



Coaches

Handbook

2014-2015

Coaching Handbook

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SurDel Website Links:

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- [2. Team Formation Guidelines](#)
- [3. Player Emergency Information Card](#)
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- [6. Miscellaneous](#)
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Coaching Application

For those of you that are new to Surdel as a coach, assistant or a female designate/team mom, all volunteers need to have a Criminal Record Check current within the last 3 years and on file with the club.

Our registrar will contact you if your CRC is up for renewal.

If you have not already done so, please note that you have 7 days from the receipt of this booklet to order a criminal record check. If we do not receive a valid CRC within 30 days you may lose your privileges to work as a volunteer with the Club.

If you are a Delta Resident you need to attend the Delta Police detachment at 11375- 84 Avenue in Delta.

If you are a Surrey resident, please attend the RCMP attachment at 14355- 57 Avenue in Surrey.

Team Formation Guidelines

In the past we have had various questions about how teams in the Club are formed. There is to some extent a formal process in place; however, the general nature of our coaches has been cooperative in the past. The following rules apply:

U6 – U10 Mini's

U6 through U10 teams are formed by the Registrar and Mini Coordinator with the exception of the U10 Development team. The main focus of the team formation process is to make all of the teams competitive so the teaching and learning atmosphere is improved. School location, car pools and other factors do sometimes come into play. However, personal requests for a particular coach or a particular team are not normally considered. Parents should be told this. We do allow coaches to keep a certain number players "protected from year to year. This system is as follows:

U6 to U7 2
U7 to U8 2
U8 to U9 2
U9 to U10 ... 4

U10 Development

Players showing potential will be invited to play for the U10 Development team. Selection of these players will be a joint effort combined of the team's coaches and the head coach of club.

U11 and U12 Selects

Tryouts are held in April of each year for the U11 and U12 Select teams. Once the Select teams are chosen there is then a selection by the coaches for the U11 Blue teams and once the Blue Teams are chosen there is a full draft of the remaining players for the Red teams.

U13 through U18

U13 through U18 Gold and Silver teams are chosen through the evaluation process. Once these teams are chosen, remaining players are assigned to house teams. Metro teams are evaluated and selected through the Delta Select Girls Metro program that SurDel is a member of.

Female Designate

All teams must have one female designate for their team. This person must be of legal age (19 years old) and must submit a Criminal Record Check to the Registrar before May 31st.

Birth Certificates

A photocopy of the players' birth certificate is required for registration in U9 and U14 and all new players to SurDel.

Rep Team Notification

Players that have been contacted by the Head Coach of a Rep team, have 48 hours to register with SurDel Girls Soccer and pay in full using the online registration system. If the preferred method of payment is by cheque, then arrangements must be made through the Head Coach or the Competitive Registrar to ensure a timely delivery of the payment.

Failure to comply may result in the position on the team being granted to another player. Please note that Refunds are not given after 48 hours upon selection to a rep team. See the Refund Policy for more details.

This policy pertains to rep players for the following levels.

U10 Development

U11 Select 1 & 2

U12 Select 1 & 2

U13 through U18 Gold & Silver

All METRO teams will follow registration rules as set out by Delta Coastal Selects.

Registration & Refunds

REGULAR FALL SEASON

Requests for refunds must be submitted to the appropriate Registrar, by mail or e-mail. A doctor's note must accompany any medical refund request.

Non-Competitive - U6 to U10

A \$30.00 administration fee will be charged for all withdrawals up to September 30th, 2014. There will be no refunds for withdrawals after September 30th, 2014.

Competitive - Bronze (House) U11 to U18

A \$30.00 administration fee will be charged for all withdrawals up to August 31st, 2014. There will be no refunds for withdrawals after August 31st, 2014.

Competitive - Rep Teams (Select, Silver, Gold, Metro) U10 to U18

Players selected for a rep team will not be eligible for a refund if they withdraw anytime in excess of 48 hours after selection to the rep team. A \$30.00 administration fee will be charged to players requesting a refund within 48 hours.

SPRING SEASON

A \$30.00 administration fee will be charged for all withdrawals up to the first game of Spring League. There will be no refunds for withdrawals after the first game.

For insurance purposes, players that were not registered for the 2013/2014 soccer season must register before they can participate in Spring League or tryouts.

First Aid Kit

WHEN IN DOUBT, CALL 911.

Each team Coach is to maintain the first aid kit with the inventory and player appropriate items. Remember to restock the items used. Recommended First Aid Kit:

- 1 roll athletic tape
 - 1 doz. bandages
 - 5 cotton swabs
 - 5 gauze pads
 - 2 safety pins
 - 2 cold packs
 - 1 7.5 crepe bandage to hold gauze/ice in position
 - 1 triangle bandage saline solution
 - 2 pair protective disposable gloves
 - 1 disposable bag for gloves, gauze, pads
 - player medical information cards & contact information
- Other Suggested Items:
- notepad & pen
 - insect repellent/ "After bite"
 - small pair of scissors
 - sunscreen
 - femine products (age appropriate)
 - pony tail holders, elastics
 - tweezers

Player Emergency Information Card

Player Emergency Information Card	
Players Name:	
Address:	
Date of Birth: (d/m/y)	
Telephone: (h)	
Parent/Guardian:	
Address:	
Telephone:	
Relationship to player:	
BC Medical Number:	
Family Doctor:	
Are you allergic to any drugs, if so what?	
Do you suffer from any of the following:	(1) asthma ____
	(2) diabetes ____
	(3) epilepsy ____
	(4) other ____
Do you take any medication?	
Prior major injuries?	
Do you wear contact lenses?	
Other relevant information:	
Signature:	
Date:	

Equipment

At the beginning of each season the Equipment Manager(s) will contact the coaches by email and provide a date and time to pick up the SurDel kit.

The kit will include:

U6 – U10 Mini's

- An appropriate number of uniforms.
- Balls
- Woss cones.
- Goalie Gloves

U11 – U18 Competitive

- An appropriate number of uniforms.
- Balls, including practice balls and a game ball
- Woss cones
- Set of nets - needed for Surrey fields only
- Corner Flags - needed for Surrey fields only

SurDel is starting a share program with the boys club. All Delta fields have an equipment box that has been supplied by the boys club. Inside the box you will find nets and flags. If you are first on the field, then it is your responsibility to set up the nets and flags. If you are the last to leave, then you must take down the nets and flags and lock the box. The code is available through your coordinator.

Please strive to pick up your equipment at your assigned time or advise the equipment managers of a designate who will pick it up for you.

Field Keys (for lights and locks on nets)

Dennis Elsom turf and Mackie Park turf both require keys to access the lighting system. At Dennis Elsom, the controls are located in the parking lot near the clubhouse. Look for a large grey electrical panel. On the side is a key lock box. Inside you will find a key that opens the controls. The code is available through your coordinator. ALWAYS replace the key.

At Mackie Park turf, there is a control box on the north side of the field near the ball diamond. Attached to the box is a key lock box. The code is available through your coordinator. ALWAYS replace the key.

For North Delta Park ball diamond light access, there is a control box on the south side of the park near 84th Ave hanging on the large electrical cabinets. The code is available through your coordinator.

Field Goals (Dennis Elsom turf)

At the end of EVERY practice or game, if you are the last team on the field, you must push the goals back onto the cement pads and lock them up to prevent vandalism. A key is in the key lock box for the chain locks if required. The code is available through your coordinator.

Miscellaneous

Field Bookings for games

ALL field bookings must be made through the field allocator/scheduler. Please do not contact Delta or Surrey Parks directly. Practice fields are allocated during coaches' night.

Fundraising

The SurDel Executive recognizes that each team may wish to embark on fundraising activities in support of team objectives. Please recognize however, that we must all be responsible to protect the image of the SurDel Girls Soccer Club. Teams are free to solicit donations from individuals or companies; however, any donation that leads to a request for on field signage or other written promotion must be approved by the Executive. Further, under no circumstances is a team to agree to have a logo or emblem attached to the SurDel uniform. All flyers MUST have a team contact and phone number present as the club cannot field calls on behalf of the team.

Insurance

All players and team officials registered with the District are insured under BC Soccer's insurance policy provided they are participating in sanctioned or authorized events. Teams playing outside the Province must apply to BC Soccer for an "application to travel". Details on the insurance coverage can be obtained from All Sport Insurance at 604-737-3018.

Mid Week and Game Day Tasks

To ensure smooth sailing on the weekend there are a few things you can do:

On Thursday or earlier call the coach of the other team to confirm game time and location. Do this if it is home or away.

Check field status on Friday: To listen to the city's field reports call or check:

Delta:

http://www.corp.delta.bc.ca/EN/main/residents/recreation_and_parks_services/121/field_conditions.html

Surrey: 604-501-5000 (select options 1,2,2,2)

Don't forget to take bibs to the game in case there is a uniform conflict.

In case of bad weather contact the other teams coach on Saturday or at latest early Sunday morning to check field status. Please know that it is the referee's call as to whether the game should be cancelled because of weather or field condition. **A coach cannot cancel a game at the competitive level.**

At the mini level, the decision to cancel can be by consent of both coaches; however, you must let the referee or the mini referee coordinator, **Kash Sall or Gregg Antonyk**, know that you are canceling the game.

If there is a change in your home game field contact the referee coordinator, **Kash Sall**, to ensure the assignment and notification of the referee.

If you are home team and the first team on the field for the day, please setup the nets and flags. Be sure to give your bag of nets and flags to the coach of the team that plays after you. If you are the last team, please remove the nets and flags and take them with you.

Report your scores by end of day Sunday.

Troubleshooting

For problems with the following issues please call the appropriate person for assistance (see contact list for numbers):

Field/Scheduling	Steve Couper
Gym Allocation	Krish Dash
Field and Light Keys	Carmen Robertson
Money issues	Christine Norton
Referee issues	Minis: Kash Sall /Gregg Antonyk Competitive: Prem Bath / Kash Sall
Player issues	Minis: Kim Stringer Prospects: Casey King Competitive Rep: Steve Couper Competitive House: Steve Couper
Coaching issues	Carmen Robertson / Steve Couper
Registration issues	Stacey Clarke
Player Development	Mark Pennington
Website issues	Andrew Tuline
General club issues	Carmen Robertson / Steve Couper

Turf Rules

Everyone will at some point get to use the Mackie, Dennis Elsom, or other turf facility.

When you do, there are a few rules to remember:

- Respect the rights of other users (particularly those from our own Club). This means share and cooperate.
- Clean Shoes before entering the turf surface.
- Absolutely NO cigarettes, gum, sunflower seeds, food of any kind (including oranges), liquids (other than water).
- No chairs or tents on the turf.
- Report abuse of the field to the field allocator.
- Do not jump the fence, enter and exit at the gates provided.
- Put goals back on cement pads when finished practice or games.

SurDel's turf privileges can be revoked if these rules are not followed.

District, Coastal and Provincial Cup

Important websites:

Provincial Championships Website

<http://www.bcsoccer.net/COMMUNITY/Competitions.aspx>

Metro Soccer League

BCCGSL

http://www.bccgsl.ca/new_bccgsl/

South District Girls Soccer Association

<http://www.sdgsa.com/drupal/>

U10 Development, U11 & U12

These teams will finish their season playing in the SDGSA jamboree.

U13 through U18 Gold, Silver, House

Gold, Silver, Bronze and House teams have now been replaced by Division numbers (see BCCGSL link above).

- Divisions 1 & 2 (previous Gold teams) will compete for B cup known as the Coastal Cup. Finalists advance to Provincials.
- Divisions 3 & 4 (previous Silver teams) will compete for C cup known as the Coastal Classic Cup.
- Divisions 5 and up (previous House teams) advancing after round robin play also play for the Coastal Classic Cup in their divisions.

U13 through U18 Metro

Metro players with SurDel now play under the Delta Coastal Selects which is a combined effort SurDel, Semiahmoo, Ladner, and Tsawassen. These teams will compete for A cup also known as Coastal Cup. Finalists advance to Provincials.

Provincial Cup

Coastal Cup Champions and Runners up in A Cup and B Cup competitions get an automatic berth to Provincial Cup finals. As determined by BC Soccer there may be an opportunity for semifinalists to obtain a wild card berth. Semi finalist losers should consult with the District scheduler in regards to wild card eligibility.

Provincial Cup play typically runs in July.

The Club makes available the following assistance for teams qualifying for Provincials that are held outside of the Lower Mainland including Fraser Valley and Chilliwack:

- \$500 for each team that makes the Provincials to a cap of \$1500 (max. \$500 per team, should more than 3 teams qualify then \$1500 will be shared amongst all teams)
- South District also provides funding to teams that make it to Provincials. Please contact the Competitive Coordinator for more information.

End of Season

When the season ends there are a few things you can do to help make your players season complete:

Provide them with a [soccer coach evaluation form](#). We can all learn from constructive feedback.

Tell them to watch the SurDel website for updates to the evaluation schedule.

U18 teams are entitled to a one-time end of year contribution from the Club in the amount of \$250. These funds can be used to help purchase a gift for your players to commemorate their last year in the Youth program. There are also three bursaries available to U18 players. Info can be found online.

Hand in Players and Coaches ID Cards as soon as possible after the conclusion of the season, no later than May 1st. The cards must be returned to the registrar.

Think about getting your coaching application forms in for the following year. These forms are available online under New Registrations. All applications are due February 15th. If you are applying for more than one position please attach a letter.