



Surrey United Soccer Club

Coaches Procedures and Policies

RESPONSIBILITIES OF THE MANAGERS AND COACHES

COACHES

- (1) Will be responsible for the discipline and conduct of the players at all times.**
- (2) Will be responsible for ensuring that the players are properly dressed at all times in the designated club mandated attire.**
- (3) Will attend all coaches meetings and technical clinics organized by the club or appoint a deputizing person to attend.**
- (4) Will be appointed to and/or relieved of their duties by the President and Technical Director**
- (5) Will be answerable to the Executive for their training methods and the overall conduct of the team on the field.**
- (6) Will be solely responsible for the selection of the team.**
- (7) Will be responsible for seeing that all scheduled games are fulfilled.**
- (8) Will be responsible to notify the team manger of their absence.**
- (1) Will be required to notify the Club in writing of their intentions for coaching the next season by the 15th April**
- (2) Coaches are expected to enhance their skill sets as it relates to coaching and should ultimately meet the outlined standards stipulated by the governing and regulating authorities.**
- (3) Will be required to act at all times in a responsible manner displaying good sportsmanship and ensuring that their behaviour reflects favourably on the club.**

MANAGERS

- (1) Will be responsible for all player registrations and transfers to be managed in accordance with the governing and regulating authorities**
- (2) Will be responsible for ensuring that the players are properly dressed at all times in the designated club mandated attire.**
- (3) Will attend all club meetings or appoint a deputizing person to attend and communicate all information to the team and/or the parents of the players..**
- (4) Will be responsible for selecting a team name and having same approved by the Executive.**
- (5) Will be responsible to liase with opponents regarding game times, park schedule and team colours and where necessary arrange team transportation**
- (6) Will be responsible to report all serious accidents or injuries to the Club Secretary within 24 hours of the incident.**
- (7) Will be responsible for seeing that all scheduled games are fulfilled.**
- (1) Will be responsible report the score of the game to the designated individual.**
- (2) Will be required to act at all times in a responsible manner displaying good sportsmanship and ensuring that their behaviour reflects favourably on the club.**

Applying for Coaching positions

- **All coaches/managers need to submit an application form and a criminal record check before the designated deadline for the season.**
- **Application forms are available from the website www.surreyunitedsoccer.com or may be picked up at the Cloverdale Athletic Park clubhouse.**
- **A new application form should be completed for each new season.**
- **Criminal record checks need to be completed every two years. The secretary will keep track of this information and inform coaches when a new criminal record check is required.**
- **Coaches will be appointed by the Coaching Committee which will comprise president, executive director and the technical development staff.**
- **Appointed team coaches are responsible for appointing a team manager and or assistant coaches (maximum two carded assistants)**

Registering players

- **Player registration forms can be downloaded from the website www.surreyunitedsoccer.com or picked up from the Clubhouse.**
- **Player registration forms should be mailed in to the club (PO Box 88527, Surrey, BC, V3W 0X1) or dropped off at the clubhouse together with the appropriate fees.**
- **(Players from previous years teams at the Mini and 11-a-side House levels that wish to continue/commence playing together for the new season should submit the registrations as a team package.**
- **Code of Conduct forms which can be downloaded from the website should duly completed by the player and parent must accompany the registration form for all U/11 & Up players (plus U/10 development teams)**

Select Team Tryouts

(Metro, Gold, Bronze (U-11 only) and “Mini” Developmental teams)

- **Each select team will be appointed tryout date/time(s) for the new season.**
- **All tryouts are considered open (all players welcome).**
- **The technical director and staff coaches will conduct the tryout and will assist in the selection of the players.**
- **The select team coaches are responsible for assisting in the tryout process and all related administrative duties.**
- **Non-select team coaches (silver, bronze, & house) are expected to attend the tryouts for their respective age group.**
- **Coaches are to encourage players to tryout for the team/level that they are capable of playing at.**
- **Teams and/or individual players that wish to play up an age group(s), need prior approval from the technical director on/or before the tryout date (U/11 and up), or before the registration deadline for mini players.**

Coach's meetings

- **All team coaches and/or managers are expected to attend the coach's meetings for their specific team. Each team must have at least one adult representative from the team in attendance.**
- **General club information and specific team information will be provided at the meetings.**
- **The meetings times will be posted on the club website or can be found by contacting the club secretary.**

Coaching Certifications

- **All coaches are expected to complete the Community Coach Youth course offered by the British Columbia Soccer Association within 12 months of their initial coaching appointment with the club, and complete the Community Coach Senior course within 24 months of their initial coaching appointment with the club.**
- **The club will refund half the course fee on completion.**
- **The Technical Director will have a list of all courses available and/or the British Columbia Soccer Association can be contacted directly at 604-299-6401 or www.bcsoccer.net.**
- **All coaches are encouraged to further their coaching certifications after completing the Community Coach program.**

Equipment/Apparel

- **The appointed team coaches/managers are responsible for the equipment provided to the team by the club.**
- **Coaches are to pick-up and drop-off the equipment (uniforms, balls etc...) at designated times by the club equipment manager.**
- **Uniforms are to be returned at the end of the season on the designated day/time as a complete and clean set.**
- **All questions/concerns about the team equipment should be directed towards the equipment manager.**
- **Each player is required to submit a uniform deposit with registration that will be kept by the club treasurer until the uniform has been returned at the end of the season. Cheques will be cashed if the uniforms are not returned.**
- **All teamwear (hats, bags, tracksuits, training tops and training bibs etc...) are to be from the club's exclusive wear which is illustrated on the website.**
- **All team orders can now be submitted on-line to Soccer City via our website.**

Game Day Procedures

- **All players are expected to wear ONLY CLUB DESIGNATED UNIFORMS and team-wear in accordance with the Club's Sponsorship agreement with our Official Supplier Soccer City/Adidas. Under no circumstances shall any of our teams wear other track suits/ uniforms including shorts and socks while representing Surrey United Soccer Club.**
- **All select coaches are expected to wear the exclusive club apparel at the games.**
- **Select players are expected to wear the exclusive club apparel to and from the games.**
- **The team coach/ manager, is responsible for phoning in the score of the game to the designated contact person.**
- **For all home games the team manager/coach is responsible for confirming the game and field location/game time with the away team coach.**
- **The home team coach is responsible for paying the referees on/or before half-time of the game (except for mini = U-6 to U-10 games).**
- **The weekly schedule will be posted on the club website and will be updated throughout the week until Fridays @ 5.00pm after which time any changes /enquiries should then be communicated via telephone.**
- **All coaches/managers are expected to be fully conversant with our Field Closure/Field Management Policy (see Website) and must comply without failure with those procedures.**
- **All our coaches must support the concept of development by promoting the concept of the Player Permit whereby young players may be given the opportunity to play on a permit for one of our senior teams. Our players will not be allowed to play on a permit for any other club without the written consent of the Technical Director or his designated representative.**

Practice time allocation/procedures

- **The field scheduler will allocate practice times for all U/11 and up teams.**
- **The mini coordinator will allocate practice times for all mini teams (U-6 to U-10).**
- **Teams must strictly adhere to there designated practice times.**
- **Several teams may be practicing at the same time/location and it is expected that the field space and goal areas will be equally shared.**
- **All questions/concerns regarding practice schedules should be directed to the field scheduler (U/11and up) or the mini coordinator.**
- **The practice sessions are expected to start and end on time and you should not expect to intrude on someone else's allotted field and time.**

Player/Coach Development programs

- **The technical director and staff coaches offer player development programs for all age groups and levels and coaches are expected to fully support and promote OUR PROGRAMS with OUR PLAYERS.**
- **Coaches/Teams must not utilize any outside coaches at their Surrey United designated practice facilities and are expected to promote our own technical development programs and staff as the preferred supplier of these services.**
- **Technical director and staff coaches will work closely with the team coaches to enhance coach development.**
- **All technical questions/concerns should be directed to the technical director.**

Sport Conditioning

- **An agreement between the club and Technical Director has been made so that additional sport conditioning services can be provided.**
- **The services are available to all users groups and the general public; however, the club members and players will get priority bookings.**

Fundraising/Sponsorship

- **Teams who seek corporate sponsorship cannot agree to display the sponsors name on any exclusive club apparel/uniforms or our website without the prior written consent of the Executive.**
- **Teams who seek corporate sponsorship must first get written approval from the Surrey United Executive board. E-mail your requests to the club secretary who will acknowledge your request within 5 business days.**
- **Sponsors names may not be placed on any of the Surrey United/Adidas outerwear.**
- **The only items that may display the sponsors' names are**
 - **Team training bags - one specific size white text lettering & no logos.**
 - **Training T-shirts - one specific size white text lettering & no logos**
 - **If you would like a sponsor's logo on a banner you must obtain prior approval from the executive. Banners must always also display the Surrey United Club logo.**

The Clubhouse

- **The clubhouse is made available for team functions, the bookings are made through the VP Fundraising and Social.**
- **Bookings policies and procedures**
 - **Call a minimum of 48 hours before booking date.**
 - **Designate a team contact person that will be responsible for picking up and dropping off the rental key.**
 - **Clean the clubhouse after use - sweep, mop, empty garbage etc...**
 - **Return (replace) all furniture after use.**
- **The clubhouse is open to user groups/renters, the executive and administrative/technical staff only.**

FIELD CLOSURE POLICY

Our allocated fields must be managed in accordance with Surrey Parks and Recreation Field Closure Policy.

Failure to do so could result in heavy fines or loss of allocations and in the event of serious damage will result in our club being financially responsible for the full cost of the remediation.

Weather conditions and field conditions can change drastically overnight and despite the Field Status Report confirming the field to be playable or marginal we have an overriding responsibility as coaches and managers to use good judgement to preserve the quality of the fields.

We have all turned up at the park eager to play and so does the visiting team especially if they have made a long trip. However, we must resist the temptation of allowing our great desire to play to override our common responsibility to look after our fields and the need to show good judgement in determining whether the field is playable. Any improper decision to play may cause untold damage and result in the closure for weeks thereby adversely impacting other teams within our association. It is also important to recognize that we are only allowed a certain number of games/practices per field during the course of the week and just because the field is declared open on the City of Surrey Field Status Report we are not allowed to exceed the number of permitted games.

We would therefore ask that you adopt the following guidelines to assist you in your decision.

- 1. If there is significant surface water especially on heavily impacted playing areas, heavy frost or any snow on the surface, the field is DEEMED TO BE CLOSED.**
- 2. If you have not been scheduled or do not have a permit for the field DO NOT PLAY OR PRACTICE on the field.**
- 3. NO PRACTICE PLAY IS PERMITTED ON ANY GRASS FIELD WITHOUT A PERMIT.**
- 4. Ensure your game starts on time. Remember any delayed start may have a significant impact on subsequent users who may be within our own association or another user group with whom we may be sharing fields and who hold the valid permit.**
- 5. Leave the field as you would expect to find it. Please remove all the debris and garbage created by players, parents or other spectators.**
- 6. Ensure that you return any equipment that you may have used such as field liners, nets, corner flags and player benches to their normal storage place or make arrangements with the next user group to do so.**
- 7. If you determine your field is unplayable contact the Field Co-ordinator to see if another field is available.**

Field Status Report

Please go to the main City of Surrey website www.surrey.ca and go down the menu tree as follows:

Living in Surrey > Parks & Recreation > Parks & Environment > Outdoor Sport Fields > Field Status Reports > Current Inspection Report

FIELD PREPARATION

It is the responsibility of the first team on the field to prepare the field for the day's play.

This normally includes:

- **Unlocking the portable goals**
- **Setting up the Nets**
- **Putting out the Corner Flags**

All goal nets plus a key in a plastic bag (to unlock the goals) are stored in bins earmarked for specific fields in the Storage Tower at Cloverdale Athletic Park along with the paint, liners and corner flags.

Teams are expected to review the field schedule on a weekly basis to see if they are the first or last team on the field that week.

Do not assume, for instance, that just because you have a 2.00pm kick-off teams will be playing before you.

It is the responsibility of the last team on the field that day to take down the nets, collect the corner flags and return to the Storage Tower at Cloverdale Athletic Park on the day of their game.

If everyone follows these rules there should be no problems and people will not be wasting time searching all over for equipment.

MAKE-UP GAME PROTOCOLS

There are many different schedulers for the various different leagues and districts.

Some of those leagues and districts have allocated "blank dates" in the season schedule specifically to allow time for make-up games. Some have chosen not to do this.

Some leagues have historically elected to just simply cancel a particular week's schedule.

Therefore check with your designated VP regarding the specific policy re make-up games for your league or district.

Once it has been determined that the game does indeed have to be made up then we can proceed as follows:-

To schedule a HOME Make-up Game you will need to ensure you adopt the following guidelines:-

- 1. There will be rarely be any midweek make-up games**
- 2. Preferably arrange the game for one of the designated "make-up weekends" where identified.**
- 3. Otherwise the game will have played on a back to back basis i.e. Saturday/Sunday same weekend**
- 4. Call the other coach to see if they are available the week you want to play your game**
- 5. Request a Game time from the Surrey United Field Co-ordinator (Martin Foden - Phone-604-313-7908 or e-mail: (susc.execdirector@live.ca)
Martin would probably need to know no later than the Monday preceding the weekend of the proposed game.**
- 6. Wait for Martin's confirmation (not an absolute given, that you will get what you want) and then organize with your other coach Day, time & Field.**
- 7. The Referee Scheduler will be notified via Martin's weekly Game Schedule.**

Note# 1

The priority order for Makeup games is:-

Provincial Cup Game, District Cup, Conference Cup, League Cup and then League Game.

Note# 2

You might not complete all of your Make-up Games before the end of the season, so be sure if there is an open week to be timely about contacting the other coach and getting a field from Martin. It is totally up to the Coaches & Managers to coordinate their own Make-up games. Most coaches are great and also want to get their games in.

Note# 3

When reporting your score for a Make-up game be sure to advise the Surrey United Score-Keeper the Original Game Date and type of Game not the day you finally played the game (e.g. League Game SUSC Red Devils vs Ladner for September 20, even though you may have played it on November 8).