

# WEST VANCOUVER FOOTBALL CLUB

## 2023-24 SEASON START-UP LETTER

### U11 and U12 Div3 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 is now here, below is some 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. No Player should be playing with your team without being added to your team list.** Please advise your AGC if a player has decided not to play this season.

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

Date	Time	Event	Comments
Week of September 4 <sup>th</sup> (Sept. 4 is a holiday)		Regular season practices begin for Divisional teams	Contact Katie Li, WVFC field scheduler, if you do not have your time. wvfc.fieldscheduler@gmail.com
TBA: Each Divisional Tech Lead will arrange meeting with their coaches		Coaches Meetings	Via Zoom
Sept. 7 (Thursday)	7:00 PM	New Managers and AGCs Meeting	Via Zoom
Aug. 28-Aug. 31  Sept. 5-Sept. 7 (Tu-Th)	5:00-7:00 PM  4:30-7:00 PM	Uniform and Equipment Distribution:	Aug. 28-Sept. 7: Open to all U8-U18 teams.  Teams requiring pick-up before Aug. 28 should contact: equipment@westvanfc.com
September 13 and 15		Fall Academy training begins	
September 16 and 17:		NSYSA 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. More information to come.

**1. Coaches Meeting**

**Date:** TBA

Tech Leads are arranging Zoom meetings with their coaches.

**Tech Leads:**

Girls U11 – U18: Matt Walker ([matt@westvanfc.com](mailto:matt@westvanfc.com))

Boys U11 – U18: Desmond Tachie ([des@westvanfc.com](mailto:des@westvanfc.com))

**AGTC Assignments**

BU11 and BU12 – Jordan Gibbons ([jordan@westvanfc.com](mailto:jordan@westvanfc.com))

GU11, GU12 – Grace Stanley ([grace@westvanfc.com](mailto:grace@westvanfc.com))

**2. Criminal Record Checks, Code of Conduct Forms and Player ID Cards:** All adult volunteers must complete a Criminal Record Check and indicate agreement to the Code of Conduct. Please email [jen@westvanfc.com](mailto:jen@westvanfc.com) if you have not completed these things.

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:

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](mailto: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.

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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.

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 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](http://www.westvansoccer.com/webapps/doc_appz/doc_default).

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

## Player ID Cards (Not required for Div 3 NSYSA teams)

If a player shows up to your practice or game and is not on your team list, it probably means the player is not registered. Please contact the registrar.

### **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.fieldscheduler@gmail.com](mailto:wvfc.fieldscheduler@gmail.com). Your practice schedule starts the week of Tuesday, September 5th for Divisional U11-18. Please contact [wvfc.fieldscheduler@gmail.com](mailto: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**

First games will be played the weekend of September 9th. Schedules will be posted online prior to the start of the season.

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## Game Day Requirements

Referees: Referees will be scheduled for each game. As a back up, 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.

Linesmen: All U11 teams must provide one linesman per game to run a line.

Referee No Shows reported to [nsysarefassignor@gmail.com](mailto:nsysarefassignor@gmail.com)

District Liaisons for Div 3 game scores, no shows and no referees:

Girls: Catherine Linton, GU11 AGC – [girls-u11@westvansfc.com](mailto:girls-u11@westvansfc.com)

Susan Young, GU12 AGC – [girls-u12@westvanfc.com](mailto:girls-u12@westvanfc.com)

Boys: Adarsh Pallian, BU11 AGC - [boys-u11@westvanfc.com](mailto:boys-u11@westvanfc.com)

Julia Kutlubay, BU12 AGC – [boys-u12@westvanfc.com](mailto:boys-u12@westvanfc.com)

## Field Assignments

Home field assignments can change after the Thanksgiving re-alignment.

## Divisional Field Assignments

Teams should be aware that their home field can change i.e. artificial turf moved to grass. Weekly field assignments for home games will be posted on the WVFC website and teams are responsible to verify their game time and field for every home game. Please check your HOME game schedule with this link:

[Schedules](#)

### 5. Fields, Locations and 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. 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 also be found at:

<https://westvancouver.ca/parks-recreation/field-conditions> or on Twitter at [@WestVanFields](https://twitter.com/WestVanFields).

Field announcements affecting the weekend are made on Friday's by 1:00-2:00 pm.

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. 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.

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

**Only referees can decide if a field is playable;** the referee has final say. If no referee shows up to the game, then the home team coach will have to decide if the field is safe for use. 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.)

## Field Prep and Take Down:

The first team on a field is responsible for field lining, 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 away 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 on [www.westvanfc.com](http://www.westvanfc.com) under TEAMS >Fields Locations.

## Field Information Lines:

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

Field Equipment (WV fields only): Any missing field equipment (i.e.: no nets or field whiting) please email [equipment@westvanfc.com](mailto:equipment@westvanfc.com). Keys for the equipment boxes will be handed out at the uniform pick-up.

## 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 collected and 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.

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](mailto:wvfc.fieldscheduler@gmail.com).

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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.

## **6. League Operating Guidelines**

WVFC Playing Time Guideline: Please refer to our guideline that is posted online under COACHES and then Player Development: <https://westvanfc.com/skills>

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](https://westvanfc.com/webapps/contentmgr/contact_form_list)

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.

Thank you,

West Van FC