



# **LADNER GIRLS SOCCER CLUB**

## **COACH'S HANDBOOK**

**2007 – 2008 SEASON**

Aug 2007

## **EXPLANATION**

This handbook is to help coaches and managers in running their programs.

## **INTRODUCTION**

*All coaches and female designates must annually submit the required police check documentation set out by LGSC and South District.*

Please take the time to read the points in this book and if you have any suggestions on how to improve it please let us know.

**Without coaches volunteering their time, there is no club.  
Thank you for volunteering.**

## **2007- 08 Executive Contacts**

President	Steve Grant	604-946-8111	lgsc_pres@dccnet.com
Vice President	Holly Haughian	604-946-5716	hhaughian@dccnet.com
Registrars	Lisa Gerrard Jodi Schwuchow	604-946-8295 604-946-1808	lgerrard@telus.net jodie.schwuchow@dccnet.com
Treasurer	Frank Crema	604-940-0742	fcrema@dccnet.com
Secretary	Tammy Ellis	604-940-1919	tammyellis@telus.net
Practice Field Scheduler	Linda Cooper	604-946-4377	soccerlinda@dccnet.com
Equipment	Glen Issler	604-952-4482	glenn_wfg@dccnet.com
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Scheduler	Holly Haughian	604-946-5716	hhaughian@dccnet.com
District Rep	Bart Blachford	604-946-3040	bblachfo@dccnet.com
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Assistant Equipment	Ian Milford	604-940-1702	imilford@ave21.ca
Member at Large	Whitfield Crump	604-946-1377	crumpwhit@hotmail.com
U9 Coordinator	Brian McKay	604-940-2728	b.amckay@telus.net
U10/U11 Coordinator	Christy Thompson	604-940-8856	cmthompson@dccnet.com
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TSS Representative	Holly Haughian	604-946-5716	<a href="mailto:hhaughian@dccnet.com">hhaughian@dccnet.com</a>
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## **DUTIES OF OFFICERS**

### **🔄 President**

- This is a non-voting position except in cases of a tie, in which case the President will cast the deciding vote or, following Robert's Rules of order, may also create a tie vote thereby referring the matter for further study
- To set meeting dates, locations and agendas.
- To chair the Executive Meetings and General Meetings.
- To co-ordinate all Club correspondence.
- To represent the Club at official functions
- To liaise with all standing committees of LGSC.
- Be a signing officer of the Club

### **🔄 Vice President**

- Carry out such duties as shall be delegated to him/her by the President
- Be a signing officer for the Club

### **🔄 Treasurer**

- Treasurer shall keep accurate accounts of all monies paid to him/her and expended
- Issue receipts for all monies received
- Prepare financial reports at the call of the President and annual reports for the Executive
- Prepare a budget on an annual basis.
- Be a signing officer for the Club

### **🔄 Registrars**

- Operate a player/team registration system.
- Survey all registrations 24 hours prior to the first league game and report to the Executive all failure to comply with registration requirements.
- Establish a meeting with the South District Girls Registrar in early October to fulfil requirements for district registration.
- Maintain a directory of association officials, coaches, managers and honorary officers
- To organise and supervise the registration process.
- To recommend dates and deadlines for the registration process to the Executive.
- To ensure that all teams and players are registered with B.C.S.A.
- To maintain a current record of all registrations with the Club

## **DUTIES OF APPOINTED OFFICERS**

### **☉ Secretary**

Will keep an accurate record and minutes of all Club Executive Meetings, General Meetings and Extraordinary General Meetings. Other responsibilities will be to handle all correspondence and communication within the Club, give notice of all meetings, keep records of all meetings, and carry out such other duties as shall be determined by the Executive

### **☉ Equipment Manager**

Will be responsible for giving out and receiving back all equipment and for the purchase of new equipment when necessary, or as directed by the executive

### **☉ Scheduler**

Shall be responsible for keeping a record of game scores to pass on to the Statistician that the District has designated for that year. At the start of the season, this officer shall make sure that all teams know their home field, where their first game is, and communicate to all teams as to when their schedules are ready. This officer shall inform coaches of schedule changes and reschedule all games informing coaches, the Head Referee, and the Field Co-ordinator

### **☉ District Rep**

Will attend monthly District meetings, will represent the majority view of the Executive at these meetings and will report all information of these meetings back to the LGSC.

### **☉ Fields and Referees**

The Field Co-ordinator shall be responsible for organizing and assigning playing field locations and schedules for all league and Cup games. The Field Co-ordinator shall also be responsible for insuring that all playing fields are lined/marked in preparation for League and Cup play

The Head Referee shall be responsible for supplying all games with a referee and keep records of payment to the referees. They should inform a coach if a referee cannot be supplied for the game. They shall recruit new referees

### **☉ Division Coordinators**

The U9 & U11 Coordinator is to respond to individual player/parent concerns including transfer requests and make recommendations to the Executive. This officer should act as a liaison between the parents/guardians and the Executive. This officer shall also recommend changes to policies and procedures affecting the U9 to U11 teams to the Executive.

## 1. COACH'S CODE

- ⊗ Be reasonable in your demands on the young players time, energy and enthusiasm. Remember that they have other interests.
- ⊗ Teach your players that rules of the game are mutual agreements, which no one should evade or break.
- ⊗ Group players according to age, height, skill and physical maturity whenever possible.
- ⊗ Avoid over-playing the talented players. The just average players need and deserve equal time.
- ⊗ Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
- ⊗ Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- ⊗ The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
- ⊗ Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
- ⊗ Follow the advice of a physician when determining when an injured player is ready to play again.
- ⊗ Remember that children need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.
- ⊗ Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

## 2. PARENT'S CODE

- ☺ Do not force an unwilling child to participate in sports.
- ☺ Remember – Children are involved in organized sports for their enjoyment, not yours.
- ☺ Encourage your child always to play by the rules
- ☺ Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- ☺ Turn defeat into victory by helping your child work toward skill development and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- ☺ Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- ☺ Do not publicly question the official's judgment and never their honesty.
- ☺ Support all efforts to remove verbal and physical abuse from children's sporting activities.
- ☺ Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.

### 3. PLAYER'S CODE

- ⚽ Play for the fun of it, not just to please your parents or coach.
- ⚽ Play by the rules.
- ⚽ Never argue with the official's decisions. Let your captain or coach ask any necessary questions.
- ⚽ Control your temper – no mouthing off.
- ⚽ Work equally hard for yourself and your team. Your team's performance will benefit and so will your own.
- ⚽ Be a good sport. Cheer all good plays, whether your team's or opponents.
- ⚽ Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
- ⚽ Follow the advice of your physician when determining if you are ready to play after an injury.
- ⚽ Remember that, as players, you need to respect your coach and follow his/her instructions and examples.

#### 4. ORGANIZATION

- ☉ Affiliated with South District
- ☉ Affiliated with BCSA
- ☉ Affiliated with CSA
- ☉ Affiliated with FIFA

LGSC is comprised of four levels

- ☉ Micro- this is the U-7 & U-8 age group and is governed by LGSC only
- ☉ U9 – U10 – These age groups are non-competitive but interlock with other clubs. Play is governed by the HOME club but is guided by District.
- ☉ U11-U12 – Is the transitional age groups from non-competitive to competitive. With a gradual introduction of all the rules and competition.
- ☉ U13 – U18 - These are the competitive age groups that interlock with other clubs and districts. Depending on division and age group the girls can travel anywhere in the Lower Mainland.

#### 5. REGISTRATION

All players must be registered with LGSC.

Players will not be registered until fees are paid and club forms received by registrar.

All players U11 and up to provide 2x2 photo and copy of birth certificate. (new players only)

Players to fill out BCSA forms for inter-district and cup play.

Fee Structure (prior to May 1):

- |            |          |
|------------|----------|
| ☉ Mico     | \$120.00 |
| ☉ U9 – U10 | \$130.00 |
| ☉ U11- U18 | \$150.00 |

A registration form can printed off the web at <http://www.ladnergirlssoccer.ca/2007-2008%20Registration%20Form.pdf>

Players may play up, not down. Discretion of club Executive

## 6. MICRO GUIDELINES

Micro is LGSC's introductory fun division.

Team rosters are between 6 & 8 players (3 players on the field and 1 goalie)

Last year we introduced goalies. Coaches need to explain the goalie position.

Primarily, goalies are allowed to use their hands and must release the ball to another player after 3 steps.

A second positive rule change will be the introduction of the **Two Pass Rule**. The goal of this rule is to prevent a more experienced player taking the ball from end to end. Coaches need to gently enforce this rule.

Throw-ins, corner kicks and goal kicks will be in effect. Coaches, please allow five yards for the kicks.

Games are played on Sunday between 2:00 – 3:00pm. Fields to be determined.

Two games will be played against different teams, 25 min. each, with a 10 min. intermission between games.

Field size should be 30 yards long x 15 yards wide. Please use your cones as boundaries.

The goal posts will be large cones, please space 3 yards apart.

## 7. UNIFORMS /EQUIPMENT

### ☺ Uniforms

Club colours are blue, white and black.

Uniforms to be issued by equipment manager. (jersey, shorts and socks).

Only club uniforms may be worn

All players must have shin pads (mandatory)

All players must supply a post-dated cheque of \$50.00 dated for May 1, 2008

Any player found not to be wearing club uniform will not be permitted to play.

Coaches should be aware of a practice dress code for their players. (ie:

Sweatshirt, t-shirt, and shorts) Blouses with buttons, tank tops and cut-offs should be discouraged.

No jewelry (ie: rings, earrings, and watches).

### ☺ Equipment

The club supplies balls, cones and pinnies

Players are to supply their own soccer boots and shin pads (recommended two pairs of soccer boots one molded studs and one cleats)

Club supplies First Aid kit.

Soccer balls carry a one-year warranty. If damaged return to club for replacement.

## 8. TEAM ORGANIZATIONS

Formation of teams is to be determined by club executive.

Existing teams to be kept together where possible.

New players will be placed on a team by the club registrar.

**A female designate is mandatory as of Sept 2005.**

Club recommends teams in each division carry

- ☉ Micro            6-8 players
- ☉ U9-10            9-10 players
- ☉ U11-12          12-14 players
- ☉ U13-18          15-18 players

Division	Team Size	Players on field (Including goalie)	Ball Size	Game Duration 2 Halves Of:
Micro	6 to 8	4	3 or 4	25 Minutes
U9	up to 12 (max)	7	4	25
U10	up to 12 (max)	8	4	25
U11	up to 14 (max)	8	4	30
U12	up to 14 (max)	8	4	30
U13	up to 18 (max)	11	5	35
U14	up to 18 (max)	11	5	35
U15	up to 18 (max)	11	5	40
U16	up to 18 (max)	11	5	40
U17	up to 20 (max)(dress 18)	11	5	45
U18	up to 20 (max)(dress 18)	11	5	45

The LGSC Executive recommends that all players have equal playing time.

Coaching courses are offered through the club.

## 9. TRYOUTS

No tryouts unless the club decides an age group warrants it.

If tryouts are to be done

- ☉ Club to decide if division warrants tryouts (ex. 4 teams in Silver B)
- ☉ Club to contact all players
- ☉ Neutral coaches to run tryouts.
- ☉ Coaches will assess players on forms to be handed to registrar.
- ☉ Coaches to indicated players they want.

## 10. I.D. CARDS

Coaches and managers are responsible for ID cards.

Coaches before game to hand ID cards and team list to referees.

All players must have ID cards. (no exceptions)

A female designate is mandatory and will need an ID card

## 11. PLAYING TIME

All players to play at least ½ the game.

Coaches see #8 for game minutes.

Coaches with a problem player (missing practices etc.) should in writing inform registrar how he or she wants to deal with this player.

## 12. SCHEDULES

Micros (ages 6-7) usually play Sunday starting at 2:00 p.m. Field location changes based on weather. Your coordinator will advise.

All other age groups play at different locations and different times. LGSC does not publish a printed schedule other than home and away.

All schedules to be handed out by the club scheduler or at their direction.

U9 -U10 will get a printed schedule with a list of home and away games

U11-U15 need to check the web @ [www.sdgsa.com](http://www.sdgsa.com) and

[www.bcsoccercentral.com](http://www.bcsoccercentral.com)

U16-U18 need to check the web @ [www.bcsoccercentral.com](http://www.bcsoccercentral.com).

As a home team you are responsible for contacting the opposing coach to confirm field and times. Please check [www.corp.delta.bc.ca](http://www.corp.delta.bc.ca) for field openings and closures

**New this year, U11, U12 SB, U13SB, U14SB and U15SB will be scheduled through the South District link on the web site. [www.sdgsa.com](http://www.sdgsa.com)**

## 13. GAMES (HOME)

Have players arrive ½ hour prior to game time.

Coaches are responsible for nets and game ball.

If there is a conflict with the opposing team's colours, the home team wears the pinnies

## 14. GAME CANCELLATION

Games are cancelled when the municipality closes fields.

Thurs. or early Friday you will be notified if the field is open or closed.

Coach is responsible to contact opponent.

Referees on their discretion may cancel a game due to poor field conditions.

**15. REPLAYS**

If you are the home team it is your responsibility to provide an alternate field and time to replay your game.

If any problems arise with the opposing coach, contact your club rep.

**16. REPORTING SCORES**

It is your responsibility to report your scores to the scheduler or district rep contact. You can either e-mail or phone your scores by Sunday 7:00pm  
hhaughian@dccnet.com and the web contact.

**17. FIRST AID**

A first aid kit is supplied mainly to deal with small cuts and bruises.

If at all possible each team should have someone who has taken a first aid course.

For serious injuries contact club for insurance forms. (or visit the Allsport insurance web site at [www.allsportinsurance.com](http://www.allsportinsurance.com))

All coaches should keep a record of injuries and treatments.

**18. TOURNAMENTS.**

Club pays for one tournament per team per year.

Coach is to pre pay tournament fees and then submit a receipt to club treasurer for re-imburement.

Check with tournament web site or director for tournament rules.

If you need to pick up a player you must contact LGSC club first.

**19. FUNDRAISING**

Must submit in writing to club

- ⊗ Reason for fundraiser
- ⊗ Amount to be raised
- ⊗ Handling of money (ie: bank account etc).
- ⊗ Sponsorships.

**20. CLUB FUNCTIONS**

To be determined each year. (ie: Club dance )

## 21. SCHOLARSHIP REQUIREMENTS

To be eligible to apply for a Ladner Girls Soccer Club (LGSC) scholarship, a student must meet the following criteria:

- Graduate from LGSC (must play in Grade 12) with five years total played with the Club
- Attain a minimum 3.00 GPA in Grades 11 and 12 as proven by a copy of the transcript of the student's marks or a photocopy of the Permanent Record Card.
- The applicant shall:
  - Demonstrate exemplary citizenship (eg. Volunteer work in the community) as attested to by a sponsor
  - Demonstrate good sportsmanship by maintaining the highest standards of personal conduct and support the principles of fair play
  - Submit a 250 word essay on:
    - the benefit of sport, or
    - career aspirations, or
    - an aspect of community service.
  - Submit one letter of reference from a community member

A maximum of five \$500 scholarships will be awarded annually IF the minimum criteria are met.

The Scholarship Selection Committee will not enter into correspondence with the applicant. The successful applicants will be notified of their awards by mail. The Committee's decision is final.

Scholarships are conditional, in that the funds will be withheld until such time as the recipient provides proof that she is attending a post-secondary institute approved by the Club's Scholarship Committee. The award must be used within twelve months.

Deadline for application submission is June 30 of the calendar year

Applications shall be submitted to:

Ladner Girls Soccer Club  
P.O. Box 325  
5010-48<sup>th</sup> Avenue  
Delta, B.C. V4K 3Y3

## 22. WEBSITES

If you have Internet access, the following sites are great sources of information:

[www.ladnergirlssoccer.ca](http://www.ladnergirlssoccer.ca) - Ladner Girls Soccer website. This site is used to promote the club. (please submit pictures and team info.)  
[www.bcsoccercentral.com](http://www.bcsoccercentral.com) – team contacts, game locations, standings and links  
[www.sdgsa.com](http://www.sdgsa.com) U11-U15 Silver A & B- team contacts, standings & schedules  
[www.youthsoccerbc.com](http://www.youthsoccerbc.com) – has current tournament listings  
[www.bcsoccerweb.com](http://www.bcsoccerweb.com) - BC soccer's website  
[www.allsportinsurance.com](http://www.allsportinsurance.com) - insurance needs  
[www.finesoccer.com](http://www.finesoccer.com) - plays & drills  
[www.corp.delta.bc.ca](http://www.corp.delta.bc.ca) - field openings and closures  
[www.ladnerboysoccer.com](http://www.ladnerboysoccer.com) - Ladner Boys Soccer website  
[www.GOLTV.ca](http://www.GOLTV.ca) - Soccer video  
[www.tothenextlevel.org](http://www.tothenextlevel.org) - coaching web site

### Soccer Fitness Sites

<http://total-soccer-fitness.org/t/7797692/>  
<http://www.total-soccer-fitness.com/part2>  
<http://total-soccer-fitness.org/t/7797693/>  
<http://www.total-soccer-fitness.com/part4>  
<http://total-soccer-fitness.org/t/7797694/>  
<http://www.total-soccer-fitness.com/part6>  
<http://total-soccer-fitness.org/t/7797695/>  
<http://www.total-soccer-fitness.com/nutrition>

Referee Development Coordinator – Jose Branco - josebranco@bcsoccer.net



