

BVSS – Division Coordinator Handbook

Anticipated Playing Locations & Schedules

(subject to change)

(P)=Practice (G)=Game

Division	Fees	Birth Year	Game Format	Team size	Smithers	Telkwa	Tournaments
U6	\$70	2012, 2013	3 on 3 (no goalie)	8 - 12	Tue: 5:50-6:35 Thu: 5:50-6:35 St. Joseph's	Tue: 5:45-6:45 Thu: 5:45-6:45 Telkwa Elementary	1 tournament / socce festival (Saturday morning or afternoon)
U8	\$80	2010, 2011	5 on 5 (including goalie)	8-12	Tue: 5:45-6:45 Thu: 5:45-6:45 Walnut Park	Tue: 5:45-6:45 Thu: 5:45-6:45 Telkwa Elementary	2 tournaments (Saturday morning)
U10	\$80	2008, 2009	7 on 7 (including goalie)	11-14	Tue: 6:00-7:00 Thu: 6:00-7:00 Muheim	Mon: 5:45-6:45 Wed: 5:45-6:45 Derby Field	2 tournaments (Saturday afternoon)
U12	\$100	2006, 2007	Super 8	12-16	Mon: 5:30 or 7:30 (P) Walnut Park Wed: 7:00 (G) Games will take place in Smithers, Hazelton, Houston, Telkwa	Mon: 6:00-7:00 (P) Derby Field Wed: 7:00 (G) Games will take place in Smithers, Hazelton, Houston, Telkwa	1 tournament (Full Saturday)
U14	\$100	2004, 2005	11 a side	14-18	Tue: 5:30 (P) Chandler Park / Derby Field (Telkwa) Thu: 7:00 (G) Games will take place in Smithers, Hazelton, Houston, Telkwa	Tue: 7:00 (P) Derby Field Thu: 7:00 (G) Games will take place in Smithers, Hazelton, Houston, Telkwa	1 tournament (Full Saturday)
U18	\$100	2000, 2001, 2002,2003 *1999 (must be attending high school full time)*	11 a side	14-18	Tue: 7:00 (G) Thu: 5:30 (P) or Thu: 7:00 (G) Practices will take place at SSS, Chandler, Derby Field (Telkwa) Games will take place in Smithers, Hazelton, Houston, Telkwa	Tue: 7:00 (G) Thu: 5:30 (P) or Thu: 7:00 (G) Practices will take place at SSS, Chandler, Derby Field (Telkwa) Games will take place in Smithers, Hazelton, Houston, Telkwa	1 tournament (Full Saturday)

BV Soccer Division Coordinator Checklist

Duties and responsibilities:

- liaison between your division and Head of Divisions (who connects you to the BVY Soccer Board)
- organize and coordinate coaches and teams
- Field questions from coaches and parents
- Work with the Division Volunteer Coordinator to:
 - oversee hosted tournament
 - coordinate with division equipment and photo coordinator
 - Work with the division Volunteer coordinator to ensure roles are fulfilled

Season Start up

1. Find coaches! and promote coaching clinics within your parent pool
 - Confirm with each coach that they are coaching for YOUR division, don't assume from spreadsheet (many families have multiple kids)
2. Make teams; each team should be equally distributed by:
 - Age (birth year)
 - Male and Female
 - Volunteer parent positions; coaches, team parent, equipment volunteer, tourney organization/photo coordinator, pre-season jobs and non-volunteers
 - ***NOTE: Team requests do not need to be accommodated with the exception of coaches wanting to coach/not coach their own children.***
 - ***U14-U18 – coaches from pervious year usually can help rank players and can work together to create equal teams, all participants should have equal playing time!***
3. Set up fields based on number of teams, let lining people know what your needs are. Create map if needed.
4. Let equipment coordinator know number of teams (with number of players) as soon as possible.
5. Relay tournament dates, find/confirm coordinators
6. Secure equipment drop-off plan; date & place. BEST if not first day...we suggest at the coaches meeting?
7. Coaches meeting, 1 week before soccer starts
 - EACH Coach/Team parent MUST receive the registration information with the following: both parent contact name and contact information (phone numbers& emails of BOTH parents), emergency contact and medical concerns
 - Review Coaches Code of Conduct EACH COACH WILL NEED TO SIGN!
 - Criminal Record checks – all coaches should to get a check done prior to season start up- details on our website under Coaches information
 - Review skills allowed/not allow for each age groups
 - Determine U6-10 Scrimmages... do you want a schedule? Length? - see note below

U6	
Main focus	<p>Main focus: FUN, while learning the basics of the game</p> <ul style="list-style-type: none"> -Develop basic movement skills (running, jumping, kicking) -ABC (agility, balance, coordination) -Introduce to basic soccer skills (passing, shooting, dribbling)
Ball size	Ball size: size 3
Game/Field	<p>Game format: 3v3 no goalie Field size: 18-22m wide x 25-30m long</p> <ul style="list-style-type: none"> -Game duration: 2 x 15 minutes
Rules/Notes	<p>Offside: no</p> <p>Throw ins: no, use kick ins</p> <p>No heading</p>
U8	
Main focus	<p>Continue to develop basic skills in FUN atmosphere</p> <p>ABC (agility, balance, coordination)</p> <p>Work on basic soccer skills (passing, shooting, dribbling)</p> <p>Introduce basic rules of the game</p> <p>Intro to throw ins and goalkeeping</p>
Ball size	Ball size: size 3
Game/Field	<p>Game format: 4v4 including goalie</p> <p>Field size: 20-25m wide x 30-36m long</p> <p>Game duration: 2 x 15 minutes</p>
Rules/Notes	<p>Offside: no</p> <p>Throw ins: yes</p> <p>Heading: no</p>
U10	
Main focus	<p>Further development of skills.</p> <ul style="list-style-type: none"> -ABC (agility, balance, coordination) -Build on basic soccer skills, and add more complex exercises -Introduce basic individual moves and basic principles of play

	<ul style="list-style-type: none"> -Knowledge of rules of the game -Further introduction to goalkeeping
Ball size	Ball size: size 4
Game/Field	<p>Game format: 7v7 including goalie</p> <p>Field size: 30-36m wide x 40-55m long</p> <p>Game duration: 2 x 25 minutes</p>
Rules/Notes	<p>Offside: no</p> <p>Throw ins: yes</p> <p>Heading: yes</p>
U12	
Main focus	<p>Further development in a fun and challenging environment.</p> <ul style="list-style-type: none"> -ABC (agility, balance, coordination) -Continue with basic skill development, increase complexity of exercises and drills -Work on individual skill sets, (dribbling moves, fakes, feints) -Knowledge of rules of the game -Goalkeeping specialization -Basic positioning of players
Ball size	Ball size: size 4
Game/Field	<p>Game format: 8v8 including goalie</p> <p>Field size: 42-55m wide x 60-75m long</p> <p>Game duration: 2 x 30 minutes</p>
Rules/Notes	<p>Throw ins: yes</p> <p>Offside: yes(in final third of the offensive zone. Cones mark zone)</p>
U14	
Main focus	<p>Further development in challenging environment</p> <ul style="list-style-type: none"> -ABC (agility, balance, coordination) -Continue with basic skill development, advanced drills -Knowledge of rules of the game -Goalkeeper specific drills

	-Player positioning, tactics
Ball size	Ball size: size 5
Game/Field	Game format: 11v11 including goalies Field size: full field Game duration: 2 x 35 minutes
Rules/Notes	Offside: yes Throw ins: yes
Under 16-Under 18	
Main focus	Further development and refining of skills in a competitive environment -ABC (agility, balance, coordination) -Advanced drills, team play, tactics -Goalkeeper specific drills
Ball size	Ball size: size 5
Game/Field	Game format: 11v11 including goalies Field size: full field Game duration: 2 x 45 minutes
Rules/Notes	Offside: yes Throw ins: yes

Team parent meeting – review roles. Can be back to back with coaches meeting. Take the pressure off the coaches!

Team Parent:

- Wash and bring jerseys and First aid supplies to the field each practice (or pass off to other parent when needed)
 - Communicate to parents about team happenings.
 - Remind parents to bring water bottles for their children each practice/game.
 - Can arrange team snacks, BUT this does not count towards parents “volunteering” it is just a nice bonus.
8. Volunteer tracking –**This role is changing- we will keep you posted! Team Volunteer time tracker:**
- Work with team parent and coaches to track Volunteer duties of the parents on your team.
 - On the first week of practices find out which parents still need to fulfill their Volunteer duties. (some parents have been involved in pre-season duties like entering registrations, sitting on the board, organizing Equipment)
 - Work with Team Parent to put tasks forward and arrange other task as the need arises.
 - Submit the volunteer duties/hours to division Coordinator at the end of season. This will determine who’s \$100 volunteer cheque will be cashed.
9. League games/Scrimmages - delegate
- Be aware and follow BC Soccer guidelines (inform coaches!)
 - U6&u8, teams are split to create small sided games
 - Confirm fields space and times
 - Decide on length with coaching team

- Create schedule if needed (delegate) – pass on to Referee Coordinator if needed (u12-u18)

First day of Soccer

- Have field map, team list and coaches listed at information table
- Be at the information table to answer questions and direct people
- Collect team names and jersey colours
- Check-in with teams/coaches

Throughout season:

- Check in with teams and trouble shoot issues as they come up
- Watch and cheer on Teams!
- Help guide if needed Tournament Coordinator with Tournament Plans (also helping is Volunteer Coordinator)
- Ensure photo day is set, communicate with Team parents – New This Year Photo Coordinator Handbook – More information to follow
 - have coaches give names of kids for the paper!
- Guide Year-end Coordinator with fun day activities (last day!) - New This Year Year-End Coordinator Handbook
 - Need to order keep sake, \$\$/player early to get it in time
 - Ideas: t shirts, meddles, gift cards, water bottles
- Ensure Equipment coordinator has a plan for end of season equipment collection. Communicate to coaches/team parent.

Season Wrap up:

- Ensure equipment is returned
- Ensure all ladled photos get to Head Photo Division Coordinator for paper
- Volunteer tracker forms all submitted
- Write down ideas for next year and feed back for the executive!

Communication

- Reminders about first day onto Facebook person
- Pass tournament information onto communication person for Facebook and website
- Pictures Too!