

**WEST VANCOUVER FOOTBALL CLUB
2023-24 SEASON START-UP LETTER
MINI COACHES AND MANAGERS (U5/6 - U10)**



Thank you for volunteering to coach or manage a team. Your assistance is critical; the kids wouldn't be playing without you. We hope the following information will help you get the season started right!

KEY DATES

Date	Time	Comment
Aug. 28 - Aug. 31 Sept. 5 - Sept. 7	5:00 -7:00 PM 4:30 -7:00 PM	Equipment and uniform Pick-up for U8 and older teams.
September 4 th week Sept. 11 th week	(No practices on Labour Day.)	Girls and Boys U8-U10 practices begin Boys and Girls U7 practices begin *U5 and U6 teams DO NOT have practices
September 7th	7:00 PM	New Managers and AGCs Meeting via Zoom. Contact jen@westvanfc.com if you need a link. Information and Q&A meeting for all Managers and AGCs
Sept. 9 th	Boys and Girls U8: 9:30-10:30 am Boys and Girls U9: 10:30-11:30 am Boys and Girls U10: 11:30-12:30 pm	Opening Day Jamboree for U8, U9 and U10 teams. West Van FC coaches will run the games. Location: Jopson Field Ice cream will be provided for each player!
Sept. 16 th and 17th	Schedules coming and will be posted at: https://nsysa.ca/MiniSoccer	U8 – U10 Mini League Begins
September 16th		Street Soccer Begins Saturday, Sept. 16th Returning players should wear their uniforms from last season or whatever is comfortable. Players will have uniforms issued to them. Info to come in a separate letter.

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	9:00-10:00 am	Session 1: Boys and Girls U5 and U6 Teams (2019 and 2018 Birthdates)
	10:30-11:30 am	Session 2: Boys and Girls U7 Teams (2017 Birthdates)

1. TEAM LISTS & MANAGEMENT

You should have your team list. ***Please contact your players.*** Everyone is eager to know what team they are on. No player can be added to a team without Club Approval, and practices/games with other teams must be club approved. Please advise your Coordinator if a player has decided not to play this season. ***No player may participate unless on your team list.***

2. COACHES ORIENTATION MEETING

Tech Leads are arranging for Zoom sessions with their coach groups. You will receive directions for the upcoming season and go over objectives/priorities.

Technical Leads:

Boys and Girls U5-U7 Technical Lead: Adam Aziz (adam@westvanfc.com)

Girls U8-U10 Technical Lead: Matt Walker (matt@westvanfc.com)

Boys U8-U10 Tech Lead: Jeff Kim (jeff@westvanfc.com)

Age Group Technical Coordinators:

BU10: Jordan Gibbons (jordan@westvanfc.com)

BU8-BU9: Diego Palafox (diego@westvanfc.com)

GU8-GU10 : Grace Stanley (grace@westvanfc.com)

3. Criminal Records Checks, Code of Conduct: All adult volunteers must complete a Criminal Record Check and indicate agreement to the Code of Conduct. Please email jen@westvanfc.com if you have not completed these things.

Criminal Records Check

All team officials and volunteers with WVFC are required to have a completed Criminal Records Check before the start of the season and updated every 3 years. This is mandated by BC Soccer as part of its Risk Management Policy and there is no cost to the volunteer.

Option 1: Use your BC Services Card App on your mobile device to verify your identity. To get started, click the following link and enter the Access Code provided:

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Online Link: <https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: WT9RARKWJL

Option 2: If you do not have a BC Services Card App on your phone, you will have to complete the application manually, and have your ID checked in person by the WVFC Director of Football. Please use the link below to fill out and print the PDF document. Email directoroffootball@westvanfc.com and arrange a time to meet him at the club office, then bring the printed form and two pieces of ID. The completed signed form will be left with him to submit to the Ministry.

Link to Manual CRC Application:

<https://drive.google.com/file/d/1zMJTCY8Lxvjxpi6uFL1Ze7ZAuKZEeHZV/view?usp=sharing>

Code of Conduct Form

All club volunteers will be emailed their login and password so that they can update their contact information online. During that time, volunteers will be required to acknowledge their Code of Conduct Form.

Parent Code of Conduct: Each player's parent or guardian is required to read and sign the Parent Code of Conduct, which can be found with this link:

http://www.westvansoccer.com/webapps/doc_appz/doc_default.

Managers will keep the signed forms for the duration of the season.

4. ATHLETE AGREEMENT / PLAYER CONDUCT FORM

All Players U5 to U10 **must** sign an Athletes Agreement/Player Code of Conduct Form. This form can be found on the website <http://www.westvansoccer.com/upload/doc/Athlete%20Agreement.pdf>.

Please have the parents read and have the child sign the form at the first practice. Forms must be signed and handed in to the coach before the first games. *Coaches or managers are to hold onto the forms for the season.*

5. PRACTICE FIELDS & TIMES

- U5/6: Your Street Soccer sessions begin September 16th.
- U7: Your practices begin the week of Sept. 11th

- U8-U10: Your regular practice schedule starts the week of Monday, September 4th. (Sept. 4 is a holiday)

No practices are allowed on grass fields. There will be three or four teams on the artificial turf fields per hour practice slot. Please report any migrating/additional teams to wvfc.fieldscheduler@gmail.com.

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The Club supports the Municipality in its efforts to maintain control of the use of the fields and expects ALL Club teams to co-operate.

6. GAMES

- **Schedules:** AGCs will email league schedules. U8 to U10 schedules will also be posted at www.nsysa.ca under “small sided games”.
- As a back up, all U9 and U10 coaches should bring a whistle to each game and be prepared to have a parent referee in case of referee no show or unavailability. (No referees at U8).
- **Referees:** Lisa Stirling assigns referees and is our Referee Assignor. Please notify her of no-shows and if any other problems arise: nsysarefassignor@gmail.com. Referees are paid directly by NSYSA. No payment is required at the field/ game.
- **Game Scores:** email your AGC with game scores or report team no-shows within 24 hours of the game. (U8, U9 and U10 coaches or managers).

7. FIELDS, LOCATIONS & CLOSURES

If your home field is closed due to weather conditions or other municipal decisions, the all-weather alternate field will be announced Friday afternoon on the Club’s website. Updated field closures can also be found at: <https://westvancouver.ca/parks-recreation/field-conditions> or on Twitter at @WestVanFields. It is your responsibility to notify your opponent if there are any changes to your game.

Field announcements affecting the weekend are made by the West Vancouver District on Fridays by 1:00-2:00 pm.

It is your responsibility to contact the opposition and inform them of any changes. In the event of field closures, the club will notify your referee of the change.

If your field is open but the weather changes on us and you arrive on game day to find standing water, soft spots or frozen (frost) fields – you must move to your all-weather alternate. Failure to follow and respect grass guidelines will result in a fine and loss of grass field privileges.

- **West Vancouver Field Status:** <https://westvancouver.ca/parks-recreation/field-conditions> or on Twitter at @WestVanFields
- North Vancouver: Phone 604-983-6444, and then push 5033 after 3 pm Friday
- **Field Prep:** The first team on is responsible for field lining, hanging nets and placing corner flags.
- **Field Take-down:** The last team on a field is responsible for taking down and locking up equipment. Please note this if there is no team following your game.
- **Field Maps:** Maps of all WV fields are on our website. Maps for all other fields can be found on our website http://www.westvancouver.com/webapps/link_appz/link_default?category=maps.

8. OPERATING GUIDELINES are available through the following resource:

- Mini Team Managers Document: [Mini Team Managers Information](#)

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Please read this resource carefully. It provides information to cover almost every eventuality. Please consult this resource before phoning coordinators and Club officials.

We wish all of the Mini teams the best of luck in the upcoming season and are confident you and your players will have a fun and enjoyable season of soccer. Once again, thank you for supporting the kids.

If you have any questions, please contact your Age Group Coordinator. Questions can also be directed to Julie Walker. Contact Julie at registrar@westvanfc.com.

We hope you enjoy the season!

West Van FC