

COMMUNITY COACHING COURSE
HOST INFORMATION PACKAGE



BC SOCCER



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Host Information Package

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INTRODUCTION

SUPPORTING COACH EDUCATION

Coach education is a major priority for BC Soccer. Having coaches complete the appropriate age specific coaching course is imperative for the development of youth players in British Columbia at all levels of play. The Canada Soccer/BC Soccer coaching courses provide coaches with the appropriate tools and resources to help develop players and manage their teams. The course curriculum encourages coaches to gain a greater insight into understanding the game of soccer while creating a positive and safe soccer environment for all. In support of coach education, BC Soccer has the following requirement for all Head Coaches:

- h) Head Coaches of any youth team shall complete the appropriate Canadian Soccer Association / BC Soccer 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).
- i) Head Coaches shall comply with this requirement within six (6) months of their Head Coach appointment. CSA foreign equivalency may be applied. Upon seasonal application, only in special circumstances, and reviewed on a case by case basis, the BCSA Board may accept other coaching certification designations solely for the U13-U18 High Performance category and will provide a designated expiry date for that certification.

TEAM AGE GROUP	U6	U7	U8	U9	U10	U11	U12	U13-U18 Grassroots	U13-U18 High Performance
COACHING COURSES	ACTIVE START	FUNDAMENTALS		LEARN TO TRAIN				SOCCER FOR LIFE (or higher)	B NATIONAL Trained

SUPPORTING OUR MEMBERSHIP

Building on the coach requirements, BC Soccer’s role is to enable member organizations to meet the demands of educating their own coaches with an ‘in-house’ model. We do this by training club technical leads (ie. Technical Directors) to become qualified BC Soccer Learning Facilitators to deliver the community stream coaching courses.

This approach allows for each organization to plan, schedule, promote and deliver these courses to their coaches anytime of the year. When we introduced the coaching requirement in 2016, BC Soccer put out a call for applications to all member organizations. We trained over 115 individuals across British Columbia to deliver the community stream coaching courses for their organizations as qualified Learning Facilitators.



SUPPORTING YOUR COACHES

In addition to the ‘in-house’ Learning Facilitator who is responsible for delivering the community stream coaching courses, another key individual within an organization is the course host. This person’s responsibility is to do the following:

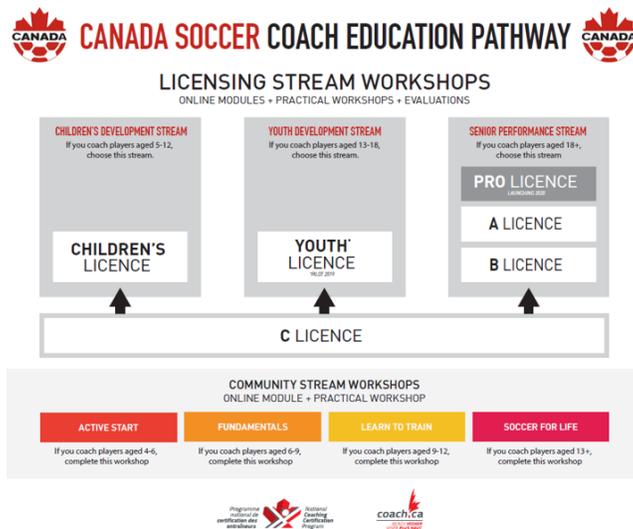
1. Conduct an inventory check on all their coaches who require certification and for which levels.
2. Coordinate with the ‘in-house’ Learning Facilitator (LF) on dates of delivery.
3. Request the coaching course through BC Soccer’s online registration database.
4. Manage the coach registrations by approving coaches and collect fees (if applicable).
5. Update the organization’s coaching inventory so it is up to date.



COACHING PATHWAY

COACHING COURSES

Canada Soccer has developed the Canada Soccer Pathway (LTPD) and tailored the coach education program to this model. As a result, a two-streamed education program (Community Stream and Licensing Stream) has been developed in conjunction with the National Coach Certification Program (NCCP) that will meet the needs of both developing coaches and the sport itself.



Further to enabling organizations to deliver coach education to their coaches 'in-house', BC Soccer Learning Facilitators are qualified to deliver the following community stream courses.

ACTIVE START (3.5 HOURS)

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 (8 HOURS)

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.

LEARN TO TRAIN (16 HOURS)

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 technique but creating a fun and challenging environment stimulates 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. All players play equal time, try all team positions, and the training to competition ratio should be 2 to 3 training sessions for every game.

SOCCER FOR LIFE (16 HOURS)

At this stage, skill training demands and training loads are increased to develop/refine skills/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 as players grow through this stage, and the season moves toward year-round play that includes appropriate rest and recovery periods.

COURSE REQUIREMENTS

COURSE DELIVERY REQUIREMENTS

BC Soccer is committed to create an optimal adult learning environment for all coaches who register for coaching courses delivered by our team of Learning Facilitators and coordinated by course hosts.

A positive environment is also dependant on ensuring an optimal number of coaches attending each course (course minimums) so we can effectively facilitate the curriculum. Our Learning Facilitators are trained to deliver the content in a variety of engaging ways through lecture, group work and question answer methods. The more coaches that attend, the more experiences are shared amongst the participants and improved learning can take place. A portion of the curriculum calls for on-field participation which is why it is imperative to maximize each course with enough registered coaches who can take part in these important learning activities.

BC Soccer encourages course hosts to promote registration to as many coaches as possible to meet the 'optimal' levels of coach attendance. Recognizing that this may not be possible every time, BC Soccer has lowered the course minimums to ensure that course hosts can maximize the opportunity to educate their coaches while ensuring that effective adult learning environments can still be maintained.



Status	Registrations	Comments & Host Requirements	BC Soccer Action
Optimal	Min 15 coaches	The minimum number of coaches that allows for effective classroom and field delivery is 12 (although more is better) but this can be achieved without the use of additional 'players'.	Course Approved
Acceptable	Min 12 coaches		
Not Ideal	Min 6 coaches		
Not Possible	Less than 6 coaches	With less than six coaches, it is simply a sub-standard learning & teaching environment, so we have set this limit.	Course Cancelled

BC Soccer communicates with course hosts prior to the 5-day cancellation date if the registrations are below the minimum of 12 coaches. This offers course hosts options to decide on the best approach.

- If you wish to cancel the course, please advise us as soon as possible so we can look to reschedule it.
- If you wish to run the course with less than 12 coaches (no less than 6), please confirm that you can provide additional 'players' (field only) and a reminder that you will be invoiced the full flat fee.
- If BC Soccer does not receive a reply from you, we will cancel the course automatically if the registration numbers are below the course minimums on <date & time>.

HOST FLAT FEE MODEL

COURSE FEE INVOICING

BC Soccer is committed to the objective of educating coaches in the game of soccer and supports its member organizations who play a pivotal role in its delivery. Therefore, we streamlined the administration of community coaching courses in the following ways:

- ✓ **Developed** a flat fee invoicing structure to simplify the payment process for host organizations.
- ✓ **Offered** autonomy to course hosts to charge registered coaches to offset any associated costs (ie. rentals, etc.)
- ✓ **Lowered** the requirement for minimum registration numbers to avoid cancelations and to train more coaches.
- ✓ **Allowed** a degree of flexibility in the delivery format of coaching courses that suits the organization.

After recognizing that over 80% of host organizations invest in the education of their coaches by covering their course fees, as of August 1st, 2016 BC Soccer aligned with this model. All community coaching courses are administered in the same way as a flat fee invoiced to each course host which means that individual participant course fees are not collected by BC Soccer at the community stream levels. This flat fee invoicing initiative was aimed to provide organizations more accuracy in planning and budgeting.

INVOICING CATEGORIES

BC Soccer recognizes the diverse needs of organizations who vary in size, who operate with different financial means and those whose soccer population is also based on geographical location. Therefore, we have been able to categorize all member organizations into two soccer community types called **STANDARD** and **REMOTE** determined by District Association size based on its player registration numbers. All affiliate clubs that fall under the respective ‘umbrella’ organization are also called that soccer community type category.

STANDARD community type organization = **more than** 1,000 registered players in its District Association.

REMOTE community type organization = **less than** 1,000 registered players in its District Association.

SOCCER COMMUNITY TYPES	
"STANDARD"	"REMOTE"
Adult Leagues & Applicable Associate Members	100 Mile House Youth Soccer Association
Alouette Youth Soccer Association	Boundary Youth Soccer Association
Burnaby District Youth Soccer Association	Bulkley Valley Youth Soccer Association
Central Okanagan Youth Soccer Association	Chetwynd Youth Soccer Association
Delta Youth Soccer Association	Columbia Valley Youth Soccer Association
Fraser Valley Youth Soccer Association	Creston Valley Youth Soccer Association
Kamloops Youth Soccer Association	Golden Minor Soccer Association
Lower Island Soccer Association	Kitimat Youth Soccer Association
North Okanagan Youth Soccer Association	Kootenay East Youth Soccer Association
North Shore Youth Soccer Association	Kootenay South Youth Soccer Association
Pinnacles FC	Mackenzie Youth Soccer Association
Prince George Youth Soccer Association	Merritt Youth Soccer Association
Richmond Soccer Association	Nechako Lakes Youth Soccer Association
Shuswap Youth Soccer Association	Nelson Youth Soccer Association
South District Girls Soccer Association	North Island Youth Soccer Association
Surrey Metro Soccer Association	Prince Rupert Youth Soccer Association
Tri-Cities Youth Soccer Association	Quesnel Youth Soccer Association
Upper Island Youth Soccer Association	Revelstoke Youth Soccer Association
Vancouver Youth Soccer Association	Terrace Youth Soccer Association
	Williams Lake Youth Soccer Association

HOST FLAT FEE MODEL

COURSE FEE INVOICING

BC Soccer covers all costs associated with course delivery for Learning Facilitators, such as, contractor fees as well as their meals, accommodation and travel expenses as required according to its policies. Organizations are invoiced for every course up to 22 registered spots.

*Fees include GST

COURSE HOST FLAT FEE SCHEDULE		
STANDARD	COURSES	REMOTE
\$0.00	Active Start	\$0.00
\$630.00	Fundamentals	\$420.0
\$1155.00	Learn to Train	\$761.25
\$2310.00	Soccer for Life	\$1522.50

For every additional spot from 23 to 30, the per participant fee will be added to the flat fee accordingly. If the course size exceeds this limit, BC Soccer will just invoice two (2) flat fees for 31-44 registered spots.

*Fees include GST

PER PARTICIPANT COURSE FEE SCHEDULE			
ACTIVE START	FUNDAMENTALS	LEARN TO TRAIN	SOCCER FOR LIFE
\$0.00	\$42.00	\$76.13	\$152.25

As course hosts represent their organizations for requesting coaching courses, they are responsible for classroom and field bookings. To offset these costs, BC Soccer provides autonomy to course hosts to allow them the flexibility to charge none of the coaches, some of the coaches or all the coaches or even choose to charge a percentage of the per participant course fee. In this way, course hosts are always in control financially and can more easily plan to get their coaches trained. Course hosts are only able to charge a coach up to the maximum BC Soccer per participant fee schedule amounts and no more.

FLEXIBLE COURSE DELIVERY FORMATS

Now that most of our member organizations have a trained 'in-house' BC Soccer Learning Facilitator, this makes it easier for an organization to host courses according to its own schedule with the flexible option of running it over one weekend or over several days in a modular format.

COMMUNITY COACHING COURSES

	ACTIVE START		FUNDAMENTALS		LEARN TO TRAIN		SOCCER FOR LIFE	
COURSE LENGTH (HRS)	3.5		8.0		16.0		16.0	
DELIVERY FORMATS	WEEKEND	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND	WEEKDAY
DAY 1	3.5	3.5	8.0	4.0	8.0	4.0	8.0	4.0
DAY 2	-	-	-	4.0	8.0	4.0	8.0	4.0
DAY 3	-	-	-	-	-	4.0	-	4.0
DAY 4	-	-	-	-	-	4.0	-	4.0

Note: For those organizations who do not have an in-house learning facilitator, this can be a challenge. In this case, the course hosts need to reach out to a neighbouring organization that may have an available Learning Facilitator and coordinate dates before requesting a coaching course with BC Soccer. If a course host can not find someone, BC Soccer will help the organization by also reaching out, but this may require re-scheduling the specific request dates based on unavailability.

TERMS & CONDITIONS

COURSE CANCELLATIONS

A course is cancelled when the number of registered coaches in the www.coachcentre.ca system does not meet the minimum requirements 5 days prior to course start date.

BC Soccer will communicate with course hosts prior to the 5-day cancellation date if the registrations are below the minimum of 12 coaches. This offers course hosts options to decide on the best approach.

- If you wish to cancel the course, please advise us as soon as possible so we can look to reschedule it.
- If you wish to run the course with less than 12 coaches (no less than 6), please confirm that you can provide additional 'players' (field only) and a reminder that you will be invoiced the full flat fee.
- If BC Soccer does not receive a reply from you, we will cancel the course automatically if the registration numbers are below the course minimums on <date & time>.

COURSE HOST REQUIREMENTS

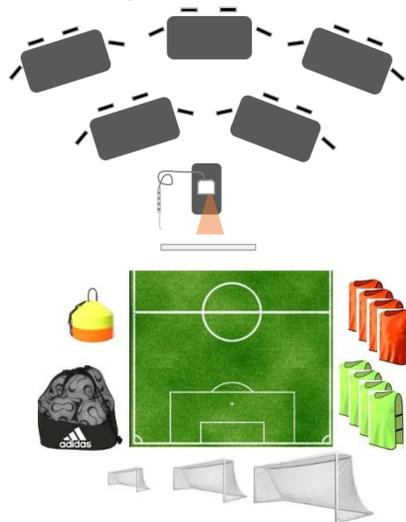
1. Coordinate your course dates and location with an available Learning Facilitator.
2. Request your course through www.coachcentre.ca and identify the Learning Facilitator's name.
3. Book the classroom and field rentals for the duration of the course and provide a copy of the confirmation to the Learning Facilitator.
4. Once BC Soccer approves the course, course hosts must 'approve' coach registrations on an ongoing basis until the course is completed in the system.
5. If an organization is collecting course fees from coaches on the day, the course host must be present to do this (the Learning Facilitator will not accept funds).

The course host must coordinate the necessary items on the day for the Learning Facilitator.

- LCD projector or TV & HDMI cable
- 1 large screen or white wall for projection
- 1 power bar and extension chord
- 1 large working table per every group of 3-4 coaches

- Minimum 55x75 yards or 1/2 soccer field
(Large school gym is acceptable in bad weather conditions)
- Minimum 15 size 5 soccer balls
- Minimum 30 disk markers
- Minimum 10 pinnies x 2 colours
- Soccer goals with netting
(Use standard size, super 8 or mini goals as per course level)

- Additional 'players' if less than 12 coaches registered



Note: In the case where there are less than 12 coaches are registered, and the organization wants to proceed to run the course, the course host must coordinate additional 'players' for the field sessions only to make up the numbers. These players must be registered players with the organization and preferably between the ages of U13-U16 (male or female). Players do not have to register for the course and will not receive credit for their participation.

COURSE REQUEST PROCESS

ON-LINE COURSE REQUEST SYSTEM

BC Soccer is pleased to facilitate the course request process with course hosts through an on-line platform called www.coachcentre.ca. Course hosts will be given access once they create a log in account where they can request and manage courses.



STEP 1: CREATE A HOST/ADMIN ACCOUNT IN COACH CENTRE

If you are new course host for an organization, please create a [login](#) account and [contact us](#) to request administrative access to begin requesting and managing courses.

STEP 2: CHECK YOUR COACHING DATABASE

We recommend that you first determine your coaching inventory needs by developing a coaches list sorted by the age group(s) they coach (U6, U7-8, U9-12 and U13+). Cross-reference your list with the [BC Soccer Certification Database](#) to see the number of coaches that require their certification levels.

STEP 3: PLANNING AND COORDINATION

Before you select your dates, coordinate with your 'in-house' Learning Facilitator (if you have one) or with another LF from a neighbouring organization regarding their availability. Then confirm you can provide the classroom, field and equipment requirements (see page 8).

STEP 4: REQUEST A COURSE

Login to your course host admin account at www.coachcentre.ca and to navigate through the system, please [CLICK HERE - How to manual](#) for detailed instructions.

STEP 5: COURSE APPROVAL

BC Soccer will review your request that you entered and will approve it once all the details have been verified.

STEP 6: COMMUNICATION BETWEEN HOST <> LF AND COURSE PARTICIPANTS

It is the responsibility of the course host and/or the Learning Facilitator to communicate with course participants prior to the event by sending out an email reminding them of course details that may include a welcome note and reminder, any changes to venue and times, where to meet, etc.

STEP 7: COURSE COMPLETION

The Learning Facilitator is responsible for marking the attendance in the system and ensuring course participants complete course evaluation on-line. Coaches will be able to access their certificates once the course host has 'approved' all the coaches and the LF has 'marked attendance'.

STEP 8: FINAL INVOICE

The final invoices are sent to host organizations approximately by the 15th of every month for courses occurring the month prior based on the flat fee invoice model described earlier (pages 6-7).