



MANUAL FOR HOUSE LEAGUE COORDINATORS

PRE-SEASON DUTIES

Online registration will begin on April 1, 2010. It is hoped that most returning players will be registered by May 31st to take advantage of the reduced registration fee. Most players will be registered by the end of June 30th enabling you to do the following at your convenience over the summer. Having said this DPSC believes that all children should have the opportunity to play soccer, therefore where possible coordinators should accommodate late registrants. There are historically a larger number of late registrants for the U6/U7 age groups.

DOUGLAS PARK
SOCCER CLUB

801 West 22nd Ave
Vancouver BC V5Z 1Z8

Tel 604 257 8130
Fax 604 257 8532

www.douglasparksoccer.ca

TEAM FORMATION

1. Obtain THRIVA website, user name and password info from the Registrar. Check to see who is registered. Be alert for players registered under the wrong gender or age group.
2. U8 – U10 Age Group Coordinators will obtain Player Assessment Forms from last season's coaches. U6/7 Age Group Coordinators will form teams based on accommodating friend requests, practice days, etc.
3. Contact players from the previous season who haven't yet registered to confirm whether they plan to re-register & make them aware of the Early Bird discount.
4. Confirm whether or not coaches from the prior season intend to coach this season. Using information from the volunteer list on THRIVA, identify a Coach an Assistant Coach and Manager for each team. If coaches are new to the club it is recommended that they take the grass roots coaching course that the club runs at the start of September and remind returning coaches of the Community Coaching Course being run at the beginning of October.
5. Liaise with coaches to obtain a spot on the gym schedule that suits them. Try and ensure that the practices are spread across nights of the week.
6. Provide following guidance to coaches
 - Current Coaches Manual (on www.douglasparksoccer.ca)
 - The DPSC Head Coach, Steve Weston, will support coaches with practice & game visits, along with player sessions throughout the season.
 - DPSC encourages coaches to take advantage of BC Soccer coaching clinics which will provide them formal coaching credentials.
 - Recommend new coaches attend the grassroots coaching clinic 9am to 12pm on Saturday 10th September. Encourage returning coaches to attend this or the CCC (Community Coach Children's) coaching course 9am to 5pm on Sunday 2nd October.
 - CCY and CCS Coaching clinics will likely be held in June next year at Douglas Park – all coaches should be encouraged to attend. Please refer to the Club's Notice Board for details and registration.

7. Managers

- Find a Manager for each team using THRIVA to identify volunteers. The Manager is an important position – they keep the team organized and helps you communicate with all of the players in the age group – a job description is available on the website.
- Ensure Coaches and Managers are aware of and review the current Managers Manual (on www.douglasparksoccer.ca)

8. VYSA Douglas Park is part of the Vancouver Youth Soccer Association VYSA

- VYSA requires that coaches, managers and co-ordinators have completed a criminal record check. This is done online using MyBackcheck.com. Douglas Park pays for this. This must be done before any practice sessions take place. All co-ordinators will be given a timeline and a spreadsheet to fill in with the volunteers requiring this. The club administrator will send an invitation to these people to complete the check. A registration is required on line and the volunteer must then go to the post office to present identification. This same spreadsheet will be used to register intent to play with VYSA and to provide contact info to the gym co-ordinator.
- VYSA has a policy requires that all **GIRLS TEAMS HAVE AT LEAST 1 FEMALE TEAM OFFICIAL**

9. **FORM BALANCED TEAMS** General Guidelines are

- No more than half of the team should be made up of the players from the previous year - ensuring that players get to experience different teammates and coaches. This risk in not doing this is that when kids are streamed at U11 they will not know the other kids on their team and be comfortable playing with different players.
- Each team should reflect an equal range of skills to create fair competition - use prior season's assessments that rank the players; this helps to keep the teams balanced & competitive. Age Group Coordinators new to U8-U10 positions should seek input from previous Coordinators as a guide to structure teams.
- All players should play in the correct age group. The club has a policy about kids not playing up and tries to use the professional development program to provide support to players who are looking for more of a challenge.

U6/7 & U8 Boys & Girls play micro soccer (4/side) – 8 to 10 players per team

U9 & U10 Boys & Girls play mini soccer (7/side) – 10 players to 12 players per team

10. Send out Preliminary Teams. Download team lists from THRIVA to include names of players, parents' names, phone numbers and email addresses. Distribute lists to team Managers & Coaches.
11. Finalise Teams. In some cases kids will not be able to make the practice time allocated and will need to be swapped.
12. Teams need to be registered with Vancouver Youth Soccer Association, the DPSC registrar does this, but will require you will be given a deadline in mid September and an Excel spreadsheet to provide this information. You can obtain it from THRIVA.
13. Code of Conduct forms for players and parents will be circulated at the start of the season for Coaches and Managers to use in establishing behaviour expectations for the soccer season

UNIFORMS & EQUIPMENT

1. Uniform and equipment distribution takes place in early September – watch for information or contact Douglas Park Soccer Equipment Manager (Hilary Monteroy: randhill@telus.net) for information. Typically the Equipment Manager will need a projection on the number of teams and players over the summer to enable ordering of equipment and to help organize for equipment and uniform distribution prior to the start of the season.
2. Find out if previous Coaches still have keys to the outdoor soccer locker where nets and outdoor equipment is kept. One key per team is needed and will be issued through the Equipment Manager.
3. Uniform deposit cheques (\$50 post-dated to March 31, 2012 and payable to Douglas Park Soccer Club) are to be obtained by the Team Managers from each player. These should be double checked and held by the Coordinator or Managers for the season. It is critical that cheques be obtained as insurance that uniforms are returned at the end of the season.
4. Its useful to bundle this activity with collecting Medical Forms and Signed Code of Conduct.

GAMES & SCHEDULING

1. Game fields/times and alternate fields for House teams are coordinated through the Lead House Coordinator. Boys usually play Saturday mornings between 9AM and 12Noon and Girls on Saturday afternoons starting at 1PM. However, a few away games are scheduled between 9AM-12NOON.
2. Game scheduling arrangements vary a little from year to year but the following describes the usual arrangement. More information is available at the beginning of September. Coordinators are responsible to have team names, Coaches' and Managers' names, field and alternate field location and time slot information available for the VYSA scheduler when requested (usually second week of September). This is coordinated through the Lead House Coordinator
 - a. Boys & Girls U8 – U10 – interlock with other Clubs and are scheduled by the VYSA Scheduler. U8 boys typically do not interlock until after the Christmas break as they play in-house and are scheduled in with the Club's Head Coach for development sessions.
 - b. Boys and Girls U6/7– Age Group Coordinators create internal (in-house) interlocking schedules for their teams. However, as is often the case, arrangements are made with another Club to interlock schedules and this is created by either one of the coordinators. Up to the December break teams will also be scheduled for development sessions with the Club's Head Coach.
3. Douglas Park Community Centre's Share Our Wealth Festival (confirmed 18th Sept 2011) typically takes place the weekend before the season starts & is considered the kick-off event for House League soccer. Information will be provided well in advance of the start of the season.
4. Scheduled games typically start the Saturday following Share Our Wealth (mid September) – please note that this will be confirmed in September (confirmed for 24th Sept 2011). U6/7 will have development session with Steve, other teams will play first games.
5. Field Set-up and Clean-up:
 - The first Boys teams playing on each field are responsible for setting up nets (corner flags are not used on mini fields).
 - The Girls team that plays last will be responsible for putting nets away.
6. Referees are assigned to games for U8 to U10. Game schedules are forwarded to the Referee Coordinator as soon as they are available to enable the scheduling of referees.

PRACTICES

Until the time/light changes in October, teams practice outdoors at Douglas Park (or any other park) – generally there is enough field space so that coaches/teams may choose their own practice time. However, it is generally advisable to practice at the same time that is assigned for winter practice for continuity.

- In the winter U6 to U9 teams practice indoors at local school gyms. Gym times are typically 5PM, 6PM and 7PM for 1 hour and are organized by the Gym Scheduler.
- U10 teams will practice at Eric Hamber's lit turf field. All U10 players will be assigned one 5PM field slot so there is little/no flexibility to accommodate individual schedules.
U10 Boys: Monday 5-6PM
U10 Girls: Thursday 5-6PM

PLAYER DEVELOPMENT

1. Steve will run the following drop in development sessions in the two weeks prior to the Season Opening Games on 24th September.
 - Wednesday 7th and 14th September
 - Girls U8/U9 5:00 pm to 6:15pm
 - Girls U10 6:30pm to 7:30pm
 - Thursday 8th and 15th September
 - Boys U8/U9 5:00 pm to 6:15pm
 - Boys U10 6:30pm to 7:30pm
2. The club will also be offering player regular player development in addition to practices as follows
 - U6/7 Boys and Girls - Saturdays
 - U8/9 Boys - Wednesday Hamber 5-6pm One-time of cost \$50 for jacket Start 5th Oct 8 weeks
 - U8/9 Girls - Thursday Hamber 5-6pm One-time of cost \$50 for jacket Start 6th Oct 8 weeks
 - U10-U12 Boys and Girls - Tuesday Trillium 5-630pm cost TBA Starts Sept 27th 8 weeks

SOCCER SEASON COMMITMENTS

1. Communicate pertinent Club information to Coaches and Managers including any information relating to Refereeing and Coaching Clinics, tournaments, Club events and DPSC Player Development Clinics.
2. PHOTO DAY –Photo day has been scheduled for **Sunday, October 2nd, 2011**. Team information will need to be provided to the Photo volunteer and scheduling information communicated to the teams.
3. Uniform Pick Up BBQ Saturday 10th September. We want to have some form of social at the beginning of the year. We are going to arrange for teams to hand out uniforms on Saturday 10th September at 3:30 and arrange some scrimmages for the kids and have a picnic.
- 3 Each team is entitled to one tournament entry fee paid by the Club – the Coordinator will interface with the DPSC Treasurer to obtain payments. The Expenses and Requisition Form can be located on the DPSC website (www.douglasparksoccer.ca): Resource page.
 - Westside Soccer (local adult soccer team) organizes a kids tournament at Douglas Park on Thanksgiving Weekend Sat 8th Oct. As this is at Douglas Park it would be nice to support this tournament in the U8, U9 and U10 age groups.
<http://www.westsidesoccer.com/khpjamboree.html>

- ICSF Typically a select team is entered for U8, U9 and U10
<http://www.icsf.ca/tournament.html>
- 4 Toward the end of the season ensure DPSC Player Assessment sheets are e-mailed to Coaches to rate the players for the next season. Completed assessment forms should also be submitted to Head coach, Steve Weston.
 - 5 Communicate information about the DPSC Wind-up Tournament to teams (usually the Saturday before March break). U10 Age Group Coordinators, with help from parent volunteers, organize this event which is coordinated by the Club's Administrator.
 - 6 Ensure ALL uniforms and equipment is returned back to the Club by the team Managers. Once this has been confirmed destroy uniform deposit cheques.
 - 7 Communicate and attend the post-season Volunteer Appreciation event. U9 Age Group Coordinators, with help from parent volunteers, organize this event which is coordinated by the Club's Administrator.