



## TEAM MANAGERS (DIVISIONAL BCCSL U11-U18)

- Communicate information to the team (players, parents and coaches), regarding practices, games, field closures and changes, picture day, tournaments, etc.
- Team managers can use TeamSnap to communicate with parents/players, track player availability and attendance. Contact Betty Dodson [communications@westvanfc.com](mailto:communications@westvanfc.com) for a WVFC TeamSnap account
- Relays team questions or concerns from the players, coaches or parents to the AGC
- Collect and upload photos of players to for virtual ID cards (more information to follow)
- Coaches and/or manager attending games should have access to the virtual ID cards on their mobile, plus hard copy print out of ID cards to present to the referee each game
- Coach and/or manager attending games should have first aid kit and medical records at each game
- Use the BC Coastal Soccer League (BCCSL) "Team Portal" to print rosters and enter game scores for home games. Managers will need the Team ID provided by the league to set themselves up and link to their team. (more information to follow) <https://bccostalsoccerleague.ca/team-portal/>
- Manager or coach must bring 2 copies of BCCSL Game Roster Sheets to every HOME game. Rosters can be printed from the BCCSL website Thursday before each game <https://bccostalsoccerleague.ca/team-portal/>
- Managers report game scores for HOME games on BCCSL website Team Portal
- Attends club meetings, equipment/uniform pick up and distribution
- Check HOME field assignments on WVFC website <https://westvanfc.com/schedules> by Monday evening each week. Check for any changes in your HOME games and report any changes to your team and the opposition
- Communicates with opposition team managers to verify field location, game times, uniform colour, changes in game time and location, and field closures due to weather (opposition contact information on BCCSL schedule)
- Organizes or delegates optional team events (i.e. team bonding, parties, tournaments, etc.)
- Referees may ask the home team to change to an alternate jersey, and/or wear pinnies during games if jersey colours are similar. Ask the opposition their jersey colour when you confirm the game time/location, and if there is a colour conflict you may request alternate jerseys, by emailing [equipment@westvanfc.com](mailto:equipment@westvanfc.com), days prior to the game.
- For HOME games, after 1pm Friday check <https://westvancouver.ca/parks-recreation/field-conditions> to verify if fields are open. Communicate field closures or changes to your team and the opposition teams immediately.
- IMPORTANT NOTE: Team Managers and Coaches do not have the authority to cancel, postpone or reschedule games, because of field conditions or for any other reasons. Requests to postpone or reschedule must be made PRIOR to the Tuesday before the game, and approved by the league. If postponement or rescheduling is not approved by the BCCSL, the game will be a forfeit and teams can be fined. If fields are officially open, only referees, not coaches, can make the final decision as to whether the field is safe for play, and can cancel or postpone a game. All league rules can be found at: <https://bccostalsoccerleague.ca/wp-content/uploads/2022/03/BCCSL-Rules-and-Regulations-for-2022-23-season-FINAL.pdf>
- Please note each girls' team requires an adult female team official who will need an ID card.

## AGE GROUP COORDINATORS (AGC)

- Facilitates transfer of information between the WVFC (Director of Divisional Play, Mini Coordinator, Field Scheduler, Registrar, Technical Staff, etc.) and the teams in their age group (i.e. practice and game schedules, changes in times or locations, closures, etc.)
- Assists club with team formation when necessary, and helps with transferring players during the season if necessary
- Assists club in identifying and placing team coaches and managers prior to the season start
- Provides support to coaches and managers for season start-up, and throughout the season

## TECHNICAL LEADS

- We have five Technical Leads at WVFC - Grassroots U5-7, Mini's U8-10, Divisional Boys U11-18, Divisional Girls U11-18 and Goalkeepers U10-18
- The Technical Lead will be the first point of contact for our WVFC team coaches should they have any questions related to the technical side
- The Technical Leads will be present throughout the season at both practices and games to train and evaluate the players and coaches
- The Technical Lead will attend games to evaluate players' performances to help form teams for the following season (in conjunction with player evaluations submitted by team coaches and AGTC's)
- Technical Leads are available as a resource for coaches

## AGE GROUP TECHNICAL COORDINATORS (AGTC)

- Each age group U8 – U18 has a West Van Football staff coach assigned as it's Age Group Technical Coordinator
- AGTCs attend a maximum of 2-3 practices for each team, to train and evaluate the players and coaches
- AGTCs attend a maximum of 1-2 games for each team to evaluate players' performances to help form teams for the following season (in conjunction with player evaluations submitted by team coaches)
- AGTCs are available as a resource for coaches

## SAFETY & ETHICS

- WVFC Coaches and Managers should all sign and hand in the Coaches Code of Conduct: [https://drive.google.com/file/d/1ZD9GjbUZB\\_kjSSxZ1WniMQoXNGbn70gY/view](https://drive.google.com/file/d/1ZD9GjbUZB_kjSSxZ1WniMQoXNGbn70gY/view)
- Managers have parents and players to read, sign and hand in Parent and Player Code of Conduct forms:
  - <https://westvanfc.com/upload/doc/Parent%20Contract.pdf>
  - <https://westvanfc.com/upload/doc/WVFC%20Athlete%20Agreement.pdf>
- WVFC Safety and Health information: <https://westvanfc.com/health>
- WVFC Player Safety <https://westvanfc.com/Safety>
- Canada Soccer Code of Conduct to Protect Children in Sport: [https://drive.google.com/file/d/1O0MRfZ\\_QY6QN1-GC706W8o6XMzTsdDf/view](https://drive.google.com/file/d/1O0MRfZ_QY6QN1-GC706W8o6XMzTsdDf/view)
- Canada Soccer Code of Ethics and Safety: <https://drive.google.com/file/d/1DQ3zglc85GT-4a8Jgx1u1kZYGE1n8wXp/view>

## CONCUSSION PROTOCOL

Coaches and managers should familiarize themselves with the symptoms of concussion, and understand the protocol for handling a concussion. Concussions are caused by a blow to the head. It can be caused by impact with another player's body, the ground, or equipment. When a player has experienced any blow to the head, please look for the following symptoms:

- |   |                              |
|---|------------------------------|
| • Headache                                    | • sensitivity to light       |
| • dizziness                                   | • nausea & vomiting          |
| • daze, confusion or disorientation           | • ringing in ears            |
| • seeing stars                                | • tiredness and irritability |
| • poor coordination or balance slurred speech | • poor concentration         |
| • slurred speech                              |                              |

If a player is experiencing any of these symptoms they should not continue to play, and should seek a medical professional's diagnosis.

Coaches & manager should use this online concussion tool if necessary: <https://www.cattonline.com/>

## WEST VAN FC CONTACTS

Girls U18 AGC	Lisa Tan	<a href="mailto:girls-u18@westvanfc.com">girls-u18@westvanfc.com</a>
Girls U17 AGC	Jennifer Tai-Smith	<a href="mailto:girls-u17@westvanfc.com">girls-u17@westvanfc.com</a>
Girls U16 AGC	Tricia Lang	<a href="mailto:girls-u16@westvanfc.com">girls-u16@westvanfc.com</a>
Girls U15 AGC	Virginia Ireland	<a href="mailto:girls-u15@westvanfc.com">girls-u15@westvanfc.com</a>
Girls U14 AGC	Meighan Jury	<a href="mailto:girls-u14@westvanfc.com">girls-u14@westvanfc.com</a>
Girls U13 AGC	Whitney Greenwood	<a href="mailto:girls-u13@westvanfc.com">girls-u13@westvanfc.com</a>
Girls U12 AGC	Noelene Searle	<a href="mailto:girls-u12@westvanfc.com">girls-u12@westvanfc.com</a>
Girls U11 AGC	Susie Joe	<a href="mailto:girls-u11@westvanfc.com">girls-u11@westvanfc.com</a>
Girls U10 AGC	Catherine Linton	<a href="mailto:girls-u10@westvanfc.com">girls-u10@westvanfc.com</a>
Girls U9 AGC	Annie Frind	<a href="mailto:girls-u9@westvanfc.com">girls-u9@westvanfc.com</a>
Girls U8 AGC	Emma Arnell	<a href="mailto:girls-u8@westvanfc.com">girls-u8@westvanfc.com</a>
Girls U7 AGC	Vacant	<a href="mailto:girls-u7@westvanfc.com">girls-u7@westvanfc.com</a>
Boys U18 AGC	Annabel Wee	<a href="mailto:boys-u18@westvanfc.com">boys-u18@westvanfc.com</a>
Boys U17 AGC	Vacant	<a href="mailto:boys-u17@westvanfc.com">boys-u17@westvanfc.com</a>
Boys U16 AGC	Vacant	<a href="mailto:boys-u16@westvanfc.com">boys-u16@westvanfc.com</a>
Boys U15 AGC	Azadeh Divangahi	<a href="mailto:boys-u15@westvanfc.com">boys-u15@westvanfc.com</a>
Boys U14 AGC	Kelly Kerklaan	<a href="mailto:boys-u14@westvanfc.com">boys-u14@westvanfc.com</a>
Boys U13 AGC	Vacant	<a href="mailto:boys-u13@westvanfc.com">boys-u13@westvanfc.com</a>
Boys U12 AGC	Jill Fujibayashi	<a href="mailto:boys-u12@westvanfc.com">boys-u12@westvanfc.com</a>
Boys U11 AGC	Julia Kutlubay	<a href="mailto:boys-u11@westvanfc.com">boys-u11@westvanfc.com</a>
Boys U10 AGC	Preston Wong	<a href="mailto:boys-u10@westvanfc.com">boys-u10@westvanfc.com</a>
Boys U9 AGC	Carrie Siu	<a href="mailto:boys-u9@westvanfc.com">boys-u9@westvanfc.com</a>
Boys U8 AGC	Tara Baker	<a href="mailto:boys-u8@westvanfc.com">boys-u8@westvanfc.com</a>
Boys U7 AGC	Vacant	<a href="mailto:boys-u7@westvanfc.com">boys-u7@westvanfc.com</a>
Registrar	Julie Walker	<a href="mailto:registrar@westvanfc.com">registrar@westvanfc.com</a>
Director of Operations	Jennifer Towert	<a href="mailto:jen@westvanfc.com">jen@westvanfc.com</a>
Field & Gym Assignor	Katie Li	<a href="mailto:fields@westvanfc.com">fields@westvanfc.com</a>
Equipment Manager	Patrick Li	<a href="mailto:equipment@westvanfc.com">equipment@westvanfc.com</a>
Director of Football	Leo Nash	<a href="mailto:leo@westvanfc.com">leo@westvanfc.com</a>
Divisional Girls Technical Lead U11-U18	Matt Walker	<a href="mailto:matt@westvanfc.com">matt@westvanfc.com</a>
Divisional Boys Technical Lead U11-U18	Des Tachie	<a href="mailto:des@westvanfc.com">des@westvanfc.com</a>
Mini Boys and Girls Technical Lead U8-U10	Greg Berry	<a href="mailto:greg@westvanfc.com">greg@westvanfc.com</a>
Grassroots Boys and Girls Technical Lead U5-U7	Adam Aziz	<a href="mailto:adam@westvanfc.com">adam@westvanfc.com</a>
Goalkeeper Technical Lead	Martin Vaca	<a href="mailto:martin@westvanfc.com">martin@westvanfc.com</a>
AGTC BU13 – BU16	Ravi Fisher	<a href="mailto:ravi@westvanf.com">ravi@westvanf.com</a>
AGTC GU8-GU10	Grace Stanley	<a href="mailto:grace@westvanfc.com">grace@westvanfc.com</a>
AGTC BU8-BU10	Jeff Kim	<a href="mailto:jeff@westvanfc.com">jeff@westvanfc.com</a>
AGTC BU11-BU12	Jordan Gibbons	<a href="mailto:jordan@westvanfc.com">jordan@westvanfc.com</a>
AGTC GU11-GU16	Danielle Ferreira	<a href="mailto:danielle@westvanfc.com">danielle@westvanfc.com</a>

## LEAGUE SCHEDULES

- Links to all WVFC youth soccer schedules can be found on WVFC Website Schedules Page: <https://westvanfc.com/schedules>
- **Mini Boys & Girls U5-U7** (West Van Street Soccer) play every Saturday at Fred Jopsen (Ambleside B) <https://westvanfc.com/street>
- **Mini Boys U8-10 and U11 & U12 (Div 3)**, and **Mini Girls U8-U10 and U11 & U12 (Div 3)** play North Shore Youth Soccer Association (NSYSA). Schedules are emailed from your AGCs and are posted at <http://nsysa.ca/MiniSoccer>
- **Divisional Boys and Girls U11 & U12 Div 1 & 2 and U13 - U18 (Metro, Div 1, 2 & 3)** play in the BC Coastal Soccer League. Schedules are located on the league website <https://bccoastalsoccerleague.ca/schedules/> **Home team manager contacts opposition with field and game time information.**

## LEAGUE RULES

- **BC Coastal Soccer League Rules and Regulations** <https://bccoastalsoccerleague.ca/documents/information/>
- **North Shore Youth Soccer Association (NSYSA) Small Sided Soccer Rules** <https://nsysa.ca/upload/doc/SmallSidedRules.pdf>
- **BC Soccer Rules and Regulations (COVID 19 Return to Play)** [https://www.bcsoccer.net/files/MemberService/ReturnToPlay/July\\_2\\_2021\\_Timelines\\_Member\\_Club\\_Recomendations\\_Updated\\_Return\\_To\\_Play.pdf](https://www.bcsoccer.net/files/MemberService/ReturnToPlay/July_2_2021_Timelines_Member_Club_Recomendations_Updated_Return_To_Play.pdf)

## WEBSITES FOR SCHEDULES, RULES, FIELDS & REFEREES

West Van FC Schedules	Links to all leagues and schedules	<a href="https://westvanfc.com/schedules">https://westvanfc.com/schedules</a>
West Van FC Team Contacts	All WVFC Teams and Team Contacts	<a href="https://westvanfc.com/webapps/spappz_live/team_pages">https://westvanfc.com/webapps/spappz_live/team_pages</a>
North Shore Youth Soccer Assn (NSYSA)	U8-10 & U11-U12 Div 3	<a href="http://nsysa.ca/MiniSoccer">http://nsysa.ca/MiniSoccer</a>
BC Coastal Soccer League	U13-U18 Metro, U11-U18 Division 1 & 2, U13-U18 Division 3	<a href="https://www.bccoastalsoccerleague.ca/">https://www.bccoastalsoccerleague.ca/</a>
West Vancouver Field Conditions & Closures		<a href="https://westvancouver.ca/parks-recreation/field-conditions">https://westvancouver.ca/parks-recreation/field-conditions</a>
North Vancouver Field Conditions & Closures		<a href="https://www.nvrc.ca/facilities-fields/field-status-locations">https://www.nvrc.ca/facilities-fields/field-status-locations</a>
Referee "No Show"	NSYSA Referees	<a href="mailto:nsysarefassignor@gmail.com">nsysarefassignor@gmail.com</a>
Lower Mainland Field Locations		<a href="https://www.bccoastalsoccerleague.ca/fields">https://www.bccoastalsoccerleague.ca/fields</a>