



# Coaches Handbook

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January 2020

# Mission

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*To help players achieve their true soccer potential by focusing on player and coaching development while growing the game of soccer within our community.*

*To inspire participants of all abilities, ages and backgrounds to enjoy, learn, develop and achieve their own personal successes and milestones through the game of soccer.*

*We will continue to focus on longevity of a player's development as opposed to short-term results or success.*

# Message to Coaches

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Welcome to another fun year of soccer with the SC Toronto! We appreciate your willingness to step up as a team official (Coach, Assistant Coach) – it is only through the dedication and passion of coaches like you that we can be the success that we are!

Everything we do should be in the best interest of the player – building both their physical and social abilities. As a Club we aim to deliver a consistent program that is fun and fair for all our members; as such it is important that everyone follow the same set of rules and policies. The contents of this manual are as much for your benefit as they are for the benefit of all players, coaches, team managers, and parents.

While we all have a desire to win, the biggest 'win' seeing the smiles on the faces of the kids as they learn to accomplish a skill they have been working on, they score their first goal, or when you see that light go off in their eyes when all of a sudden a strategy the coaches have been teaching makes sense to them. When you run a successful team program, your players not only develop skills but also build character. Making and learning from mistakes is an important part of soccer development.

Please ensure you read through this manual and familiarize yourself with the rules and policies. If you require further information or clarification, please let us know. As a Coach, yours is a tough, but highly rewarding job – and a whole lotta fun! Thank you for becoming a part of the team that is The Soccer Club of Toronto!

***"A coach is someone who tells you what you don't want to hear, who has you see what you don't want to see, so you can be who you've always known you could be." - Tom Landry***

# Risk Management

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The General Manager is responsible for establishing and maintaining files under strict confidence. Confidentiality is an ever-present and permanent concern and will be strictly enforced. This process is necessary for the safety of all youth players in sport.

## Criminal Record Check (CRC) Procedure

As per Ontario Soccer rules, every three (3) years SC Toronto will require all team officials to submit a Criminal Record Check (CRC) form.

## Coaches of Opposite Gender than Team

As per Ontario Soccer rules, all female teams must have a female team official (coach, assistant coach and/or team manager) on their team's roster. Also, for the protection of everyone, any adult should not be 'alone' with a single player without the permission of the parents – for example, if the child has to go to the bathroom or if the parent is late picking up their child then the team official must ask another adult to wait with them.

## No Child Left Alone

If for some reason the person responsible for the player has left the game/practice premises or area and has not returned at the time of the end of the game/practice, a minimum of two adults must remain with the child until the parent/guardian has returned.

# Player Safety

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## Check Your Players

- All players on your team must be registered to play with SC Toronto before they can participate in any soccer event. Non-SC members are not covered through our insurance and can be a serious issue if anything were to happen.
- All players must wear shin pads and proper footwear (soccer cleats). Check that players are not wearing anything that could compromise their safety or the safety of other players.
- Players should not wear jewelry to practices or games. Fitbits or similarly worn devices (even plastic) are not permitted.
- Players with long hair should tie their hair back.

# Concussions & Health

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SC Toronto has a concussion policy and a protocol that coaches are to follow if there is a suspected or diagnosed concussion. Concussions are very serious and can impact the long-term health of the player. Coaches should familiarize themselves with concussion protocols.

<http://www.sctoronto.ca/wp-content/uploads/2019/07/Concussion-Policy.pdf>

Additionally, some of our players may have special needs, allergies or short-term health concerns. Information known to the club will be relayed to the coach, but coaches should also ask parents at the beginning of the season to fill out the form below. Coaches should carry these forms with them at all times.

Player Contact Information Sheet

# Coach Education

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Canada Soccer is responsible for training coaches from grassroots to national team level. Information on the Streams through which a coach may enter and/or advance through can be found here

<https://www.canadasoccer.com/coach-training-certifications-s14688>

Example of courses but not limited to:

- Active Start
- FUNdamentals
- Learn to Train
- Soccer for Life
- Make Ethical Decisions
- Respect in Soccer
- Making Headway



# CANADA SOCCER COACH EDUCATION PATHWAY



## LICENSING STREAM WORKSHOPS

ONLINE MODULES + PRACTICAL WORKSHOPS + EVALUATIONS

### CHILDREN'S DEVELOPMENT STREAM

If you coach players aged 5-12,  
choose this stream.

**CHILDREN'S  
LICENCE**



### YOUTH DEVELOPMENT STREAM

If you coach players aged 13-18,  
choose this stream.

**YOUTH  
LICENCE**



### SENIOR PERFORMANCE STREAM

If you coach players aged 18+,  
choose this stream.

**PRO LICENCE**

LAUNCHING 2020

**A LICENCE**

**B LICENCE**



**C LICENCE**

## COMMUNITY STREAM WORKSHOPS

ONLINE MODULE + PRACTICAL WORKSHOP

**ACTIVE START**

If you coach players aged 4-6,  
complete this workshop

**FUNDAMENTALS**

If you coach players aged 6-9,  
complete this workshop

**LEARN TO TRAIN**

If you coach players aged 9-12,  
complete this workshop

**SOCCER FOR LIFE**

If you coach players aged 13+,  
complete this workshop

Programme  
national de  
certification des  
entraîneurs



National  
Coaching  
Certification  
Program



# Coach Education Reimbursements

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SC Toronto sets an annual budget for coach development according to the needs of that particular year.

The Soccer Club of Toronto will reimburse all Ontario Soccer and Canada Soccer courses after proof of completion. Coaches will receive the first half of their reimbursement upon proof of completion and the second half at the end of their second season of coaching with the club

All courses must be pre-approved by the club if the coach wishes for the club to pay for some or all of the course.

# Coaching Resources

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## Practice Library

In this section we provide a multitude of practice sessions for the various age groups that meet the training structure and Principles of the SC Toronto philosophy. The sessions will either have technical or tactical training theme and will include topics ranging from passing and receiving to defending with a flat back four.

### Session Structure and Organization

- [U 9 to U 10](#)
- [U 11 to U 12](#)
- [U 13 to U 14](#)
- [U 15 to U 18](#)

### More useful information:

- [Coaching Kids](#)
- [Nutrition](#)
- [Conditioning](#)
- [Emergency Action Plan](#)

# Equipment

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Coaches will be given a game balls, cones, storage key, and a set of pinnies. It is the coaches' responsibility to ensure that equipment is taken care of and accounted for at the end of each practice/game. Coaches will be supplied with a coach shirt and tracksuit; you must be in SC attire at all practices and games.

# Field Procedures

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- Ensure that the fields are not improperly used (for practice and games).
- Return all nets, flags etc... to the appropriate storage area. These items should be put away properly and in a clean and orderly manner.
- Ensure that both team and spectator areas are clean – no water bottles, orange peels or food wrappers, etc. are left behind. PLEASE USE THE GARBAGE & RECYCLING BINS LOCATED AT EACH FIELD
- To protect our grass and turf fields the City has designated specific areas for spectators. Please help to ensure that parents remain in the designated area so that we do not lose our field privileges.
- At the end of your practice/game, please vacate the playing surfaces on time and hold your team/parent chat off the side of the field so that other teams can get started immediately.

# Field Status & Updates

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City field status and updates are posted on their website (Outdoor Only)

<https://www.toronto.ca/data/parks/alerts/fields/index.html>.

The fields may be closed from time to time (typically due to flooding, lightning,), either by the City or by the Club. In the case of the Club, the decision to close a field is made by the GM. The Club does their best to delay field closures for as long as possible as our weather can change quite frequently.

Field closures cannot always be communicated to coaches in time, and as such each coach should make it a regular habit to check the website.

# Team Expectation Meetings

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Schedule a meeting with players and parents before the season to set/communicate individual and team objectives and to implement necessary committees/processes for a successful season. Team Meetings must be scheduled via the TD and be held at our clubhouse, the grassroots manager will assist in all team meetings.

Players must be dealt with in a fair and equitable manner. The coach must outline team and club policy and coach expectations for all parents (i.e. team rules for players and parents, additional training or tournaments, arrival time for practices & games, how you will communicate with parents, role of the parents, etc.). There should be no surprises.

# Discipline

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All coaches are responsible for the conduct of their team, individual players, parents, friends of players or walk-on fans/supporters. Remember that Conduct Control applies to both home and away games.

## THE SOCCER CLUB OF TORONTO ZERO TOLERANCE POLICY TOWARDS ABUSE OF REFEREES, COACHES or PLAYERS.

If a player on your team is continually causing problems, the coach should remind the parents of the Players' Code of Conduct (see below) and suggest that the parents discuss the behavior with the child. In extreme cases, the coach can consult with the club executive.

If a parent is not behaving in an inappropriate manner, the coach should remind him/her of the Parents' Code of Conduct (See below) and ask for co-operation. If this cannot be resolved in a non-confrontational and amicable manner, the coach can consult with the club executive.

# Practice

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Practices are quite often booked back-to-back, and as such teams will need to be cooperative with each other during transition times.

(Arriving teams) keep all players, parents and equipment off to the side of the practice area so as not to interfere with other teams still practicing

Ensure you end your practice on time if there is another team waiting for their time – account for any time you may need to talk to parents

Remove all garbage, water bottles and equipment from the practice area when you leave

# Game Day

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Leagues will hold a pre-season meeting to explain gamesheets, score reporting and league rules, it is mandatory that coaches and managers attend league meetings to ensure they know what to do on Game Day! The club will communicate league meeting dates when they are released. Home game procedures are as follows:

The home team is responsible for setting up and clearing the field:

- Setting up and returning the nets
- Checking the field for any hazards,
- Setting up and returning the corner flags.
- The home team will provide the game ball
- In the case of a conflict in colours, the home team will wear pinnies
- Ensure that both team and spectator areas are clean – no water bottles, orange peels or food wrappers, etc. are left behind. Always leave these areas in better conditions than you found them.

# Equal Playing Time

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Per CSA FIFA and OS rules, all players at the U4 to U12 should expect EQUAL PLAYING TIME.

If there are players who continuously miss practices, are late for games, who are disruptive on the field and/or do not attempt to engage in play when positioned on the field, then allocation of game playing time can be adjusted. For example, if a player shows up at half time, then their amount of playing is adjusted accordingly... they don't get more shifts in that half to make up for the half game they missed.

Any adjustments to playing time should be discussed with the parents, lower skill level performance is NOT a reason for reduced playing time.

# Tournaments

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The team can participate in tournaments or friendly games by approval only, the head coach must email our Technical Director for approval before applying to tournaments.

## Rules

- The team can only play in sanctioned Tournaments
- The Tournament must be approved by our Technical Director before you apply
- You must apply for the tournament before the tournament deadline, we will not issue travel permits to teams who want to join the tournament after the initial tournament deadline. (no last minute) A minimum of one month is required to plan for a tournament
- Tournament distances may have changed check with the TD for the latest information

Information on how to apply for a tournament can be found in our [Managers Handbook](#)

# Club Policies, Rules and Codes of Conduct

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## Club Policies and Rules

On our website here <http://www.sctoronto.ca/club-policies-and-rules>

## Codes of Conduct

- [Parents and Spectators](#)
- [Player](#)
- [Referee](#)
- [Team Officials](#)

# Thank you

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This handbook was created to assist coaches with the most common information needed.

If you have any questions about the information in this handbook please contact the TD at [technicaldirector@sctoronto.ca](mailto:technicaldirector@sctoronto.ca)

## Contributors

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