

WEST VANCOUVER FOOTBALL CLUB 2023-24 SEASON START-UP LETTER U11-U18 DIVISIONAL/METRO COACHES AND MANAGERS



Thank you very much for volunteering to coach or manage one of our teams. Your assistance is critical, and without it our kids would not be able to play. As our 2023-24 season approaches, we are sharing the following important information and dates for your reference.

You should have already received your team list. Please let your Age Group Coordinator (contacts on the WVFC website) know if there are any errors or omissions. **Please note: no player may be added to a team list without the prior approval of the Club.** Please advise your AGC if a player has decided not to play this season. **Also, no player should be training or playing in games with your team if they are not on your team list.**

The health and safety of everyone is a priority, and we are counting on families to adhere to safety precautions such as making sure team members stay home when ill.

Please read the following guidelines carefully before the season begins. Key dates are as follows:

Date	Time	Event	Comments
Week of September 4		Regular season practices for all Divisional teams begin on Ambleside D, E and Mulgrave School	Contact Katie Li, WVFC field scheduler, if you do not have your time. wvfc.fieldscheduler@gmail.com
TBA: Each Divisional Tech Lead will arrange meetings with their coaches		Coaches Meeting U11 and U12 U13-U18	Via Zoom
Sept. 7 (Wed.)	7:00 PM	New Managers and AGCs Meeting	Via Zoom: link to come
Aug. 28 – Aug. 31 (M-T)	5:00-7:00 PM	Uniform and Equipment Distribution:	Aug 28 – Sep 7: Open to all U8-U18 teams.
Sept. 5 – Sept. 7 (Tue-Thu)	4:30-7:00 PM		Teams requiring pick-up before Aug. 28 should contact Uniform and Equipment manager directly
September 8-10:		BCCSL to Begin Games	Schedules to come

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Middle of Oct.		Re-tiering of some Divisional teams	Please note that new field pairings may be required if a team’s division changes, resulting in home field time and/or location changes.
Oct. 21		Photo Day	Location: Hugo Ray Park Club House. Schedules to come.

1. Coaches Meetings for Divisional Teams

Date: TBA

Location: via Zoom

Tech Leads will arrange a time to meet with their coaches.

Technical Leads:

Grassroots Boys and Girls U5-7 - Adam Aziz

Mini Girls and Divisional Girls Tech Lead U8-18 – Matt Walker

Divisional Boys U11-18 - Des Tachie

Goalkeepers U10-18 - Martin Vaca

AGTC Assignments:

Grace Stanley - Girls U8-U16

Diego Palafox – Boys U8-U9

Jordan Gibbons - Boys U10-U12

Dardan Latifi – Boys U13-U16

U17 & U18 teams on-call only. Arrange with tech lead and/or AGTC.

****In order to meet the guidelines regarding the number of people at the field, we ask that no more than 2 coaches are with their team while training or at games.

2. 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.

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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:

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/1zMJTCY8Lxvxpj6uFL1Ze7ZAuKZEeHZV/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.

Athlete Agreement: Player Code of Conduct (in Documents on our website) must be completed and signed by every player and then kept by the team manager or coach for the duration of the season.

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.

No Player Should be Playing or Training with a Team unless officially added to the team roster. Virtual ID cards are required for all 13-U18 teams as well as U11 and U12 Div. 1 and 2 Teams. **Teams playing in the NSYSA will not require ID cards.**

- ID cards must be taken to each game and must identify the player and team officials by their registered team. Cards can also be downloaded onto a smart phone.
- Please note each girls' team requires an adult female team official who will need an ID card.
- Proof of age will be required of all U11 players. Team managers should collect copies of birth certificates, passports, or similar documents. Please scan them and send in a compressed file to Julie Walker, registrar, at registrar@westvanfc.com.

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3. Practice Fields and Times

Any teams assigned to practice on artificial turf fields can expect to be sharing the field with two other teams. Please report any migrating/additional teams to Katie Li, WVFC Field Assigner:

wvfc.fieldscheduler@gmail.com .

Your practice schedule starts the week of Tuesday, September 5th for Divisional U11-18 teams. Please contact wvfc.fieldscheduler@gmail.com if you have any questions. No practices are allowed on grass fields. 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.

4. Games Schedules

Our first games are scheduled for the weekend of September 8-10. Boys' and Girls' schedules will be posted on the BC Coastal Soccer League website, and the link is:

<http://www.bccoastalsoccerleague.ca/schedules>

Field Assignments

Home field assignments can change after schedule changes.

At the start of the season, fields and game times are assigned to teams but can change. Teams are assigned from Under 18 down, pairing like-number of teams in a division to make the field pairings. Every attempt is made to keep the same times as at the start of the season, but it is not always possible. Teams should be aware that their home field can change i.e. artificial turf moved to grass.

Each week coaches/managers should check their team's Home game schedule online. Fields and times can change from week to week, and it is the team's responsibility to check what is on the schedule.

Link to field schedules: [Schedules](#)

Game Day Requirements

Match Sheets and ID cards/sheet: All teams are required to provide the referee with a team list in duplicate (including jersey numbers).

Referees: Referees will be scheduled for each game. As a backup, all coaches should bring a whistle to all games and be prepared to have a parent referee in case of a referee no-show. See below for information as to how to report a referee no-show.

Report referee no shows to nsysarefassignor@gmail.com

Linesperson: All U16-U18 games will have two qualified Assistant Referees (Linespersons) assigned by the NSYSA for each game. U14 Div1 games and also Div1-3 U15-U18 games will have NSYSA ARs assigned to games. Other divisions must supply a linesperson.

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You must report your game score within 24 hours of each game.* Also inform your AGC if the other team is a “no-show”. Communication by Thursday should eliminate this problem.

***Score Reporting:** The HOME TEAM is responsible for reporting the game score into the Team Portal system before 9pm Monday night following the game. There is a link for reporting scores on the website's main navigation bar. Teams using this link will need the match number, which can be found in the top left hand corner of the match sheet. The match number can also be found on the League's Schedule page. If a score isn't reported by the home team by Monday at 9pm, the away team can do this function.

5. Fields, Locations and Closures

Home teams must contact their opposition by phone or by email by Thursday night to confirm field and game time (team contact information is listed on <http://www.bccoastalsoccerleague.ca/home.php?layout=11179577>).

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 or the West Vancouver District website: <https://westvancouver.ca/parks-recreation/field-conditions>. You should check this information every Friday after 1pm if there has been considerable rain. It is your responsibility to contact the opposition to inform them of any changes. In the event of field closures, the Club will notify your referee of the change. Updated field closures can be found at:

<https://westvancouver.ca/parks-recreation/field-conditions> or on Twitter at @WestVanFields
Updates may also be posted on the club's Face Book page: @wvfc1.

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

Weather Warning:

Grass fields are closed when there is heavy rainfall, standing water and puddles on the field. If the field is saturated, you must move to your all-weather alternate. Grass fields that are frozen or have snow or heavy frost on them should not be played on until surface conditions have thawed and drained.

Artificial Turf fields should not be played on if there is snow, ice or standing water on the field.

Home Teams are responsible for determining if a field is playable; the referee has final say. If a home field is damaged as a result of play during inclement weather, a team may lose the privilege of use of that field and be moved to all weather alternate.

(Please help opponents if your game is switched to an alternate field.)

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Field Prep and Take Down:

The first team on a field is responsible for field lining (grass fields), hanging of nets and placing of corner flags.

The last team on a field is responsible for taking down and locking up equipment. Please note, if there is no team following your game (even with mid-day games) please take-down the equipment. On Artificial Turf, field prep and take-down are limited to corner flags. ***Last WVFC team on the field must put the flags into the equipment box on Ambleside D AT, south corner, general access key opens box.***

Field Maps:

Maps of all West Vancouver fields are on our website. Maps for all other fields can be found at: [Map of Fields](#).

Field Information Lines:

Burnaby: (604) 294-7984 or 294-7459 after 6 pm Thursday, www.burnabyparksrec.org

Vancouver: (604) 473-6206 after 1 pm Friday, www.vancouverparks.ca

North Van: (604) 983-6444, then push 503 after 1 pm Friday, www.nvrc.ca or Twitter @DNVFields

Richmond: (604) 276-4383

Field Equipment (WV fields only): Any missing field equipment (i.e.: no nets or field whiting) please email equipment@westvansoccer.com.

Artificial Turf Etiquette:

Teams must be ready to leave the Artificial Turf field five minutes before their end time for transition time between teams (All equipment needs to be collected and the team bench cleared). Teams must not enter the fenced field area until their start time. Teams must warm up outside fenced area. This will help avoid conflict between groups and equipment mix-ups. This applies to practice and game slots.

Only team players, team officials and game officials can be inside the fenced areas; no metal cleats permitted; no food or drink other than water in plastic bottles permitted; no tents with spikes permitted on the turf. Brush off all organic matter from shoes before entering the field area.

Please ensure all participants (Away Teams) are made aware of our turf etiquette. Any WVFC team not abiding by this rule must be reported to wvfc.fieldscheduler@gmail.com.

Teams playing on turf fields D and E may not warm up on the grass prior to the games. The warm-up pad should be used instead.

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6. League Operating Guidelines

The League Operating Guidelines are available on the BCCSL website.

BCCSL Documents - [Documents – BC Coastal Soccer League](#)

WVFC Playing Time Guideline: Please refer to our guideline that is posted online under COACHES and then

Playing Time Guideline: <https://westvanfc.com/Playing>

We wish you the best of luck in the upcoming season and hope you and your players have a fun and enjoyable season of soccer. If you have any questions, please contact your Age Group Coordinator

whose contact information can be found at

https://westvanfc.com/webapps/contentmgr/contact_form_list

Thank you,

West Van FC