



# ***TECHNICAL PROGRAMS***

# ***STANDARD OPERATING PROCEDURES***

Approved January 2024

# STANDARD OPERATING PROCEDURES

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## **Purpose:**

The following information and guidance are provided to ensure alignment across the organization with respect to meeting (and where possible, exceeding) the expected level of service to membership within team programming and large grassroots programs, such as First Kicks, Community League, Sister Kicks and Skill Centre.

Additionally, your adherence to implementing 'best principles' ensures that the optimum 'culture' across the whole club is achieved.

## **Application:**

Technical Leaders  
Team Head Coaches  
Staff Coaches  
Parent Volunteers  
Youth Coaches

## **Definitions:**

SOP - Standard Operating Procedures  
CRC - Criminal Records Check  
EAP - Emergency Action Plan

## GRASSROOTS & IN-CLUB PROGRAMS

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### **Applicable Programs:**

First Kicks / Community League / Sister Kicks / Skill Centre Training / Discoveries Academy / Player & GK Academies.

### **Procedure steps**

#### **Pre-Season:**

Failure to prepare is preparing to fail. BE READY! Connect early.

- *Connect with your respective registration group well in advance of your first training session (min. 14 days);*
- *Final reminder (catch late registrants) 2 days prior;*

*A pre-season meeting with parents and players should also be organized to discuss the expectations for the season and address several items and any concerns - This can be a virtual meeting!*

- *Codes of Conduct (see resources);*
- *Playing time (see resources);*
- *Zero Tolerance Policy (see resources);*

#### **Communication (Members):**

Establish a clear, concise and consistent communication plan that ensures that all players and parents are always informed of important information, changes and updates.

- *Email*
- *Power Up Connect;*
- *In-Person;*
- *Virtual;*

#### **Communication (Club):**

Ensure consistent open lines of communication with line manager (Technical Lead) and club administration.

- *Reports;*
- *Player movement;*
- *Updates;*
- *Concerns;*
- *Payroll (if appropriate)*

#### **Safety Guidelines:**

Safety is of utmost importance when it comes to soccer, especially for young players. Develop a set of safety guidelines that include risk management;

- *Player equipment/clothing/footwear requirements;*
- *Jewellery/piercings;*
- *Appropriate field conditions & equipment;*
- *Be aware of player medical history (see resources);*
- *Utilise EAP (see resources);*
- *Carry First Aid supplies/bag;*
- *Is the field clear of any dangerous objects;*

#### **Mandatory Certification:**

Be the best coach/leader you can be.

- *All coaches are appropriately trained and/or licenced for the level of play.*
- *Offer mentorship and support where appropriate.*

### **Safe Sport:**

Be aware Responsible Coaching Movement & Rule of Two Policy (see resources). Ensure alignment with mandatory requirements for all staff.

- *CRC;*
- *Responsible Coach Code of Conduct;*
- *Making Ethical Decisions;*
- *Making Headway in Soccer;*
- *Respect in Sport - Activity Leader;*

### **Practice schedules:**

Share and make available your weekly schedule to coaching staff members. Develop a practice methodology that ensures that all players have sufficient time to practice and improve their skills.

### **Program Equipment Management:**

Develop a plan for equipment management, including the acquisition, storage, and maintenance and upkeep of equipment such as balls, cones, pug nets and pinnies.

### **Player Feedback & Assessments:**

Develop a system for evaluating players to ensure that they are placed on appropriate groups/teams, and that their skills are continually improving. This could include periodic player assessments by coaches or staff evaluators, along with occasional movement between teams or programs, to ensure players are motivated and achieving success.

### **End of Season:**

At the end of the season, the program Technical Lead should organize an event to celebrate the groups achievements and recognize individual players and coaches for their efforts.

### **Cancelled Sessions:**

Except for unforeseen circumstances or weather-related issues, ASA will not cancel training sessions or game days. When any in-club sessions are cancelled, it is the lead coaches and club staff priority to reschedule and/or extend the current program, based on field contract, to accommodate the missed sessions. If extending the program is not an option, then any remaining sessions may be extended (e.g. 10-15mins) for the remainder of the program, by way of making up lost time.

For time that is lost and unable to be made up, the [ASA Refund Policy](#) is consulted.

## TEAM PROGRAMMING (Skill Centre Team / Divisional)

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### Applicable Programs:

Skill Centre Teams / Divisional Teams

### Procedure steps

#### Pre-Season:

Failure to prepare is preparing to fail! BE READY! Connect early.

- *Connect with your respective team well in advance of your first training session (min. 14 days);*
- *Final reminder (catch late registrants) 2 days prior;*

*A pre-season meeting with parents and players should also be organized to discuss the expectations for the season and address several items and any concerns. - This can be a virtual meeting!*

- *Codes of Conduct (see resources);*
- *Playing time (see resources);*
- *Zero Tolerance Policy (see resources);*

#### Communication (Members):

Establish a clear, concise and consistent communication plan that ensures that all players and parents are always informed of important information, changes and updates.

- *Email*
- *Power Up Connect;*
- *In-Person;*
- *Virtual;*

#### Communication (Club):

Ensure consistent open lines of communication with line manager (Technical Lead) and club administration.

- *Reports;*
- *Player movement;*
- *Updates;*
- *Concerns;*
- *Payroll and/or coaching credit (if applicable)*

#### Safety guidelines:

Safety is of utmost importance when it comes to soccer, especially for young players. Develop a set of safety guidelines that include risk management;

- *Player equipment/clothing/footwear requirements;*
- *Jewellery/piercings;*
- *Appropriate field conditions & equipment;*
- *Be aware of player medical history (see resources);*
- *Utilise EAP (see resources);*
- *Carry First Aid supplies/bag;*
- *Is the field clear of any dangerous objects;*

### **Mandatory Certification:**

Be the best coach/leader you can be.

- *All coaches are appropriately trained and/or licenced for the level of play.*
- *Offer mentorship and support where appropriate.*

### **Safe Sport:**

Be aware Responsible Coaching Movement & Rule of Two Policy (see resources). Ensure alignment with mandatory requirements for all staff.

- *CRC;*
- *Responsible Coach Code of Conduct;*
- *Making Ethical Decisions;*
- *Making Headway in Soccer;*
- *Respect in Sport - Activity Leader;*

### **Practice schedules:**

Share and make available your training plans to Team staff members. Develop a practice methodology that ensures that all players have sufficient time to practice and improve their skills. Set homework where appropriate.

**Game Day (Prep):** Understand where to find your respective League Schedule (Online BCCSL website) and make available to all team members. Ensure pre-game arrival time allows for social time and appropriate warm up.

- *Connect with opposing team coach each week (Tues), to confirm match details (KO Time/Venue/jersey colour etc);*
- *Print 2 copies of Gamesheet, if playing at home;*
- *Have copy of player ID cards for every game;*

Ensure pre-game arrival time allows for social time and appropriate warm up.

- *U11-U13: 45mins prior;*
- *U14-U18: 60 mins prior;*

### **Game Day (Field Set Up - Home Games)**

*Are you the first game on the field? If so, be responsible for field set and ensure all field equipment is in place.*

- *Goals - in situ;*
- *Corner Flags - ALL full-field games require 4 flags. (Small-sided games requires 4 large cones or flags);*
- *Tents - Full-field games will provide 1 tent for referee. Small-sided games will provide 3 tents (2 teams/1 ref) - Use sand bags to weigh them down!*
- *Team Benches - Small-sided games require 2 benches;*
- *Goal Area - Small-sided games require goal area (GK box) to be set out with white flat markers;*
- *Is the field clear of any dangerous objects;*
- *Clear any/all garbage from team bench area as you leave.*

### **Game Day (Field Tear Down - Home Games)**

*Are you the last game on the field? If so, be responsible for field tear down and ensure all equipment is returned to the storage container;*

- *Full-field teams - ensure team bench area is cleared of all garbage/litter;*
- *Small-sided teams - ensure no garbage/litter is left on the field;*

**Team Equipment Management:**

Develop a plan for equipment management, including the acquisition, storage, and maintenance of equipment such as balls, cones, pug nets and pinnies.

**Player Feedback & Assessments:**

Develop a system for evaluating players to ensure that they are placed on appropriate teams and that their skills are continually improving. This could include periodic player assessments by coaches or staff evaluators, along with occasional movement between teams, to ensure players are motivated and achieving success.

**End of Season:**

At the end of the season, the coach should organize a team event to celebrate the team's achievements and recognize individual players for their efforts. The coach should also conduct an end-of-season review to identify areas for improvement and plan for the next season.

**Cancelled Training Sessions:**

Except for unforeseen circumstances or weather-related issues, team coaches will not cancel training sessions. When team training sessions are cancelled, it is the head coach and club staff priority to reschedule or add additional training opportunities (e.g. move indoors to school gym or extend the current training sessions), based on field/time availability, to accommodate the missed sessions.

**Cancelled Games:**

All matters related to game cancellations, teams will be guided by the respective league; BC Coastal Soccer League (BCCSL) for games in the Fall Season or, the Cascadia Soccer League, for games in the Spring.

For time that is lost the [ASA Refund Policy](#) is consulted.

*By implementing these standard operating procedures and taking advantage of numerous resources, ASA staff, program leaders and team coaches can improve performance, service, maintain discipline and safety, and ensure a positive experience for all stakeholders.*

## **RESOURCES**

[Responsible Coaching Movement](#)

[Responsible Coach – Code of Conduct](#)

[Rule of Two Policy](#)

[Accident/Injury Report Form](#)

[Zero Tolerance Policy](#)

[Canada Soccer – Coach Education & Certification overview](#)

[Canada Soccer – Grassroots Coach Education-program](#)

[Emergency Action Plan](#)

[NCCP & CAC Multi-Sport Training Modules](#)

[Coach Pathway](#)

[ASA Quality Coaching – Principles & Structure](#)

[ASA Long Term Player Development – A Club Coach Guide to LTPD](#)

[Safeguarding at ASA](#)

### **Age Group Training Plans**

U9 – [TRAINING PLAN-U9](#)

U10 – [TRAINING PLAN-U10](#)

U11 – [TRAINING PLAN-U11](#)

U12 – [TRAINING PLAN-U12](#)

U13 – [TRAINING PLAN-U13](#)

U14 – [TRAINING PLAN-U14](#)

U16 – [TRAINING PLAN-U15 & U16](#)

U18 – [TRAINING PLAN-U17 & U18](#)