

Douglas Park Soccer Club

Coaches and Managers Manual

2004/2005

*Douglas Park Soccer,
C/O Douglas Park Community Centre,
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www.douglasparksoccer.ca

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Dates To Remember

- June Hand in team Affiliation Forms for U12-U19 to Douglas Park Chair
- July 15 Team Affiliation forms due for U12-U19 to be submitted to VYSA
- September 2 U11 team affiliation forms and performance fees due
September 1 (approximate) equipment distributed to Divisional teams
September 7 Coaching Clinic at Douglas Park—House Team Coaches
Coaching Clinic at Douglas Park—Divisional Team Coaches
September 15 (approximate) Equipment distributed to House League Coordinators
September 21 Sharing Our Wealth Festival—All Teams Parade at Douglas Park
September 30 Deadline for U11 – U19 Risk Management Forms
TBA Referee Clinic at Douglas Park
TBA Field Lining Clinic at Douglas Park
TBA BC Soccer Community Youth—Senior Coaching Clinic
- 1st Weekend after Labour Day – first weekend of play for U12-U18 teams.
2nd Weekend after Labour Day – first weekend of play for U11 teams
2nd Weekend after Labour Day – first weekend of play for all Mini teams
- October 1 Deadline for Photo ID cards
Thanksgiving Thanksgiving tournaments - no league games:
For tournament information, please contact the coordinator of your age group or the BC Soccer Association.
TBA Team photographs (More information to come)
October 15 Deadline for minis' Risk Management and Team Registration forms
- Mid December Last playing weekend before holiday break
- January First weekend after school starts--League play commences
- March Before Spring Break-- Season wrap-up
- March 31 All equipment to be returned to Uniform and Equipment Managers
- March/April Tryouts/assessments for Divisional Teams (TBA)

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.

Philosophy

The goals of the Douglas Park Soccer Club are to provide opportunities for children to enjoy playing 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 and to promote the concept of “active living” and “sport for life”.

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 11 aside multi-district play begins. The emphasis in Youth Soccer should be on skill development and not on winning games. We want to provide opportunities for all children to reach their full potential as soccer players.

We believe at all times that our Coaches and parents are to be models of good sportsmanship, language, and behaviour. Coaches and parents 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. Soccer gives our children an opportunity to develop their physical, mental, and social well-being.

1.1 Soccer Fields and Field Setup

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

When these fields are closed by the Parks Board (call 473-6206 for field closure information recorded after 1:00 PM on each Friday for the coming weekend), the Soccer Club uses the all weather fields at Edith Cavell and Simon Fraser Schools for House League play, and at Van Horne School (5855 Ontario Street) for Divisional Play.

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Douglas Park teams are responsible for lining the fields, putting up nets and corner flags according to the lining schedule (established by the field lining coordinators). Divisional Teams could forfeit games or be fined if the field is not lined or equipped properly.

Lining of the Divisional Field at Douglas Park:

For a description on how to line a divisional field, see the section of the FIFA Soccer Laws Handbook at <http://www.fifa.com/fifa/handbook/laws/index.laws.html>

A divisional field has a length minimum 90 m (100 yds), maximum 120 m (130 yds), and width minimum 45 m (50 yds), maximum 90 m (100 yds)

Lining of the Mini Fields at Douglas Park, Edith Cavell, and Simon Fraser Schools:

Mini field lining does not have to be as precise as the lining of a divisional field. The dimensions of the mini fields should be:

Length is 55 meters maximum, 50 meters minimum

Width is 40 meters maximum, 30 meters minimum

Centre circle radius is 6 meters

Note that in very bad conditions or on gravel, a mini-field can be lined by cones.

Lining of the all-weather field at Van Horne:

The all-weather field at Van Horne is lined using the following dimensions:

Length is 84 yards

Width is 60 yards

Centre circle radius is 10 yards

Goal area and Penalty area are the same as a regular Divisional Field Layout.

Lining of the 8-side field

1.2 Douglas Park Soccer Club Positions

PRESIDENT

- Chairs meetings & creates agendas
- Processes correspondence from BCSA, Vancouver Youth Soccer Association, advertising, etc.
- Attends Vancouver Youth Club Soccer Association Club Presidents' Meetings
- Attends the BCSA AGM
- Distributes information regarding rules, tournaments, penalties, etc.

VICE PRESIDENT

- In the absence of the President, chairs meetings & creates agendas
- Attends Vancouver Youth Soccer Association Presidents' Meetings and BCSA meetings with President

SECRETARY

- Attends the monthly soccer meeting, takes notes at the meeting and generates the minutes. Distributes copies of the minutes to committee members and interested parties. Maintains an e-mail contact list of all committee members. Takes part in interesting discussions at the committee meetings and votes on issues that impact the soccer club.

TREASURER

- Draws up Budget in consultation with Committee
- Approves expenditures and pays the bills
- Ensures budget is not exceeded
- o Provides monthly written reports to the DPSC board of directors.

REGISTRAR

- Coordinates the registration of all players and coaches with BCSA via VYSA and VRGSA.
- Oversees the registration of players with the Douglas Park Soccer Club.
- Collects team registration forms, Risk Management Forms, and coordinates BC Soccer Photo Id for divisional teams. Submits to VRGSA and VYSA.

HEAD COACH

- Works with teams via special coaching clinics, player clinics, teaching of new/existing rules
- Observes and provides technical feedback to coaches and players if requested
- Runs tryouts for divisional age groups
- Organizes professional coaches to visit teams to train coaches
- Organizes and runs a pull out program for age groups making transitions to divisional play
- Attends Board of Director meetings when requested
- Advises re coaching standards

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COMMUNICATIONS OFFICER

- Prepares information/materials for the Soccer Community and publishes them
- Designs a web site (using City facilities) and post meeting agendas and other info there.
- Maintains a detailed manual for DPSC, including guidelines for all volunteer positions, and coaching and team management tips
 - Organizes and maintains a directory of all coaches, managers, coordinators for the Club (including names, phone #s, email addresses)
 - Develops a group email for all coaches, managers and coordinators

PLAYER DEVELOPMENT COORDINATOR

- Works with president and treasurer to hire a Head Coach
- Works with Head Coach to facilitate professional coaching visits to each DP Team
- Leads a Player Development Committee which organizes and advertises coaching clinics and coaching resources; goal keeping clinics, extra training clinics/ opportunities for players
- Organizes a Coaches Meeting for the Season Start Up and Season Windup
- Promotes opportunities for skill development for all levels of players

FIELD LINING COORDINATORS – HOUSE AND DIVISIONAL

- creates & publish schedule for lining
- ensures team doing lining on each Saturday morning has paint to keep at room temp. over Friday night (the Community Centre does not open until 9:00)
- organizes lining clinic(s)
- organizes getting fields laid out at start of season
- Monitors whitener and paint levels, and orders when required
- Ensures there is an adequate supply of lining equipment in good repair, big red cones, and corner flags.

HOUSE LEAGUE FIELD SCHEDULER

- Coordinates the Douglas Park and all weather micro and mini -field usage for both boys and girls

PRACTICE FIELD SCHEDULER

- Submits written requests in spring (for following season) to Vancouver Park Board city-wide field permit coordinator and to the Vancouver School Board field permit coordinator
- Follows up with Park Board and School Board in July about the field bookings
- Advocates with Park Board and School Board and other clubs for any additional field time needed by the Club
- Schedules practice days/times for teams (allocates fields to teams for practice)

EQUIPMENT MANAGER

- Anticipates uniform and socks requirement, and order with lead-time in mind. (get approval for purchases in advance with treasurer) (note that plain socks – no stripes - are easier to obtain on short order).
- Distributes uniforms & socks, balls and yellow cones
- Collects and store equipment

GIRLS' COORDINATORS

- Handles liaison with Vancouver Richmond Girls Soccer regarding game schedules and other important issues such as field closures, changes
- Plays a critical role by being the liaison between the coaches and managers and the VRGSA
- Communicates important information from the DPSC to coaches and managers of their age group
- Brings issues and concerns to the Head Coordinator as needed during the season
- Works with Vancouver Richmond Girls Soccer and with the Douglas Park Mini-Field Scheduler regarding field availability
- Coordinates team formation (find Coaches and Managers, ensure teams are balanced).
- Collects team registration forms, Risk Management Forms, (and Photo Id) for Girls. Submit to Vancouver Girls Soccer Registrar
- Obtains uniform deposits from managers and holds them for the season *for each player on each team*. This will require sorting the registration forms by team, and matching the forms against the team lists.

BOYS' COORDINATORS

- Collects team registration forms, and Risk Management Forms. Submit to Registrar.
- Gives game schedules to divisional teams from Vancouver Youth Soccer Association.
- Disseminates information to teams regarding game schedules, field & time changes, equipment distribution, equipment collection, special events, etc.
- Coordinate team formation. Balances the strength of the teams.
- Finds coaches and managers.
- Ensures that the uniform deposits are held on file at the Community Centre *for each player on each team*. This will require sorting the registration forms by team, and matching the forms against the team lists.
- Attends Soccer Committee meetings as a liaison between teams & committee.
- (U11 only) Ensure that referees are scheduled for games.

SPECIAL EVENTS COORDINATOR

- Organizes the year-end windup and other club-wide social events.
- Organizes team photos

DPCA BOARD LIASON(s)

- Represents views of Soccer Club at the DPCA Board of Directors
- Consults Soccer Club regarding DPCA initiatives.

VRGSA REP

- Attends Vancouver Richmond Girls Soccer Association monthly meetings and reports back to coordinators and directors about VGRSA initiatives, rulings etc that affect our schedules and policies.

COACH

- Completes and sign the Risk Management Volunteer Disclosure Form and return it to your Division Coordinator.
- Accepts the Club Philosophy and Coaches Code of Conduct.
- Attends coaches training or orientation sessions

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- Reads the Coaches Manual
- Carefully supervises players at all practices and games or ensure delegation of such responsibility when unable to attend.
- Arranges for a parent referee and ask them to bring a whistle (for Mini teams only)
- Delegate chores to parent volunteers

ASSISTANT COACH

- Completes and signs the Risk Management Volunteer Disclosure Form and return it to your Division Coordinator.
- Accepts the Club Philosophy and Coaches Code of Conduct.
- Attends coaches training or orientation sessions
- Reads the Coaches Manual
- Takes initiative to help the Coach with planning and executing practices.
- Attends all practices or find a replacement to help.
- In games, if asked by the head coach, takes responsibility for organizing player substitutions, etc.
- Recruits parents to assist at practices and to set up and take down nets, etc.

MANAGER

House League Team Manager

- Develop and distribute team roster, snack schedule, and driving directions to games
- Communicates with the parents regularly about the schedule, field locations, and team events
- Distribute uniforms at the beginning of the year. Collect them at the end of the year. Return them to your coordinator.
- Collect uniform deposits from each team member and give them to Coordinator who will store them at the DPCC. Return them at the end of the year when the uniform is turned in.

Divisional League Team Manager

- Develops and distribute team roster, snack schedule, and driving directions to games
- Collects Uniform Deposit cheque from each player (postdated to April 1 2004) and gives them to the Coordinator.
- Distributes uniforms at the beginning of the year.

Give the deposit cheques to the Coordinator who will store them at the DPCC and return them to you at the end of the year. Collect uniforms and return deposit cheques at the end of the year.

- Finds a “Linesman “ for the team. Each team is requested to provide a volunteer linesman.
- Referee Scheduling: for league games at Gold & Silver levels, the referees are provided by VYSA and VRGSA except for U12G. For U11 and possibly Bronze teams and for exhibition games, a referee must be hired and paid. Names of qualified linesmen and referees can be found on the Vancouver Youth Soccer Association list. Money to pay referees is obtained from DP Programmer. The referee is paid at the game. The 2000/2002 pay rates were: U11 = \$15, older = \$20 (from the District 4 guide).

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VOLUNTEER COORDINATOR

- Recruits volunteers for various positions and ensures training/transition is provided

REFEREE COORDINATOR

- Ensures referees are hired and scheduled for all U11 games
- Likewise, linesmen need to be scheduled for U16 and older.

GYM TIME SCHEDULER

- Responsible for booking gym times for practices for house teams. This is done prior to each season.

FIELD TIMES SCHEDULER

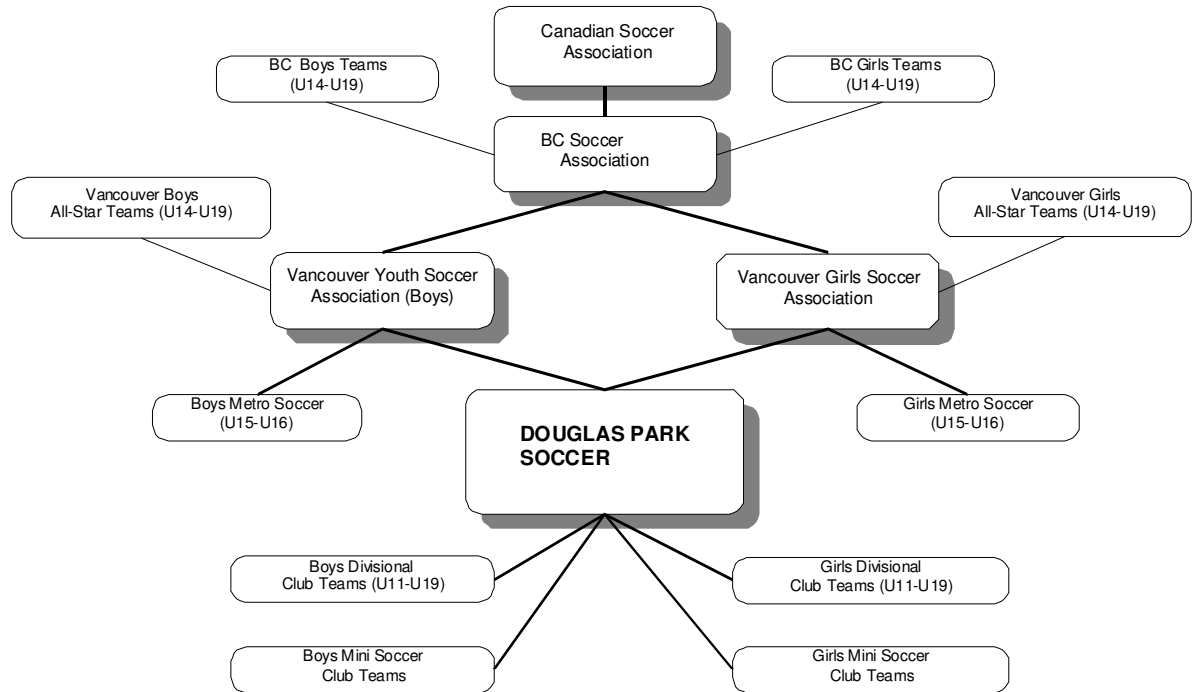
- Responsible for booking outdoor lit fields for divisional teams' practices and all-weather games. This is done prior to each season.

DOUGLAS PARK PROGRAMMER

- Is a liaison between Vancouver Park Board and the DP Soccer Club
- Negotiates with the DPSC Treasurer the contract for services supplied by the DPCC to the Soccer Club
- Assists with finding facilities for equipment and uniform storage
- Acts as liaison with Parks Board regarding fields or Club issues when required

2.0 Soccer League Organization

2.1 Chain Of Authority



2.2 Age Categories

The B.C. Soccer Association has adopted January 1 to December 31 birthdate categories. Different levels of play are referred to as U-19, U-17, etcetera, meaning Under-19, Under-17, etc. A **maximum of 18 players** may be registered for each divisional team (ie. U11 to U19), and a **maximum of 12 players** for each team playing mini (or House League) soccer (ie 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 in any circumstances. In unusual circumstances, Douglas Park Soccer will arrange for a player to play underage (on an older team) on House teams, provided specific approval of the Douglas Park Soccer Committee and West Point Grey Soccer Club (for boys) is sought and given prior to team registration.

Age Category (U = Under)	Birthyear	Game Information		
		Game Type	Ball Size	Game Length
U-18	1985	11-aside	5	2 x 45 min
U-17	1986	11-aside	5	2 x 45 min
U-16	1987	11-aside	5	2 x 45 min
U-15	1988	11-aside	5	2 x 40 min
U-14	1989	11-aside	4	2 x 35 min
U-13	1990	11-aside	4	2 x 35 min
U-12	1991	8 & 11-aside	4	2 x 30 min
U-11	1992	8-aside	4	2 x 30 min
U-10	1993	mini	4	2 x 25 min
U-9	1994	mini ¹	4	2 x 25 min
U-8	1995	mini	3	2 x 20 min
U-7	1996	micro	3	2 x 20 min

2.3 Boys Douglas Park Soccer League Structure

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

5-District League:

This involves boys 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 all other Vancouver clubs. Travel throughout Vancouver.

House League (U-10, U-9, U-8, U-7):

Boys – Play against other Douglas Park teams and West Point Grey club teams. Travel is restricted to the west side of Vancouver.

2.4 Girls Douglas Park Soccer League Structure

U-11, U12, U13 and House League (U10, U9, U8, (U7)):

Play locally against other Vancouver teams such as Point Grey, Kerrisdale, Marpole, Killarney and the Italian Cultural Centre (ICSF) Club depending on the number of teams in each age level, since there are not as many girls teams as boys teams. If Douglas Park does play these other teams, some travel may be required to these other areas in the City ranging from Trimble Park in Point Grey, to Killarney's field at Kerr and Kent Streets down near

¹ Mini soccer is officially 6 a side (1 goalie and 5 others)

the Fraser River off Marine Drive and the "ICSF" field near 17th Avenue and Penticton. There may also be interlocking games with Richmond .

At U13 and above, play may be scheduled against teams in West Vancouver, Coquitlam, Surrey, Langley, Chilliwack and so on.

3.0 Registration Procedures

3.1 2002/2003 Player Registration Fees

Douglas Park Soccer sets fees in an attempt to "break-even" each year. The types of expenses that must be covered include:

- Uniforms (to be returned to the club at the end of the season. Do not return socks).
- Equipment
- Player Trophies
- Team affiliation fees
- Team Pictures
- Provincial Cup Team Entry Fees
- Referees and Linesmen (Divisional Play only)
- Field Lining Equipment.
- Player registration fees
- Player Insurance fees
- Tournament Entry Fees

The fee for Divisional players is \$, and the fee for House League players (U10 and under) is \$. A discount is applicable for early registration. A membership card to Douglas Park Community Centre is included in the cost.

A postdated cheque (dated April 1, 2004) of \$50 is collected at the time of registration to act as a uniform deposit.

3.2 Team Registration Procedure

All players *must* register online using Enrolnet. See link on douglasparcsoccer.ca. In addition to online registration, two "in person" registrations are scheduled at the *Douglas Park Community Centre, one in March and one in the first week of September.*

All players on divisional U-11 to U-19 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 at the first practice a copy of the player's birth certificate. U13G and U12B 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-U19 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 players* may be registered for each divisional team, and a *maximum of 12 players* for each team playing mini soccer.

3.2.1 Risk Management Forms

All Coaches and Managers must fill out a Risk Management Form each year. Please submit these forms to your coordinator.. The deadlines for U11-U19 will be September 30th, and for minis, October 30th. (to Registrar????)

3.3 Photo Id's

Most 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 Douglas Park Soccer Policies and Guidelines

4.1 4.1Playing 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.

Mini 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.

U-11 and Silver B and Bronze teams in U-12 through U19:

Coaches are encouraged to play each player equal playing time with a minimum of half a game in each league, exhibition, tournament and Cup game. Playing time in each half is recommended. Time as a goalie does not count as playing time.

U-12 through U-19 Gold and Silver A:

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 in writing by the coordinator of that age group to the Board of Directors by May 31 for multi-district play. The coordinator of the correct age group should be consulted and their opinion on the request provided as part of the application. 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”:

1. 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.
2. 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.
3. 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.
4. 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 *(guidelines courtesy of West Point Grey)*

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

Mini Soccer games at Douglas Park are refereed by parents.

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Referees for (U12 and older) Divisional league games at Gold & Silver levels are provided by VYSA.

For U11 and possibly U12-U18 Bronze teams and for exhibition games, a referee must be hired and paid.

Names of qualified linesmen and referees can be found on the Vancouver Youth Soccer Association list.

Money to pay referees is obtained from the Treasurer. The referee is paid at the game. The 2000/2002 pay rates were: U11 = \$15, older = \$20 (from the District 4 guide).

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 The Paul O'Duffy-Brennan Memorial Trophy

The Paul O'Duffy-Brennan Memorial Trophy should be presented to the team who claims the best win/loss record over the season. The trophy is usually presented at the September "Sharing Our Wealth Festival".

4.8 MANY VAARTNOU SCHOLARSHIP APPLICATION PACKET

The Douglas Park Soccer Club annually awards one \$200 scholarship to an eligible player. The award will only be presented to a particular player only one time. The scholarship will not be presented if there is no applicant who qualifies for the award during a particular year. In order to qualify for consideration, a player must meet the following requirements:

- Be at least Metro caliber, even though they have chosen to stay at Douglas Park the past season. A Provincial All-star player is ranked higher than a Metro caliber player who is not a Provincial All-star
- Played at Douglas Park for at least three seasons including the past season. The past season would have been on a U-13 team or older.
- Demonstrated commitment and leadership.
- Obtain two letters of recommendation; one must be from a coach.
- Complete an application, and return to Douglas Park Soccer.

Any players meeting the above eligibility qualifications are encouraged to apply by March 15. Completed applications will be considered annually in May.

MANY VAARTNOU SCHOLARSHIP REQUIREMENTS

This scholarship will be awarded based on the following criteria:

- Commitment to the team
- Playing ability
- Leadership qualities

Note: the player deemed most deserving will be selected by the Soccer Board of Directors.

MANY VAARTNOU SCHOLARSHIP APPLICATION

Name: _____

Home Address: _____

Seasons played with Douglas Park Soccer: _____

PLAYER'S SIGNATURE: _____

Date _____

4.9 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:

- a) 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.
- b) 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:

- a) 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.
- b) 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.
- c) 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 A teams must hold tryouts/assessments. The number of tryout sessions is at the discretion of the Coach of these teams. Silver B and 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 Coaches of these teams.

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.

4.10 Soccer Law

FIFA Laws of the Game are available on the internet, through a link from www.soccerbc.com, at <http://www.fifa.com/fifa/handbook/laws/index.laws.html>

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, get 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 field at Eric Hamber is used for older players. Scheduling of these times are discussed at Soccer Committee meetings. You may need a key to the lights at Eric Hamber.

- **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.

- **Set Up a Phone Tree**

Set up a phone tree or use a message service to inform team members throughout the season. (Try "In-Touch Messaging").

- **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 from the Treasurer prior to entering a Tournament. A list of available tournaments are available from BC Soccer (see the web site www.soccerbc.com, or phone BC Soccer.

- **Technical Advisor assistance:**

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

- **Player medical forms:**

It is a good idea to 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.

- **Team newsletter:**

It is a good idea to give players a newsletter from time to time to keep them up-to-date. In addition, each player should have a team list in case they need to arrange rides, etc.

- **Team Tryouts:**

If you need assistance with tryouts, please contact the Technical Advisor.

5.2 First Aid Kits

A recommended list of items for a first aid kit was taken and amended (slightly) from the Level 1 coaching manual by BC Soccer. Up to \$35 will be provided for a team to purchase these items the first time, and up to \$25 will be provided to top it up in subsequent years. Each team is responsible for creating, maintaining their own first aid kit, and for getting it to each game.

(Amended) Inventory for first aide kit (from level 1 youth coaching manual)

- Player medical information cards
- Emergency phone numbers for parents
- Ice packs
- Notepad and pen
- Athletic tape
- Adhesive bandages
- Gauze pads (non-sterile is adequate)
- Gloves (non-sterile is adequate)
- Change for the telephone (taped inside the lid)
- Towel
- Triangular bandage
- Plastic zip-lock bags
- Safety pins
- Scissors
- Splint material

5.3 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.

5.4 Expense Reimbursements

All purchases must be pre-approved by the directors and the Treasurer. Once approved, submit request in writing, accompanied by a receipt for any expense incurred, to Rob Wilkins (DPSC Treasurer)

Appendix A: Coaching Code of Conduct

The following is taken from the Coaches Association of British Columbia web site
<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, colour, 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 favourable 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 favours or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviours 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 behaviour including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual of 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.

Signed by Coach: _____

Date: _____

Appendix B: Mini Soccer Rules

(Copied from BRITISH COLUMBIA SOCCER ASSOCIATION RULES & REGULATIONS OF THE ASSOCIATION)

RULE 26

- a) All districts shall administer mini-soccer leagues and programs under the regulations stated herein (rules of play):
- i) Field size shall be $\frac{1}{4}$ of a regulation-size soccer field, or, maximum width 40meters; minimum width 30 meters; maximum length 55 meters; minimum length 50 meters.
 - ii) Field marking shall consist of : Center-circle with 6 meter radius and a penalty-area 25meters by 10 meters.
 - iii) Goal size shall be: height 2 meters; width 5 meters.
 - iv) Ball size shall be regulation size 3.
 - v) Duration of games shall be:
 - a. Under 10, Under 9 and Under 8: 2 halves of 25 minutes
 - b. Under 7 and Under 6: 2 halves of 20 minutes or 4 equal periods of 10 minutes.
 - vi) Substitutions shall be unlimited with a minimum of “half-a-game” playing time per player.
 - vii) Number of players: Maximum six (6) per side on the field at any given time, with team rosters being limited to twelve (12) players.
 - viii) No direct free kicks; no off-side rule; foul throws to be retaken; goal only can handle the ball in the penalty-area.
- b) Districts and clubs are expected to form teams from all registrants each year in a manner which is “nonselective”. **No teams should retain all players from the previous year, thereby making a select team.**
- c) In all mini-soccer divisions, emphasis shall be placed on fun, sportsmanship, education, skill development and respect for team-mates, opponents, and referees.

Appendix C: Micro Soccer Description and Rules

The following is an excerpt from the book

“*Coaching 6, 7 and 8 Year Olds*” by Tony Waiters and Bobby Howe

This excerpt can be found on the “World of Soccer” web page at

http://www.worldofsoccer.com/books/6_7_8/Introduction/Micro_Soccer.html

What Is Micro Soccer®?

Micro Soccer® is 3-a-side soccer, the Waitersway. It uses simple game rules that will be explained on the pages that follow. Of the three players on each team one is a goalkeeper, although the player in goal is changed frequently (on a rotating basis).

The practices of Micro Soccer® use the Micro Soccer® field to assist in the organization of the practices. The 10 Micro Soccer® practices are fun games and drills that specifically develop the basic skills of soccer.

Micro Soccer® and its practices have been developed to give the coach of the novice player a simple formula that guarantees fun, skills development and a fundamental knowledge of soccer in such a way that a child of 6, 7 or 8 years of age can understand.

The base is 3-a-side

A 6-year-old relates to and co-operates with one or two friends (this is accepted educational psychology).

One ball among 6 guarantees the opportunity for all players to kick, dribble and score.

Three makes the triangle - the basic team unit of soccer.

The 3-a-side game has always been played *naturally* by youngsters around the world. The great players have developed from this type of environment.

Children do not play naturally in Canada and the United States. Street soccer is not a part of North American society's sports mosaic.

The Waitersway of coaching for 6, 7 and 8-year-olds uses Tony Waiters' own 3-a-side game with 10 other standard fun practices based on the 3-a-side game. The practices produce skills development *just by playing*. To quote Bobby Howe: "The game is the great teacher."

Introducing Micro Soccer®

When players are being introduced to Micro Soccer® for the first time, you cannot expect anything to go perfectly.

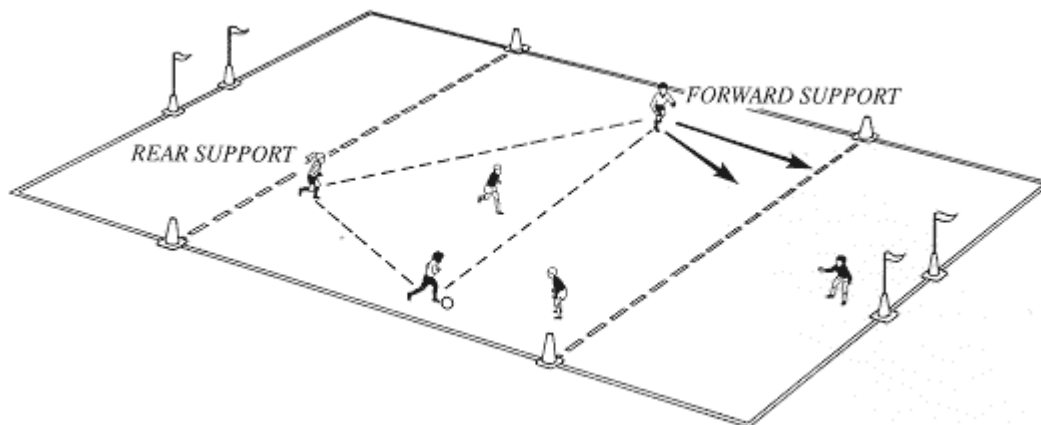
The teaching of the game and the organization of the practices will require time for everyone to familiarize themselves with the requirements. After a few weeks, however, there should be no difficulties.

Do not be deterred. The principles are right. The game is right, so persist. The rewards will be there for all, and particularly for the players, after a short period of time.

Why 3-a-side?

Why not 1 vs 1, or 2 vs 2?

The basic team unit of soccer is three. The triangle forms the basic tactical configuration. An attacker with the ball should have at least *two* passing options.



Forward support gives the player a creative, positive passing option. Rear support gives the player insurance, in case a mistake is made or the player with the ball cannot use the front supporting player but wishes to pass.

Why not 4-a-side?

The 4-a-side game is good but...

Watch 6-year-olds playing 7-a-side soccer. When they swarm for the ball, there are still "passengers" on the field. Playing positions is for the birds as far as they are typically concerned. Why play position to get an occasional kick at the ball?

Some players are non-assertive, others non-physical, still others limited in skill. While 7-a-side will definitely leave them on the outside looking in, 4-a-side is only an improvement. One player will often be excluded, either by choice or uncertainty. But 3-a-side soccer eliminates this. Every player has an easily understood role which *guarantees* involvement.

There is nothing revolutionary about the Micro Soccer® game or its practices. It might be regarded as the BGO, the Blinding Glimpse of the Obvious! It only intends a formalizing on the "natural" game and its practices.

For the first time, a method of introducing soccer has been devised which looks specifically at the needs of the beginning player. It starts here and progresses from that base, growing and developing as the player does, into the adult game.

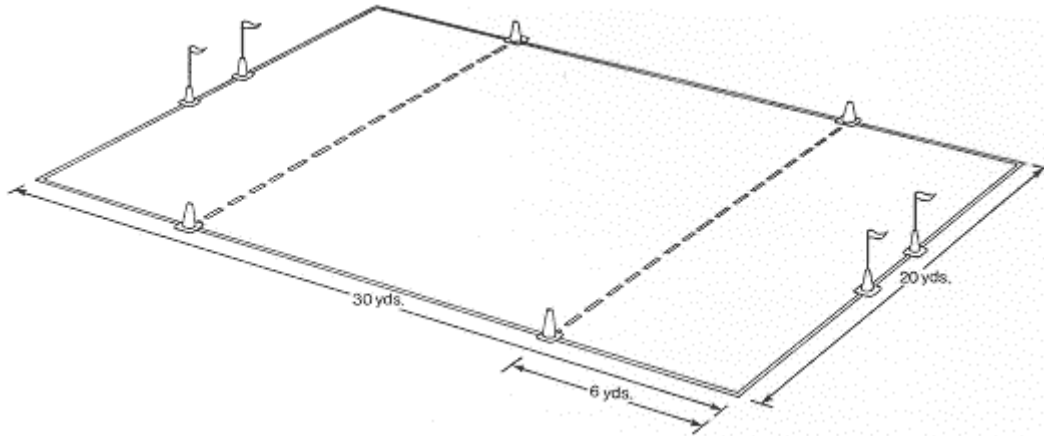
Until now, the reverse has been true. The game has been presented as a watered-down version of the adult game. The reduction in scale has been the only concession to the small 6-year-old adult.

Micro Soccer® Organization and Rules

Micro Soccer® is used to distinguish the game beyond that of small-sided games, mini-soccer and mod-soccer. Micro Soccer® uses the fundamental team unit - three - as the basis for learning and for having fun. There are variations in the way 3-a-side soccer can be played. Some are presented in this manual. The rules of Micro Soccer® and its organization are covered below.

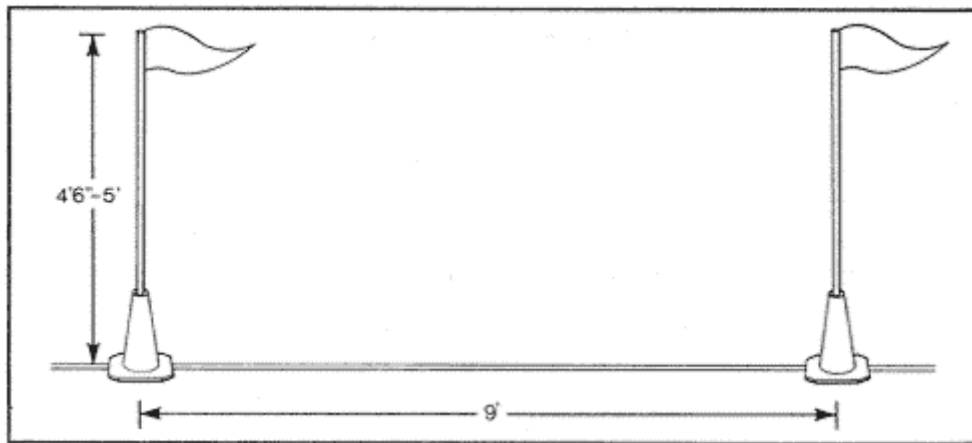
The Rules of Micro Soccer®

1. The field is approximately 30 x 20 yards, although the size can be adjusted over a period of time by trial and error. The dimensions should vary according to player age and abilities. It is not possible to line the fields, use existing field markings, cones and/or frisbees.



2. If the field is not lined, marker cones are placed on the sidelines, six yards out from goal lines. These mark an imaginary line forming the goalkeeping zone. The goalkeeper can handle the ball inside this zone, but may play (and should be encouraged to do so) beyond the line in a conventional manner, using feet and body but not the hands.

3. Goals are set up using corner flags (preferably free-standing ones), nine feet apart. An ideal method is to use poles or corner flags inserted in large cones.



4. Goals can be scored from anywhere but the ball must pass below the imaginary line across the goal tops.

5. The coach referees, or appoints his assistant or a parent.

6. Time-outs are called every two or three minutes, when substitutions are made.

7. Each team has a goalkeeper, but the goalkeepers are changed at each time-out on a rotating basis so that equal time is established for the goalkeeping function.

8. If there are six players on a team (three on, three off), lines changes can be made periodically so the same three players do not always play together.

9. When the ball goes out of play, the game is re-started by one of the following ways:
Over the sidelines, with a throw-in (or kick-in, if the coach so desires).

Over the goal line, with a goal kick if attacking team last touched the ball; or corner kick if defending team last played ball (goal kick is taken from anywhere in the goalkeeper handling zone; corner from where goal line and sideline meet).

After a goal is scored, re-start the game with a goal kick. Alternatively, with the youngest players, mark a centre spot, and re-start with a kick-off from the centre.

Note: Goals cannot be scored directly from a goal kick, a throw-in, a kick off or a free kick. There are no penalty kicks in Micro Soccer®.

10. If a foul throw is committed, a coach explains the correct method and lets the offender re-take the throw. Discretionary power is then given to the referee if another foul throw is committed but, most times, it won't be called.

11. Because of the small field size and the end-to-end nature of the game, the ball may go out to play frequently. Coaches should encourage parents to participate as *ball parents* to help the flow and the enjoyment of the game. Any players on the sidelines should be encouraged to help get the ball back in play quickly. On gymnasias, artificial turf, all-weather and other hard surfaces the ball will run more quickly. If possible, compensate by widening the playing area or by reducing the air pressure of the ball.

12. Practice sessions (and games) are *no longer* than 35 to 40 minutes. Because of this, parents are encouraged to stay for both practices and games and to participate in practice sessions.

13. All infringements - tripping, handling, etc. - are punished by an indirect free kick (i.e., ball must be passed before a shot can be taken). There are no penalties (players of this age are completely honest and do not commit deliberate fouls; and the "indirect" free kick encourages passing and co-operation).

14. All opposing players must be at least five yards from the ball on free kicks, corner kicks and goal kicks. *Please note:* a more comprehensive and formalized Micro Soccer® rule book for tournament and match play is available from the publishers.

System for Substitutions and Rotation

A substitution or rotation system will depend on the number of players available:

With 3 players - There are no substitutes. Increase the number of time-outs and reduce playing time of game. Remember, "equal time" for goalkeepers. Because game's intensity is, for young players, impossible to sustain for a long period, a two-minute system is most effective. The ideal practice number.

With 4 players - One substitute. The sequence proceeds as follows: goalkeeper becomes the substitute, substitute becomes the outfield player and one outfield player becomes the goalkeeper.

With 5 players - An awkward number. The two substitutes always come back on the field as the two outfield players: one of the previous outfield players become a substitute, the other the goalkeeper, with the replaced goalkeeper becoming the other substitute. Each rotation must have equal time and equal goalkeeping time must be observed.

With 6 players - The perfect substitute system. With three on/three off, there is a different goalkeeper each time and when all six have played goal, repeat the procedure. Make line changes periodically. A 6-player system is good for games and tournaments, but is not enough activity for practice situations.

Appendix D: Sample Season Startup Newsletter (Mini)

Your co-ordinators will provide you with all important information you should need. The following is some general information, mostly in the form of a sample newsletter, which may fill in some gaps and has been included in a team newsletter at the house level. SAMPLE House level newsletter - please feel free to use some or all of the following if you wish. Please also replace the brackets/italics and comments with your own words.

GREETINGS!

(As we explain each year, or ...) Our general expectations for this year are that each player has fun, has an equal opportunity to play all positions, plays hard without focusing too much on winning, attends all practices and games if at all possible, and generally tries to be a contributing member of our team. We hope to see continuing improvement and commitment by both new and returning players. We also hope (and even expect!) parents will be supportive of the team by volunteering services from time to time if there are jobs to do. We will let you know as we need help.

PRACTICES

We will practice on *(day of week)* at *__(place)___*, starting at ____ pm, until we run out of light, at which time we will let you know which gym we will be using for indoor practices. Practice starts at ____pm and will run for one hour until ____pm. Please be there ten minutes early.

GAMES

We play our games according to mini soccer rules against other teams from Douglas Park and West Point Grey. We will be playing every (Saturday) except on Thanksgiving weekend. (Yes, there is a game on the Nov.11 Day weekend.) Games stop two weeks before Christmas, and start the 3rd week in January. The season goes through until the week before Spring Break.

Basic rules are: 6 on each team on the field at once. Normally, only intentional hand balls or other blatant infractions are called, all others are at the discretion of the referee. Offsides may be considered in higher levels only.

It is the firm policy of Douglas Park Soccer that every player should play for a minimum of half the game including time in goal. We therefore try to set up a substitution schedule for each game to even out playing time. Therefore *if you will NOT be at a game*, we would appreciate someone notifying one of us so we can set up our schedule accordingly.

WEATHER/DRESS

We play our games RAIN OR SHINE with the only exception being snow since the fields cannot be marked when there is snow on the ground. As a result we will almost certainly be playing in rainy (and cold!) weather. (*coach name*) finds that (*his son or daughter's name*) stays reasonably warm by wearing a polypropylene under her/his game shirt. Hats are also a good way to keep in heat as long as they are NOT baseball style as these both restrict vision and are considered *unsafe*, due to potential eye injuries to others, if worn during the game. Of course thermal tights or other clothing under shorts can help too. At the divisional level, according to FIFA rules, thermal shorts must be the same colour as the team shorts.



GAME SCHEDULE/ TEAM LIST

A condensed game schedule listing all of our games before Christmas is included in this bulletin (with the person responsible for refreshments noted for each game - if you are not listed for refreshments, your turn will come after Christmas) together with a new up-to-date copy of all player names and telephone numbers on the back for your reference. We will try to describe any field location that may be unfamiliar.

HALF-TIME REFRESHMENTS

Please note the schedule for supplying half time refreshments (oranges). If you have a problem with your scheduled day, please try to switch with someone yourselves. If that is not possible, then please call (*the coach or manager name*) and let one of us know you won't be able to bring something. Providing a healthy snack such as sliced oranges helps the players during the game and provides needed nutrition. Junk food is inappropriate.

UNIFORMS/EQUIPMENT

Each player will receive shorts and a shirt, which must be returned at the end of the season. Socks are given to players to keep. Each player must also wear shin pads (mandatory) and soccer shoes for games. As we also play on gravel for some games, some children wear knee pads to help cushion any falls. The shirts are reversible so that colour can be selected to be most different from the opposing team. **A \$50 cheque post-dated to April 1 2004 will be collected from each player at the first practice. When the uniform is returned, so is the cheque.**

REFEREES

A referee and linesmen will be required at each game. Parents can do this. There are ref'ing clinics scheduled from time to time (ask your coordinator if you would like to attend).

PARENT INVOLVEMENT

We believe that the more parents involved, the more FUN the children will have. Bring a steaming cup of coffee and cozy up along the sidelines to help CHEER your child on.

Parent involvement is what makes a soccer team happen. The entire league is run by volunteers. Parents are needed to coach and manage each team. The Manager hands out (and collects) uniforms, creates the refreshment schedule, distributes a team list and game schedule, and phones the team concerning schedule changes. Please volunteer to help out: Parents are needed to

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- put away the nets at the end of the game if we are the last team to play on Saturday.
- help to line the fields and set up the nets (according to the schedule set up by the field lining coordinator).
- act as referees and linesmen.

The Douglas Park Soccer Directors meet on the last Wednesday of every month at 7:00pm at the Community Center. New volunteers are always needed.

TEAM PICTURES

A team picture will be taken at the Douglas Park Community Centre. The date will be announced.

LETS HAVE FUN!!

(coaches name(s) and phone number(s))

End of sample newsletter

Appendix E: Guide for House League Coordinators

PRE-SEASON DUTIES

The season officially begins in September, but it is advisable to begin to organize teams following the early registration deadline in mid May. This will ensure that there isn't an overwhelming job to do in September.

1. Obtain web site 'Enrolnet' link from club. Go to 'player report by age & gender'. Check to see who is registered. Be alert for players registered under the wrong gender or age group, and for girls who wish to play with the boys teams.
2. Obtain team lists from the co-coordinator for the season just ended. Phone players who haven't yet registered for the upcoming season, to ascertain whether or not they plan to play soccer.
3. Obtain coaches' player ratings and scores from any formal assessments held, from the previous coordinator.
4. Ascertain whether or not coaches from prior season intend to coach this season. Using information from coaches and volunteer information from 'Enrolnet', assemble coach and assistant coach for each team.
5. Form teams using team builder function on 'Enrolnet'. Use information from enrolnet on player requests, coaches' input, results of assessments, if held, and input from previous coordinator as a guide to structure teams. Teams should be evenly balanced in strength and vary in composition from year to year:
U7 boys play micro soccer, which is 3-a-side, 10-12 players per team.
U8 to U10 boys play 6-a-side, approx. 10 per team.
Girl's House League teams (U7 to U10) play 6-a-side, approx. 10 per team.
U-7 and U-8 play as one age group, unless there are enough U-7 girls to form a full team. If the U-7 and U-8 girls are combined, any U-6 girls will play with the boys U-6 team. If there is a U-7 team, they can play with them. In the girls' league.
6. Using volunteer information from *Enrolnet*, or by contacting parent directly, find a manager for each team.

DUTIES DURING SOCCER SEASON

1. Check 'Enrolnet' for new players following on site registration in September, and distribute these players on to existing teams using the "team builder" function in 'Enrolnet'
2. Submit teams to DP Soccer Club registrar before registration deadline *For 2003, the date is Sept 15.*
3. Print out team lists including children and parents' names and phone numbers and e-mail addresses. Distribute the list to each manager and coach

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4. Ensure each coach, assistant coach, and manager receive and return risk management forms. Risk management forms will be distributed to coaches at a coaches meeting in early September, and they can also be obtained from Shahira Clemens, who will leave them in the soccer box outside her home. These need to be returned by the registration deadline, so that criminal record checks can be done in a timely fashion.
5. Obtain copies of current Douglas Park Manual, and give a copy to each coach and manager. Review with coaches and managers important information in manual as well as guidelines. Note that all coaches and managers can access this information via the web page: <http://www.city.vancouver.bc.ca/parks/recreation/douglaspark/programs/soccer/>
6. Find out if previous coaches have keys to soccer locker. Obtain keys from Barb White for new coaches. One key per team is needed.
7. Coaches may obtain information regarding coaching soccer from a variety of sources. We are fortunate to have hired a head coach, Craig Richards, who will be available to consult regarding any aspect of coaching soccer. Douglas Park also has a variety of coaching manuals geared to different age levels. These materials can be found in the Soccer locker. Various web sites may have info for coaches. Try <http://www.decatursports.com/soccerdrills.htm>. Books by Tony Waiters are also a good reference.. Encourage your coaches to take advantage of excellent coaching clinics offered by B.C. Soccer, or by our head coach, which may allow them to obtain a formal coaching certificate (not necessary, but a real asset to both coaches and their teams). Coaches and coordinators will be advised regarding any clinics being held in the fall.
8. Contact Douglas Park Soccer Equipment manager (Deborah Roitberg 604-734-1537) to inform her of the number of teams, and number of players per team you have. Check the web site to find out when and where uniform and ball pick up will be. For 2003, house *league coordinators will pick up their teams' uniforms on Sept 6 at Douglas Park Gym for eventual distribution to teams at the Sharing Your Wealth Festival.*
9. Obtain field times for games at Douglas Park from DP field scheduler. (See DP contact list). Boys usually play Saturday morning and girls play Saturday afternoon. Last time slot for boys is 12:00 p.m. so that girls can start by 1:00 p.m. You will give this information to the game scheduler, along with the team information.
10. Give team uniforms and equipment to each team manager.
11. Ensure team managers collect uniform deposits in the form of a post dated cheque for \$50.00 dated April 1, 2004, made out to Douglas Park Soccer Club.
12. Request managers inform teams to meet at the Sharing Your Wealth Festival, (*2003 date Sept 21*) which has traditionally been an opening day for Douglas Park Soccer. At the Festival, Managers will give out uniforms, and teams decide on team name. Meeting time has been around 11:00am. Check with Soccer Festival Organizer (See DP Soccer contact list). -

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Boys' teams meet along the cherry trees, from the junior basketball court to 20th Ave.; **Girls' teams** meet to the East of the swimming pool across the sidewalk.

13. Send your team names, coaches and managers' names, field times available, and alternate field info (We use Edith Cavell School) to the scheduler by the required date.
Girls' Scheduler: Pat Banks - mpebanks@hotmail.com. Telephone: 604-873-4258
Boys' Scheduler: Forward information to West Point Grey coordinator. Obtain coordinator's name from 2002-2003 Douglas Park coordinator.
14. Check that all uniform deposits are in order. Hold uniform deposits for the year.
15. Ascertain which evenings are preferred by coaches for practice and submit to gym scheduler, currently Valerie Deveau.
16. Advise team managers that the home team that plays the first game of the day is responsible for setting up the fields and nets for the day's play. They must insure that this is completed prior to the starting time for the game (see guidelines for details).
17. Inform managers of girls' teams that the girls' team that plays last in the afternoon will be responsible for putting away the outdoor equipment.
18. Communicate pertinent Club information to coaches and managers during the season.
19. Keep teams informed of refereeing and coaching clinics, and tournaments.
20. Communicate to teams when team photos will be taken. (The Club person organizing photos will inform you .Typically, photos are taken in the fall.)
21. Near the end of the season, ask coaches to rate the players for placement for the next season. A rating system of 1 to 5 seems to work well. Arrange for any formal assessments of players by the head coach.
22. Inform teams of the Douglas Park wind up tournament.
23. Ensure all uniforms and balls are returned by the team managers. Ideally uniforms are collected after the wind up tournament.
24. If not continuing as coordinator, be available to the new coordinator to provide information concerning players.
25. **Give yourself a pat on the back for contributing to your community and making soccer happen for our children!**

Appendix F: Guidelines for Coaches and Managers

*Thank you for volunteering for the Douglas Park Soccer Club!
Following are some guidelines to help the year run smoothly.*

Managers:

1. Sign Risk Management Form & return it to Coordinator.
 2. Provide team contact lists to team members (and to Communications Officer for Club directory)
 3. Collect uniform deposit (post-dated cheque for April 1 2004) and give the deposit cheques to Coordinator.
 4. Give out uniforms to team members, recording numbers given to players. House league—give uniforms out at Sharing Our Wealth Festival. Divisional league—arrange to give out uniforms at first practice.
 5. Every Friday, phone the number for field closures given on the schedule. If Douglas Park is closed, managers are responsible for informing their team and the opposing team's contact, that the game will be held on the alternate field.
 6. Coordinate with the coach to ensure a referee, linesman, and timekeeper are available for each home game. The Club is attempting to provide refs starting at U10. DP offers refereeing clinics periodically. The club encourages older players to take these classes and become certified, to increase the Club's pool of refs.
 7. Organize the parents to take turns providing a healthy half-time snack. Usually sliced oranges are provided. Junk food is an inappropriate snack.
 8. If your team is last to play on the field then organize a few parents to unhook and put away nets. Several parents are needed to lift goal posts together into the middle of the field and lock them with chain and lock.
 1. The key to the lock should be inside the outside storage locker.
 2. The key to the lock should be inside the outside storage locker.
 3. Nets- please stuff inside large duffel bags marked for nets. Bags are located inside the outside storage locker.
 9. Arrange or delegate to others to arrange social events related to the team.
 10. Divisional managers—after each game phone or email the score to the number specified on the schedule.
 11. House managers—after each game that your team wins, phone or email the score to your coordinator.
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Appendix F: Guidelines for Coaches and Managers

Coaches:

1. Sign Risk Management Form and return it to Coordinator.
2. Advise manager of practice times for team
3. Attend practices and games punctually and following DPSC coach philosophy outlined in General Information about DPSC in this manual.
4. Tell parents to let you know by Friday if their child cannot attend the Saturday game so you can properly prepare a substitution list.
5. Some coaches hand out a “code of conduct for parents.” A sample would be:
 - a. Never hassle referees.
 - b. Do not coach your children during the game.
 - c. Direct only positive words of encouragement toward the players.
 - d. Speak to the coach discreetly before or after a game or before a practice about concerns around coaching, refereeing, etc, not during a game.
6. Some coaches also have their players sign a contract outlining expectations at practice and during games.
7. Please work with the manager to organize referees before the game if possible, and pull in parents to help with the other jobs. Tell parents to let you know by Fri. night if their child cannot attend the Sat. game so you can properly prepare a substitution list for the game.
8. Attempt to upgrade coaching skills by attending clinics and certification courses. The Club can reimburse you for these expenses.
9. At the end of the season, rate players and report your ratings to the Coordinator. These ratings are used in team formation for the following season.
10. Return equipment to Equipment Manager.

Volunteers run the entire soccer league. Please ask parents to help with the game, clean up and put away if applicable, snacks, socials etc., and

LET'S PLAY SOCCER!!

Appendix G: ELEMENTARY SCHOOL PRACTICE ETIQUETTE

Please follow some common rules when using one of the elementary school gyms for your soccer practices. We do get the use of the gyms for free so it is important that we abide by the guidelines set by the schools.

1. Only indoor balls should be used.
2. Soft sole, non-marking shoes should be worn.
3. Gyms are not available on statutory holidays.
4. Ensure you players do not wander into unrestricted areas.
5. No food or drinks in the gym (water is fine), clean up all garbage.
6. Report any damage done by your group or damage that was done prior to your arrival to the school.
7. Please call the school if you will not be using the gym (call before 4 pm) or give them advance notice. This is so the janitor knows whether or not to lock the gym for security purposes.

Phone numbers:

Carr School	713-4941
Cavell School	713-4932
L'Ecole Bilingue	713- 4585
General Wolfe	713-4912
Shaughnessy	713-5500

Thank you for your cooperation.