



DIVISION COORDINATOR, COACHES AND MANAGERS HANDBOOK

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Division Coordinator Responsibilities

- 1) Act as "liaison" between coaches, players and PSA Executive.
 - Distribute information recently received by the association.
 - Try to resolve conflicts between parents and coaches.
 - Relay any relevant issues to the executive in a timely manner.
- 2) Maintain contact with assigned teams and attend several team practices or games throughout the season.
- 3) Phone or e-mail to advise coaches of meetings or changes in the schedule.
- 4) Aid in organizing teams and finding coaches for silver/bronze teams.

Coaches Musts

- Promote good sportsmanship
- Always show respect for opponent and referee and expect the same from players and their parents.
- Teach children to win and lose graciously (try not to win by more than 3 goals)
- Treat visiting teams and spectators as your guests.
- Encourage each player to develop his or her skills and ability.
- Be familiar with current FIFA Laws and PSA policy.
- Ensure that players follow all rules and regulations on his/her team.
- Ensure the safety of themselves and players at all times.
- Motivate players with praise and avoid discouraging players with criticism.
- Encourage players to develop a pride in their association, team and uniform.

Coaches Duties

- Organize all practices and games
- Substitution of players
- Looking after soccer balls
- Team discipline
- Schedule practice times
- Attend Coaches and Managers meetings
- Select a team manager
- Assist manager
- Recognize, develop and promote skills and sportsmanship in all players.

Manager's Duties

- Communicate with players/parents regarding games and practices
- Arrange for linesperson for home games if necessary,
- Arrange a referee for home games if none is provided
- Report scores of all GAMES to the club score recorder on time, (11 aside),
- Rearrange games through league scheduler,
- Allocation of uniforms and collection of uniforms at end of the season,
- Attend Coaches and Managers meetings,
- Look after corner flags, nets and other equipment,
- Assist coach,
- Arrange for oranges, water?
- Compile team lists and provide same to referee before half-time (11 aside),
- Assemble team for team pictures,
- Assume coaching responsibilities during coach's absence.

(Some of these duties may be delegated to volunteer parents).

Notes to Coaches/ Managers

Have at least one team meeting at the beginning of the season to:

- Introduce yourself and set goals for team with all players and parents
- Explain what is expected of players and their parents.
- Discuss practice and game schedules.
- Answer questions from parents and players
- Enlist the help of parents as: assistant coach, manager, trainer, phone committee, etc.
- Encourage parents to stay and help or participate at practices and games.

Securing of Goals:

Coaches must ensure goals are properly anchored during games and after the final game of the day, locked securely.

Player Playing Time

Bronze and silver teams at all ages, all players must have equal playing time in all games, league or cup.

Gold teams up to U16 inclusive **league play**, all players must play at least 1/2 of the game.

Gold teams up to U16 inclusive **cup play**, all players must play at least 10 minutes per half.

Gold teams U17 and up, all players must play at least 30 minutes per game (i.e. 15 minutes per half) in all games, league or cup play.

All other players in all other divisions must have an EQUAL amount of playing time per game.

Any PSA team entered in **tournament play**, all players must play at least 1/2 of the game.

Gyms

Gym time must be requested and coordinated through the gym coordinator by October 1st of each year. Usually, during the first meeting of the year, practice times are arranged through the gym coordinator. **If not using an assigned gym** please notify the gym coordinator, since the club is charged for the gyms whether they are used or not.

Regulations

- Use indoor balls only,
- Gym shoes must be worn,
- Practices must be supervised by at least one adult,

- Any abuse of school facilities will see immediate withdrawal of privileges.

Tournament Fees

A fee of \$100.00 in total is available to each team to assist them with tournament costs throughout the year. Teams are to request these fees through their Division Coordinators or the treasurer. Special requests for transportation costs are to be submitted to the executive in writing for due consideration by the board. LISA must be advised when teams are playing in a tournament outside the district but within BC. When traveling outside BC, travel permits must be submitted to the LISA office for transfer to the BCSA and/or the CSA depending on the destination (LISA Rule 317).

Protests

1. **Reasons:** A protest will only be considered on the grounds of misinterpretation of FIFA laws of the game, on the eligibility of players or on breaches of the Competition Rules and Regulations.
2. **Prior Knowledge:** In dealing with any protest, the board may take into consideration the possession by the protesting team of any prior knowledge, which, if properly used, might have obviated the protest.

Protest Procedure

1. Any team that decides to protest the outcome of a game must:
 - a. **Submit Protest within 48 Hours:** Give written notice of the protest to the LISA within 48 hours of the date of the match.
 - b. **Means of Notification:** The basic protest may be faxed or emailed to the LISA. A request should be made for a written confirmation to ensure the fax or email has arrived. The protest notice should indicate that the original and backup documents, along with the cheque, are being delivered to the LISA office within the 48-hour period. In the event the protest is being mailed the "postmark" shall be taken as the limiting date in all cases.
 - c. **Authority to File Protest:** a registered Coach or Manager of the team filing the protest must sign the original protest.
2. **Required Documents and Fees:** The protest shall include:
 - a. **Team Lists:** if the protest involves a subject related to the team list, a copy of the team lists may be required;
 - b. **Documents:** A written summary of the reasons for the protest accompanied by any other relevant information.
 - c. **Protest Fee:** a protest fee of \$100.00 (cheques payable to the LISA); Protest fees may be sent by regular mail.
3. **Fee Disposition**
 - a. **Fee Return:** if the protest is upheld the protest fee will be returned;

b. **Fee Retained:** if the protest is not upheld the protest fee will be retained.

If the PSA BOD feels that the protest is valid the Peninsula Soccer Association may pay the fee accompanying the protest.

Appeals

1. **BCSA:** The outcome of any protest may be appealed to the BCSA by submitting a written request to the BCSA office within Ten (10) days of having received notification from the LISA of the results of the protest.
2. **Authority to Appeal:** the coach or the manager of the team must sign the appeal. (Contact PSA Secretary for Appeal Assistance)
3. **Time Lines:** The basic appeal may be faxed or emailed to the BCSA. A request should be made for written confirmation to ensure the fax or email has arrived. The appeal should indicate the original and backup documents, along with the cheque for the appeal fee, are being mailed to the BCSA. In the event the protest is being mailed the "postmark" shall be taken as the limiting date in all cases.
4. **Appeal Fee:** A cheque/ or VISA number in the amount of **\$500.00** must accompany the appeal;
 - a. **If Leave to appeal is granted and upheld** the protest fee and appeal fee will be returned; possibly minus an administrative fee
 - b. **If Leave to appeal is not upheld** the appeal fee will be retained.
 - c. **If Leave to Appeal is not granted** the Appeal fee will be returned possibly minus an administration fee
5. **Status Pending Appeal:** Pending the hearing of the appeal, the original decision under appeal shall not be suspended unless the BCSA appeal committee so orders.
6. **Legal Counsel:** No barrister or solicitor shall represent any such association, league, team or player at the hearing of any appeal unless he/she be an executive officer for the association, league, team concerned, and has been such for a period of three months immediately preceding the lodging of the appeal and his/her name appears on the printed list of such association, league or team as an executive officer.

Harassment Policy

"There will be no tolerance of harassment within the jurisdiction of the Peninsula Soccer Association." PSA follows the BCSA Harassment Policy

Full Field Coaches - Checklist

If a coach needs further information regarding a specific rule he/she may refer to the **LISA Coaches Manual or the full LISA rule at www.lowerislandsoccer.com**. Failure to comply with some LISA rules may result in lost points (for a win) or, in other instances, disciplinary action. Ignorance of a rule is not an acceptable excuse. For all coaches new to the 11-aside soccer, read the LISA Coaches Manual.

Registration: all players on your team must be registered (1 day before a league game, 7 days before a cup game. For a cup game, players must have played in one league game (LISA Rule 703). PSA Registrar handles all registration.

Transfer: Prior to October 15 the LISA must be advised before you move a player from one team to another. On October 15 or later, all transfers between teams must take place using a BCSA transfer form (LISA Rule 703). Teams are allowed only three transfers (please check with your registrar and read the LISA Bylaws for full details on this rule). PSA Registrar handles all transfers.

ID Cards: Are not required in LISA league play but are required for players and coaches playing BC Cup games against teams from another district (LISA Rule 706).

Team Lists: Fully completed duplicate team lists must be submitted to the referee by half time of each game (date, time, location, team and player names, suspended players crossed off, coaching staff and signed by a coach). Failure to accurately complete and submit may lead to a protest of the game (LISA Rule 307).

Poaching: Attempting to entice a player from another team or club to join your team or club is a serious rule infraction that may result in a long-term suspension (LISA Rule 701).

Exhibition Matches: Except in the case of games played against teams within the same club, you must advise the LISA Office prior to playing any exhibition match with another club team or within another district (LISA Rule 317).

Player Pickup: Under no circumstances may teams pick up players for regular scheduled league or cup games. For Provincial finals, teams may pick up players but only under very restrictive conditions (LISA Rule 317).

Promotion and Relegation: Teams desiring to change divisions must process their request through their club representative. LISA initiated promotions or relegations will be discussed with the club representative before a final decision is made (LISA Rule 303).

Score Reporting: For league games, the "home team" must report the score by 5:00 pm on the day of the game (9:30 pm if an evening game). For Cup Games, the "winning" teams must report (LISA Rule 306). The coach should periodically check the league standings and if it appears there is an error, they should contact their score recorder immediately.

Game Cancellations: Games shall not be postponed, cancelled or rescheduled without the express permission of the divisional score recorder. (LISA Rule 306).

Change in Game Time: Please read the LISA Rule 313.3. Teams must contact each other well in advance to confirm the location and the time. All games are scheduled at a time set by the league. Both teams must approve changes in game time. Changes in game day require consent from the score recorder and approval of both teams.

Failure to Show for a Game: Clubs may be assessed \$80.00 for each time one of it's teams fails to show for a league or cup game unless there is reasonable cause acceptable to the LISA (Rule 313.3).

Failure to Report a score may result in a \$10.00 fine to you club.

Home team must supply and set up the field as well as supply game referee. Home team will change jersey tops if there is a conflict in colours (LISA Rule 309).

Injured Player: Please read LISA Rule 312, as there are some prohibitions.

Discipline:

- Red Card.. A player will serve one game mandatory at the next regular league or cup game.
- 2 Yellow Cards in one game is equal to a Red Card. One game mandatory at the next regular league or cup game.
- 3 Yellow Cards accumulated and a player may be summonsed to appear before the discipline committee or receive a notice of discipline.
- A suspension can be gained but cannot be served in an exhibition match. Failure to appear as directed (unless prior permission granted) will result in immediate suspension until person attends.
- Suspension from one team applies to all other teams and in the event the suspended individual is a referee, from any refereeing activity until suspension is served.

Illegal or Ineligible Player: Penalties range from a minimum of six months suspension for the coach. (BCSA Rule).

Discipline Hearings: The first and third Tuesday of every month. Begin at 6:00 pm sharp. Players or team officials who are required to appear will be notified by means of a notice circulated to every club during the week prior to the discipline meeting. A coach, parent or another adult shall accompany any player required to appear to the hearing. Players may provide written approval to have the matter dealt with in their absence unless the Discipline Committee has directed otherwise.

Responsibility for Players and Parents: Coaches shall remember they are ultimately responsible for the behavior of their players and the supporters of their team on the sideline. Failure to exercise control in these areas can lead to the game being abandoned by the referee and discipline action.

Risk Management Forms: must be submitted by the published deadlines or suspension will follow.

General Use Forms: most forms, including Insurance Claim Forms, may be accessed on the LISA Website www.lowerislandsoccer.com or www.sbcinsurance.com