



2015/2016 Mini Coaches/Managers Information Package

Agenda for Coaches meeting:

1. [Introductions/New Roles/ New Faces](#)
 - a. Coordinators
 - b. Operations staff
 - c. Technical Staff
 - d. Directors
 2. [Operational Policies / Procedures](#) (Joe Basic and Operations team)
 - a. Registration
 - b. Power up
 - c. CRC's
 - d. Team Equipment and uniforms
 - e. Practice Field Assignment
 - f. Games
 - g. Game Scheduling Process
 - h. Season
 - i. Tournaments
 - j. Field Lining and Equipment
 - k. Keys
 - l. Ref Fees / Reimbursement process
 - m. Raffle Tickets Distribution and expectations
 - n. Picture Day
 - o. Club Files
 3. [Referees](#) (Pete Dragan)
 - a. Training/Development
 - b. Mentorship Program
 - c. Feedback process
 4. [Technical Information](#) (Sara, Alfredo, Andrea)
 - a. Certification
 - b. Coach Development
 - c. Academy Information
 - d. Goalkeeping Clinics
 - e. Age Group Head Coach Introductions & Roles
 - f. Reminder/Review of the Small-Sided Games
 - g. Mentorship Program
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Introductions/New Roles/ New Faces

Coordinators: Below is the list of coordinators that have been assigned to your age. If you have any queries please engage them so that they can assist you.

Boys Coordinators 2015-2016		Girls Coordinators 2015-2016	
U12	Gina Papa	U12	Kurt Pregler
U11	Rosemary Hagiwara	U11	Shelley Verbeek
U10	Jen Gibson	U10	Kristina Cigic
U9	Kelly Chow	U9	Jaime Gunderson
U8	Jen Gibson	U8	Michelle Morrison

Club Staff:

For a full list of Club Staff contact information including Coordinators, Operational staff, Technical staff and Board of Directors please visit this page:

<http://www.cmfsc.ca/index.php?page=contact>

Operational Policies / Procedures

Power Up / Registration / Volunteer:

Power Up is our main registration system (<https://cmfsc.powerupsports.com/registration>) . All officials of the teams (coaches, asst coaches and managers) are required to sign up to "Volunteer" In Power Up (this info was sent to you via your coordinator). It is our main database (for team officials and player contact info) and the main way we will be communicating once the season starts. We also use it to track things such as when CRC's were last completed, Coaching certifications, etc. Please ensure your contact information is accurate in your profile. Once your Volunteer application has been approved you can access your team roster in the Power Up Convenor site: <https://cmfsc.powerupsports.com/convenor>

Coach List:

Based on the Team officials information on Power Up, we have posted head coach information on the CMFSC website for each team.

Please see here for:

Mini Boys coaches: <http://www.cmfsc.ca/index.php?page=minis-teams-boys>

Mini Girls coaches: <http://www.cmfsc.ca/index.php?page=minis-teams-girls>



Team Lists:

Team roster lists are available for coaches and managers on Power Up. Note, there could still be adjustments being made to your roster (additions, withdrawals, etc). Please check your roster often on Power up to ensure you have the most up to date roster.

Also, please take the time to contact the parents on your team to help stem the tide of calls that are coming into the coordinators. For any new coaches it is strongly recommended to take the time to get a parent to act as your team manager and assistant coach, and when you do, please inform your coordinator. It will make the year go smoother.

CRC's (Criminal Record Checks):

If you have already been asked to provide a CRC, please ensure that you take the time to get it done. You will NOT be able to be an 'Official' with the club unless you have this completed or have informed us that you are in progress to get this complete. If you have your CRC completed, please bring them to the meeting. Here is the link to the updated [CMFSC CRC guide](#).

Equipment:

CMFSC will provide the teams with balls, uniforms, pinnies, goalie gloves/jersey and cones. There will be one more opening for equipment/uniform pick up at the Equipment Depot (751 Smith Ave) on Thursday September 10th, 7:30-8:30PM.

This will be the last pick up time, if you cannot make it please send someone from your team. All teams are required to supply a **post-dated deposit cheque of \$150.00 dated June 1, 2016.**

Please note that this year we provided both blue/blacks jerseys and a white alternate in your kit. The goal is to brand all teams with the same uniforms regardless of levels. We have a strict uniform program and all teams must follow what is provided in that program.

Practice nights:

Every team should have received emails from Joe Basic on selecting practice times. If you are not sure of your team's practice time please contact your coordinator immediately.

The fields that we have at our disposal are the limited times available on Town Centre and Best turf along with the lit gravel fields – Porter, Riverview, and Monty in 1 hour blocks starting on the hour at 5pm. Please note the time on Monty gravel has been significantly cut down this year by the city

Our intent from U10 and below is to group like teams together so that the age group coaches will be able to maximize their time when attending practice sessions.

You are not permitted to enter the field prior to your assigned times. That's includes warming up. Be respectful of the other teams or other associations that may be using the fields. Please try to keep your workout in the area, and if you need to have to have your teams run around the fields please ensure that they DO NOT get in the way of the other practices.



Ensure that when you are assigned your practice time that you keep to the time allotted - showing up late for practice does not permit your team to stay late as well.

There may be more turf times becoming available later in October and teams not on turf will be communicated to review options.

Games:

All teams will play inter district games, meaning that you will be playing teams from outside of CMFSC.

U11/U12 Select games are starting September 12th/13th weekend. For all others, the season starts on the September 19th/20th weekend.

District Game website and schedules can be found on this page:

<http://www.bcsoccercentral.com/Schedules/taglinks/taglinks.htm>

For all Mini teams (U8 to U12) go to [Tri-City Youth Soccer sites \(TCYSA\)](#) with the following exceptions:

For U11/12 boys select teams – go to the [Five District League site](#)

For U12 girls select teams – go to [BC Coastal Girls Soccer League \(BCCGSL\) site](#)

Game Scheduling Process:

Every Sunday night, our CMFSC Mini's scheduler will review the home games on the district website and then schedule the field and Referees for those home games that CMFSC teams are hosting. Please always check this CMFSC website to review/confirm your home game by Sunday night/Monday morning (these can be found in the Quicklink section off the CMFSC home page):

Boys Minis Schedule: http://www.cmfsc.ca/index.php?page=Boys-Minis_Schedule

Girls Minis Schedule: http://www.cmfsc.ca/index.php?page=Girls-Minis_Schedule

By Wednesday the Referee is also usually confirmed and will be seen in the far right column on the schedule page. Please have your team managers use the information on this page to communicate with the visiting team.

For away games, please have your manager contact the other team to confirm Away game time and locations. It is recommended to make contact with your opponent each and every week (by mid week).

Season:

The season will run from mid Sept to early Dec and then run again from Mid January until the first week in March, weather permitting. On the first weekend of March we will have the Dominic Mobilio Friendship Tournament, for all the minis, non select, and IA teams and any teams outside CMFSC that wish to register.



Tournaments:

CMFSC teams in these age groups/levels of play are expected to participate in these events:

CMFSC Thanksgiving Tournament

U10 - U12 Development/Selects (Town Centre)

CMFSC Domenic Mobilio/IA Jamboree

U8 – U9 Development and U5 - U12 House

Please read following document for CMFSC Tournament subsidy policy:

<http://www.cmfsc.ca/uploads/documents/CMFSC-Tournament-Subsidy.pdf>

Field Lining and Equipment:

All grass fields must be lined, with nets and corner flags put up before the days games begin. All divisions should take the time to line the fields up well in the beginning of the year, so that the weekly routine will just be to go over the line markings from the previous week. Please ensure that when your team is playing the first game of the day that you have some parents come early to set up the fields. Please ensure that the empty paint cans be placed in a bag and then in a garbage can – do not just leave them in the equipment boxes. Also the last team is responsible to take the equipment back and put it away neatly and ensure the boxes are locked. When supplies are low, please let your coordinator know.

A field lining training session for new coaches (and for those that need a refresher) is tentatively scheduled for Friday September 18th at 6pm at Mundy Park. Details will be sent out to all coaches once this is confirmed.

Keys:

One blue lock key will be provided to each team. This key works for the field boxes that hold the equipment as well as the light switches for the practice fields. If your team does not have a key please contact your coordinator.

Referees:

Home teams are responsible for paying the referee, before the game. Please ensure that the proper cash is paid, per the ref schedule. Please read the [Game Officials Package](#), print out the [reimbursement form](#) and bring to each game. CMFSC will reimburse the teams in December and again in March.

Raffle:

Raffle packages will be handed out at the meeting during sign-in. Please read the raffle information package carefully. Here are the main points:

1. All coaches/team representatives attending the meeting must pick up and sign for their team package before they leave the meeting.
2. The team packages are to be given immediately to the team manager for distribution of the tickets to the players. The instructions are contained in the package.



3. The date for return of the completed packages is October 9th and return instructions are also included in the package

Picture day:

Picture day are being planned for last weekend of September (26th/27th) for the Mini's. The girls are typically scheduled for the Saturday and the boys on the Sunday. The schedule and finalized location will be emailed out shortly (including instructions on where to pickup your Picture day order forms for your team). If you have a special request for a time or date due to team conflicts, please email Sharon Power Smith danandsharon@shaw.ca as soon as possible so that she can try to accommodate your request.

Club Files:

Most of the relevant and important Files mentioned above and many more can be found on this page on the CMFSC website: http://www.cmfsc.ca/index.php?page=club_files

Mini Coaches Information Page:

Another great source of information for Mini coaches and managers is the Mini Coaches Information page (<http://www.cmfsc.ca/index.php?page=minis-coaches-information>) found under the Coaches Menu. This Information package as well as other important information including Sample Parent communication, Roles & Responsibility and team formation guidelines can be found here.

Referees

Referees are a very important part of the club. Without referees we cannot play the game we all love. It is very important to develop, mentor and support our referees as we do the players and coaches. At CMFSC we take our Referee program very seriously and have a zero-tolerance policy towards any kind of Referee abuse.

It is important that we ensure that we DO NOT question, yell, provide feedback to any of the referees during the game. After the game, would provide an opportunity for the coach to approach the ref with some constructive feedback. This is an important point to ensure that your parents also understand. Any breaching of this could involve that we will have to cancel games if no referees will want to ref!! We have a limited supply. Remember these refs may only be 12-14 years old so any attempt to engage them after the game needs to be handled properly.

General Info:

For more info on our Referees program including information on our Head Referee and schedulers please visit this page: <http://www.cmfsc.ca/index.php?page=refereeinfo>

Referee Development:

The CMFSC Referee Development Program offers our young referees a range of training clinics and seminars through the season. Please see here for more info:

<http://www.cmfsc.ca/index.php?page=refereedevelopment>



Referee Mentorship Program:

To help establish a support network for our club referees, and maintain strong retention the club has a Refereen Mentorship program in place. Please see here for the Mentorship team:

<http://www.cmfsc.ca/index.php?page=mentoring-team-bios>

Technical Information

Certification:

New BC Soccer 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.

All information about the certification process can be found at the following link:

<http://www.cmfsc.ca/index.php?page=coachcertification>

All information about the certification courses in CMFSC can be found at the following link:

<http://www.cmfsc.ca/index.php?page=cmfsc-coaching-certification-schedule>

Coach Development:

Coach Development calendar is currently being developed. Will be updated at the following link and distributed to coaches when determined.

<http://www.cmfsc.ca/index.php?page=coachdevelopment>

Academy Information:

All information is updated on our website for the Academy. Please refer your teams to the following link for Academy registration: <http://www.cmfsc.ca/index.php?page=fall-winter-academies>

Complimentary Goalkeeping Clinics:

We will be holding complimentary drop-in goalkeeping clinics for boys and girls from the Under 8 through Under 12 age groups. There is no cost to these sessions and you may send as many players from your team as you would like to each session. All coaches are welcome to attend as well to pick up some goalkeeping tips. These sessions will give goalies basic skills to make them feel more comfortable when it is their turn in goal.

Dates:

Wednesday, September 16th - 7:00pm-8:00pm at Town Center South (Grass)

Saturday, September 19th - 4:30pm - 5:30pm at Town Center Cunnings

Sunday, September 20th- 4:30pm - 5:30pm at Town Center South (Grass)

Location: Town Center

Registration: No Registration is required. This is a drop-in program.



Age Group Head Coach Introductions & Roles:

For the 2015/2016 soccer season CMFSC has identified Technical Age Group Head Coaches for the Under 8 to Under 10 Divisions. They will be attending games on weekends, communicating with coaches on-field, running one team session per house team during the season, and working in the prospects Academy for their respective age groups. This position will add value to the age group and continue our commitment in developing all players.

Bios of the following Coaches can be found at the following link - <http://www.cmfsc.ca/index.php?page=staff-coaches-bios>

Under 8 Girls - Esteban Mora

Under 8 Boys - Esteban Mora

Under 9 Girls - Karim Ismael

Under 9 Boys - Liam Carter

Under 10 Girls - Lindsay Levasseur

Under 10 Boys - Giovanni Valente

Reminder/Review of the Small-Sided Games:

CMFSC follows the small sided rules located on the website:

[U8 to U12 TCYSA Guidelines for Small-Sided Soccer](#)

[U8 to U10 \(for Development teams only\)](#)

It is important that all coaches understand the rules so please review before the season starts

At the U12 and under levels there are no scores kept, or standings. It is therefore important to recognize that we want to ensure that we are encouraging fair play. That involves ensuring that the scores remain close and allow the team taking goal kicks to touch the ball first. This is especially important if the scores are getting lopsided. Please use common sense.

Team Mentorship Program:

CMFSC is introducing a program this season where teams can apply for a mentorship program. We will then be partnering a divisional team with a minis team to work together this season. Information will be distributed to coaches after the meeting and posted on our website about this program.

Thanks again for volunteer and supporting CMFSC!

Jamil Samji,

Director of Mini's (U8 to U12 Boys and Girls)