



**TEAM COACH
& MANAGER'S
HANDBOOK**

Leadership
A leadership process
ability to motivate a gr
organizing a group of
achieve a common go
intentional influence

We are grateful and excited to have you join Abbotsford Soccer Association (ASA) as a volunteer coach, assistant coach and/or manager. Thank you for volunteering your time and welcome to ASA!

Club Philosophy

As a proud supporter of the Canadian Soccer Association's (CSA) LTPD: Wellness to World Cup (long term player development), designed to provide players of ALL skill levels an opportunity to learn, grow and develop at their own individual pace, Abbotsford Soccer Association is pleased to provide you with the following [ASA Long Term Player Development – A Club Coach Guide to LTPD](#). ASA underpins its many development programs with the following: [ASA Club Philosophies](#)

Club Technical Staff

Led by ASA Technical Director, Colin Miller, we are proud of our amazing staff of Technical Leaders. Technical Leaders support team practices and games throughout the season. They are a key resource and provide mentorship for you, around team activities and sessions. If you have a question, please contact your program Technical Lead in the first instance. For more on our ASA Technical Staff click here:

Coaching Education

ASA places Coach Education as a top priority in development of our players and teams. We provide all coaches who want to continue their coaching education with monthly in-club coaching education opportunities and regularly provide meetings to help our coaches. Attendance at the in-club education sessions form part of the coach credit/reimbursement program. Coach education opportunities and requirements will be provided to you through your respective technical lead. Coaching courses are communicated directly by email and located on our website: [ASA Coach Certification Process](#).

Coaching Resources

Coaching at ASA is guided by the [ASA Quality Coaching – Principles & Structure](#). We are delighted to provide our coaches with a range of resources to help guide you with your team. We are delighted to provide age-specific Annual Training Plans, which you can access on the coach page of the website:

<https://www.abbotsfordsoccer.com/coach/>

Additionally, for specific session plans, coaches may wish to utilize the appropriate [ASA Curriculum](#). For a comprehensive resource to assist team coaches and managers you are guided to download and review the [ASA Technical Policy Manual 2023-24](#)

Flow of Communication

Our Coaches, Technical Leaders and Dir. Operations are the primary internal source of communication between Abbotsford Soccer Association and our teams. When matters involve the Fraser Valley Youth Soccer Association (our District) and/or the BC Coastal Soccer League (the league in which our teams play), The Dir. Operations or Club Technical Director will be required to channel communications via our District Rep. Please be directed by our [ASA Communication Policy](#) and the [BCCSL Communication Protocol](#).

Team Staff

Each team can have up to four (4) team staff members:

- ☐ **Head Coach** - 'In charge' of the team, with the assistance of those listed below. Plans and runs the majority of the practices and games.
- ☐ **Assistant Coach(es)** - assists Head Coach with running practices and games. May have certain responsibilities (goalies/defense or offense).
- ☐ **Manager** - leads admin and communication side of team - emails and availability, prints team roster for game days and ensures Team ID cards are complete and in order for the referee on game days. ([Team Portal](#) awareness required). Organizes team events (often with other parent's help).

At least one team staff member, present on the team bench for game must be of the same gender as the players.

Anyone working with the team in an official capacity must ensure the following;

1. Registered as a 'Team Official' and assigned to the team in the ASA Power Up registration system.
2. Have completed a criminal record check and record of which is on file with ASA Risk Management. **No adult can be on the sidelines with the players without this.**
3. Have successfully completed the Respect in Sport - Activity Leaders certification and have their certificate on file with ASA Risk Management. **No adult can be on the sidelines with the players without this.**

Coaching Rebate/Credit

Registration rebates/credits can be claimed where the Parent-Volunteer coach attains the following:

25% - Completed a full season with the respective team/program to which appointed.

25% - Completed the age-appropriate Canada Soccer/BC Soccer coach education certification.

25% - Attended the minimum requirement of ASA in-house coach development sessions.

25% - Returned all club issue equipment at the end of the season.

***Rebates are applied to player registration when a registered coach returns for the subsequent season.
(i.e. For spring season following the fall or for fall season following the spring).
Rebates are not held over from fall to fall or spring to spring!***

PowerUp – Coach Registration

ASA utilizes Power Up Sports as its registration platform & database for all club members and programming. Those members wishing to participate as team and/or program coaches are required to complete the appropriate Volunteer Application Form, found on the left hand side of your PowerUp profile page – [Volunteer Application Forms](#)

PowerUp Connect (Mobile App)

To assist teams (Coaches, parents, players) with internal team communications, it is strongly advised that members download the PowerUp Connect App – [POWERUP CONNECT](#)

- PowerUp Connect features for Team Officials (Coaches & Managers) - [Click Here](#)
- PowerUp Connect features for Players/Guardians – [Click Here](#)

Team Rosters

All players must be registered with the Club and rostered to a team. The Registrars provide the rosters to the team staff ahead of the season's start date and it is the responsibility of the team staff members to reach out to the players and their families ahead of the season's start with information on the practices, etc. and to continue relaying all club information to their players throughout the season. **No player may be on the field without registering with the club.** *This is related to player insurance and very important to be aware of.*

BC Coastal Soccer League

All ASA teams (U11-U18) are placed at various levels of competition within the BCCSL (Metro, Div1, Div2, Div3). The BCCSL is responsible for governing all aspects of league play, league cup and Coastal Cup competitions. Numerous governance policies and helpful documents are available on the BCCSL website: [BC Coastal Soccer League](#)

Fluid Roster Process (FRP)

BCCSL has a Fluid Roster Process (meaning a player can play for more than one team) within the following rules. These apply to any player with a valid BC Soccer ID;

- a. Player movement may occur through the Fluid Roster Process based on the following criteria:
 - i. The District's Member Club's TD's assessment of player ability and their current playing environment;
 - ii. The [FRP chart](#) outlines where players are eligible to be moved to.
 - iii. Any movement not covered by the chart will require a written submission to the BCCSL by the District for consideration.
 - iv. Players who are registered with a British Columbia Premier Soccer League team (BCSPL) are NOT eligible to participate in any competition governed by the League (BCCSL).
- b. Teams can only use FRP for league games, including League Championships, but not for Coastal Cup play.
- c. Teams that do not have another team from their Club in a lower division within the same age or a younger team in the same or lower division may use the FRP to pull players from another Club in their District.
- d. Team game day rosters, including FRP, cannot exceed the allowable BCCSL roster size.

Player Transfers (External)

Player transfers (into or exiting the club) may only be signed by specific individuals at the club: Dir. Operations, Technical Director, President. No volunteer coach/manager or other club representative may sign a player transfer, any transfers that include signature by any other individual other than those listed are null and void. Here is the link to the required transfer form ([Youth to Youth Player Transfer Form](#)), which is sanctioned by BC Soccer.

Player Transfers (Internal)

At ASA, we believe in supporting each individual players' ambition to move to the 'next level' of play, if they so desire. However, we do so in a responsible and transparent manner via the use of an [Internal Player Transfer Form](#) which should always be completed by players looking to move teams at ASA.

Training Field Assignments

Based on field allocations from the City of Abbotsford, ASA staff will provide all teams with appropriate training times (based

Game Field Assignments

It is standard practice for games to be organized for Boys on Saturday's and Girls on Sunday. While it is always a desire for teams to have a standard or regular field and KO time for home games, it is nearly always impossible to provide this utopian situation. The ASA Field & Referee Assignor, Marissa Byrne, has to juggle many facets depending the total number of games we have to host each weekend, along with coordinating referee availability, understanding that many referees are youth players themselves. ASA has obviously no input with regards to arrangements for away games.

Equipment

Each head coach/team is provided with balls, cones, pinnies and 2x pug goals. Feel free to reach out to the equipment manager for more specifics on what is available to you and your team equipment@abbotsfordsoccer.com. You will be provided with all the details of equipment and uniform pick up and end of season return through our Equipment manager.

Uniforms

Game jerseys, socks and shorts are provided to each team member at the start of the season. Please note that no additional logos, numbers, or names are permitted on any Club jersey. Any team wishing to purchase alternative team training shirts or other alternative team apparel are advised to review our **Apparel and Branding Policy** - [currently under review, but which will be circulated ASAP](#).

Alphabet Soup

Here are a few common acronyms (and web links if applicable), that you may encounter during time as team coach or manager;

ASA – [Abbotsford Soccer Association](#)

BCCSL – [BC Coastal Soccer League](#)

BCSA – [BC Soccer](#)

BCSPL – [BC Soccer Premier League](#)

CAC – [Coaching Association Canada](#)

CRC – [Criminal Records Check](#)

FRP – [Fluid Roster Process](#)

FVYSA – [Fraser Valley Youth Soccer Association](#)

RCM – [Responsible Coaching Movement](#)

RIS – [Respect in Sport](#)