



2019-2020 COACH INFORMATION GUIDE

Coaches, welcome to 2019-2020 season!

Below is some general information that you may find helpful throughout the season. But if you think something should be included, please e-mail the registrar so this coach information guide can be improved and be more useful for all our coaches. In addition, it is important that you familiarize yourself with the Parent Information Guide so you can answer to the parents when questions arise.

Coach Registration, Background (RMA) and Safe Sports Training

If you have not yet registered, please take a moment to register online so that the registrar will be able to associate you with your team. Please follow the steps below to properly register:

1. Go to www.bifc.net/select, to the right, click “Register Now” under 2019-2020 Season Select/Competitive Soccer – Coach/Volunteer Registration”, and then follow the direction.
2. Submit a national background check. National background check is a yearly process and has a pre-determined expiration date of 6/30. Say you submitted a background check application on January 1st; you will need to submit a new application on July 1st if you want to continue to coach or participate any club’s activities.
 - Go to www.bifc.net/forms, to the right, click “Apply Now” under the National Background Check to submit a background check.
 - Click “Registration” (on top right).
 - Returning coach – enter your username and password to login to your account. Update your information then submit a background check.
 - New coach – you need to create an account first before you can submit a background check.
 - **Make sure your affiliation matches the following:**
 - ✓ Application Club: **Bainbridge Island Youth SC**
 - ✓ Application Season: **Fall 2019-2020**
 - ✓ Application Play Level: **Competitive**

Please note that, starting this season, besides submitting background check application all coaches and volunteers are **required** to take online Safe Sports course. This course consists of three 30-minute training modules including Sexual Misconduct Awareness, Mandatory Reporting and Emotional and Physical Misconduct which can be found at the SafeSport website:

(<http://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>)

Use access code: **YC3E-6P5G-YYIL-CS2M**

Individuals will then be asked to create an account.

The participating organization is US Soccer.

Please complete this training as soon as possible, and then upload your Safe Sports certificate to your account in Affinity. If you took the course last year there is a refresher course in your account at <https://safesport.org/authentication/signin>. Once you have taken the course and the Safe Sports certificate is uploaded to your account, then your background check will be approved.

3. Go to www.nsysasoccer.org to register (click “Logon” then “Register”) if you have never registered at this site before. Please make sure you are associated with “BIYSC”. After you are registered please notify the registrar so that you can be associated with your team. You will need this site to check your game schedule and report any referee related issues.

Team Communicator

Communication with the team on an ongoing basis is one of the most important duties. Although your team manager will most likely be the central communication person for the team regarding practices, games, and other events, you as a coach should be aware of all the ongoing activities so that you can also be a “go to” person for the parents. The club has set up TeamSnap for all select teams so that you and team manager can be efficiently communicating with parents and other coaches and team managers. You will receive TeamSnap invitation, a copy of team roster and medical release form once your team is confirmed. At that time you can use the information provided to create database in TeamSnap.

Team Meeting

It is suggested that you work with the team manager and organize a team meeting before the first practice. It is probably the most important meeting of the year. This is the time when expectations are established and allows parents to ask questions of the coach and team manager. At the meeting, the following should be addressed:

- Expectations from coaches regarding players and parents (e.g., attending practices, tournaments, player/parent conduct and games);
- Expectations from team manager on assisting in making the team run effectively (delegate);
- Practice schedule (time and location);
- Game schedule and locations (although the game schedule and locations may not be available at the team meeting, but assure the parents that they will be notified once the information is available);
- Determine which tournaments will be participating in the summer, and if the team will continue to post season tournament; and
- Parent sign up for various team related activities and duties (e.g. equipment, first aid, tournaments, photographer, fund raising and social activities).

First Aid Kit

The club might be able to provide a basic first aid kit but it is team’s responsibility to refill the kit, such as cold compresses, band aids, etc. Cold compresses are probably the most used item. A good supply of cold compresses probably would be a good idea. Also, at the first team meeting, ask if any parents are trained in CPR or in the health care field. It may be important in case of an emergency.

Registration/Medical Release Forms

Team manager will prepare a folder/binder with **signed** registration/medical release form from each player. Please be sure to have a copy of with you at all time during a practice or game in case of an emergency, or a medical provider asks for the form.

Player Cards

Prior to the first season game your team will receive player cards from the BIFC registrar for everyone on the team, including coach, assistant coach and team manager. Your team manager will assemble the player cards (with photo and lamination). The player cards should be on a metal clip, which will allow for easy transportation and storage. The referee for each game is required to review the cards prior to the game. If you do not have the cards, the team may not be able to play. If you cannot attend the game, please notify the Director of Coaching, Ian McCallum, as soon as possible so that he can arrange other coach to attend the game for you. You will also need to notify your team manager so that she/he can make sure that all the necessary documents (game roster, player cards, and medical release form) are available at the game.

Team Name & Team ID

When entering a tournament you need to use the official team name. The official team name is composed by 4 components.

Club name: Bainbridge Island FC

Gender: B or G (boys or girls)

Birth year: 06 (2006 for example)

Team level: Blue, White or Black

So the team name should be **Bainbridge Island FC B06 Blue**, for example.

The team roster that will be provided by the registrar will have your team name listed.

Besides the team name, team ID is also important. Team name and team ID always go together. Your team ID is a 9-digit number. For BIFC, the team ID is **440590xxx**. “xxx” is the 3-digit that your registrar assign to your team. This team ID is listed on the team roster, and also printed on the player cards.

Tournaments

Summer tournaments and post season tournament are pre-determined by Director of Coaching and Technical Director. Make sure to register the team before the deadline of each summer tournament. BIFC registrar will register your team for the post season tournament. Either you or your team manager need to:

- Register your team for each summer tournament.
- Submit a copy of tournament registration receipt to the registrar and the registrar will send a check to the tournament on your behalf. Please note that, it will take about 7 to 10 days to process the checks, so please plan ahead;
- If you pay the tournament fee by credit card, then submit a copy of payment receipt to registrar for reimbursement;

- Obtain a signed team roster from the registrar. Please note that, a signed roster request need to be submitted at least 7 days prior to the tournament;
- Inform parents regarding match schedules (monitor tournament website and update)
- Check-in team at the tournament headquarters by providing the team roster signed by the registrar and any other required documents to the tournament official (make sure you find out when you need to check-in).

Check the tournament website regularly because changes to the schedule, fields, opponents, etc. happen regularly without notice. It is important to register the team before the deadline. If you are adding guest players for the tournaments you need to notify the registrar at least 7 days prior to the tournament.

Player cards are not needed for the summer tournaments. But if player cards are required, please notify the registrar as soon as possible.

Travel Expenses

Some of your summer travel expenses will be covered by the team. The expenses that are covered by the team include:

1. Accommodations – when accommodation is necessary for a summer tournament, team will be responsible to pay a single room for you for the duration of the tournament.
2. Meal – breakfast only. The team will be responsible for your breakfast but this only applies to out of town tournament and when an accommodation is required.

Your ferry expenses (for out of island games and a ferry transportation is necessary) for the season will be reimbursed by the club after a copy of receipt is submitted to the registrar.

You will not be compensated for expenses other than the expenses listed above.

Game Scheduling

Depending on the league play, your team will have 10 to 12 games for the fall season (spring season for GU15-GU18/19) with the first game on the weekend after the Labor Day, and the last game either before Thanksgiving or by mid-December. For GU15-GU18/19, the first game will be in December.

The team game schedule varies by league play. Currently BIFC is participating in North Puget Sound League (NPSL).

Your team manager will do the following at the beginning of the season to ensure that scheduler, parents and opponent team have information on each game. You, as a coach, need to know the process so that you and your team manager are always on the same page. So please be sure to read the information below.

- NPSL team
 - For NPSL team, go to www.northpugetsoundleague.org; click “Schedule” to get the game schedule.

- The game schedule will only be showing the day of the game, not the time/location, and the opponent's team name and contact info.
- For the home games, you can access the game time/location through NSYSA website. Go to www.nsysasoccer.org; click "Information" then "Schedules". In the filter criteria section, change "Season" to "All", enter your tam ID (9-digit number) next to "WSYSA#", check mark "Action", then click "Show". Please check your schedule often in case of last minute change due to field closure or unforeseen event. If there is a last minute change, please notify your opponent as soon as possible.
- Once you have your home game schedule –
 - (1) Notify your team;
 - (2) Login to NPSL site (www.northpugetsoundleague.org) with your e-mail address, PIN# and registration#, then enter home game schedule (time/location) onto NPSL site. You will receive PIN# and registration# through email from NPSL after the registrar registers your team for league play;
- For away games, check NPSL website as your opponents will enter the game time/location for away games. Notify your team once you have the information.
- After each game you need to report the game result at the NPSL website (www.northpugetsoundleague.org).
- Anytime if a home game needs to be rescheduled, please submit the request to Drew Keller, scheduler, at drew@bifc.net **at least 10 days prior** to the game that is supposed to be played. Submission of change request does not constitute acceptance or approval. If you fail to submit the game reschedule request by the time frame your team will be charged a \$100 fine by NSYSA.

Game Roster Sheet

For each game you (or coach) need to submit three (3) copies of game roster sheet, along with player cards, to the referee. The blank game roster sheet can be downloaded from NPSL website (www.northpugetsoundleague.org).

Help

Please always feel free to contact BIFC registrar (registrar@bifc.net), Liming McMillan for team matters.