



COACHING HANDBOOK

Thank you for volunteering to coach with Peninsula FC!

Your role as a coach is a very important one, and is much appreciated by the players, parents and Peninsula Soccer Association executive. As a coach you hold the very important position of being a **ROLE MODEL** and as such Peninsula Soccer needs all its coaches to set high standards in being leaders, teachers and friends to every player on the pitch so that the experience for everyone involved with the club is a positive one.

What do you need to be a coach?

CRIMINAL RECORD CHECK

In order to be a coach you must have a valid CRC (Criminal Record Check) on file with the club. If you do not have a CRC - you will not be allowed to coach. CRC's are free to get with an on-line link available through the Peninsula FC Website.

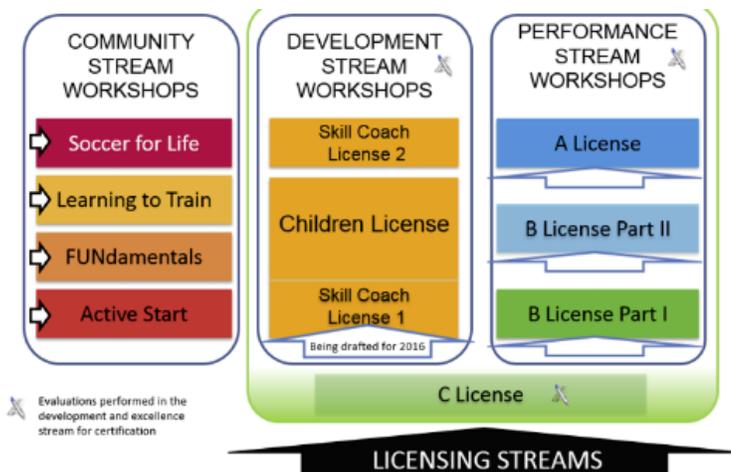
COACH EDUCATION/CERTIFICATION

Having coaches complete the appropriate age specific coaching course is imperative for the development of youth players in BC for both the grassroots and high performance environments. The Canada Soccer / BC Soccer Coaching Certification Courses provides coaches with the appropriate tools to create the most positive environment possible for players to develop in. These courses are free to take. As of June 1, 2016 - Head coaches of any youth team shall complete the appropriate coaching course respective to the age group of the teams they are coaching.

- Active Start:** (U4-U6) 3 hour course
- FUNdamentals:** (U7-U8) 7 hour course + take NCCP Make Ethical Decisions Module
- Learn to Train:** (U9-U12) 14 hour course + take NCCP Make Ethical Decisions Module
- Soccer for Life:** (U13+) 14 hour course + take NCCP Make Ethical Decisions Module e

**No pre-requisites are required to take any of these courses*

**NCCP = National Coaching Certification Program*



What do you need to be a good coach?

Knowing that winning is wonderful but is not the triumph of sports is your first step...but being able to demonstrate some of the following attributes will help you along the way:

PATIENCE - This is probably the most important characteristic. Let's face it—12 active boys or girls together require a lot of attention. A good coach is one who doesn't expect angels on the soccer field.

TOLERANCE - This quality goes hand-in-hand with patience. Kids are going to be rowdy, or moody or lazy. Tolerance takes the different mind-sets and turns the focus to the tasks "afoot".

ACCEPTANCE - Children are so very different. Each one has varied potential and skill levels. A good coach is one who recognizes each child as an individual and he/she encourages that child to perform at his/her very best level. Perfection is not required!

MOTIVATION - Soccer can be viewed as kids kicking a ball across the field, or it can be viewed as an opportunity for growth. The true test lies in sparking a child's interest to learn and grow and keeping that spark alive each season.

RESPECT - At so many games, coaches, and sometimes parents, of the other teams berate and belittle their players for making "mistakes". Sometimes they even go as far as criticizing opposing team members. This is youth soccer folks...not the World Cup. A good Coach never singles out a child for making a mistake and he/she does not allow parents or the other team members to do so either.

SPORTSMANSHIP— A good definition of sportsmanship is to teach kids to work together as a team in order to achieve a common goal. It also means teaching kids to respect other players as well as each other. Insults are not tolerated. Mistakes are team mistakes, and they are used as teaching tools for the next game.

ABILITY TO TEACH - Sounds simple, right? It's not. How many times has a parent signed up a child for a sport, only to have a well-intentioned father decide to coach? He may or may not know the sport. He may or may not relate well to his players. There is a huge difference between the team whose members do what is yelled at them, and the team whose members actually understand what to do and why. A good coach teaches his players basic fundamentals, explains concepts and enables his/her players to think logically when making a play.

LOVE OF KIDS - They have the energy to make every practice and every game a new experience for coaches and parents alike. Without their vision and energy, sports would be dull and unappreciated. They offer a day-to-day challenge for coaches, which is contagious and which is motivation for everyone involved in athletics at all levels.

LOVE OF THE GAME - Coaches must love their sport, and, more importantly, must show their players enthusiasm for every aspect of the game. This would include techniques and tactics. The love of the game must also show to the players the love for fair-play, respect for the opponents, officials, and spectators, and positive reinforcement for team mates. Only a good coach who loves the game can provide the correct aspects involved in the winning and losing of competition.

COACHING STYLES

We all bring our own particular brand or style of coaching. This is usually blended by the coach's personality, own personal experience, and by what they have learned within the sport context. It is equally important to remember that children have different learning styles themselves, so it is important for the coach to adaptive when & where appropriate.

Please note the following styles and how you can best suit them to your coaching. Please remember the age and gender you are working with and how best to interact with your young athletes.

The term **coaching styles** refers to the overall direction of each session - determine which coaching style on what you and your players want to achieve and how they wish to get there. It's key to understand the different type of coaching styles that we have below, so you can use different styles to what is best for you when coaching!

What are Coaching Styles?

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Coaching styles can vary. Coaches may have a preferred style of coaching, which is normally based on your personality, but you need to be adaptable and to be able to use different styles according to the situation and the needs of the performers.

Three main styles have been identified:

- **'Autocratic' - 'Bossy' - 'Authoritarian'**
- **'Democratic' - 'Guider' - 'Personable'**
- **'Laissez-Faire' - 'Minder' - 'Casual'**

'Autocratic' - this is where the coach makes all the decisions and the performers merely do what they are told. This coach will be a strong disciplinarian and likes to be in control. Implicit in this style is that the coach has all the information and the knowledge.

'Democratic' - this involves shared decision-making. This coach will guide performers towards selecting and achieving their goals. Implicit in this style is that the coach provides leadership in the form of positive guidance.

'Laissez-Faire' - this is where very the coach makes few decisions. There are little organised attempts to influence or teach. Implicit in this style is that the players take ownership and make the decisions.

All three styles have advantages and disadvantages. Coaches should be able to change styles and know they are doing so for a particular reason. For example - when there is a safety issue, the style must be 'autocratic', there is no time for negotiation!

When introducing a set play, such as a penalty corner, try the 'democratic' style, allowing the players considerable input and ideas, rather than dictating which routines to follow.

With a set unit of play, use the 'laissez-faire' style, allowing players to work out a pattern and to try this without interference or judgement by the coach.

Many coaches use an 'autocratic style' for all of the session, telling the players what to do. This is because they like to have control. Coaches need to delegate some of the 'control', empowering players to think, to input ideas and to make decisions.

It is also important for coaches to use different styles because players respond in different ways. Some players are motivated by one approach more than another. It is important to try to work with players and to keep their enthusiasm and motivation. There is a greater chance of this happening if the coach is flexible in their approach and can change styles within a session, appropriate to the situation and the needs of the players.

Coaching Environment

For those of you that are coaching at our youngest age groups your job (or joy) is very important in order to attract, engage, and maintain our players' enthusiasm. We want you to create a fun, learning, and where appropriate, competitive environment. We sometimes shy away from that last point - competition, but done with correct implementation your players can thrive under a playing environment that challenges them to improve.

Another point on environment is the time the players spend practicing, executing, and playing the game. This is important both on the practice pitch, as well as game day. Within your practices there should be proper allotment for all the necessary components of the game. As such, being organized is key; having the players transition from warm-up, to activity, to game-like drills, to scrimmage play, should be as seamless as possible. Therefore, relying on your co-coach or Assistant is vital to ensure the kids play the majority of the time. I also challenge you to keep your instruction time to a minimum. If the kids play 45 min out of a 1 hr. session you are doing a good job.

CLUB PROCEDURES, POLICIES & OTHER STUFF...

TEAM OFFICIALS

Coach (must have a valid CRC)

A team can have a maximum of three Coaches: 1 Head Coach and 2 Assistants or 2 Co-Coaches and 1 Assistant
Coaches will be responsible for being in charge of the players over the course of the season at any practice/game.

Manager (must have a valid CRC)

A team can have a maximum of one Manager

Managers will be responsible for helping to organize their team's players/parents over the course of the year.

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Common duties include finding out and then making sure everyone knows when/where practices and games are taking place. Informing your coaches if players will be absent from practices/games. Keeping track and recording any team and club based volunteer duty activity over the course of the year and submitting a year end volunteer summary to the volunteer coordinator.

Team Mom/Dad (must have a valid CRC)

A youth team with a coaching staff that consists entirely of members of the opposite gender can have a maximum of one team mom/dad. (EX: U8 Girls team with 2 Male Coaches...must have a Team Mom)

In accordance with the NCCP (National Coaching Certification Program) guidelines regarding ethical and responsible coaching all PFC youth teams must have a screened (CRC) same gender adult present at every team game/practice. If a team does not have a same gender coach to fill this role - the task will then fall to the designated team mom/dad to be present for the entirety of the event. (ex: can't leave until all kids have gone home). If a team mom/dad is unable to fulfill their duties for a game/practice...the NCCP's "Rule of Two" will apply.

Team Assistant Referee

A youth team can have a maximum of three Team Assistant Referee's

In order to claim the volunteer hours of being an assistant referee...you must attend the Assistant Referee Clinic at the start of the season. If you do not attend - you can't claim the hours. Volunteer time will be based on the length of the game.

Team "Orange" Volunteer

A youth team can have a maximum of one team Orange Volunteer

One parent can be assigned to this position. They are responsible for providing half-time snacks/refreshments over the course of the year. A suggestion is that the team manager collects \$\$\$ from each parent at the start of the year so the costs are shared.

Team Goal Volunteers

A mini team (U5-U10) can have 2 volunteers - Super 8 (U11-U12) 4 volunteers. Full Field (U13+ N/A as nets are left up permanently)

This duty entails the moving of goals ON and OFF the field, setting up nets and ensuring the goal posts are fastened to the ground.

Pooled Team Rep

In the case where pooled teams with other clubs have no Peninsula Manager, a representative is needed to record volunteer hours and ensure Peninsula uniforms are returned and be a contact person for the club.

RULE of TWO

The Rule of Two states that there will always be two screened and certified coaches with an athlete when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened or certified coach is not available, a screened volunteer, parent, or adult can be recruited. This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others.

- *Screened = having a CRC on file with the club*

FORMS

Before the season starts...get every player on your team to fill out and return two forms:

Coach/Player/Parent Code of Conduct Form: This document will help you in case you ever run into issues during the season.

Medical Form: In case of emergency

**Both forms can be found in the POLICIES section of the website*

**Set up a team meeting at the start of the season*

SCHEDULES

U8 and U10 - Schedule will be posted to website

U11+ - Home games will show on the website...Away games you will need to call the other team or go to their website to find out

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PRACTICES

- 1) If practicing at either IRQ or BH...use the whole field and not just one area.
- 2) Stay out of the 6yrd box. Limit your use of the 18yrd box. Heavy traffic in these areas will cause them to wear down much faster.
- 3) If you need to use the net to do a shooting drill...move it to an area where the grass is not as worn (corner area, sidelines).
**When moving the nets...do not drag them!*
- 4) If you team is the last to leave BH, IRQ or ALEX please ensure the lights are turned off and at BH the far gate is closed.

GAMES & SPECTATORS

To ensure that the fields last all season long...you are responsible to make sure that your parents and opposing teams know where they can or can't set-up and/or watch the game.

BH - all teams and parents are to be standing on the outside of the full field (no one inside between fields)

CENT - no one is allowed in between the North and South fields...as that is part of the full field layout.

CENT - It is the home teams responsibility to make sure the nets are returned and locked to fence after the final game of the day.

**It is the responsibility of the coaches to ensure that parents of your teams players are acting responsibly during games.*

WEATHER & FIELD CLOSURES

The field status of PFC fields (OPEN/CLOSED) can be found on the PFC Website. Whenever weather is considered to be a possible reason for a practice/game not to occur (rain, snow, frost) the website should be checked by all coaches/parents before heading out to a field. If a field is OPEN on the website - expect to practice/play...as the weather where the field is at - may be different than where your coaches/players may live. If however a field shows OPEN - yet upon arrival for a practice or game the field is not playable the following rules should be followed:

Games: The referee makes the decision on whether a field is unplayable. The coaches from both teams may talk to the referee before the game to see what they are thinking and give their thoughts...however the referee's decision is final and must be followed.

Practices: The coach makes the decision as to whether to you should practice on a field that looks pretty wet with lots of puddles.

It should be a pretty easy decision. If it looks wet...and has puddles...is it worth wrecking the field long term if you play on it?

COACH KEYS

Make sure you have a Coaches Key.

These keys will unlock any of the entry gates at BH, the light boxes at BH and IRQ and any padlock that is securing our goals to a fence. First one their on Saturday mornings - open the far gate. Last team to leave MON-THUR for practices...make sure it is closed.

LIGHTING

Lights at BH are located in main parking lot by gate to clubhouse. Press the button to turn on/off. Automatically go off at 9:45pm Lights at IRQ are located in NW corner of field - by electrical box. Must be turned off and locked back up when finished.

Lights at ALEX are located in electrical box at North end of field (Prosser Rd). Turn off/on using big switch

CLUBHOUSE

The clubhouse and bathrooms will always be locked for practices unless a board member with key access is present at the field.

IRQ bathrooms stay open until 9:00pm. (not confirmed)

NETS

U8 and U10 - goals will have nets

Super 8 - nets will need to be put up for each game

U13+ - nets will be left on the goals at BH and IRQ all season long

REFEREE'S

Rod McDonald is in charge of scheduling the referee's for games.
If you have any issues with referee's please contact Bob Hope.

PLAYING TIME

U6 - U10 House League

All players must have equal playing time in all games

All players should rotate and play all positions (including goalkeeper) all season long

U11 - U12 Super "8"

All players must have equal playing time in all games

U13 - U18 Silver & Bronze

All players must have equal playing time in all games

U13 - U16 Gold

Gold teams up to U16 inclusive league play, all players must play at least 1/2 of the game

Gold teams up to U16 inclusive cup play, all players must play at least 10 minutes per half

U17+ Gold

Gold teams U17 and up, all players must play at least 30 minutes per game in all games

**Any PFC team entered in tournament play, all players must play at least 1/2 of the game.*

PERMITTING PLAYERS

Teams who are going to be short players for a game - are allowed to add players to their roster through use of a permit.

Permits are only required for teams U13 and older.

Players can only be permitted to a different team if they are:

- 1) Equal or younger in age than the team being permitted to (ex: U14 can't permit U15+ players)
- 2) Equal or lower in skill level than the team being permitted to (ex: SILVER team can only permit SILVER or BRONZE players)

Before initiating the steps required to permit a player...any coach in need of extra players should first contact the club Technical Director to help identify any potential players who could be called up to help.

It is also recommended that you start the permitting process as soon as you know you will be short players for a game. Waiting to long may result in the permit not being obtained in sufficient time.

Steps to permit a player:

STEP #1: Coach requiring a player must ask the coach of the permit player if they are okay with playing up

STEP #2: Coach of player asking to be permitted then asks parent of player if they can play up

STEP #3: Parent asks their player if they want to play up

STEP #4: Coach of player being permitted responds to coach asking for permit if player is available YES/NO

STEP #5: Coach asking for permit - contacts player and ask if they wish to play up

STEP #6: Coach asking for permit contacts TD to get permit

STEP #7: TD sends coach permit to take to the game and give to referee before game starts

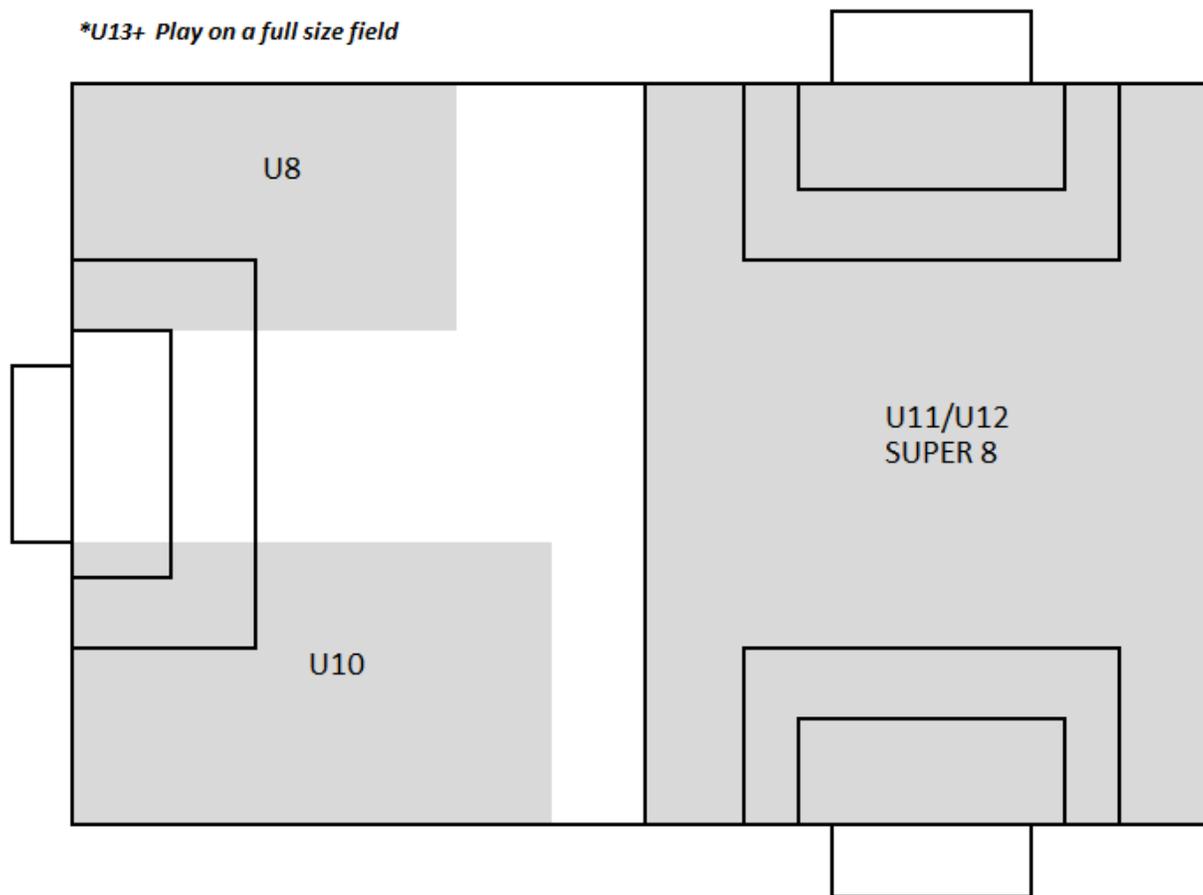
*U12 teams and lower who need extra players can borrow players from any team equal/younger than the age level they are at without the use of a permit. This can be done on game day if required.

RULES OF THE GAME

Law 1 - The Field of Play:

U8- U12 age levels will play on various field sizes....U13+ play full field

**U13+ Play on a full size field*



Law 2 - The Ball

Please refer to the chart below for specific ball size per level.

Law 3 - The number of players

	# of players	Ball	Coach on Field	Referee	Duration	Corner Kicks	Throw-Ins	Retreat Line	Offsides
U6	n/a	Size 3	n/a	n/a	n/a	n/a	n/a	n/a	n/a
U8	LIONS/LAMBS	Size 3	if needed	YES	2 x 20 min	YES	NO	1/2 way	NO
U10	6 v 6 (5 + GK)	Size 4	no	YES	2 x 25 min	YES	NO	1/4 way	NO
U11	8 v 8 (7 + GK)	Size 4	no	YES	2 x 30 min	YES	YES	CONES	attacking 1/3
U12	8 v 8 (7 + GK)	Size 4	no	YES	2 x 30 min	YES	YES	CONES	attacking 1/3
U13	11 v 11 (10 + GK)	Size 4	no	YES	2 x 35 min	YES	YES	CONES	Center Line
U14	11 v 11 (10 + GK)	Size 5	no	YES	2 x 35 min	YES	YES	NO	Center Line
U15	11 v 11 (10 + GK)	Size 5	no	YES	2 x 40 min	YES	YES	NO	Center Line
U16	11 v 11 (10 + GK)	Size 5	no	YES	2 x 40 min	YES	YES	NO	Center Line
U17	11 v 11 (10 + GK)	Size 5	no	YES	2 x 45 min	YES	YES	NO	Center Line
U18	11 v 11 (10 + GK)	Size 5	no	YES	2 x 45 min	YES	YES	NO	Center Line

U8 - LIONS/LAMBS

On game days U8 squads split their teams into two smaller groups and will play two games at the same time on different fields.

One of your groups will consist of your stronger player (LIONS).

The other groups will be comprised of your weaker players (LAMBS).

On one field each teams LIONS play each other....on the other field each teams LAMBS play each other.
Games will be played 4 v 4 (3+GK)

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Law 4 - The Players Equipment

Mandatory equipment provided by the club

JERSEY: An extra shirt or jacket may be worn under the jersey.

*Goalkeepers must wear a jersey/pinnie that is a different colour from the players and referees

SHORTS: Long pants or tights are also allowed at younger ages (U8 and U10)

SOCKS: Must be worn over the shin guard

Mandatory equipment not provided by the club:

FOOTWARE: Cleats for outdoor games

SHIN-GUARDS: to help prevent injury

Dangerous Equipment

Players must not wear or use any equipment which might be dangerous to themselves or their opponents.

Necklaces, watches, bracelets, earrings, rings, hats with visors (ball caps), hoodies (with hood over the head) etc...

MUST be removed.

Law 5 - The Referee

The referee has complete authority over the match. Only the referee will make decisions (field conditions, infractions etc...).

Any harassment of referees MUST be reported to the club for possible disciplinary action.

Team officials (coaches and managers) are responsible for the actions of their parents and spectators on the sidelines.

Law 6 - The Assistant Referee

One assistant referee must be provided for each game by each team (home and away).

An assistant referee course is provided at the start of the season for all parents who wish to attend.

Parents who want to submit volunteer hours as an assistant referee can only claim them if they have taken this course.

Law 7 - The Duration of the Match

Please refer to the chart above for specific game lengths. Half times are 5 minutes. Teams switch ends at half-time.

Law 8 - The Start and Re-Start of Play

The referee will determine who has kick-off by calling a team captain to the centre before the game starts (rock-paper-scissors etc...)

The ball is in play when it is touched and moves in any direction. If the kicker touches the ball a 2nd time after it is in play but before it has touched another player an indirect free kick is awarded to the opposing team. A goal cannot be scored directly from the kick-off as all kick-offs are indirect.

Law 9 - The Ball In and Out of Play

The ball is considered out of play when either the whole ball has crossed the whole line on the ground or in the air...

OR...whenever the ref indicates that an infringement has occurred or a goal scored

Law 10 - The Method of Scoring

A goal is scored when the ball passes completely over the goal line, between the goal posts, under the crossbar and when no infringements of the Laws have been made. Coaches and spectators are not allowed behind the goal areas.

Law 11 - Offside

The offside rule is not in effect for U8 or U10

Super 8 (U11/U12)... the offside rule takes place in the forward third of the field only

Full Field (U13+)...the standard FIFA offside rules are in effect

Law 12 - Fouls and Misconducts

Fouls and misconduct are covered under the FIFA Laws of the Game

Law 13 - Free Kicks

Free kicks are covered under the FIFA Laws of the Game

Law 14 - Penalty Kicks

Penalty kicks are covered under the FIFA Laws of the Game

Law 15 - The Throw-In

Please refer to the chart above for specific age rules for throw-ins. Any throw-in must be taken according to FIFA rules.

U8/U10 - KICK-IN's

When the ball goes out of bounds and into touch on the sideline...the team in possession of the ball will have 5 seconds to kick the ball back into play rather than do a traditional throw-in.

Law 16 - The Goal Kick

Goal kicks will follow the "retreat-line" rule for U8 - U13 ages. U14+ will follow the FIFA Laws of the Game.

RETREAT LINE

When the ball goes over the goal line and into touch for a goal kick...the defending team will fall back to the designated "retreat line". Defending players can only move forward past the retreat line once the ball is received by a teammate OR the ball travel over the retreat line OR the ball leaves the field of play. If a team chooses to play quickly they can. The ball will be in play as soon as it leaves the goal area regardless of the opposing team's position.

*For U8/U10 *The retreat line is not in effect when the goalie makes a save...as it is considered a "live" ball...however if one team is clearly stronger than the other and it is in the best interest of the players on the field...in the appreciation of good sportsmanship... have your players abide by the retreat line rule as needed.*

Law 17 - The Corner Kick

Corner kicks will follow FIFA Laws of the Game

Club Technical Program

The Gold and Silver teams will be involved and have access to the Technical staff and programming. Teams will receive visits from the Club TD and/or staff. This will occur on a semi-regular basis. The team will be informed by email or phone of upcoming visits. There will also be a working schedule so that the team coaches are well aware of when staff will be with the team.

Areas of Focus:

- Technical abilities of players
- Position specific training

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- Technical/Tactical instruction for coaches, players and teams
- Seasonal directives
- Cup preparation

The club staff will also encourage and expect players, coaches, and subsequently, teams to promote player-playing opportunities. As such there will be times when the TD looks to promote players to a higher level of play. This will be done in conjunction with the team coaches. Optimally, we will have players train with the older, or advanced team before playing, but circumstances dictate that players will at times have playing opportunities granted before training commences. As these are club players we seek not to own, but to provide the players with every opportunity to succeed in *'their'* sport.

Super 8s and Minis (House League)

A Technical program schedule with staff visits for our U8-12s will be forthcoming shortly. The program will predominantly be run out of Blue Heron (BH). The sessions for the earlier season will be run by PFC staff, and support from our team coaches. You are needed there to help organize the players, the practice setting, and of course learn and engage with the staff coaches. As the season progresses the staff coach will look for the team coach to run parts or the whole session and provide feedback. The staff coaches will follow the themes of the practice workbook provided, but likely craft some of their own drills and activities.

As a coach of our youngest players you are also receiving a document with practice plans produced by BC Soccer staff. These are meant as a template, weekly session organizer, and resource to ensure you are coaching appropriate topics for the developing player.