



**Douglas Park Soccer Club**  
Coaches Resource Booklet

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## Important Dates

### March/April

Player Evaluations for Divisional Teams (TBA)

### June

Team Affiliation Forms due for U12-U19

### July

Team Affiliation forms due for U12-U19 to be submitted to VYSA

### Early September

U11 team affiliation forms and performance fees due

Equipment distributed to Divisional teams

### Mid September

Equipment distributed to House League Coordinators

Coaching Clinic at Douglas Park—House Team Coaches

Coaching Clinic at Douglas Park—Divisional Team Coaches

Sharing Our Wealth Festival—All Teams Parade at Douglas Park

Referee Clinic at Douglas Park

BC Soccer Grassroots Coaching Clinic

BC Soccer Community Youth and Senior Coaching Clinic

### September 30

Deadline for U11 – U19 Risk Management Forms

### Season Start Dates

1<sup>st</sup> Weekend after Labour Day – first weekend of play for U12-U18 teams

2<sup>nd</sup> Weekend after Labour Day – first weekend of play for U11 teams

2<sup>nd</sup> Weekend after Labour Day – first weekend of play for all House (U6/7-U10) teams

### October 1

Deadline for Photo ID cards

### Thanksgiving

No league games

### October

Team photos (date tba)

### December

Christmas Break (2 weeks)

### January

First weekend after school starts--League play re-commences



## **March**

Before Spring Break - Season wrap-up

## **March 31**

All equipment to be returned to Uniform and Equipment Managers

## **1.0 Douglas Park Soccer Club General Information**

Douglas Park Soccer Club is a nonprofit society, run by volunteers and elected directors. The mission of DP Soccer Club is to organize, promote opportunities and encourage our youth to play soccer in our community at the highest level they are capable.

### **1.1 Philosophy**

The goals of the Douglas Park Soccer Club are to provide opportunities to learn and play soccer and to develop as players. We aim to accomplish these goals by providing our youth a chance to learn the game of soccer in a positive, fun, and encouraging environment.

We follow the BC Soccer philosophy that children go through a progression from first learning to love the game of soccer, to wanting to learn the techniques, to wanting to be competitive as they progress toward divisional play. We believe that better soccer is more fun, so players are given opportunities to develop their skills. In order to better accomplish this task the Club encourages all coaches to emphasize ball mastery skills for each player as the foundation of soccer education.

In house league children are to have equal playing time and to play all positions on teams. Teams are as much as possible to be balanced until 8 aside multi-district play begins. We want to provide opportunities for all children to reach their full potential as soccer players.

We believe at all times that our Coaches are to be models of good sportsmanship, language, and behaviour. Coaches are expected to promote individual skill development, effort, commitment, and teamwork. Through their involvement in team sports such as soccer, our children develop sportsmanship, fitness, health, leadership, confidence, commitment, and understand the benefits of teamwork.

### **1.2 Soccer Fields**

Douglas Park has one full size field for Divisional play, as well as 2 mini-fields, 1 eight-a-side field and micro fields.

## **2.0 Soccer League Organization**



## 2.1 Age Categories

The B.C. Soccer Association has adopted January 1 to December 31 birth date categories. Different levels of play are referred to as U-18, U-17, etc, meaning Under-18, Under-17, etc. A maximum of 18 players may be registered for each divisional team (i.e. U11 to U16), a maximum of 20 players for U17 and U18 and a maximum of 12 players for each team playing mini (or House League) soccer (i.e. U7 to U10).

The B.C. Soccer Association does not allow boys or girls to play down (on a younger team) in any age category under any circumstances. In unusual circumstances, Douglas Park Soccer will arrange for a player to play up (on an older team) on House teams, provided specific approval and assessment by the Clubs' Head Coach. (See 4.2 Underage Player Policy)

Age Category	Game Type	Ball Size	Game Length
U18	11-aside	5	2 x 45 min
U17	11-aside	5	2 x 45 min
U16	11-aside	5	2 x 45 min
U15	11-aside	5	2 x 40 min
U14	11-aside	4	2 x 35 min
U13	11-aside	4	2 x 35 min
U12	8-aside	4	2 x 30 min
U11	8-aside	4	2 x 30 min
U10	Mini (7-aside)	4	2 x 25 min
U9	Mini (7-aside)	4	2 x 25 min
U8	Micro (4-aside)	3	2 x 20 min
U6/7	Micro (4-aside)	3	2 x 20 min

## 2.2 Douglas Park Soccer League Structure

Douglas Park Soccer teams are entered to play in the following leagues:

### 4-District League:

This involves boys divisional (**U12-U18**) teams from Vancouver, Richmond, Burnaby, and the North Shore. In some years there may also be teams from Squamish in this league. Travel is required to the nearby suburbs..

### BCCGSL

This involves girls Divisional teams from Vancouver, Richmond, Burnaby, and the North Shore. In some years there may also be teams from Squamish in this league. Travel is required to the nearby suburbs..

### Under 11 League:

Play against other Vancouver clubs. Travel throughout Vancouver.

### House League (U6/7-U10):

Boys – Play against other Douglas Park teams.



## 3.0 Registration Procedures

### 3.1 Team Registration Procedures

All players must register online. See link on [www.douglasparksoccer.ca](http://www.douglasparksoccer.ca)

All players on divisional U-11 to U-18 teams must provide proof of age (copy of birth certificate, baptismal certificate, passport, citizenship card, sworn affidavit, or landing card - no originals please!) in order to be able to compete. Players who have competed in previous years on divisional teams will have a copy of their proof of age already on file with the Vancouver District and are not required to submit it again. However, new players to soccer or to the Vancouver District, and players moving up to U-11 play, must provide this proof of age with their registration fees.

The managers must collect from each player a copy of the player's birth certificate. U11 players must also submit a photo for BC Soccer ID cards by Sept. 1. The managers submit the birth certificates in a package with the uniform deposits to the Coordinator. The Coordinator gives these team packages to the Registrar. Team Affiliation forms for U12-U18 are to be submitted to VYSA by July 1, listing a minimum of 11 players. Coordinators provide a preliminary team list with the names of the players and two email contact people (ideally the coach and manager) The Registrar uses this information to complete the Team Affiliation Form which is a preliminary registration form and is used to schedule games and prepare for the season.

Note that a maximum of 18-20 players may be registered for each divisional team, and a maximum of 12 players for each team playing mini soccer.

### 3.2 Risk Management Forms

All Coaches and Managers must fill out a Risk Management Form each year and submit them to your coordinator. The deadline is September 30th.

### 3.3 Photo Id's (Divisional Only)

Divisional leagues now require photo ID's of players, coaches and managers. These are used as proof of registration and for disciplinary purposes. (Note:- these ID cards must now be available to the referee BEFORE each game. Any ID cards not available for a player means that player will not be permitted to play. Failure to present all cards will result in the forfeiture of the game by the team not producing the cards). These cards are generally good for TWO years and must then be renewed. These apply to Douglas Park Soccer teams as follows:

Player photos should be submitted together with the completed copy of the team registration form to the Registrar (who submits them to the Vancouver District Photo Coordinator).

#### Ideas for getting picture ID that have worked in the past:

- get a team picture, blow it up on a colour xerox and cut out pictures (may need several copies to get individual sizes)
- get the team in uniform (or at least three uniforms at practice) and take pictures of three players at a time - cut out individual pictures
- use school pictures.



## 4.0 Policies and Guidelines

### 4.1 Playing Time Policy

The following guidelines on playing time are dependent on a player's health and on meeting the expectations of the coach regarding attendance at games and practices, thereby having demonstrated a commitment to the team.

#### **House (U6/7-U10) Soccer:**

Players must play a minimum of half a game, each game, with playing time in each half. Playing positions, including goalie, should be regularly rotated. Douglas Park Soccer Club wishes to emphasize the importance of developing interest and skill in goalkeeping.

#### **Divisional (U-11-U-18)**

Playing time is at the coach's discretion. However, all players should play a minimum of half a game, averaged over the season. It is recommended that all players participate in Cup games, but this is not mandatory.

### 4.2 Underage Player Policy

It is the Club's policy that, for the overall benefit of all children involved, players should be strongly encouraged to play at the natural age level for which they qualify. Exceptions are allowed if approved by the Douglas Park Soccer Club Board of Directors. Generally if someone is "playing up" he/she should be one of the better players on the team they are seeking to play with. Underage players are defined as having birth dates after December 31 of the age category for which they are registering to play.

Players should remain in their own age group unless doing so puts them at a significant disadvantage. Having strong players playing with their peer group is beneficial because it raises the level of play within the entire age group, thus contributing to the development of all players and success of their teams. It is also socially beneficial, and assures reasonable uniformity in player size and strength. In age groups where tiering occurs, players in the correct age group should not be denied access to a higher tiered team because of access granted to an underage player, unless the underage player has exceptional ability, generally considered as ranking in the top 1/3 of the team they are seeking to be selected to.

Coaches are not to recruit underage players. Tryouts are "open", so no underage player who attends for evaluations is to be denied access.

The Head Coach or his/her nominee should be involved in the annual evaluations to rank all players trying out for divisional teams, especially those players just starting out in divisional play at U-12, U-13 and U-14 age levels.

Team selections should follow the above guidelines for underage players and those put forward by their umbrella soccer association.

Requests for underage players to be included in an older age group, must be made to the Board of Directors by May 31 for multi-district play. All requests to play-up must be supported with a written recommendation by the Head Coach, and be approved by the Board of Directors.



The following are examples of the matters that may be considered by the Board of Directors as reasonable grounds for approval of a player to “play-up”:

The coordinator of both the correct age category and the age group to which the child is applying support the application because either the player or the other players on the team would be at a disadvantage if the player was to play in their own age group.

If a player joins the Club after all teams in their age group have been formed and no position at the natural age group is available.

As a result of a player assessment or try-out an underage player is considered by the Head Coach to be in the top 1/3 of players on the team to which he/she is seeking placement.

The player’s social maturity, motivation, commitment, and physical maturity are equivalent to the other players on the team to which he/she is seeking placement.

### **4.3 Coaching Qualifications**

Although it is understood and appreciated that all coaches are offering their services on a voluntary basis, Douglas Park Soccer strongly encourages all coaches to obtain the necessary level of coaching expertise. Douglas Park Soccer will reimburse Coaches and Assistant Coaches for the registration fees paid for the achievement of various coaching levels.

The BC Youth Soccer Association has now mandated that coaches require the following coaching levels for their teams to participate in Provincial Cup play:

**“B” Cup:** Require Community Coach – Senior (formerly Level 2 Technical, and Level 1 Theory)

**“A” Cup:** Require Community Coach – Youth & Senior (formerly Level 3 Technical and Level 1 Theory)

### **4.4 Scoring Guidelines for Mini Soccer**

Scores are to be kept for team balancing purposes only.

Mismatched games with a score spread of more than four goals are not acceptable. The team ahead must take immediate and tactful measures to ensure that the playing field is “leveled”. Following are a number of possible strategies:

- Frequent scorers must pass the ball to a teammate.
- Goals can only be scored with the left foot.
- Remove a player from the leading team and/or add a player to the losing team.
- Mix all the players from both teams and play with two new reformed teams.

### **4.5 Referees**

- Refs for U8-U10 games at Douglas Park are provided by Club.
- Referees for (U11 and older) Divisional league games at Gold & Silver levels are provided by VYSA.
- For U11 and U12-U18 Bronze teams and for exhibition games, referees are provided by the Club.





## 4.6 Nets

The last team to use a field must take down the nets and return them to the outside soccer locker. If you do not see another team ready to play, then you are the last team (no matter what time of day it is).

## 4.7 Team Formation Procedures

The Douglas Park Soccer Club is an organization of volunteers. Whether the Club will be able to accommodate player requests to play at Douglas Park may be dependent on the availability of qualified coaches at a certain age levels. The Club is strongly dependent on volunteers to commit in advance to coaching or managing a team or, at higher age levels for the divisional teams to finding persons willing and capable of coaching a team.

The Douglas Park Soccer Club is a member of the Vancouver Youth Soccer Association and of the Vancouver Richmond Girls Soccer Association both of which in turn are affiliated with the B.C. Soccer Association, the Canadian Soccer Association and FIFA. As such, it must comply with the goals, rules and regulations of these associations or face expulsion. There are two directives originating from FIFA which have been adopted throughout Canada at all levels, which apply to team formation at the U7 to U11 level. These are:

If a club has more than one team at one age group, the two or more teams should be balanced and as close to even in skills and athletic ability as possible.

Teams younger than the U-12 age group should not remain together year after year.

Consequently, the Douglas Park Soccer Club has adopted the following policy relative to team formation for non-tiered divisional teams:

Once the Age Group Coordinators are aware which players intend to play the following season, and which parents or other volunteers have undertaken to coach or manage, they are to divide the players into groups of equal talent.

To some extent, the Coordinators should accommodate player requests to play with one very close friend, or who are largely dependent upon other families for transportation to games and practices.

Once these lists have been provided to the Club, the Age Group Coordinator in consultation with the Head Coach will allocate players to each Coach including any children of the coach(es).

### How this applies to each age group:

**Under 7 through Under 10** – At the start of each season the teams for each age group are formed by the Coordinator with advice from the Head Coach. The teams are of approximate similar caliber (select teams are not permitted). Teams are not intended to stay together year after year but are to be realigned at the start of each season. Some exceptions to this are permitted but need approval from the Board of Directors on a recommendation from the Head Coach.

**Under 11** – If there are enough players for more than one team, the teams will be balanced to be of approximate equal caliber. Tryouts for this age group will be held if there are too many players for one team, but not enough for two teams. Tryouts will be conducted by the Head Coach together with whatever



assistance he/she requires from the age group coaches. All Coaches must attend the tryout sessions. A minimum of two (2) sessions must be held by the Head Coach.

**Under 12 through Under 19** – All Gold (Highest Level) and Silver teams must hold tryouts/assessments. The number of tryout sessions is at the discretion of the Coach of these teams. Bronze teams may not require tryouts. Tryouts will only be required at these levels if there are too many candidates for the team who are signed up with the Douglas Park Soccer Club. The number of tryout sessions will be at the discretion of the Head Coach.

By choosing to participate in tryouts/assessments players are assumed to have expressed their interest in playing for the team they are trying out for. Once the tryouts/assessments are complete the Coaches are to keep the ranking of individual players confidential but available to be disclosed to the Board of Directors on request including the individual assessments of those judging the tryouts/assessments. The Coach may ask the players for a further expression of interest in playing for the team they have been selected for. However, no coach may demand a commitment from the player to play for the team they have been selected for until June 1 of the year, by which time the Player should have had an opportunity of trying out for other select teams in the district.

#### **4.8 Soccer Law**

FIFA Laws of the Game are available on the BC Soccer Association website: [www.bcsoccer.net](http://www.bcsoccer.net)

## **5.0 Organizing Your Team**

### **5.1 Start-Up Checklist**

The following are some things to think about or get done as you are organizing your team for the start of the season:

#### **Organize team officials**

Try to get volunteers from your parents to help with coaching, managing the team, telephoning, putting up nets, field lining, bringing water, fund raising, etc. It will pay off later in making the season go more smoothly.

#### **Confirm level of play**

As soon as possible, preferably at the end of the previous season, and before the new season starts, confirm whether your team should play at the Gold, Silver or Bronze levels.

#### **Register your players**

Collect uniform deposits, create photos for ID cards and proof of age where appropriate, and fill in registration forms.

#### **Coaching clinics**

Check if there are coaching clinics available to help you. The Soccer Committee will probably have some planned at the beginning of the season, or check with the District Course Coordinator or the BC Soccer Association. Douglas Park Soccer will re-imburse expenses for pre-approved coaching clinics.



### **Practice fields**

During the winter, indoor times are scheduled at local schools for younger players. Please submit requests for practice times to your coordinator as soon as possible.

The lit fields are used for older players. Scheduling of these times are discussed at Soccer Committee meetings.

### **Uniforms/Equipment**

The equipment manager(s) will contact the coordinators to notify managers when and where uniforms/equipment can be picked up at the start of the season.

At the end of the season, managers are responsible for collecting all shirts and shorts (socks can be kept), bibs, boxes, balls, ball nets, and any other equipment distributed to the team by Douglas Park Soccer. All equipment must be clean and dry for storage over the summer. Include a piece of paper with the team name on it for identification when dropping the equipment off to the equipment manager(s) at the specified place & time.

### **Tournaments**

There are many tournaments that are held throughout the year. Douglas Park teams often participate. Douglas Park Soccer will pay the entry fee for one tournament a team each year. Approval must be obtained prior to entering a Tournament. A list of available tournaments are available from BC Soccer (see the web site [www.soccerbc.com](http://www.soccerbc.com), or phone BC Soccer.

### **Head Coach assistance**

Decide if you would like the advice or help at one of your practices or games and arrange it in advance if possible.

### **Player medical forms**

Medical forms collect information on player's medical plans, doctors and any special health conditions in order to be prepared if an injury occurs and parents can't be easily contacted.

## **5.2 Game Conduct and Responsibilities**

Home teams are responsible for ensuring that the opposing coach knows where and when the game is to be played.

If person in charge of photo ids can't make it to the game, ensure the photo id's get to the game.

Coaches, managers and parents must not lose sight of our objective of encouraging participation and enjoyment of the game of soccer, and that while winning is a good objective; it is not THE only objective.

Good sportsmanship cannot be stressed too much. For example, accept the referee's decisions at all times, discourage foul play and language at all times, and be courteous and gracious to your opposition.

Participants in a sports program often look up to the coach, so remember that you play an important role in building character in the children you coach. Respect the player's dignity, pride, desires and feelings. Present yourself as an example and a model to your players and parents. Coaching ethics are very important to Douglas Park Soccer, and a coach who violates these may be asked to step down.



Make sure your parents maintain a positive attitude at games. Criticism of referees, opposition players, or even your own players should not be tolerated. Any comments should ONLY be directed to the coach of your team who will then decide what action, if any, is appropriate.

**Sportsmanship example:**

If a player on the opposing team is down injured and your team has the ball, one of your players should deliberately kick the ball out of play so that the referee can stop the game and have the player attended to. If you are the with the injured player and the opponents deliberately kicked the ball out of play so that your player could be attended to, it is also good sportsmanship to throw the ball in to a player on the opposing team when play resumes.

**5.3 Expense Reimbursements**

All purchases must be pre-approved by the directors and the Treasurer. Once approved, submit request by filling out a Expenditure & Reimbursement Requisition (found on the website), accompanied by a receipt for any expense incurred, to DPSC Treasurer.

**6.0 Coaching Code of Conduct**

The following is taken from the Coaches Association of British Columbia web site [www.coaches.bc.ca](http://www.coaches.bc.ca)

**Coaching Code of Conduct**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow them to assist their athletes in becoming well-rounded, self confident and productive human beings. All coaches and assistant coaches of Douglas Park Soccer are asked to read and sign a copy of this Code of Conduct. Keep it in your possession for future reference.

**Coaches Have a Responsibility to:**

- Treat everyone fairly, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favorable image of their sport and of coaching.
- Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
- Abstain from the use of tobacco products while in the presence of her/his athletes and discourage their use by athletes.
- Abstain from drinking alcoholic beverages when working with athletes.
- Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.



- 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.
- 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 athletes' ability to continue playing or training.
- Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- Regularly seek ways of increasing professional development and self-awareness.
- 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.
- In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

#### **Coaches Must:**

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and/ or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attached).
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide under age athletes with alcohol.

#### **Definition of Harassment:**

Harassment takes many forms but can generally be defined as behavior including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups or individuals or which creates an uncomfortable environment.

#### **Harassment may include:**

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;



- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault.

## **7.0 Other Resources and where to find them**

Other resources for coaches and members can be found on the Douglas Park Soccer Club Website at [www.douglasparksoccer.ca/resources](http://www.douglasparksoccer.ca/resources)

The following websites also contain important information for coaches:

VYSA (Vancouver Youth Soccer Association) - [www.vysa.ca](http://www.vysa.ca)

BCSA (British Columbia Soccer Association) - [www.bcsoccer.net](http://www.bcsoccer.net)

BCCGSL (British Columbia Coastal Girls Soccer League) - <http://www.bccgsl.ca>

