



**CRYSA**  
**Operations Manual**  
**for**  
**Coaches and Volunteers**

**2022**

# TABLE OF CONTENTS

Introduction.....	2
Mission Statement.....	2
Overview of the Organization .....	3
Directors and Areas of Responsibility.....	3
Overview of the Programs .....	4
Development League Format.....	4
Schedule of Programs and Training .....	5
Season Activities and Events .....	5
Awards.....	7
Facilities.....	7
Field Availability, Closure, Scheduling.....	7
Goal Posts.....	8
Equipment and Kit (Apparel) .....	8
Risk Management.....	11
Behavior Expectations.....	12
Safety and First Aid .....	12
Insurance Coverage .....	14
Coaching Philosophy.....	14
Coaching Techniques.....	15
Preparation and Organization of a Training Session .....	16
Summary of Coach Responsibilities and Duties.....	17
Appendix A – Long-Term Player Development (LTPD).....	18
Appendix B – CRYSA Development League Format.....	19
Appendix C – Retreat Line U9-U12 Mini Soccer.....	20
Appendix D – Rules of the Game.....	21
Appendix E – Site Map.....	22
Appendix F – Cermaq Community Field Keypad Procedure.....	23
Appendix G – Behavior Expectations – Players.....	24
Appendix G – Behavior Expectations – Parents/Guardians.....	26
Appendix G – Behavior Expectations – Coaches, Managers and Trainers.....	28

## INTRODUCTION

The Campbell River Youth Soccer Association (CRYSA) is a sporting organization in Campbell River that delivers a broad array of soccer programs for children ages four to eighteen throughout the year.

We operate under a mandate which is inclusive and ensures all kids are able to play. This is attained by managing our policies and resources well.

Teamwork, fair play, sportsmanship, and leadership are at the core of our programs. Part of our mandate is to teach the beautiful game of soccer to our children in a way which will help them to grow as individuals as well as athletes. These programs are designed to accommodate all skill levels from the social soccer player to the highly motivated and skilled player.

Our programs train players, coaches, referees, and parents/guardians about soccer and sport in general. These programs are overseen by a volunteer board/executive and are delivered by a group of dedicated volunteers and paid contractors. The technical side of soccer is overseen by our Technical Director.

The purpose of this document is to introduce all participants to the Campbell River Youth Soccer Association. It outlines the Association's guidelines and procedures (**bolded** and *italicized*) on various topics related to coaching and/or volunteering and provides connections to CRYSA'S website ([www.crysa.bc.ca](http://www.crysa.bc.ca)) which offers information on its policies and bylaws, programming, schedules, field closures, and club operations.

## CAMPBELL RIVER YOUTH SOCCER ASSOCIATION MISSION STATEMENT

*Our Mission is to promote, develop, encourage and educate young players in soccer by providing an environment which fosters the enjoyment of the sport along with team spirit, sportsmanship, fair play and which affords all players the opportunity to reach their full potential. To achieve our goal we shall endeavor to provide education, training and leadership to our volunteers as we strive to reach the highest standards in amateur sport within our community.*

## OVERVIEW OF THE ORGANIZATION

The Campbell River Youth Soccer Association (CRYSA) is an incorporated association with an executive and board of directors. CRYSA is governed by its' Directors who meet minimum once per month. CRYSA is governed by the Upper Island Soccer Association. BC Soccer Association oversees all soccer activities in British Columbia.

## DIRECTORS AND AREAS OF RESPONSIBILITY

The duties of organizing Campbell River Youth Soccer are shared amongst the Executive, Directors, Administrator, Technical Director and Division Managers.

### **Executive:**

President  
Past President (non-voting)  
Vice President  
Secretary  
Treasurer

### **Committees:**

Awards  
Discipline

### **Directors of:**

Accelerated Programs  
Apparel  
Clubhouse Operations  
Development Programs  
Equipment  
Events  
Head Referee / Field Coordinator  
Social Media  
Sponsorship/Fundraising  
Volunteers

Detailed "Roles and Responsibilities" are available on the website ([www.crysa.bc.ca](http://www.crysa.bc.ca)) under the Directors tab.

### **Administrator:**

The Administrator is CRYSA's manager and coordinator for all soccer activities. The Administrator is primarily responsible to the CRYSA Executive, and also works with the Directors, Technical Director (TD), Coaches, Volunteers, Members, Players and external entities.

### **Technical Director / Head Coach:**

The TD is responsible for developing and implementing the CRYSA Curriculum and delivery of summer camps and academy programs. The TD is primarily responsible to the CRYSA Executive and works with the Directors of Development and Accelerated Programs, Division Managers, the Administrator, Coaches and Athletes to build playing skills and habits that develop the athlete holistically.

### **Division Manager:**

The Division Managers work with the TD, Coaches and Director of Development to ensure delivery of CRYSA curriculum and programs.

## **OVERVIEW OF THE PROGRAMS**

### **DEVELOPMENT LEAGUE (TOTS through U12) (Tier 4)**

The Development league follows the Long Term Player Development model (Appendix A) in these age groups:

Active Start "First Kicks" (U4-U6)

Fundamentals "Fun With the Ball" (U7-U9)

Learn to Train "The Golden Age of Learning" (U10-12)

### **UNDER 13 – UNDER 18 DEVELOPMENT LEAGUE (U13 – U18) (Tier 4)**

The players in this age bracket may play in combined age groups depending on registration numbers. Refer to registration for details.

### **UNDER 12 and UNDER 13 SUPER 8 (Tier 3)**

These development teams prepare players for the Rep League. This league plays games on Saturday and/or Sunday and requires traveling. The season runs from early September to March. Tryout camps for all age groups are usually held in the Spring.

### **PACIFIC DEVELOPMENT LEAGUE (REP) (UISA LEAGUE PLAY) (Tier 3)**

This league includes Under 14 to Under 18 boys and girls teams. This league plays games on Saturday and/or Sunday and requires traveling. The season runs from early September to March. Tryout camps for all age groups are usually held in the Spring. Age groups may interlock with Lower Island Soccer Association (LISA)

### **UPPER ISLAND SOCCER ASSOCIATION (UISA)**

CRYSA is governed by the Upper Island Soccer Association (UISA). UISA is comprised of clubs from Ladysmith, Gabriola, Nanaimo, Port Alberni, Parksville, Comox Valley, Powell River and Campbell River. UISA governs all soccer activities from U12 to U18. The BC Soccer Association is the overall governing body with UISA representing CRYSA interests in the BC Soccer Association.

## **DEVELOPMENT LEAGUE FORMAT**

At "Appendix B" there is an overview of CRYSA's Development League Format. It contains information, by Division, on Game Format, Playing Time, Field Size, Retreat Line, Referee, Ball Size, and Goal size. Following this information, at "Appendix C" is information on the Retreat Line. "Appendix D" shows Rules of the Game that will be followed.

## SCHEDULE OF PROGRAMS AND TRAINING

**FALL DEVELOPMENT LEAGUE** – September to December ~ 10 weeks (no long weekend play).

**REP SEASON** – UISA League Play – September to March

**FALL ACADEMY** – September through December ~ 8 weeks – U9 and up.

**BREAK** – Mid December to Mid January.

**FUTSAL** – January to March – usually 10 weeks – Friday Nights.

**SPRING ACADEMY** – April through June ~ 8 weeks – U9 and up.

**SPRING DEVELOPMENT LEAGUE** – April to June, 10 weeks (no long weekend play).

**SUMMER CAMPS** – Dates and age groups to be determined annually.

## SEASON ACTIVITIES & EVENTS

### ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) is a meeting held in July to elect a Board of Directors and inform our members of previous and future activities. It is an opportunity to review fiscal information from the past year and begin to consider and plan for the upcoming seasons.

### MINI WORLD CUP

The Mini World Cup is a fun tournament for U8 – U10 teams. The Mini World Cup is rotated through UISA communities each year. It is a weekend long tournament held in May. It is open to all players of any skill level. Registration is held 60 to 90 days prior to the event. Participation is coach driven, CRYSA sponsored, and follows the “**Fundraising**”, “**Sponsorship**”, “**Travel and Tournament Assistance**” **Policies**.

### WIND UP DAY

A Wind-Up Day occurs at the conclusion of the Fall and Spring season. The format and timing of Wind-Up Day varies from year to year and division to division.

### FUNDRAISERS

The CRYSA Board of Directors will review Club fundraiser options throughout the year and ensure effective communications with all players and parents/guardians in support of the event(s). All proceeds are to be directed towards the operational costs of CRYSA. All other fundraising must adhere to the “**CRYSA Fundraising Policy**”.

### PHOTOGRAPHS

Team and individual photographs take place in both Fall and Spring seasons. Advance notice will be given. Coaches are advised that if they cannot attend the scheduled photo session to make alternate arrangements with the Administrator. Coaches will notify their players and have them in attendance suitably uniformed. Both teams and individual photographs are provided to players at a small cost, but are not mandatory. Please keep in mind, even if players are not purchasing photos it is important the athlete participates in the team photo. Team photographs are given to sponsors and are kept in files at the clubhouse.

## AWARDS

CRYSA acknowledges its valued volunteers and the achievements by any player registered with CRYSA. “**Nomination Forms**” are available on the CRYSA website. Awards and certificates of appreciation are awarded to those selected by the CRYSA Awards Committee at a ceremony held prior to the AGM in July.

The awards distributed include:

1. **The Marthinsen Cup** recognizes the years of devotion and service provided to CRYSA by both Trig and Zula Marthinsen. The Marthinsen's were instrumental in the development of CRYSA and spearheaded the building of the clubhouse. The Award is presented to a deserving player who exhibits the following qualities: sportsmanship, dependability, leadership, academics and progression of skills. The players length of involvement in youth soccer and participation in league activities such as coaching and refereeing are also important.
2. **The Herbert Hall Memorial Trophy** is in memory of Herbert Hall who died in 1988. During his lifetime Herbert Hall devoted much time and energy to youth soccer. The Memorial Trophy is given to the person the Board of Directors feels has done the most to further youth soccer for the year. This may be given to a player, coach, parent, referee, director or any other person dedicating service to youth soccer.
3. **The Desmond Caldwell Trophy** is awarded to a player who excels in goal keeping. This trophy is in memory of Desmond Caldwell who lost his life in an airplane accident.
4. **The Barb Stewart Trophy** named in her memory is awarded for the outstanding volunteer.
5. **The Steve Marshall Cup** was donated by Ernie Alberty and Neil Van Ierland and is awarded to the most valuable female player.
6. **The Jim Humphries Tug and Barge Trophy** is awarded to the most inspirational female player.
7. **The Dick Button Memorial Trophy** is awarded to the most improved youth referee.
8. **The Malcolm Cowie Memorial Trophy** is awarded to the referee of the year.
9. **The Farren Cup** is awarded each year to the most valuable male player.
10. **The Stephan Stock Memorial Trophy** is awarded each year to the most inspirational male player.
11. **The Beth Hamilton Award** is awarded to the most inspirational player in spring league soccer.
12. **The Graham Sibley Spirit Award** is awarded to the most outstanding advocate for the improvement of youth soccer and promoted the integrity of the Association in the community.
13. **The Jim Kurbis Memorial Trophy** is awarded to the most improved player. "Jimmy" fully embodied "always believe in yourself and dream large".
14. **The Jerry Smit Memorial Trophy** is awarded to the most outstanding CRYSA Coach in memory of Jerry Smit who sadly passed away in 2020. Jerry enjoyed engaging and working with youth and had a passion for soccer, as a result he was a huge supporter of youth soccer and a true champion of the game. For over a decade Jerry was involved with CRYSA as a Board Member, a Divisional Manager, and coached at both the House and REP levels. The award is presented to the CRYSA coach that best promotes the spirit of soccer through coaching. The award was donated by Jerry's REP team, the CRYSA Thunder.

## FACILITIES

CRYSA utilizes a variety of facilities to run its programs. A “site map” is available at “Appendix E”.

### **CRYSA CLUBHOUSE**

The CRYSA clubhouse is on Merecroft Rd. and houses a meeting room, kitchen, equipment storage and an apparel inventory room. The clubhouse is available for use for team building exercises, team related meetings, etc. and can be booked through the Director of Clubhouse Operations. Rules for use of the meeting room are posted inside the clubhouse.

### **ROTARY COMMUNITY FIELDHOUSE**

The Rotary Community Fieldhouse (Fieldhouse) is located at the SE end of the Cermaq Community Field (turf field). This is a City of Campbell River facility. CRYSA has an office space and a gear storage space for our dedicated use. For CRYSA related activities, we have an arrangement with the City whereby bookings (meeting room and change rooms) can be made through the CRYSA Administrator and must follow our “***Fieldhouse Policy and Procedure***” (which contains rules for the gear storage area as well).

## FIELD AVAILABILITY, CLOSURE, SCHEDULING

The City of Campbell River is responsible for booking all City of Campbell River fields, and School District #72 fields. Game times will be booked by the CRYSA Administrator prior to start of season. The City does not book grass fields for soccer practices. Soccer use of fields (for practice) with ball diamonds are done on a first come/first serve basis, but if the field has been booked for baseball, the baseball user has priority.

Practice times and locations are determined by the CRYSA Administrator in conjunction with Division Managers, Coaches, Director of Development and the Technical Director. Once a schedule has been determined it will be posted to the website by the CRYSA Administrator for general knowledge.

**Field closures** are initially the responsibility of the Parks Department. When the Parks Department determines fields are closed (based on their ***Field Closure Guidelines*** that can be found on their website at [www.campbellriver.ca](http://www.campbellriver.ca)), the CRYSA Administrator is contacted and advised accordingly. The Administrator will:

- Send an email to the coaches, Head Referee, and participants affected by the field closure(s) for scheduled games only.
- Post the information to the CRYSA web site

As playing field conditions may change at times when the Parks Department is unavailable to update field status (i.e. after City Hall is closed for the day or weekend), the Head Referee, or Referee, or Coach may decide at game time to cancel the game due to concerns for player safety or damage to the field.



Additional policies, procedures and guidelines that affect field use include “***Air Quality Guidelines***”, “***Lightning Safety***” and “***Extreme Heat Guidelines***”.

In the event a Coach makes changes to practice times, or cancels a practice or game (i.e. field closure), it is the Coach's responsibility to contact the players affected. This will not be done through the Administrator.

## **GOAL POSTS**

**GOALS MUST BE ANCHORED DOWN DURING GAMES AND PRACTICES. IT IS THE RESPONSIBILITY OF COACHES AND REFEREES TO ENSURE THEY ARE ANCHORED DURING GAMES. MOVEMENT OF GOAL POSTS MUST BE DONE, OR SUPERVISED BY, AN ADULT.**

**On grass fields**, CRYSA goal posts are located on most soccer fields and are secured to a stationary fixture with a lock and chain. After removing the lock and moving the goal posts, please make sure that the lock and chain are re-locked to the stationary fixture, otherwise locks and chains are stolen.

**To access the goal posts on the Cermaq Community Field, refer to the Cermaq Community Field Keypad Procedure (“Appendix F”),.**

**For all fields**, please ensure goals are put back and locked up. Unlocked posts may get damaged, but more importantly pose a threat to others who may use the field (i.e. unsupervised users). If posts are not properly put back and securely locked, CRYSA could lose the right to use these facilities.

## **EQUIPMENT AND KIT (Apparel)**

### **Distribution at Start of Each Season**

CRYSA provides the required equipment to its coaches (uniforms/shirts, pinnies, cones, balls, nets, anchors). CRYSA does have additional training equipment available that can be accessed by contacting the Director of Equipment.

### **TOTS, U6 and U7/8 Teams**

T-shirts will be given to each registered participant before the season starts. Information regarding distribution will be sent out prior to season start. T-shirts are for the participants to keep (both Spring and Fall Sessions).

All equipment needed to facilitate the program will be made available to the teams via the Director of Equipment or his/her designate and stored in an assigned room at the Clubhouse.

## **U9/10 and U11/12 Development Teams**

At the beginning of each season, the coaches/managers will be given either a set of sponsored T-shirts or a set of numbered uniforms in a tote. In the case of numbered uniforms, a sheet will accompany the uniforms outlining the numbers given and the size distribution. The uniforms will be distributed by the coach/manager at the beginning of each game and collected at the end of each game. Under NO circumstances will the uniform leave the field with the player. Each team is responsible for maintaining the cleanliness of the uniforms. For washing, uniforms will be washed inside out, in cold or warm water and dried on a low heat setting. Please do not dry the jerseys on a high heat as this destroys the numbers. CRYSA recommends teams identify a parent volunteer that will be responsible for this.

In the event of sponsored T-shirts, each coach /manager will be given a set of T-shirts that will be given out when the team rosters have been finalized (usually second week of season). These T-shirts are for the participants to maintain and keep after the end of season.

A set of pinnies will be assigned to the Coach by the Director of Apparel. Issuance will be recorded to ensure return at end of season. Pinnies are provided in a mesh bag to facilitate storage. Each pinnie bag has 12 pinnies of one color and should be collected at the end of each session. Pinnies should be washed as required.

All equipment needed to facilitate programs will be made available to the teams via the Director of Equipment or his/her designate. Equipment for the U9/10 program will be stored in an assigned room at the Clubhouse. Equipment for the U11/12 program will be stored in assigned lockers at the Fieldhouse. Refer to the “**CRYSA Fieldhouse Policy and Procedure**”.

## **U13/14 and U 15/18 Development Teams**

A set of numbered uniforms will be given to each coach/manager at the beginning of both the Fall and Spring season in a tote. A sheet will accompany the uniforms outlining the numbers given and the size distribution. The uniforms will be distributed at the beginning of each game and collected at the end of each game. Under NO circumstances will the uniform leave the field with the player. Each team is responsible for maintaining the cleanliness of the uniforms. For washing, uniforms will be washed inside out, in cold or warm water and dried on a low heat setting. Please do not dry the uniform on a high heat as this destroys the numbers. CRYSA recommends teams identify a parent volunteer that will be responsible for this.

A set of pinnies will be assigned to the Coach by the Director of Apparel. Issuance will be recorded to ensure return at end of season. Pinnies are provided in a mesh bag to facilitate storage. Each pinnie bag has 12 pinnies of one color and should be collected at the end of each session. Pinnies should be washed as required.

All equipment needed to facilitate these programs will be made available to the teams via the Director of Equipment or his/her designate and stored in assigned lockers at the Fieldhouse. Refer to the “**CRYSA Fieldhouse Policy and Procedure**”.

## **Rep Team (Tier 3) Uniforms and Kits**

A set of numbered uniforms will be provided to each coach/manager at the beginning of both the Fall and Spring season in a tote. A sheet will accompany the uniforms outlining the numbers given and the size distribution. The uniforms will be distributed at the beginning of each game and collected at the end of each game. Under NO circumstances will the uniform leave the field with the player. Each team is responsible for maintaining the cleanliness of the uniforms. For washing, uniforms will be washed inside out, in cold or warm water and dried on a low heat setting. Please do not dry the uniforms on a high heat as this destroys the numbers. CRYSA recommends teams identify a parent volunteer that will be responsible for this.

In order to maintain consistency in the "branding" of our rep teams, the provisions in the "**CRYSA Tier III Policy and Procedures Manual**" and the "**Rep Apparel Policy and Procedure**" will be followed.

When Rep Team rosters are finalized, arrangements will be made to properly size all players (sample kit with range of sizes will be provided. Fees for Kit items will be due prior to ordering or receiving items. Teams that choose to fundraise to offset the costs of the teams' kits may do so following the "**CRYSA Fundraising and Sponsorship Policies**".

A set of pinnies will be assigned to the Coach by the Director of Apparel. Issuance will be recorded to ensure return at end of season. Pinnies are provided in a mesh bag to facilitate storage. Each pinnie bag has 12 pinnies of one color and should be collected at the end of each session. Pinnies should be washed as required.

Prior to the start of the season all coaches will receive their uniforms and equipment at the designated coaches meeting. Teams will be assigned a cage in the Fieldhouse. Corner flags, ladders, benches, tents agility sticks etc. are available in the communal gear storage area in the Fieldhouse. upon request. Each coach / manager is responsible for the equipment she or he receives.

## **End of Season**

All coaches are responsible for ensuring the return of all equipment following the soccer wind-up. It is essential that ALL equipment is handed in at the designated times so that the inventory can be tallied, reassessed and orders placed. If your equipment is defective or needs replacement through the season, please contact the Director of Equipment.

## RISK MANAGEMENT

CRYSA is committed to providing a safe environment for players and volunteers. Our policies and procedures are designed to protect our children from exposure to unnecessary risks to their health and safety.

### **Criminal Record Check**

In accordance with the BC Soccer Risk Management Policy and CRYSA's "***Criminal Record Check Policy and Procedure***", all volunteers that have direct or indirect contact with players or parents/guardians (i.e. Coaches, Assistant Coaches, Managers etc.), and Directors (Applicants), **must** complete a Criminal Record Check (CRC). Applications for a CRC must be submitted within the first two (2) weeks of the start of the season or accepting a position within CRYSA. Any Applicant failing to comply with these deadlines will be automatically removed from their position and will be notified by CRYSA. If there are fees associated with completing a CRC, CRYSA will reimburse the applicant.

Coaches are encouraged to **always** have another responsible adult present at all games, practices and other CRYSA activities. This gives added protection to the players and protects the coach and volunteers from unjustified complaints. CRYSA endorses the presence of a female adult if there are female players and an all-male coaching staff. Please ensure that you do not turn your responsibilities over to an unscreened individual.

### **Additional Player Safety**

CRYSA maintains additional policies and procedures that ensure player safety. These include:

- ***"Respect in Sport"***
- ***"Rule of Two"***
- ***"Child Sexual Abuse Protocol"***
- ***"Canadian Soccer Guidelines for Adults Interacting With Child In Sport"***
- ***"CRYSA Code of Conduct to Protect Children in Sport"***
- ***"CRYSA Internal Guideline for Accessibility and Inclusion"***

### **Discipline**

The purpose of CRYSA's "***Discipline Policy***" is to ensure the conduct of players, coaches, referees, parents and other volunteers, who are involved in any soccer activity (games, practices, fundraisers, travel, team socials, etc.) are in accordance with our Mission Statement and enhance the safety of all.

Misconduct can involve coaches, players, referees, parents or spectators. It may take the form of abusive language, rude gestures, refusal to obey rules and guidelines, refusal to follow a coaches direction, fighting or intent to injure. Whatever the form of misconduct, it is to be reported to the Chair of the Discipline Committee via the Administrator Reports to the Chair of the Disciplinary Committee should include names, dates, times, witnesses, and reasonable detail of the incident causing the report. The Chair and the Discipline Committee will deal with incidents on an individual basis. (Refer to the "***Policy For CRYSA Discipline Committee Procedures***".

### **Drugs and Alcohol**

The use of and/or possession of drugs and/or alcohol shall not be tolerated in any activity associated with Youth Soccer. Breaches of this rule shall be dealt with on an individual basis by the Discipline Committee.

### **Smoking/Vaping**

Smoking cigarettes or vaping on school property is prohibited. Under the new school bylaws, individuals caught smoking on school property may be fined if caught by an enforcement officer.

### **Three Strike Rule**

The Three Strike Rule applies to players, coaches, parents and directors. If the conduct of a player is inappropriate and a coach is unable to deal with that player, the coach may institute the Three Strike Rule. The player is given formal notice that his/her behavior is unacceptable. A letter is sent out to initiate the First Strike. If he/she is given a Second Strike notice due to their unacceptable behavior, a second formal letter is sent out in which they must appear in front of the Discipline Committee and hear the case against them. If a Third Strike is issued the player is notified in writing that his/her membership with our association is terminated. He/she will be suspended from all Youth Soccer activities without refund of registration fees. The Three Strike Rule also applies to coaches, parents and directors.

## **BEHAVIOR EXPECTATIONS**

In keeping with our Codes of Conduct, CRYSA has developed the following "Behavior Expectations" encompassing CRYSA beliefs, and Player, Parent/Guardian, and Coach/Manager/Trainer expectations (refer to Appendix G). CRYSA expects this information to be reviewed and communicated throughout the organization, inclusive of "sign-offs" where appropriate.

## **SAFETY AND FIRST AID**

Coaches are the adult person in charge of players at practices, at games and out of town travel to and from games. They have accepted the role of supervisor by coaching and are therefore responsible for players' safety. This includes a legal obligation. Please don't be apprehensive about legal obligation. The law expects coaches to act with reasonable care in the circumstances. They also have insurance protection through CRYSA. Parent helpers and other volunteers are also covered. Here are some simple guidelines:

1. First, make all reasonable effort to prevent injuries from happening. This includes checking out the play area before it is used. Please remedy any hazardous and/or dangerous situation before allowing play to begin. Check that all goals in use are anchored.
2. Plan and supervise the players' activities responsibly. Don't allow the children to conduct themselves in a manner likely to endanger others. Young players can and often will get into hazardous situations if left unsupervised.

3. Part of supervision requires making sure the children get home from the games and practices. It is the **parents/guardian's** responsibility to get their children to and from games and practices or make alternate arrangements. However, there are times when the parent fails to show up in a timely fashion, **do not leave the child unattended**. Either wait with the child or make arrangements for his/her safe return home.

**Please notify the parents/guardians of your policy at the start of the season regarding this issue.**

4. Check to ensure that equipment including players' is in good condition. Outline in parent meetings what proper soccer attire and equipment is and about the importance of being hydrated. This may require occasional check ins and reminders at the beginning of practices and games.
5. Every team is required to have contact information including important medical information recorded for each player. This information should be on hand at all times.
6. Be prepared for an emergency. Have a cell phone available. In cases of potential head, and neck injuries call **911**.
7. **Know your limits**. Don't attempt treatment if unqualified. Often there is someone around with first aid training. If not sure of the seriousness of the injury, treat it as a serious injury. If in doubt call 911.
8. **Be over cautious about injuries**. Don't encourage or **allow** a player to return to the field if he/she is injured. Notify parents/guardians of any injuries, particularly any head injuries which occur in games or practices.
9. A blow to the head or body may cause a concussion. Refer to CRYSA's "**Concussion Policy and Procedure**", the "**Canadian Soccer Concussion Guideline**", and the "**Concussion Awareness Tool**" and educate yourself on this very serious situation.
10. Encourage parents/guardians to be at games and practices. This needs to be enforced and is especially appropriate for the younger age groups.
11. Please follow through on injuries of any player. If in the event of a serious incident, you are required **to fill in an Injury Report Form** found on the web site and in the "**Concussion Policy and Procedure**".

## INSURANCE COVERAGE

Third Party Insurance is provided if you are a coach, manager, volunteer, official, player or Director while acting within the scope of their duties on behalf of CRYSA. This means that if someone is injured, or there is damage to property of others, the insurance will pay all legal costs plus any judgment rendered up to five million dollars (subject to policy provisions).

Coaches and players are also covered for accidental injuries occurring in soccer activities. If a player suffers a serious injury, please report it to the Administrator immediately and follow up with an incident report.

Please remember **unregistered players are not insured**. Insurance coverage ends at the end of the season and Cup play unless still involved with sanctioned activities.

## COACHING PHILOSOPHY

CRYSA's coaching philosophy provides a positive learning environment. Many of the coaching activities, exercises and games have their origins from street soccer, providing children an opportunity to play soccer for the love of the game and the pleasure it brings them. Added pressure placed on young children, to win at all costs, puts an over emphasis on short term achievements. For some, this added pressure from adults can reduce the joy of participating and being part of a team, club and possibly the larger soccer community. This can be enhanced by codes of conduct by adults and players.

<u>Code of Conduct - Adults</u>	<u>Code of Conduct - Players</u>
<p>Coaches and parents/guardians attending games should:</p> <ul style="list-style-type: none"><li>• Give positive feedback</li><li>• Be patient</li><li>• Ensure evenly matched games</li><li>• Emphasize good behavior and sportsmanship</li><li>• Be supportive of good play from both teams.</li></ul> <p>Coaches and parents/guardians should not:</p> <ul style="list-style-type: none"><li>• Shout abuse</li><li>• Emphasize results</li></ul>	<p>Children should be encouraged to:</p> <ul style="list-style-type: none"><li>• Display fair play and sportsmanship at all times</li><li>• Shake hands with the opposition after the game</li><li>• Accept the match supervisor's decision</li><li>• Play to the best of their ability</li><li>• Experiment with skills and moves</li><li>• Have fun</li></ul>

## COACHING TECHNIQUES

In order to maximize learning coaches should adopt a balanced approach to each coaching situation through question & answer, one on one, and trial & error. Each player may learn differently so ensure you explain your points clearly, demonstrate and let them play the game to make their own decisions. Avoid continually directing the players as they need to make mistakes to grow within the game.

### **Coach Characteristics:**

- Dress like a coach.
- Arrive early for set-up and preparation.
- Be prepared for the task at hand.

**Start Simple.** Proceed from the simple to the difficult. Corrections should be made one at a time, using positive and constructive feedback.

**Maximize Participation.** When children are practicing, give them as many opportunities as possible to repeat the skill. Organize the players into small manageable groups. Avoid long lines as these hinder a child's concentration and can lead to distractions and boredom. Involve all players in practices and games.

### **Demonstration Position.**

- Coach must see every player. Do not speak until all players are in front of you and standing still. Players nearest should crouch down.
- Do not speak into strong wind.
- Players should not be looking into the sun. It is better than that the sun is in the coaches' eyes.
- Speak with authority. Only one person speaks at a time.
- Speak when still. If you are demonstrating, a brief explanation before and after is best.
- Coaching feedback should be clear, emphasizing the positive where possible and observed from outside the activity.

**Active Coach.** Let the game teach the players through game-play. Coach at the appropriate times, not all the time.

**Immobilize all Soccer balls.** When speaking to the children, the coach must have the attention of the whole group. The ball is a distraction and should be still and if necessary, kept out of the reach of players.

**Adapting your Practices.** It is very important the coach continues to re-evaluate how the practice is running, so to provide players the opportunity to progress or regress if necessary. Some examples of adapting activities and exercises:

- Use of different body parts e.g. inside/outside of weaker foot.
- Modify the distances involved.
- Taking more or fewer touches of the ball.



- Increase/decrease time.
- Vary the height of the ball.
- Vary the complexity of the skill (e.g. turning).
- Increase or decrease the number of players involved.

## **PREPARATION AND ORGANIZATION OF A TRAINING SESSION**

Before arriving (CRYSA coaches arrive 15 - 20 minutes early) to training sessions a coach must ask himself:

1. What will be the theme of this practice (i.e. skill development).
2. What do I hope my players will achieve from this practice.
3. How can I make it engaging and fun for all?

It is important that Coaches give structure to the training session, so that young players learn to identify the relationship between linking themed activities and exercises to the game.

When preparing and organizing your training session, consider the following to ensure the quality and effectiveness of each session during the season:

- Use available resources to prepare each training session in advance. Refer to CRYSA Coaches Resources and Curriculum under the Technical Resources tab on the CRYSA Website.
- Pay particular attention to equipment, for instance, that the balls properly inflated (average 9.5 -11 lbs.).
- Ensure warm-up and cool-down activities are carried out as age appropriate.
- Ensure that all players get maximum participation - no one sitting out.
- Show patience and understanding at all times.
- Be aware there may be various skill levels within your group, practices should be adapted accordingly.
- Keep instructions clear, simple, and precise.
- Set realistic targets for the players.

Each training session needs to be tailored to the abilities of the players you are working with. By being well prepared - tailoring the training session becomes much more manageable.

## **SUMMARY OF COACH RESPONSIBILITIES AND DUTIES**

1. Ensure the Administrator and Technical Director has contact details.
2. Possess a team list with team contacts including emails, phone numbers and medical information for each player.
3. Coordinate and participate in a parent meeting prior to the season start to review procedures and expectations and go over coaching philosophy and communication methods. Encourage parents to become familiar with the CRYSA Website (technical resources, policies and procedures, program overview, etc.)
4. Assign a parent Team Manager to assist with the communication and organization of the team throughout the season. Determine the best means of communicating with your parents/guardians.
5. Assign a parent to distribute, collect and wash uniforms where applicable.
6. Assign one or two parents/guardians to be Assistant Coaches. **ALL** regular volunteers must have criminal record check filed with CRYSA. A parent recruited for the activity / day does not require a criminal record check.
7. Access “Program Overviews” and “Technical Resources” on the CRYSA website to find Coaching Resources and the CRYSA Curriculum for your age group. Be familiar with the Coaching, Playing and Practice Habits within the curriculum. There is also information on player roles, and the FIFA11 warm up.
8. Undertake your responsibility to check the fields and follow the guidelines outlined for equipment and goal posts.
9. Anchor goals down and lock up after use.
10. Teach sportsmanship and lead by example.
11. Ensure fair play. Don't overlook breaches of rules.
12. Be inclusive, involve all players.
13. Attend ongoing coach education hosted by the CRYSA. There will also be additional opportunities to receive accreditation.

### **ALWAYS BE POSITIVE WITH YOUR PLAYERS**

Positive encouragement will produce more improvement and better results.

## **APPENDIX A - LONG-TERM PLAYER DEVELOPMENT**

Long-term player development (LTPD) is a program for soccer player development, training, competition, and recovery based on biological age (i.e. physical maturity) rather than chronological age. It is player centered, coach driven, and administration, sport science, and sponsor supported.

### **LTPD:**

- Eliminates gaps in the player development system.
- Guides planning for optimal athlete performance at all stages.
- Provides a framework for program alignment and integration, from volunteer club coaches to national and professional teams.
- Follows scientific principles and practical coaching experiences.

### **Benefits for Players & Parents/Guardians:**

- Better understanding of what makes a good soccer program.
- More players learning at their level and having fun.
- Appropriate game and league structures (e.g. size of balls, goals, field, etc.)
- More opportunity for players to realize their athletic potential.
- More coaches who are knowledgeable in leading safe, effective practices.

### **Benefits for Coaches & Clubs:**

- Information and education on effective coaching and practice methods.
- Guidelines for appropriate game structures.
- Guidelines on appropriate competition levels.
- Established pathways for player development for all levels of ability and ambition.
- Affirmation of best practices for coaches and club administrators.

### **Benefits for All:**

- Competitive behavior is fostered in players, while over-competitive behavior is discouraged in adults (e.g. coaches and parents/guardians).
- Players, parents/guardians, coaches, and administrators understand that players are unique and therefore different in interest and aptitude.
- Players stay involved in the sport throughout their lives (as players, coaches, referees, or club administrators).
- Soccer grows, and lifelong wellness is promoted for players of all ages, genders, and levels of ability and disability.

For more information on Long Term Player Development please visit [www.bcsoccer.net](http://www.bcsoccer.net)

## APPENDIX B – CRYSA DEVELOPMENT LEAGUE FORMAT

<b>Development League Format</b>									
Division	Players Per Team	Game Format	Playing Time(per half)	Field Size BC Soccer	CR Variation	Retreat Line	Referee	Ball Size	Goal Size
Tots	n/a	Active Start	Stations TBD by Coaches	15mx20m	same	No	Coach	3	Pugs
U6	n/a	Modified Active start	Stations TBD by Coaches	15mx20m	20mx30m	No	Coach	3	Pugs
U7/8	n/a	3v3 or 4v4, no goalies	End with 3v3 game w/pugs 4 - 10 min games	20mx30m	20mx30m	No	Coach	4	Pugs
U9/10	10	5v5 or 6v6 w/goalie	No Teams, Kids split at game day 25 min	30mx40m	35mx50m	Yes	Ref	4	12'
U11/12	12	8v8 w/goalie	Group Practice to finish 3v3 or 4v4 with Pug nets 30 min	45mX70m	35mx55m	Yes	Ref	4	17'
U13/14	16 max	8v8 or 11v11 w/goalie	40 min	90mX110	same	Yes	Ref	5	24'
U15/18	18 max	7v7 or 11v11 w/goalie	45 min	90mX110	same	Yes	Ref	5	24'

## **APPENDIX C – RETREAT LINE U9 – U12 MINI SOCCER**

The retreat line initiative is designed to encourage and foster improvements in the following areas of mini soccer:

- Elimination of deliberate high pressure offensive tactics
- Constructive and technical build-up starting in the defensive third of the field
- Building confidence in our young players by allowing them more time and space when receiving a goal kick
- Goalkeepers taking the goal kicks. Note – Any player is allowed to take a goal kick however we want to encourage our goalkeepers to take as many as possible.
- This initiative is for GOAL KICKS ONLY.
- For U9 to U12 Development, the retreat line/offside line is the line marking the attacking 1/3 of the field. Note, however, the offside rule is enforced only in the U11/12 Division.

### **Retreat Line Procedure:**

The Retreat line comes into play when the ball has gone out of play for a goal kick. All opposing players will retreat back behind the offside line / retreat line on the field. The opposing players may not pressure the ball until:

1. The player taking the goal kick has successfully put the ball into play and it is touched by their teammate (on their side of the offside line / retreat line).  
**OR**
2. The ball is played beyond the offside line / retreat line into the middle third of the field.  
**OR**
3. The ball leaves the field of play.

If a team decides to take the goal kick quickly, they are allowed to and the ball will be in play once it leaves the penalty area. The opposition's position on the field will not come into effect.

### **Encroachment of retreat line:**

If the defending team encroaches across the retreat line before the ball is touched by an opposition player then the referee blows the play stopped and issues a re-take of the goal kick.

### **Making the Right Decision:**

At times, the correct pass is a long one, players need to recognize the positions of the opposing team and act accordingly. If there is an opportunity to play quickly to create a counterattack, it should be encouraged. This scenario should be coached in practice so that players learn to make their own decisions in this situation.

## **APPENDIX D – RULES OF THE GAME**

Referees will be supplied for all games starting at U9/10.

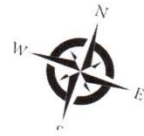
If you, or someone you know, is interested in refereeing please contact the Head Referee to obtain information on clinics and certification.

The referee's decision is final. No criticism **WILL** be expressed to the referee in front of players and spectators. Each coach **MUST** encourage respect for the game officials. If you have a complaint or protest, it may be sent to the Director in charge of referees within 48 hours after the game.

\*Please note that we have unlimited substitution in our league games to allow for maximum participation.

# APPENDIX E – SITE MAP

## CAMPBELL RIVER YOUTH SOCCER ASSOCIATION SITE MAP



## APPENDIX F – CERMAQ COMMUNITY FIELD KEY PAD PROCEDURE

The key box to unlock the goals located on the Cermaq Community Field is located on the East side of the Lacrosse Box.

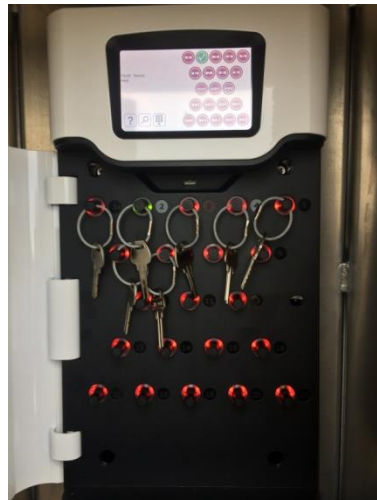
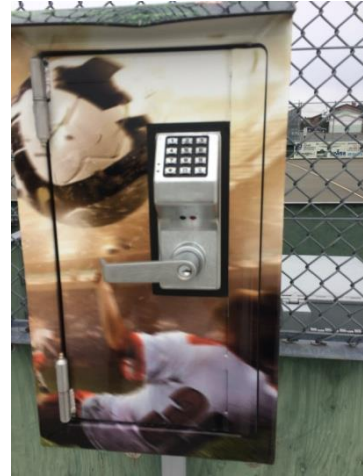
### Procedure to retrieve key and unlock nets:

1. Open the outer box by entering your code and turn handle.
2. The interior box is a touch screen. Do not unplug. If unplugged plug in and wait for it to reboot.



- a. Touch screen to activate;
- b. When prompted type in your code and press enter;
- c. Open door;
- d. Your key location will be highlight on the touch screen and the actual key itself. Press the touch screen key location (green button) to confirm. Once pressed key will be released;
- e. Remove key and close both doors.

3. Once nets are unlocked replace key. This is the only key the code accesses.
4. Repeat procedure to replace key.



### Note:

- CRYSA is responsible for whoever uses the code to open the box. **Do not give code to players.**
- This is the only key CRYSA has access too. So **return immediately after unlocking the goals.**
- If lost there is a \$300 charge to rekey locks.
- The new system in combination with the video surveillance will help identify users who are not maintaining the user agreement. Don't be one of them.



## APPENDIX G – BEHAVIOR EXPECTATIONS

### PLAYERS

1. CRYSA supports a sports environment that is free from drugs, tobacco and alcohol. As a youth player that wants to excel and be dedicated to this team, players will respect that when attending CRYSA events.
2. Players will train and play hard because they want to, rather than because they are forced to. Players are responsible for the effort they give at training. Players must attend training unless sick or injured. Coaches will make decisions based on the choices made by players.
3. Players should ensure that they understand what is being taught during training and what their role is during games. They should constantly seek to implement what is taught in training and should not be afraid to make mistakes doing so.
4. As outlined in the BC Soccer Policies, there is zero tolerance for any form of verbal or physical abuse towards game officials, team officials, players and parents/guardians on and off the field.
5. Players should encourage their teammates. Negative comments will not be tolerated. Players should report any team issues (such as bullying or negativity towards themselves or any other players) to a coach as soon as they arise. Any form of "hazing" or "initiation" activities will result in suspension.
6. If a player has questions about their play or role on the team, they should discuss those issues with a coach between games.
7. As outlined in the BC Soccer Policies, all registered members with the Association are to act in a manner considered by the Board to be in the best interest of the game of soccer or the Association. Off field activities such as negative comments in social networks, texts, emails, websites blogs, correspondence, bullying, gossip, misinformation, intimidation or any other such activity as related to soccer is subject to discipline whether directed at an individual participant, team or impacting the good of the game. Concerns should be brought forward to the coaching staff first and to the steering committee, secondly, if a concern has not been addressed.
8. Players should be fully knowledgeable of the rules of the game.
9. While parents/guardians are responsible for ensuring that players are at the field at the stated time, it is the player's responsibility to be ready to go and to be prepared to train or play when they get to the field. Players must come prepared with gear and water for every training session or game.
10. Players must make good decisions when it comes to their personal health, sleep and nutrition.

11. Players must notify their parents/guardians and coaches of any injuries that they sustain and provide honest updates on their condition. Players must follow a doctor's orders and should work hard to rehabilitate the injury to the best of their ability.
12. Players are required to review CRYSA's Concussion Policy (available on the web site under the Policies tab at <http://crysa.bc.ca>) with their parents/guardians.
13. It is understood that players will conduct themselves in an appropriate and respectful manner while attending practices, league games, any CRYSA event, and tournaments.

***Coming together is a beginning.  
Keeping together is progress.  
Working together is success.***

Understood and agreed to by:

\_\_\_\_\_

Players Name (print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian's name (print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **APPENDIX G – BEHAVIOR EXPECTATIONS**

### **PARENTS / GUARDIANS**

1. CRYSA is designed to develop the players and not for parents/guardians or coaching staff personal gains. Players participate in the sport for their pleasure and benefit, not the parent/guardian.
2. CRYSA supports a sports environment that is free from drugs, tobacco and alcohol. Parents/guardians and players should respect that when attending CRYSA events.
3. Parents/guardians are expected to encourage and support players to train and play hard, rather than forcing them to do so. Parents/guardians are expected to show their enthusiasm by accepting team duties and participate in fundraising activities for the benefit of the players.
4. Parents/guardians should stress that individual effort and improving are the primary goals rather than the outcome of games. They should support and reinforce the implementation of skills and tactics taught at practice into their game play.
5. As outlined in the BC Soccer Policies, there is zero tolerance for any form of verbal or physical abuse towards game officials, team officials, players and parents / guardians on and off the field.
6. Parents/guardians are expected to refrain from coaching from the sideline during games or off the field after games. If there are questions about the son or daughter's role or play, feel free to discuss with a coach between games.
7. Parents/guardians are asked to discuss any team issues with a coach as soon as they arise. If it is an issue raised by a player, parents/guardians should try to include the player in the process.
8. As outlined in the BC Soccer Policies, all registered members with the Association are to act in a manner considered by the Board to be in the best interest of the game of soccer or the Association. Off field activities such as negative comments in social networks, texts, emails, website blogs, correspondence, bullying, gossip, misinformation, intimidation or any other such activity as related to soccer is subject to discipline whether directed at an individual participant, team or impacting the good of the game. Concerns should be brought forward to the coaching staff first and to the steering committee, secondly, if a concern has not been addressed.
9. Parents/guardians are encouraged to be familiar with the rules of the game.
10. Parents/guardians are responsible for ensuring that players are at the field at the stated time. Parents/guardians should empower players to be responsible for packing their own gear and water for games and training sessions.

11. Parents/guardians are responsible for the player's health including sleep and nutrition. Parents/guardians should actively seek to ensure that their child is rested and ready to train/play.
12. Parents/guardians are required to make themselves familiar with CRYSA's Concussion Policy under the Policies tab at <http://crysa.bc.ca>.
13. Parents/guardians are responsible for obtaining a diagnosis and medical treatment of any injuries sustained by their child. Parents/guardians must provide coaches with this diagnosis and prognosis/treatment for recovery from their physician. It is understood that it is the coach's sole discretion to rest a player due to health issues. Parents/guardians should seek and follow the advice of a physician when determining if their son/daughter is fit to play. Should an injury be sustained the players must have clearance from their physician prior to returning to train or play.
14. Parents/guardians should help to keep their kids' priorities in balance. Players are expected to maintain focus on schoolwork, their team, and other activities. Preventing players from attending training sessions or games should be one of the final measures considered. Parents/guardians understand that players are expected to attend all training sessions or games unless sick or injured.
15. It is understood that the coaching staff will determine if and when the team will travel to tournaments with the expectation that every player will be part of the tournament(s) unless sick or injured.

Understood and agreed to by:

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX G – BEHAVIOR EXPECTATIONS

### COACHES, MANAGER AND TRAINERS

The following has been developed to aid Coaches in achieving a level of behavior, which will allow their athletes in becoming well-rounded, self-confident and productive human beings. Although this code is directed towards the Coach's conduct, it equally applies to other members of the "Team Leadership Staff" (i.e. Managers, Trainers, Equipment Personnel, etc.), hereafter referred to as "Coaches". It is assumed that these people act in co-operation with one and other to construct a suitable environment for the athlete. A completed form will be kept on file with the Campbell River Youth Soccer Association for all Coaches.

Coaches have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of their sport and coaching by:
  - Refraining from public criticism of fellow Coaches, Athletes, Committee Members, Officials, Volunteers, and Members of CRYSA, especially when speaking to the media or recruiting athletes.
  - Abstaining from the use of tobacco while in the presence of his/her Athletes.
  - Abstaining from taking drugs or drinking alcoholic beverages when working with Athletes.
  - Discouraging the use of drugs or alcohol in conjunction with athletic events or victory celebrations at a playing site.
  - Refraining from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the Athletes and educate Athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their Athletes medical and psychological problems. Consider the Athletes future health and well-being as foremost when making decisions regarding an injured Athlete's ability to continue playing or training. If in doubt, sit them out.
6. Recognize and accept when to refer Athletes to other Coaches or sport specialists or allow Athlete's goals to take precedence over their own.
7. Follow the annual training, competitive programs, rules, policies (including the Concussion Policy available on the web site under the Policies tab at <http://crysa.bc.ca>), and the responsibilities of the Coach, Trainer, Manager, and other Team Volunteers.

8. Regularly seek ways of increasing professional development and self-awareness.
9. Treat opponents and Officials with due respect, both in victory and defeat, and encourage Athletes to act accordingly. Actively encourage Athletes to uphold the rules of their sport and the spirit of such rules.
10. In the case of minors, communicate and co-operate with the Athlete's parents and legal guardians, involving them in management decisions pertaining to their child's development.
11. Be aware of the many pressures placed on Athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives, and conducting practices and games in the manner so as to allow optimum success.
12. Maintain proper supervision both on and off the field including supervision in school gyms at practices.
13. Maintain control of all equipment that has been issued to you; ensure that it is in good shape and safe for the players to use.
14. Attend all meetings called by the Divisional Managers or Executive Members.

Coaches must:

1. Ensure the safety of the Athletes with whom they work.
2. Not at any time become intimately and/or sexually involved with their Athletes. This includes requests for sexual favors, or threat of reprisal for the ejection of such requests.
3. Respect the Athlete's dignity. Verbal or physical behaviors that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide underage Athletes with alcohol or encourage its use.
6. Abide by the CRYSA Constitution, policies, procedures, and directives or be subject to disciplinary action.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established.

Name of Coach, Manager or Trainer: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_