathways

- WPFC supports youth players in coaching roles, providing mentoring, guidance, and experience toward NCCP certification.
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9. Additional Responsibilities

- **Team Rules:** Establish and communicate clear, consistent rules.
 - **Program Expansion:** May organize extra activities or events with Technical Director approval.
 - **Sustainability & Well-being:** Support coach workload management and mental health resources.
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10. Policy Compliance

All volunteer coaches are required to adhere to this policy. Failure to comply may result in disciplinary action, up to and including removal from coaching duties.

APPROVED BY:

PHOENIX SOCCER Inc Board

DATE OF APPROVAL

JANUARY 7TH, 2026