



# POLICIES AND PROCEDURES MANUAL



**2015**



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## **PREFACE**

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This manual is generated to act in regards of association information for all RGSA members in conjunction with Coaching Staff, Players and Parents. As this is a document to embody the future of the Richmond Girls Soccer Association, we promote development in all aspects of our organization and appreciate any constructive criticism or recommendations regarding the following information.

The RGSA has endorsed a 'player first' attitude, and therefore, this manual will reinforce the ideas of the doctrine. However, the fulfillment of the principle depends on the volunteer coaches. These Coaches and Technical Staff are present to benefit the RGSA players and assist with furthering the development, success and delectation of the game.

We are grateful for your support of the players of the RGSA. Your loyalty will contribute to the development of the game and promote sportsmanship and citizenship skills.

Regards,

Richmond Girls Soccer Association

## **PLAYER DEVELOPMENT PHILOSOPHY**

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Long term player development is the primary objective of the RGSA. This development breaks down into four components: Technical, Tactical, Physical and Psychological. As the age level increases, different components are stressed.

- **Technical Growth:** The individual ability to handle the ball consists of dribbling, passing, receiving, shooting, heading and goal keeping. A solid technical foundation increases the players' ability to understand the tactical aspects of the game.



- Tactical Awareness: A player must understand when to apply the appropriate technique based on the demands placed upon them by their opponents. Tactical awareness is a players' understanding of a system of play or strategy. As a player progresses through age groups, tactical play becomes a major component of our teaching.
- Physical Ability: Soccer is a demanding physical sport, and each player will need to obtain a certain level of fitness. A majority of this fitness training takes place in actual training exercises. Physical fitness determines a lot in the game of soccer. When players become physically fatigued, they become mentally tired, and when players become mentally tired, they can no longer perform the technical skills needed. When players lose their technical ability, their tactics disappear.
- Psychological Understanding: How a player reacts to certain situations can either help or hinder the overall team effort. Our goal is to focus on the present. Soccer is a game of mistakes, and this is how we learn. We will work to focus all of our players' energy in a positive manner, and on things they can control.

## **RIGHTS OF AN RGSA PLAYER**

Every RGSA player has the right to practice and play in a safe, non-threatening learning environment. She will be treated with consideration for her age, abilities and stage of physiological, physical, cognitive and mental development. She will be treated fairly, with respect and be recognized for her progress or achievements. Her coaches will work hard to help her improve not only as a player, but also as a person.

## **PLAYER REGISTRATION**

A player must be registered before she is permitted to play with the RGSA. Senior teams must register their players with their respective league and





youth teams must be enrolled to the RGSA, following registration policies.

Fall registration commences in March or April, with the early registration ending on June 30th.

Select team players must be registered within a few weeks after assessments. If there is a financial situation that prevents the player from registering within the deadline, she should communicate with the RGSA Administrator as soon as possible.

Non-select or house team players will register as individuals, and be placed on teams by random assignment.

It is the coaches' duty to inform the Administrator or Technical Staff of any player who has withdrawn from the program for any reason in writing.

## **PLAYING TIME POLICIES**

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Coaches are permitted to reduce playing time of a player if any of the following occur:

- The player breaks the RGSA Code and Conduct and/or Code of Ethics which results in a disciplinary action.
- The player repeatedly neglects to attend training sessions, and fails to provide reasoning, or is late for training sessions or games without notifying coaches prior to the session.
- The player does not put in good effort at training sessions or in games and is disruptive.

### ***U13 to U18 Metro and Gold***

- Players should expect to receive thirty (30) to fifty (50) percent of playing time in all exhibition, tournament and league matches, unless the player breaches any of the RGSA policies stated above.
- For Coastal Cup, Provincial Cup and National Championships, players



should expect fair playing time, based on their attendance, strength, personal skill-set, personal performance, work ethic, demeanor, mindset, and commitment to the team on and off the field.

### ***U13 to U18 Silver, Bronze and House Teams***

- Players should expect to be given a minimum of half the game of playing time in exhibition, tournament and league matches, unless the player breaches any of the RGSA policies stated above.
- Players should understand that in certain match situations, different abilities are required to assist in a greater team success. These decisions made by the coaching staff may limit the playing time of some players.

### ***U9 to U12 House Teams***

- Players should expect to be given a minimum of half the game of playing time in exhibition, tournament and league matches, unless the player breaches any of the RGSA policies stated above.

### ***U10 to U12 Developmental Programs***

- Players should expect to be given fifty (50) percent of the game of playing time in exhibition, tournament and league matches, unless the player breaches any of the RGSA policies stated above.

## **PLAYER EVALUATION**

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The purpose of the upcoming assessments is for the assessors to make an informed decision as to the most appropriate playing level for players for the following season. Assessments are a process to place each player at a playing level where they are most adequately suited for play and will gain the most enjoyment / value from participating in soccer. Players within the RGSA are assessed all year round and these upcoming assessments are used to identify new players to our program, house players who want to play more competitive soccer and out of district players who may not have been





seen throughout the season.

Assessments are a “sorting process” and are opportunities to rank players relative to the players around them. They are individualized performance assessments of technical proficiency. During these sessions notes are compiled on specific player’s technical performance.

Assessments are different from regular season training sessions. In general, during assessments players will rarely be ‘coached’ in the same way they would be during a regular season practice session. The drills and games will not be frequently stopped so coaching points can be made.

Players should understand they may be asked to play several different positions during an assessment. This is not a mistake, but part of the process to accurately assess each individual.

Goalkeepers or players that indicate they want to be goalkeepers will be assessed as such. These players need to indicate when checking in before the start of the upcoming assessments if she will be assessed specifically and only as a goal keeper.

Decisions taken as a result of assessments are for the upcoming season only. Should a player not be placed on a certain team or level, in no way does this prohibit them from attending assessments at any level in the future. It is widely recognized that players develop at different rates. In addition, in a season, there can be movement of players between teams in an age group depending on how players develop through the season.

If a player expresses an interest in “playing up a level” she must attend the assessments for both her age as well as the age to which she wishes to play up to.

Each team can take up to 5 out of Richmond players (also known as out of district players).

Our T&D coaches will be the main assessors as they have all worked closely with most of the age groups. The T&D coaches will also have the CURRENT coaches on the field as well to give input on the players. However the final

decisions will be made by the T&D staff, taking into account the input of the current coaches where needed. Next seasons coaches will not have been approved at the time of assessments.

All assessment results will be compiled by our T&D coaches and our Administrator will send the results to each participant individually.

The above provides only a general framework for how the upcoming assessments and player placement for next season will be conducted. Our T&D staff will oversee and direct the process and may adjust the process as it proceeds.

Players will be expected to register ahead of time for the upcoming assessments, although drop-in attendance will be accepted. We do ask that all players register for the upcoming assessments rather than simply showing up as it will help assure that the assessments will run smoothly (each participant will be assigned a jersey number in a particular colour in advance and significant numbers of drop-ins will slow the process down significantly). Failure to attend any of the sessions may impact a players' opportunity to be chosen for a team / playing level (if a player expects to miss a practice they should notify the Administrator and T&D staff, consideration may be given should the circumstances warrant).

### ***What is being assessed?***

Players are being assessed relative to other players around them and ranked accordingly. It is expected that:

Potential top level (gold / metro) level players should be able to do the following consistently well, relative to other players their age:

1. Control the ball in a variety of ways
  - with either foot – good first touch
  - use other controlling surfaces (thigh, chest) as required
2. Strike the ball with both feet – although preferred foot is stronger
3. Move quickly (dribble) with the ball under control.



4. Be willing to engage (tackle) opponents.
5. Have success in 1v1 duels.
6. Be willing to defend when her team does not have possession.
7. Make good, early decisions when they have possession that shows tactical awareness to maintain possession (e.g. not panic when in control).
8. Involve teammates in the game rather than doing everything themselves.
9. Have good fitness, speed, coordination, and strength.
10. Take up good support positions both when attacking and defending.

Shortly after the last session, parents/players will be contacted first by our Administrator and must accept or decline the offer within 48 hours. All players who have accepted a spot on a select team are encouraged to register as soon as possible to guarantee their spot as well as to take advantage of the early bird discount.

It is the goal of our T&D staff to have all parents informed within 72 hours of the last assessment per age group, but there is the understanding that some age groups will take longer than others and that, if a team is still in Cup Play, the announcement will be delayed until that particular teams' cup play is finished.

We strongly encourage that all new teams join the spring program so that members can start training and preparing for the new season.

### ***How many players are selected?***

Depending on the perceived strength of an age group level, our T&D staff will make a decision as to how many players will be selected. In general the following framework will be used, but can be adjusted by our T&D staff each year:



### ***U10 (two development teams and remainder in house teams)***

- The top 22-26 girls selected will be placed on two development teams. The first team will be the stronger team and will be placed in a higher division through the South District Girls Soccer Association.
- All remaining players will be placed on house teams and play against other RGSA U10 teams.

### ***U11 (two Development teams and remainder in house teams)***

- The top 22-26 girls selected will be placed on two development teams. The first team will be the stronger team and will be placed in a higher division through the South District Girls Soccer Association.
- All remaining players will be placed in balanced house level teams and participate in South District Girls Soccer Association.

### ***U12 (two Development teams and remainder in house teams)***

- The top 22- 26 girls selected placed onto two development teams. The first team will be the stronger team and will be placed in a higher division through South District Girls Soccer Association.
- All remaining players placed on balanced house teams and participate in South District Girls Soccer Association.

### ***U13-U18 (1 metro, 1 gold, 1 silver, 1 bronze)***

The top 16 -18 girls selected are placed on a Metro team.

The next 16-18 girls selected are placed on a Gold (Division 1 or 2) team.

The next 16-18 girls selected are placed on Silver (Division 2 or 3).

Remaining players will be placed on balanced Bronze level teams in early August.

U18 teams may have up to twenty (20) players.

In some cases age groups may be combined (playing up) to fill the ranks of



teams and ensure that teams have adequately and similar skilled players. The RGSA and our T&D coaches reserve the right to have the final say in where teams are placed.

Our T&D Coaches will make recommendations to the Board as to what level a team should play. The RGSA has an obligation to the league to place teams at a level at which they will be appropriately competitive.

### ***Injured players / unable to attend assessments***

Each year there are always players, for very good reasons, who are unable to attend the assessments. Sometimes this is due to injury and sometimes because a player has moved to the area in the off-season. These will be handled on a case-by-case basis by our T&D coaches. Placement on teams, for players who missed the evaluations, will be at the discretion of our T&D coaches.

## **SELECT TEAM PLAYING UP POLICY**

In order to remain true to the RSGA's philosophy of consistently challenging its players, player movement between age groups is supported if the following guidelines are met:

### **1. Player Evaluation and Team Selection Processes**

- Player movement is acceptable only when the player moves a maximum of one (1) age division above their natural age group if she is ranked within the following grouping of the higher division:

-U11: Top 8

-U12: Top 8

-U13: Top 10

-U14: Top 10

-U15: Top 10



-U16: Top 10

## 2. Technical Ability

- She must display strong individual skill of which can also be performed in competitive match situations. Her abilities must match or exceed the skills of other player in the age division she wishes to move to.

## 3. Physical Ability

- She must have a higher level of physical fortitude, technique and agility of her age group, as well as be able to amalgamate well with players in the intended age group.

## 4. Mental Ability

- She must have a higher level of knowledge towards the game and mental strength than players in her natural age division.

## 5. Social Ability

- She must be able to collaborate with intended age division both on and off the field, in situations such as games, dressing rooms, training sessions and social gatherings.

## **SELECT TEAM PLAYER EXPECTATIONS**

Those who are playing at a Metro or Gold level must be able to display the following continuously, relative to the players their age:

1. Manipulate the ball with all parts of their body from multiple services, such as from the air or on the ground.
2. Pass, receive and strike the ball with both feet precisely and maneuver the ball comfortably and at game speed.
3. Defend with proper technique and composure.





4. Use quick decision making skills to make plays based on good tactical awareness.
5. Play with the agility, vigor, coordination and strength appropriate to their age division.

Those who play on a Metro or Gold level team are expected to make all efforts to attend all games and practices, and work at a high intensity.

Silver and Bronze players should be able to do the following continuously, relative to the players their age:

1. May demonstrate most of the abilities stated above, but not necessarily meeting the Metro or Gold standards and may not be able to perform them consistently or on demand.
2. May also be able to demonstrate previously stated abilities in a low pressure training environment, but not in a game situation with opposition.

Although commitment is usually less than that of a Metro or Gold player, it is still expected that Silver or Bronze players meet the commitment levels stated by their Team Coach and RSGA Technical Directors.

## **TEAM SELECTION ROLES AND RESPONSIBILITIES**

The Technical Staff should:

- Act as an evaluator year-round.
- Lead the Team Selection Meeting at the conclusion of the evaluations.
- Make the final selection of players if and where required.

The Administrator should:

- Be responsible for the registration of players on the RSGA website.
- Assign colored and numbered pinnies to players at assessments.



- Create accurate player rosters for evaluators.
- Attend all Team Selection Meetings and record data.

The Evaluators should:

- Assess players according to the provided standards.
- Hand in completed and signed assessment forms to the Technical Staff at the end of each assessment.

It is recommended that parents are knowledgeable about guidelines and processes of forming a select team, and inform their child of the regulations of the assessment system. Between the child and the parent, a decision should be made as to which team the player would like to try out for. Those who do not try out for a select team will be placed on a house team after registration.

It is the parents' job to ensure their child attends assessments on time with the proper attire (cleats, shin pads, jacket, water, etc.). During the assessments, it is asked that parents refrain from unnecessary intrusions and remain at the perimeter of the field to allow the Evaluators, Technical Staff, Coaches and players to work.

Players must be ready to follow instructions. Since it is an assessment, players may not play in their usual positions or be on the field for the entire time. Coaches or Technical Directors will not stop the assessments to make coaching points or comments as the session will be used purely to evaluate their ability.

## **NOTIFICATION OF SELECTION OR NON-SELECTION**

If the player is successful in their evaluation, she will be contacted by the RGSA Administrator and must either accept or decline her position on the team by the provided deadline. After all selected players have stated their acceptance or rejection, the age group coordinator will approach the non-selected players to state alternative opportunities within the association.



If any selected player rejects the offer for the team, the Technical Director Staff will choose the first player on the alternate player list.

## **OUT OF DISTRICT PLAYER ELIGIBILITY FOR SELECT TEAMS**

A maximum of five (5) out-of-district players are permitted per team as outlined by the BCSA Rules and Regulations.

## **PLAYER TRANSFER**

In order for transfer requests to be completed, players and parents must follow the process below. Parents and players are prohibited from soliciting to any other teams to play for prior to or during the transfer process, and failure to abide by this rule will result in the denial of their transfer request.

### ***In-Club Transfer from an RGSA Team to another RGSA Team***

After teams are formed, transfer from one team to another team within the RGSA is only permitted if one or more of the following circumstances applies:

1. The safety and well-being of the player will not be at risk.
2. There are irreconcilable differences between team members.
3. The current team has been folded.

The process for requesting an in-Club transfer is as followed:

1. Complete the RGSA Transfer Request Form.
2. Provide a thorough written request to the Technical Staff.
3. Meet with a Technical Staff member and a current Team Coach to discuss the situation.

Transfer requests must be provided by January 15th of each year.



### ***Transfer from an RGSA Team to another Club/District***

Transferring from an RGSA Team to another Club/District requires the player to follow BCSA transfer policies, which can be found at [www.bcsoccer.net](http://www.bcsoccer.net). The deadline for transfer requests is January 15th, unless it falls on a weekend, in which the deadline is the preceding Friday.

### **PLAYER ID**

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Team lists are required for all teams. Select teams will submit team lists at the post evaluation meeting. House team coaches will submit a list of requested, non-selected players for placement by the RGSA registrar.

A player is not guaranteed to a team until the team list is received and the players' registration ID cards are fully completed by the June 30th deadline.

U10 Development Teams and older must have player identification. These teams are required to have ID cards for their staff, coaches, assistants and managers, with at least one (1) female staff members on the bench at all times.

***Coaches may not, under any circumstances, play a player who is not registered to the team or who does not have the proper permit forms required.***

### **COACH SELECTION**

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The first of February of each year marks the commencement of the application process. Every previous coach must reapply if the coaching position is desired. Further information can be found on the RSGA website.

#### ***House Teams***

The RGSA relies upon the volunteered time of adults to embody a coach or mentor figure for house teams from U9 to U18. To ensure maximum support for these volunteers, the association implements various courses or



educational opportunities to better the experiences of both the coaches and the players.

In the case of multiple applicants for a single team, the volunteers are encouraged to coach collectively. The Technical Directors will review the coaches involved to reach a decision if the above solution is not practical.

### ***Select Teams***

The Technical Directors are required to consult with applying coaches prior to any coaching appointments. Successful applicants will be notified in March or April in time for corresponding player evaluations.

Coaches for select teams will be chosen based on multiple attributes. He/she must be prepared to adopt the RGSA philosophy and blend well with the development program of the association. He/she must have a certain level of certification with relevant prior coaching background and be willing to upgrade to the next level after six months of service. He/she must be successful in the interview process, have exceptional knowledge of the game and of teaching or coaching.

The RGSA aims to field the following select teams:

- U10 Development (2 teams)
- U11 (2 to 3 teams)
- U12 (2 to 3 teams)
- U13 to U18 (1 Metro level, 1 Gold level, 1 Silver level and 1 U17/18 team)

### ***Requirements and Standards***

Applying coaches must fully encourage the RGSA Playing Philosophy, teach within the RGSA Playing Concept and work within the RGSA Player Evaluation System. Coaches must engage in the provided in-Club Coaching Certification and Coach Education programs and be willing to complete the CPIC (Canadian Police Information Centre) process for Criminal Record Background Check and the BCSA Risk Management Form.



Coaches also must completely support all RGSA programming and communicate the same to players and parents, and follow the RSGA Coaches Code of Conduct in every way.

## **COACHING CERTIFICATION AND DEVELOPMENT**

For certification, coaches have multiple options including Community Sport Stream (no pre-requisites) or Licensing Stream (requires Community Sport Stream as a pre-requisite).

The Community Sport Stream includes courses such as Soccer for Life, Learning to Train, FUNdamentals, Active Start and Make Ethical Decisions.

Licensing Stream includes courses such as B License Pre-Test, B License-Provincial, B License-National and A License.

## **PROFESSIONAL COACHING SERVICES**

The RGSA endorses improvement by offering multiple coaching services to players. These include the RGSA Academy, training in teams with a qualified RGSA coach and the Spring Program.

## **FUNDRAISING AND SPONSORSHIP**

Occasionally, the RGSA may join fundraising agreements, which may restrict teams from requesting sponsorships from a conflicting authority.

## **MANAGEMENT OF TEAM FUNDS**

The RGSA is not liable for individual team earnings. Any funds raised over the span of a single playing season are to be handled by the team itself (any parents, coaches, etc.) and each team member or parent should be aware of





the fund representative. Therefore, the RGSA is not responsible for the mismanagement or loss of this money in any way.

All outstanding funds must be disbursed at the end of the playing season. Absolutely no money is to be carried forwards into the following season unless mutually agreed upon in writing by all team parents.

Should the RSGA demand any accounting documents, the team must be able to provide them. To ensure proper records of income and expenses throughout the season, it is recommended that each team opens a bank account, with a minimum of two (2) signatures.

## **REFEREES**

Referees of the RGSA are expected to arrive to their game on time in appropriate and professional apparel. Referees are required to be equitable and implement the laws of the game accurately. Should there be a breach of the code of conduct or an incident during a match, referees are responsible for reporting the issue using the instructions at [www.richmondgirlssoccer.com](http://www.richmondgirlssoccer.com).

Generally, the referees will be paid by the RGSA by monthly cheques. In the case of senior games or other instances where they are not paid by the RGSA, referees are asked to send a monthly expense report for remuneration. Those who ref Metro level games will be paid at the beginning of the game in cash.

It is the RGSA teams' responsibility to inform both the opposition and the RGSA in the case of a senior game cancellation. It will become the teams' obligation to pay the referee if failure to notify the league occurs.

## **STATISTICS- REPORTING A GAME SCORE**

Divisional teams (U13 and up) are the only age groups that keep scores.



For these teams, the coach must phone or email the accurate outcome to the coordinator by the end of the weekend in which the team played. For specific information, please contact the RGSA Administrator.

Teams in the U10 to U12 Development Programs must report their match result to the Administrator to ensure proper tiering of the teams.

## **REFUNDS**

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A full refund will be provided if your child is not placed on a team.

A refund, less a \$50 administrative fee, will be provided if you cancel your child's registration by August 31.

Refunds after October 1st are subject to the \$50 administration fee and the BC Soccer Fees.

No refunds will be paid for players withdrawing after October 15th except for extreme circumstances and at the discretion of the RGSA Board.

Refunds will be issued only with written notification by email to our Administrator at [admin@richmondgirlssoccer.com](mailto:admin@richmondgirlssoccer.com). Please include players name, mailing address, name for the cheque, age level, team name and purpose of the withdrawal.

All refunds will be in the form of a cheque.

### ***Extra Development Programs***

There are **no refunds** for our extra development programs such as our Monday Night Academy or for sessions that are cancelled beyond our control (weather, City closes the fields etc.)



## **FINANCIAL ASSISTANCE**

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### ***Jumpstart Canadian Tire***

Who we fund is simple: kids. Kids who want to get active. Kids who want to learn a new sport or activity. Kids who want to keep up with a sport or activity they already enjoy. But these kids just need a little extra financial help to get their name on the roster.

Kids aged 4 to 18 from families in financial need can receive funding to help with registration fees, equipment and/or transportation.

### ***Jumpstart Funding Criteria***

How do we determine if a family requires our help? Families must meet financial need criteria in order to qualify for Jumpstart funding. Jumpstart recommends following Revenue Canada's Low Income Cut-offs (LICOs) which are based on a family's size, the size of their community and the total family unit income (before tax).

For example, a family of four living in Toronto with a total family unit income (before tax) of less than \$43,942 would meet Jumpstart's requirements for funding support. If the income is above the limits indicated then, regrettably, Jumpstart will not be able to approve the funding request.

To see if your family meets the financial need criteria to qualify for Jumpstart funding, here's how to determine where your total family unit income (before tax) falls within the LICO table:

Find the size of your family unit down the left-hand side.

Find your community size across the top.

Where the column and row meet is the LICO for the family unit size in the community.

A kid's life can be enriched through physical activity but that doesn't mean it comes without a cost. And sometimes families need a little help to get their kids involved. For thousands of Canadian families, Jumpstart is the help they



need to get into the game.

For further information and to apply for Jumpstart funding please go to <http://http://jumpstart.canadiantire.ca/en/what-we-do/want-to-apply>

### ***KidSport™ Richmond***

KidSport™ Richmond is a non-profit, charitable organization that has been licensed to operate a Community Chapter as part of the national and provincial KIDSPORT™ program. Our Goal is to ensure that all kids in need have access to the positive experience of sport and physical activity. We believe that participation through sport provides a life-long opportunity for self-expression, goal setting, dedication, positive thinking and increases self-confidence for kids.

Social and economic obstacles can prevent some young people from participating in organized sport. KidSport™ Richmond was established to help overcome these obstacles. We believe that the primary goal of any children's sport program is for each child to have the opportunity to be able to participate in a safe and fun environment, to learn the sport of their choice and to benefit from their participation and the positive experience of sport.

If you need financial assistance, please click on the link below for the Richmond Funding Guidelines and Application form.

<http://www.kidsportcanada.ca/british-columbia/richmond/apply-for-assistance/>

## **PHOTO DAY**

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The third or fourth weekend in September is when the RGSA organizes a day for all members to have their pictures taken. A specific time slot will be granted to each team for group and individual photos. Those who are not present for their photo session will not receive a second date for retakes.



## **FACILITIES**

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RGSA players are authorized to utilize the facilities under the RGSA's rental arrangement and insurance. Coaches, parents and players are expected to respect the provided facilities, and leave them in the same or improve condition as they were prior to use.

The RGSA has the following playing facilities:

- indoor gyms
- grass fields (full size)
- artificial turf fields (full size)
- artificial turf fields (8v8 size)

For complete list of locations and facility descriptions, please visit [www.richmondgirlssoccer.com](http://www.richmondgirlssoccer.com).

## **EQUIPMENT**

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The RGSA provides a goalie jersey and a ball per player for each team, and any further equipment must be funded by the parents of the players in addition to the registration cost. All paraphernalia for the fall season will be distributed accordingly in early August. The representative colours of the RGSA are red, white and black.

***All apparel worn to training and games must be official RGSA clothing only. Uniforms must be adorned with exclusively the apparel brand, the official RGSA logo and the players' name and/or number.***

Any additional print work on RGSA apparel must be approved by the RGSA Executive in advance.



## **TOURNAMENTS AND EVENTS**

The RGSA hosts tournaments and events throughout the year. These include the RGSA "Active Start" in September, the Thanksgiving Tournament in October, Richmond Winter Classic in January and the RGSA Closing Jamboree in March.

## **TEAM TRAVEL**

Occasionally, RGSA teams may travel for competition matches, or for events such as tournaments and Provincial or National Championships.

For matches outside of British Columbia, teams are required to have the correct documentation in place from the District and Provincial Association two (2) weeks prior to departure. Further information can be found at [www.bcsoccer.net/bcsa](http://www.bcsoccer.net/bcsa).

Along with the competent documentation, teams must inform both the RSA Director and the RSGA Executive of their upcoming travel so the RSGA is aware that it is being represented outside of the Lower Mainland. This must be in written form and given with a copy of all necessary travel permits no later than two (2) weeks prior to retreat.

RSGA may choose to have a representative of the association travel with the team, although this mainly applies for Provincial or National Championships.

Travelling teams must abide by the following rules at all times:

- Alcohol at team events is strictly prohibited.
- Players must be supervised at all times by a recognized member of the team staff.
- Teams must obey hotel policies and know safety routes within hotels in the event of a fire or emergency situation.
- Only adults with a minimum of five (5) years of experience with a valid BC Driver's license are allowed to transport minors. The driver is





required to have a minimum coverage of \$2,000,000 third party liability insurance. Parents must know who is transporting their children, and a completed waiver form must be signed and given to the RGSA Administrator prior to departure. Any trip without RSGA permission or waiver forms will be at the risk of the coaches, not the RSGA.

## **RISK MANAGEMENT**

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As a requirement of the BC Soccer Association, all team coaches and managers must complete and submit a Criminal Record Check (CRC) before receiving an identification card. The CRC is valid for two years.

## **LAWS OF THE GAME**

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Teams from U6 to U12 are required to play under the Canadian Soccer Association's (CSA) National Game Structure, although certain leagues, tournaments or playoff structures may differ in application of the laws. U13 teams and above are required to play under the FIFA laws, which can be found at [www.fifa.com](http://www.fifa.com). It is recommended that players, parents and coaches are informed of the laws prior to games.

## **DISCIPLINE**

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The RGSA has a code of conduct for all participants of the game, but failure to obey or abide by the code, Provincial (BC Soccer), National (Canadian Soccer Association) or International (FIFA) rules will result in punishment, which can be imposed by either the above institutions or the RGSA.

The RSGA has the ability and right to remove a member, parent, coach or referee if he or she breaks the code of conduct.

## **COMPLAINT AND DISPUTE RESOLUTION**

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The RGSA will aim to resolve all issues or disputes. However, if two parties cannot settle, the matter will be in the hands of the committee consisting of RSGA Board members.

***All complaints must be written and signed. Incomplete reports or phone calls will not be reviewed.***

## **CODES OF CONDUCT**

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The RGSA Codes of Conduct were made to establish guidelines and principles for all coaches, players and parents or guardians apart of the RGSA. These allow a safe, fun, positive and enjoyable environment, while following the philosophy of the association.

The Codes of Conduct are based on the idea of fair play, characterized by five (5) principles- respect for the rules, respect for the referees and their decisions, respect for all participants, including teammates, coaches and opponents, minimum participation (as outlined by the RGSA Playing Time Policy) and maintaining self-control at all time.

The Codes of Conducts should be discussed by the coaches with every member of their team.

### ***Code of Conduct for Coaches***

- I will support and follow the RGSA Player Development Philosophy and the RGSA Child Protection Policy.
- I will be responsible and acknowledge that my priority is the well-being and safety of all players.
- I will not ridicule my players or yell at them for making mistakes. I will understand that winning or losing does not define success, and I will not induce a 'win at all costs' mentality.
- I will teach my players to play fairly and to respect the laws,



opponents and officials of each game. I will also be fair myself and ensure the players get equal instruction, support and playing time.

- I will aim to help each player meet her full potential and encourage her to move to the next level of play when ready.
- I will make sure equipment and facilities are safe and match the athletes' age and ability.
- I will be reasonable when scheduling games and practices, remembering that young athletes have interests in other sports as well.
- I will seek assistance from the RGSA to obtain proper coaching education.
- I will follow all rules and policies set by the RGSA, District, BCSA and CSA.

### ***Code of Conduct for Parents***

- I will not force my child to participate in sports, and remember she plays for her enjoyment, not mine.
- I will encourage my child to focus on performance and not result.
- I will never ridicule or yell at my child for making a mistake, and I will applaud good plays and performances by my child's team and their opponents. I will do my best to remove verbal and physical abuse from my child's sporting events.
- I will respect and show my appreciation for the volunteer coaches and will not coach from the side line.
- I will encourage my child to play by the rules and never question the officials' judgement. I will encourage my child to speak with the coach to resolve any issues.



### ***Code of Conduct for Athletes***

- I will participate because I want to, not because my parents want me to. I will play by the rules of the game and remember that I am expected to represent my Club, coach and teammates with honor.
- I will display good sportsmanship and not engage in disrespectful conduct including profanity, obscene gestures, and offensive remarks.
- I will exercise self-control and show respect for coaches, referees, teammates and opposing players at all time, including treating match officials with respect.
- I will remember that winning isn't everything.
- I will not attend any team functions under the influence of, or in possession of, illicit drugs, alcohol or tobacco.

## **APPENDIX**

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### ***CSA and BC Soccer Websites***

For resource information on CSA and BC Soccers' LTPD please visit the links below.

- Canada Soccer LTPD - <http://www.canadasoccer.com/canada-soccer-pathway-p156416> \
- BC Soccer LTPD - <http://www.bcsoccer.net/long-term-player-development>
- Canada Soccer Pathway Graphic - [http://www.canadasoccer.com/files/CanadaSoccerPathway\\_EN\\_20140603.pdf](http://www.canadasoccer.com/files/CanadaSoccerPathway_EN_20140603.pdf)

### ***Pathway to Coaching***

As the governing body for soccer in Canada the Canadian Soccer Association is responsible for training coaches from grassroots to national team level. With the increasing number of players registering with clubs across the country this represents a considerable challenge. In order to meet this challenge the Association has developed a Long Term Player Development (LTPD) Model and tailored the Coach Education Program to this Model. As a result a two-streamed education program (COMMUNITY SPORT and LICENSING STREAMS) have been developed in conjunction with the NCCP and our provincial/territorial partners that we feel will meet the needs of both developing coaches and the sport itself.

### **ACTIVE START (U6)**

At this stage, players should participate in stimulating practices and games that develop basic technical skills in a FUN atmosphere. The emphasis should be movement exercises and games that promote a feel for the ball while teaching basic principles of play within a fun but structured setting. Informal games can be set up at the end of practices or as part of a



jamboree mixing exercising and games. Play equal time and try all team positions, including goalkeeper, and equal time should be allotted to practices and games.

### **FUNDAMENTALS (U7-U8)**

At this stage, players should participate in stimulating practices and games that develop basic technical skills in a FUN atmosphere. The emphasis should be movement exercises and games that promote a feel for the ball while teaching basic principles of play within a fun but structured setting. Mini game formats are used, ranging from 3v3 to 5v5 and a basic league schedule can be created but no standings should be kept. All players should play equal time and try all team positions, including goalkeeper, and equal time should be allotted to practices and games.

### **LEARNING TO TRAIN (U9-U12)**

This stage introduces players to disciplined training and begins to develop their understanding of principles of play alongside their skills practice. Repetitions are important to develop technical proficiency, but creating a fun and challenging environment is still paramount to stimulate learning and promote a love of the game. Game formats can range from 6v6 to 8v8 as players advance through this stage, and again a simple league schedule can be created, but no standings should be kept – the emphasis is still FUN. All players play equal time and try all team positions, including goalkeeping, and the training to competition ratio should be 2 to 3 training sessions for every game.

### **SOCCER FOR LIFE (U13+)**

At this stage, skill training demands and training loads are increased to develop and refine skills and tactics. Tactical awareness becomes an increasingly important facet of training, alongside mental toughness,



concentration, and diligence. Elite soccer groups may express interest in recruiting talented young players, but coaches and parents should be careful to recognize and protect the long-term interests of each athlete. Game formats develop from 8v8 to 11v11 (although no 11v11 prior to 13 years of age) as players grow through this stage, and the season moves toward year-round play that includes appropriate rest and recovery periods.

### **B PRE-TEST ASSESSMENT (U13+)**

The B Pre-Test is a non-certification course that is a mandatory pre-requisite for any coaches wishing to pursue the Canadian Soccer Association's B License Program. The main purpose of this course is to give coaches the proper methodology needed to detect and correct errors in technical development and small-sided game situations. This course does involve some theory components, but is heavily geared towards the ability of the coach to plan and run effective sessions based on technical and tactical coaching topics. Coaches will undergo two (2) practical assessments of approximately 20 minutes each based on assigned topics. Successful participants will be eligible to apply for the B License Provincial Course while those not meeting the standard will be required to retake the full course and assessment components.

### **B LICENSE PROVINCIAL (U13+)**

The B License Provincial focuses on working with high performance youth soccer within the Train to Train Stage of Development. This course involves both theory and practical coaching work. The theory components include: stages of development, methodology of training, session planning and the laws of the game (11-a-side). The practical components are heavily geared towards the ability of the coach to plan and implement effective training sessions based on a variety of technical and tactical coaching topics. Coaches will undergo two (2) practical assessments of approximately 20 minutes each based on assigned topics. Successful participants will be eligible to apply for the B License National Course while those not meeting the standard will be required to retake the full course and assessment



components.

### **B LICENSE NATIONAL (U13+)**

Application to the B License National courses held in British Columbia are published annually in January and opens for coaches as soon as the Canadian Soccer Association confirms the dates. The application deadline closes as of February 15th each year and all applicants are reviewed based on the Selection Criteria (see below). All coaches will be notified of their status shortly after the deadline date once the selection process has been completed.

As per the Canadian Soccer Association's guidelines, there are only limited spots reserved for this course for BC resident coaches so in addition to a successful PASS on the B License Provincial course, coaches must complete the selection criteria application form made available at the time the application window opens up.

The Canadian Soccer Association has developed a two (2) stream coaching pathway (Community and Licensing Streams), therefore, priority consideration will be given to coaches who are involved in the \*Elite levels of play and where mandatory certification for this level is required in league play.

### **COMMUNITY SPORT STREAM (GRASSROOTS)**

All youth soccer which is non-professional and non-elite\* is defined as grassroots.

### **LICENSING STREAM (HIGH PERFORMANCE / Elite\*)**

Elite\* play within BC is delivered through Vancouver Whitecaps Academy Program, REX Female Program, BC Soccer High Performance Program and EA Sports BC Soccer Premier League.





#### Candidate Selection Criteria:

- EA Sports BC Soccer Premier League Coaches
- BC Soccer High Performance Program Coaches
- Vancouver Whitecaps Academy Program Coaches
- Canadian Soccer Association Program Coaches
- BC Soccer's Contract Facilitators
- Result of B Provincial Practical Assessments
- BC Soccer's Member Club Technical Directors
- Other

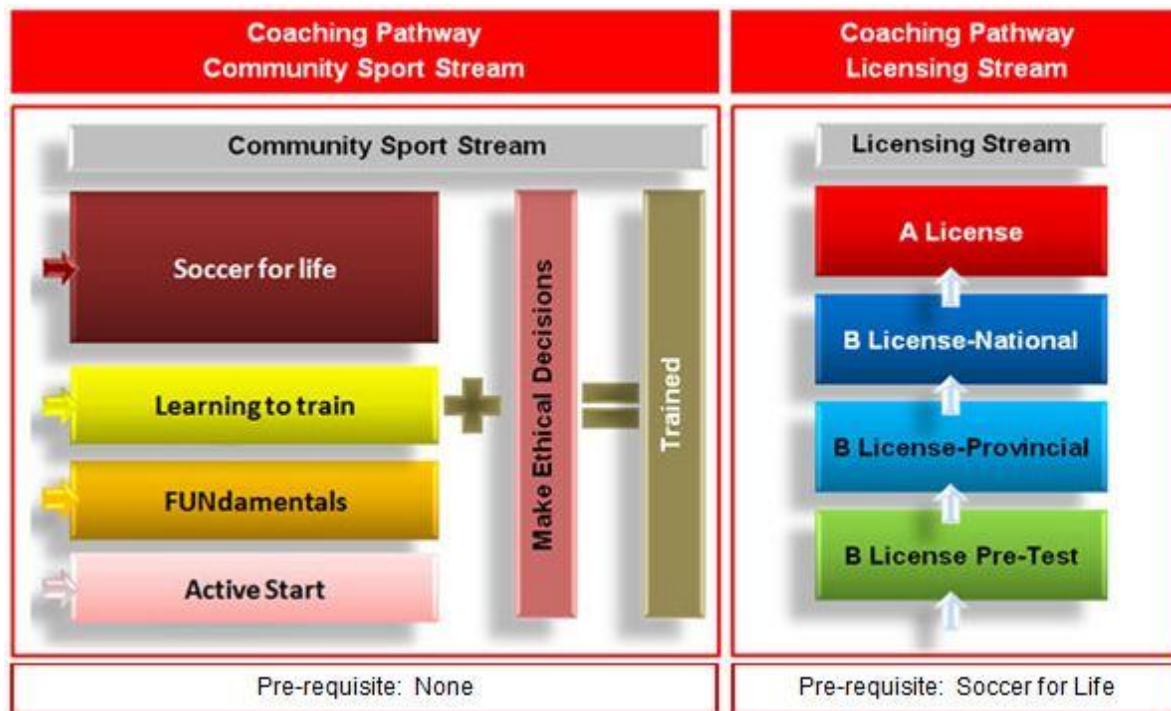
Course Overview: The B License National License focuses on working with high performance youth athletes within the Train to Train and Train to Compete Stages of Development. This course involves both theory and practical coaching work. Coaches will undergo two (2) practical assessments of approximately 25 minutes each based on assigned topics. Successful participants will be eligible to apply for the A License National Course while those not meeting the standard will be required to retake the full course and assessment components.

#### **A LICENSE NATIONAL (U13+)**

The CSA 'A' License Program is divided into two annual periods of ten days. Both parts will be conducted as residential courses, approximately twelve months apart, at the National Training Centre in Toronto. Each candidate will be required to complete a limited number of assignments between parts 1 and 2. Both Part 1 and Part 2 will include practical and theoretical aspects of study with the Final Practical assessments being held during Part 2 of the course.

See Canadian Soccer Association website for detailed information

www.canadasoccer.com



On behalf of the Canadian Soccer Association, BC Soccer offers national certification courses within the Community Sport Stream and the Licensing Stream which are age specific and focus on the Long Term Player Development stages. For more information on our coaching courses and registration, please visit our "Coaching Courses" page.

In addition to this, BC Soccer also delivers free Grassroots (3hr) workshops across British Columbia that is non-certification based but provide coaches with the basic tools and curriculum to coach any stage of development. For more information, please visit our "Grassroots" page on our website.



### ***NEW Mandatory Coaching requirements!***

Rule: Head Coaches of any youth team shall complete the appropriate Canadian Soccer Association/BC Soccer Association coaching course respective to the age group of the team(s) they are currently coaching.

Note: compliance with this rule will be as of June 1, 2016. Head Coaches shall comply with this requirement within six (6) months of their Head Coach appointment.

<b>AGE GROUP</b>	<b>COACHING COURSES</b>
U6	Active Start
U7-U8	FUNDamentals
U9-U12	Learn To Train
U13-U18	Soccer For Life

To register for or to learn more about a specific Coaching Course, please visit [http://www.bcsoccer.net/courses\\_workshops](http://www.bcsoccer.net/courses_workshops).

### ***Provincial Championship Rules***

Provincial Premier Cup, A Cup, B Cup (Girls), Les Sinnott Memorial Cup (Boys), Coastal Cup, Interior Play Downs: The head coach must have the following CSA / BC Soccer Coaching certification: SOCCER FOR LIFE

Adult Provincial A Cup: At least one member of the coaching staff must have the SOCCER FOR LIFE for teams entered in the Provincial

Adult U21, Master Classics (men/women +35), Adult Provincial B Cup: No Coaching Certification required



### ***Wellness to World Cup***

To view the two brochures of the Wellness to World Cup, please visit:

- [http://www.canadasoccer.com/files/CSA\\_W2WC\\_Matrix\\_EN.pdf](http://www.canadasoccer.com/files/CSA_W2WC_Matrix_EN.pdf)
- [http://www.canadasoccer.com/files/CSA\\_2009\\_W2WC\\_Brochure\\_EN.pdf](http://www.canadasoccer.com/files/CSA_2009_W2WC_Brochure_EN.pdf)

***EXAMPLES***

***OF***

***TRAINING***

***SESSIONS***