



COQUITLAM METRO-FORD SC

BCSPL MANAGERS OVERVIEW

Overview

Thank you for volunteering in managing one of our teams. It will be another exciting season. Without your help it would be impossible to have a successful season. You have a very important role on your team in assisting coaches, technical director and administrator in helping to ensure the program standards are met each week.

Season Length

The EA BCSPL season runs from February to June & August – November.

Be familiar with EA BCSPL Technical Guidelines, Rules and Regulations, Forms. Posted online at www.bcsoccerpremierleague.net. Located under the heading of Documents.

Communication

- Communicate and assist with Head Coach.
- Communicate and assist with Administrator and Technical Director.
- Communicate league information to players and parents.

Administrative duties pre-season

- Attend managers meeting when they are scheduled.
- Assist as required with sizing and inventory of team uniforms.
- Equipment needs are to be forwarded to Marissa Faedo ASAP if there are any issues.
- Ensure CRC's are submitted by coaching staff and team managers by deadline for BCSPL.
- Team Rosters/Proforma – To be submitted to Bruce Dent and copy in Sara Maglio/Dale Mitchell/Linda Hallam updated with any deletions or additions to rosters throughout the season.

Administrative duties during season

- Players medical release forms for travel are completed online through Power Up
- Managers to monitor and ensure documents are updated on a season to season bases by asking parents to log onto their ePact accounts and update any information. Managers are to be notified and print new medical completed form.
- Maintain & safeguard league ID cards for team players & staff.



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- Coordinate team parents to volunteer at home games:
1 or 2 Parent(2) for keeping stats, score keeping, substitutions.

Training Schedules

- Communicating training schedules/changes with your teams.
- Training Schedules may be altered slightly as of April 1st our allocations change. This will be communicated soon. Will continue on the same days, but field and times may vary slightly.

CMFSC Website

- Please encourage players/parents to reference here for updates.
- The following is/will be posted there:
 - training schedules
 - coach/managers contacts
 - rosters
 - standings
 - links to BC SPL and other league documents
 - Game Day Updates on scores

BC SPL Website

- Please encourage players/parents to reference here for schedules.
- View Schedules/Team Rosters/Standings/Photos.
- Forms/Information/Rules are posted.

Games

Game Day protocol found in the Game Day Checklist Document.

Game information is confirmed every Monday (game times, fields, and game kits) by email.

- U13 - U16 - minimum of 14 dressed players – Maximum 18 players each game.
- U17 - U18 - minimum of 14 dressed players – Maximum 20 players each game

Game Length

- U13 & U14 – 35 minute halves = 70 minute - 10 minute half time
- U15 & U16 – 40 minute halves = 80 minutes - 10 minute half time
- U17 & U18 – 45 minute halves = 90 minutes - 10 minute half time

Substitutions

- U13 – unlimited – with no re-entry within the same half.
- U14 to U18 – 7 total substitution within open play of match with no re-entry within the same half, unlimited subs at half time.



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Player Kits

Players must have at all times both game kits.

Managers to bring with you any extra game kit items in case someone forgets.

If Managers require extra game jersey's for either Permit Players or new players to ask Linda Hallam to borrow as extra game jersey's are provided from #25-28

Home Games

- Liaise with Coaches & Primary Club Contact to ensure minimum standards are met; field setup; dress code and so forth.
- Remind Head referee of game time played for your age group.
- Liaise with scorekeepers re: statistics.
- Ensure water & ice available field side for visiting teams.
- Monitor player substitutions...ensuring compliance with league rules.
- Pay game officials.
- Ensures final game sheet is properly completed before submitting
- Ensure to stay on time.
- **MUST** collect all three game balls and place in bin at centre field at the end of your game.
- Must ensure all three game balls are on the field at all times through out your game. It is the teams responsibility.

Away Games

- Text Linda Hallam after the game with the final score – 604-307-6122.

Island Game:

- Provide team number's (players & staff) travelling for transport to Linda Hallam for bus & ferry trips.
- Coordinate adequate player transport to & from pickup points (Island & Okanagan trips).
- Medical release forms for travel are with manager.
- Travel with team.
- Ensure players have the itinerary.
- Handle payment of walk-ons (pay with visa and we will reimburse you right away with receipt), we will provide you with a reimbursement form to submit.
- Bring game Roster/Game sheets/players and coaching staff game cards.
- Expectations for travel for players will be emailed to you to forward to players closer to the date of travel.



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Okanagan Game:

- Medical release forms for travel.
- Travel with the team (if can't – make sure that the team/coaches are organized).
- Provide itineraries and information to players and parents.
- Expectations for travel for players will be emailed to you to forward to players closer to the date of travel.
- Ensure bus drivers are aware of your schedule.
- Need to coordinate with the other team manager(s) that you are sharing the bus with.
- Bring game Roster/Game sheets/player and coaching game card.
- No per diem is provided for technical staff or players.

Player Call ups

- Coaches need to communicate and let Dale know what they have decided to do prior to each weekend for call-ups.
- Conversation about needs should happen early in the week.
- **BCSPL call-ups** no paper work is required, they need to be added to the game sheet and their player card is required.
- **MSL call-ups** require a permit form to be completed.

Process

MSL Players in the Tri-Cities Area (Port Coquitlam, Port Moody, Coquitlam)

- **MSL call-ups** require a permit form to be completed.
- **Signed Form will be emailed to you by the Tri-Cities District Chair**
- **Managers please ensure once form is completed to -**
 - ❖ Scan and return the completed form to Joe Basic.
 - ❖ **If you cannot scan the form YOU MUST** email Joe Basic with the following details - team name and age, game date, player(s) name, names of both Head Coaches.
 - ❖ This completed form or an email to Joe Basic must be sent no later than the Thursday night prior to the weekend game.
 - ❖ He must be aware of player(s) being permitted to play prior to the weekend.
 - ❖ Please ensure to complete the date next to Joe Basic signature.
 - ❖ **Please then forward the completed form to Matt Halbrook General Manager BCSPL - 24hours prior to the match at gm@bcspl.ca**
 - ❖ **Bring a copy of the form with you to your game Home or Away**
 - ❖ **PLAYER ID CARD IS ALSO REQUIRED ON GAME DAY.**



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- Joe Basic email address is: jbasic@shaw.ca
- **Must have the following signatures in order to be approved**
 - MSL Head Coach signature
 - CMFSC BCSPL Head Coach or Team Manager
 - Youth District Approval – Joe Basic

MSL Players outside of the Tri-Cities area (Port Coquitlam, Port Moody, Coquitlam)

- **Must print a Player Permit form from the BCSPL web site found in the DOCUMENT TAB**
- **Must have the following signatures in order to be approved**
 - MSL Head Coach signature
 - CMFSC BCSPL Head Coach or Team Manager
 - Their District Chair or District Registrar for Approval – list of these contacts will be provided
 - Managers are to email the Player Permit to both contact listed above.
 - **Managers please ensure once form is completed to -**
 - **Please then forward the completed form to Matt Halbrook General Manager BCSPL - 24hours prior to the match at gm@bcspl.ca**
 - **Bring a copy of the form with you to your game Home or Away**
 - **PLAYER ID CARD IS ALSO REQUIRED ON GAME DAY**

Exhibition Games – Home Field

- If any teams would like to book exhibition games and game official please email Gwenda at cmfyouthscheduler@gmail.com.

Process if you have a request

- Requests are emailed to Gwenda for field and game official by either Head Coach or Manager.

Timeline to remember/requested

- ❖ Please email Gwenda the week prior to your request by Thursday or Friday as she usually finalizes the schedule for the following weekend by then.
- ❖ Sunday noon is our drop dead deadline for any special requests as she needs to post final field assignments to the website by Sunday evening.
- ❖ If you are only contacting Gwenda by Sunday night, she may not even see your request until Monday morning and will have less flexibility to accommodate your request.



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Reminder Game Official Payment

- **Exhibition Games** - each team is budgeted for 4 games with payment of only 1 game official that can be reimbursed per game.
- If your team has already used the 4 allocated games in Phase 1 you will need to cover the cost for any further exhibition games through your team funds for Phase 2 season.

Changes in Players and Coaching staff

- Any changes to Players or Coaching Staff must update the Team Proforma and email to Bruce Dent and cc Sara Maglio/Dale Mitchell/Linda Hallam.
- Please do not delete the players that are no longer on the team but to please indicate on the document "To Delete". Far right side of document
- Indicate on the document any new additions with "New". Far right side of document.

New Staff

- New staff are required to complete a CRC information is located on the CMFSC web site. Information found in tab listed as Club Info - Files/Forms.
- Coaching staff or Managers that do not live in Coquitlam have to go to their local Police Department. If there is a service fee the club will provide reimbursement.
- Volunteer Form is required to be completed in "Power Up"
- Assistant Coaches are required to have "Soccer for Life Certification" in order to coach.
- Photo (Head shot) of new Player or Staff must be provided to Linda Hallam at the time of submitting an update Team Proforma for ID Card is required.

New Player

- Update team Proforma with player information.
- Email Bruce with up date and cc: Linda/Sara/Dale.
- Bruce will advise of any pro rated fee depending at what time of the season and if it applies.
- Registration Process -
 1. Once player is confirmed Linda will provide you with process
 2. Head/Shoulder photo of player required preferably with club jacket
- Once completed advise Linda Hallam and provide player jersey number .
- Linda Hallam will enter player jersey number on team roster.



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Registration Process with Power Up includes players to complete and review the following:

ePact

- **Reminder what parents will need to help complete the form**
 - Personal health Care Card number
 - Dentist name and phone number
 - Family Doctor Name and phone number
 - Emergency contact person name and phone number
- 1. Read/ Player/Parent Agreement
- 2. Players have read/understood Club Social Media guidelines
- 3. Players Travel Code of Conduct

BCSPL Application To Travel Form

Where to Find the Form ?

- BCSPL Application to Travel Technical Approval form is found on the BCSPL web site <http://www.bcsoccerpremierleague.net>
- Look for the form under the tab – Documents
- Drop Menu appears - click on Club Administration
- Complete all fields required.
- Complete the form in a timely manner.

Once form is completed

- Please forward a completed copy to Dale Mitchell and Linda Hallam
- Signatures required on the form before forwarding completed copy to BC Soccer are by Dale Mitchell, Matt Halbrook, and possibly any other District Rep's only if you have an invited MSL player.
- Completed form to be forwarded to BC Soccer.
- Managers will then contact BC Soccer with payment.
- BC Soccer will forward you a signed copy. This form is to be with Managers through out the ravel and tournament.

Player Time Manager

- It is mandatory and expectation that we track each players playing time to ensure coaching staff are meeting the 30% minimum playing time for players

There is a 2 step process

1. Game Day

Managers keep track of players playing time for

* Home and Away games



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- * Exhibition games but not for inter squad games
- * Tournaments

Will require a stop watch.

A stop watch is provided at Home games but not for Away games.

With keeping time with a stop watch it's running time.

The only time you stop and start the stop watch is when

1. whistle is blown to start the game
2. half time whistle
3. beginning of 2nd half whistle
4. end of game whistle

We don't start over at 0 time in the second half - just continue running the clock.

2. Post Game

- Managers to download the form and complete all fields on the excel document.
- During the game managers or stats person is to keep track of players time.
- Managers will then transfer the game data to the excel document. It automatically calculates each player and keeps a running total of minutes for the entire season.
- After each game, Manager's will enter the total player time played during the game and send the document to Head Coach each week to review.
- **Head Coaches require updated copy by Monday evening the latest.**
- This is also the document Coaches to refer to in case there are questions by any parents as the requirement is 30% playing time for the entire season.
- This document is also sent to Dale Mitchell at the end of each season.
- Reminder will be sent with due date.

Here is the link to download the excel Player time Manager document

http://www.bcsoccerpremierleague.net/leagues/custom_page.cfm?clientid=5515&leagueid=22991&pageid=13854

In case the link does not work please go to the BC SPL web site

<http://www.bcsoccerpremierleague.net>

Click on Technical - tab located in the banner at the top of the page

Drop menu will appear click on Download

Scroll down to Technical Administration

Click on Playing Time Manager



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Home Game Day EA Sports BC SPL - Manager's Checklist

Before Game...start approx 1 hour before kickoff

1. Pick up Official Game Roster & Match Recording Sheet from Linda Hallam..
2. Make sure you have copies of the sub slips for yourself and visiting team (U14 – U18).
3. Confirm water & ice in blue cooler (ice and water will be at the field for you)
Cooler will be located at centre of field in front of referee bench
36 bottles should be in cooler at all times – check at half time to replenish for 2nd half
4. Ensure ice bags are filled in case of injured player min. 4 baggies filled with ice.
Keep in cooler with water. Baggies will be provided.
5. If you're the first team please help with set up – see Linda Hallam
6. Meet at greet away team and game officials.

To complete 30 minutes prior to game start time

7. Confirm scorekeeper is available to relay subs to PA person, and maintain Goals & Assists on Official Score sheet
8. Ask your coach to confirm any scratches on the official roster sheet –update on both copies
9. Ask Home and Away Coach's to asterisks starting line up on Official Score sheet and player scratches, update all three copies of score sheet
10. Inform away team that players are to report to scorekeeper with substitutions
11. Announcing of game officials and players are to begin 20 minutes before game time
12. Have starting line up and Referee's on field by 5 minutes prior to game start up
13. Give copy of completed roster to referee, and PA announcer, and 2 copies to the scorekeeper.
14. Remind referee of game time
U13 & U14 - 35 minute halves & 10 minute half time
U15 & U16 - 40 minute halves & 10 minute half time
U17 & U18 – 45 minutes halves & 10 minute half time
15. Let Referee know what time you would like teams to line up and getting ready for anthem 5 minutes prior to game start time.
16. Confirm officials names and provide to PA to add to announcements
17. Give player cards to referee, and retrieve after the game...**very important**
18. Place game balls....1 on Centre & at least 1-2 others at referees' bench for use during game

Possible Duties During Game

1. Help stats person with relaying announcements to PA
2. Complete substitution sheet



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After Game

1. Retrieve all game balls
2. Retrieve cards...if not received before game
3. Retrieve and complete the Official Score sheet.
4. Retrieve and keep the sub slips for your records.
5. Give complete score sheet to Linda Hallam
6. Pay Referee & Assistant Referee's TBD – process will be that teams will have to pay and get reimbursed. Please make sure that you have the appropriate form signed by the referees upon payment.
7. Ensure home and away benches are cleaned up for next game.
8. If you are the last team please help with clean up – see Linda Hallam
9. Update the Playing Time Manager form after the game and send the updated document to Coaching Staff no later than Monday night.



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Team Managers Responsibilities Away Games

- Bring baggies of ice just in case for injuries
- Game roster will be provided by the Host team. Please see manager for a copy as soon as you arrive for coaches to indicate starting line up, cross off any players not playing.
- Player Time recording sheet
- Bring Substitution slips (ONLY for U14 teams and older)
- Bring Team Contact list and medical forms
- Bring extra game jersey just incase someone forgets kit if you have any.
- Help tidy up your bench before leaving
- Email Linda Hallam with any concerns
- Text message (604-307-6122) or email Linda Hallam with final score by 10pm latest on game day

Enjoy the game



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CMFSC EA Sports BCSPL Home Games Volunteer Description

Scorekeeper Duties-at the Field Table

- Uses a walkie talkie to communicate with PA
- Uses stop watch for recording time as provided
- Sits at the field table...between benches...and reports subs; goals & assists; to PA announcer as they happen
- Must remain Neutral through the game
- Maintains a rough copy of stats and then completes the final copy
- Provides final copy to Team Manager for Head Referee signature and to submit final copy & final signed copy to Linda Hallam to submit to the league
- Assists team manager with checking cooler to ensure water and ice for first aid is available throughout the game. Requests more water is needed. Must have 36 bottles of water through the game