



COACH PRE-SEASON PREPARATION CHECKLIST

The following checklist is available to coaches to help their preparation for coaching a team under BCSA and their Registered Member. This is intended as a guide only in support of the “Coaching Guidelines” (Ref: BCSA-GUI-006) document and other BCSA requirements.

PRE-SEASON PREPARATION

Soccer footwear/ athletic footwear is ready.	<input type="checkbox"/>
Athletic clothing is ready including for wet weather conditions.	<input type="checkbox"/>
“BCSA Coach Code of Conduct” Signed and sent to Registered Member.	<input type="checkbox"/>
“BCSA Commitment to Culture Policy” Signed and sent to Registered Member.	<input type="checkbox"/>
Review Canada Soccer Association (CSA) Code of Ethics document.	<input type="checkbox"/>
Confirm access to the BCSA website where policies, governances, guidelines, and forms are located.	<input type="checkbox"/>
Confirm that the Criminal Record Check (CRC) is up to date/ or a new CRC is required to be submitted to the Registered Member.	<input type="checkbox"/>
Obtain copy of the specific Coaching Program Curriculum to support the development of drills/ practice plans.	<input type="checkbox"/>
Confirm have completed Respect in Sports - Activity Leader	<input type="checkbox"/>
Required coaching training complete i.e. BCSA Coach Orientation, CSA Coaches Training, etc.	<input type="checkbox"/>
Confirm National Coaching Certification Program (NCCP) Rule-of-Two Training complete.	<input type="checkbox"/>
Confirm NCCP Emergency Action Plan training is complete.	<input type="checkbox"/>
Complete Responsible Coaching Movement (RCM) Pledge	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

TEAM ASSIGNMENT

Soccer equipment provided has been inspected and is ready for the season.	<input type="checkbox"/>
Listing of parents/ guardians provided. Organize a contact system i.e. google, WhatsApp, Facebook, etc.	<input type="checkbox"/>
Send out welcome announcement to the team and see if a parent/ guardian would like to volunteer to help as team manager.	<input type="checkbox"/>
If a Team Manager is available, ensure a Criminal Records Check (CRC) is completed and provided to Registered Member	<input type="checkbox"/>
Schedule initial introduction meeting with parents/ guardians to review what to expect for the season.	<input type="checkbox"/>
Provide parents/ guardians with the “Parent Guidelines” to review.	<input type="checkbox"/>
Parents/ guardians to complete the “Player Medical Information Sheet” and hand into the coach/ Team Manager.	<input type="checkbox"/>
Parents/ guardians to complete the “Participant Information Sheet” and hand into the coach/ Team Manager.	<input type="checkbox"/>
Parents/ guardians provided “Friendly Fan Policy” to review.	<input type="checkbox"/>
Ensure parents/ guardians have correct youth soccer equipment ready for their players (shin guards mandatory).	<input type="checkbox"/>
Prepare Emergency Action Plan (EAP) document for home games using the BCSA EAP template.	<input type="checkbox"/>
Walk-the-ground of the assigned location for practices to be familiar with the conditions.	<input type="checkbox"/>
Ensure First Aid kit is available and complete.	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
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	<input type="checkbox"/>