

Chatham Youth Soccer Association (CYSA)
Coaches' Guide

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House League Coaches

To-Do Checklist

Use this checklist to ensure you have completed what is required. For more information on each point, read further into the coaches' guide.

Before the Season

- Coaches Training
- Player List/Contact
- Uniform Handout / Equipment Pick-Up
- Practice / Game Schedule Handout
- Parents / Players Meeting

During the Season

- Host weekly practices
- Attend weekly games

After the Season

- Return soccer balls to CYSA

Before the Season

Coaches' Training

House league coaches are not required to complete all the following courses with Ontario Soccer, although doing so would help coaches plan and deliver an exceptional season. For information on coaches' courses with Ontario Soccer, please visit <https://www.ontariosoccer.net/coach-courses>.

The following chart outlines the recommended training for coaches based on the age group they are coaching:

Age Group	Recommended Courses
U4 – U5	Active Start - Weekend Training Making Ethical Decisions - Online Training Making Headway in Soccer - Online Training Respect in Sport - Online Training NCCP Emergency Action Plan - Online Training
U6 – U8	Fundamentals - Weekend Training Making Ethical Decisions - Online Training Making Headway in Soccer - Online Training Respect in Sport - Online Training NCCP Emergency Action Plan - Online Training
U9 – U12	Learn to Train - Weekend Training Making Ethical Decisions - Online Training Making Headway in Soccer - Online Training Respect in Sport - Online Training NCCP Emergency Action Plan - Online Training
U13+	Soccer for Life - Weekend Training Making Ethical Decisions - Online Training Making Headway in Soccer - Online Training Respect in Sport - Online Training NCCP Emergency Action Plan - Online Training

Player List

CYSA will give you your player list a **minimum of two weeks** before the start of the season. Your player list will include the player's name along with contact information. Please be sure to contact all your players as soon as possible to let them know:

- Which team they are on (team name and team color)
- When and where the first practice / game is

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Uniforms / Equipment

Each player is required to wear a CYSA issued uniform to all games. The coach is responsible for handing out the uniforms to each player. The uniform consists of a team jersey, **black** shorts, and soccer socks. All players are also required to wear shin pads underneath their socks. Players can choose to wear running shoes or soccer cleats to finish off their uniform. Please be aware that no jewelry is allowed, and no watches / bracelets are allowed. ***Taping earrings is not acceptable.**

Each coach will be given 1 bag of soccer balls for use with their team. These balls are used for practices and games and will be returned to CYSA at the end of the season.

During the Season

Practices

Each coach should decide before the season begins if they will be holding weekly practices or not. Teams / Players that practice weekly will improve their skills more quickly than those that do not practice. If you are going to hold weekly practices, create a schedule on paper that you can hand out to players / parents that includes the dates, times, and locations of each practice. Ontario Soccer has resources to help coach's plan practices at <https://www.ontariosoccer.net/grassroots-practices>.

Games

Coaches should arrive at the field a minimum of 15 minutes prior to their players' arrival. Depending on the age of your players, coaches should recommend their players arrive anywhere from 15 minutes up to 45 minutes before the start of the game. This pre-game time should be used to make sure all players have the appropriate equipment and uniform, as well as some time to complete warm-up drills.

Depending on the age group, games will vary in length.

After the Season

Coach's Responsibilities

Once the season has ended, the coach needs to return the soccer balls to CYSA. This is usually done during the "Day of Champs" when players are receiving their medals for the season.

Travel Team Coaches

To-Do Checklist

Use this checklist to ensure you have completed what is required. For more information on each point, read further into the coaches' guide.

Before the Season

- Apply to coach by the October prior to the season you wish to coach
- Coach's Training Requirements
- Indoor Soccer Training
- Remind Players of Sign-Up
- Host Try-Outs / Select Team by April 29th
- Collect Travel Player Surcharge
- Uniform Handout / Equipment Pick-Up
- Complete Player Books
- Practice / Game Schedule Handout
- Parents / Players Meeting
- Attend district coaches' meeting
- Set up EDMSL team account on website

During the Season

- Book Practice Fields on Google Calendar
- Host Practices
- Attend all Games (Game Sheets, Referee Fees, Player Books)
- Input Game Results into League Website
- Make any necessary changes to the game schedule through EDMDSL account prior to deadline

After the Season

- Apply for Coaching by October for the Next Season
- Indoor Soccer Training

Before the Season

Applying to Coach

Potential travel coaches are required to submit their interest to CYSA before the end of the October prior to the season they wish to coach. For example, if someone is wanting to coach in 2023, they should submit their interest by October 2022. CYSA will then review the list of applicants and hold interviews as needed. The Board of Directors will review the applicant list, along with notes from the interviews, and determine the successful coaching candidates by the November prior to the season. Successful candidates will be notified from CYSA and coach's meetings will commence later.

*Please note that coaches that do not hold the required the certifications will not be allowed to coach travel teams. See "Coaches' Training" for more information.

Coaches' Training

All travel coaches, and assistant coaches must be certified in the following courses. Be advised that CYSA will reimburse the cost of these courses if they are required for you to coach. Some of these courses expire and will need to be updated as needed. Be sure to log on to www.thelocker.coach.ca to check your current qualifications and to see if any courses need to be updated. Courses are offered through Ontario Soccer at <https://www.ontariosoccer.net/coach-courses>.

Age Group	Required Courses
U4 – U5	Active Start Making Ethical Decisions Making Headway in Soccer Respect in Sport NCCP Emergency Action Plan
U6 – U8	Fundamentals Making Ethical Decisions Making Headway in Soccer Respect in Sport NCCP Emergency Action Plan
U9 – U12	Learn to Train Making Ethical Decisions Making Headway in Soccer Respect in Sport NCCP Emergency Action Plan
U13+	Soccer for Life Making Ethical Decisions

	Making Headway in Soccer Respect in Sport NCCP Emergency Action Plan
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Indoor Soccer Training

Travel coaches are permitted \$250/year for rent of a space for indoor soccer training for their team. Interested coaches should submit their interest to CYSA as soon as possible. CYSA will also consider paying registration fees of teams wishing to join an indoor soccer league during the winter months, but this will be on a team-by-team basis. Interested coaches should submit their interest to CYSA well in advance of the league sign-up deadline.

Player Sign-Up

Coaches should remind their players that registration runs from January to February of each year. It is advised that travel players sign up, and indicate travel, prior to January 31st to allow for appropriate review of numbers and to determine how many travel teams CYSA will host for the upcoming season.

Player List/Try-Outs

CYSA will provide the travel coaches with the list of potential players within two weeks of the registration window. Coaches will be responsible for hosting tryouts as needed and selecting a team. Team rosters must be submitted to CYSA by April 30th of each season. Included in the team roster should be player's first and last name, along with their preferred uniform size and jersey number.

Travel Player Surcharge

Travel team players are charged an extra fee once they successfully make their team. This fee is to help with extra costs associated with travel teams, such as:

- Better quality uniforms
- Higher registration costs with Ontario Soccer
- Registration fees for the leagues they compete in
- Increased referee costs

This surcharge is currently set at \$85/player, but is subject to change each season.

This surcharge fee must be collected before the season starts and submitted to the soccer office before uniforms are to be handed out.

Uniforms and Equipment

CYSA will provide each player with a jersey, shorts, and socks. Players are required to wear CYSA issued uniforms to all games, no exceptions. Shin guards are required by all players, and running shoes or soccer cleats. At no time can players wear jewelry or watches during play.

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CYSA will issue the coach soccer balls to use for practices and games.

Player Books

Each travel player is required to have a current player book. Player books require new player photos every 2 years. Player books must be filled out completely, signed, approved, and stamped by CYSA. Player books must be brought to every game and can be requested by the opposing team for inspection. Every player on the roster must have a player book in order to play, including any players that are being called up for the game.

Sponsors

Travel teams are not permitted to obtain sponsorship of any sort. Any sponsors looking to invest in the CYSA travel program should contact the Soccer Office directly.

Fundraising

Travel teams are permitted to host fundraisers in order to raise money for purchases such as, warm-up shirts, bags, sweaters, etc. If you are looking for ideas for fundraising for your team, please contact CYSA directly.

During the Season

Practice Fields

CYSA has approved certain fields for practice use during the pre-season and season. Travel coaches are asked to use the collective google calendar for booking the fields as needed. This calendar will be emailed to all travel coaches once registration ends and travel teams are approved. The calendar will allow coaches to book the fields for practices (full or half) and will lessen the occurrence of double booking.

Approved Practice Fields:

- Waterworks (Public Utilities Commission, 325 Grand Ave. E.)
- Thames Campus Field #2 (1001 Grand Ave. W.)

Practices

Travel coaches will have more success with their teams if they have consistent practices with their players. Create a schedule ahead of the season with practices and games listed and give this to your players.

Games

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Travel coaches will have access to their game schedule on their league website, usually in April. Coaches should be sure that all players are aware of the game schedule in advance as there is a short period before the season starts that the league can adjust games as needed. If you need games changed, please be in contact with the league directly.

Coaches should be aware that they need to contact their league and arrange pick-up of the game sheets (triplicate carbon paper, white, pink, yellow). These game sheets are required for each game with the team roster and coaches listed for that specific game. Game sheets should be given to the referee a minimum of 15 minutes prior to kick-off. The referee will return one copy of the game sheet to coaches after completion of the game. Coaches will use this sheet to input the game results into their leagues website NO LATER THAN 24 hours after game completion.

Please note that HOME coaches are required to pay all referees at the completion of each home game. CYSA will issue each coach a cheque at the beginning of the season that will cover the cost of all referee fees for the season. Please read ahead for referee fees.

Coach Expense Reimbursement

Coaches are eligible for reimbursement of 30 cents per km on travel distances that are over 120 km for their team. Please contact CYSA directly to submit a coach expense form.

Team Photos

CYSA does not provide any team photos. If your team is interested in having a team photo, please arrange this on your own.

Referee Fees/List

Each travel coach will be given a master list of local referees each season. This list can be used to book exhibition games, or in case of an emergency need for a referee.

Referee fees are as follows:

Tournaments

CYSA will pay for each travel team to attend one tournament per year up to \$500. Please contact the Soccer Office if you are interested in signing your team up for a tournament.

Calling Up Players

Please review your league website for the rules regarding calling up players for games. Please note that players that are older than your age group can NEVER play down, and

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that there are limits on the number of players you can call up. You may call up players from a lower aged travel team, or from the house league of the same age group. Permission must be obtained from the players coach before asking the player to play up. You must obtain the players book and bring it with you to your game.

After the Season

Indoor Soccer Training

Travel coaches are permitted \$250/year for rent of a space for indoor soccer training for their team. Interested coaches should submit their interest to CYSA as soon as possible. CYSA will also consider paying registration fees of teams wishing to join an indoor soccer league during the winter months, but this will be on a team-by-team basis. Interested coaches should submit their interest to CYSA well in advance of the league sign-up deadline.

Coaching Applications

Potential travel coaches are required to submit their interest to CYSA before the end of the October prior to the season they wish to coach. For example, if someone is wanting to coach in 2025, they should submit their interest by October 2024. CYSA will then review the list of applicants and hold interviews as needed. The Board of Directors will review the applicant list, along with notes from the interviews, and determine the successful coaching candidates by the November prior to the season. Successful candidates will be notified from CYSA and coach's meetings will commence later.

*Please note that coaches that do not hold the required the certifications will not be allowed to coach travel teams. See "Coaches' Training" for more information.

Ontario Soccer Summit

Ontario Soccer hosts an annual summit that highlights key speakers in both coaching and refereeing. The summit is hosted in a different location each year. CYSA will reimburse coaches and assistant coaches 50% of the registration fees associated with attending the Ontario Soccer Summit.