



ALBERTA SOCCER ASSOCIATION  
*The Governing Body of Soccer in Alberta*

# HOW TO HOST

## Community Stream Coaching Workshops



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# INTRODUCTION

This resource is designed to assist the Alberta Soccer Membership to understand the structure, procedures, costs, and timetables associated with the Alberta Soccer Community Stream coaching program.

It is important we recognize the value of coaching education and its influence on the development of our game. Alberta Soccer is committed to delivering coaching education that enhances the development of coaches and most importantly, players.

By engaging in coaching education you are taking part in an exciting period as the future technical direction within Canada takes shape. Long-Term Player Development (LTPD) provides the framework for coaches to work together following consistent pathways and methods that put players first. The goal is to better equip coaches to develop training programs that follow LTPD principles at all levels of our game fostering a healthy life-long enjoyment of soccer.

An engaged membership armed with a positive approach are exactly what the game needs to make the philosophical and technical adjustments to move us all forward.

## VISION

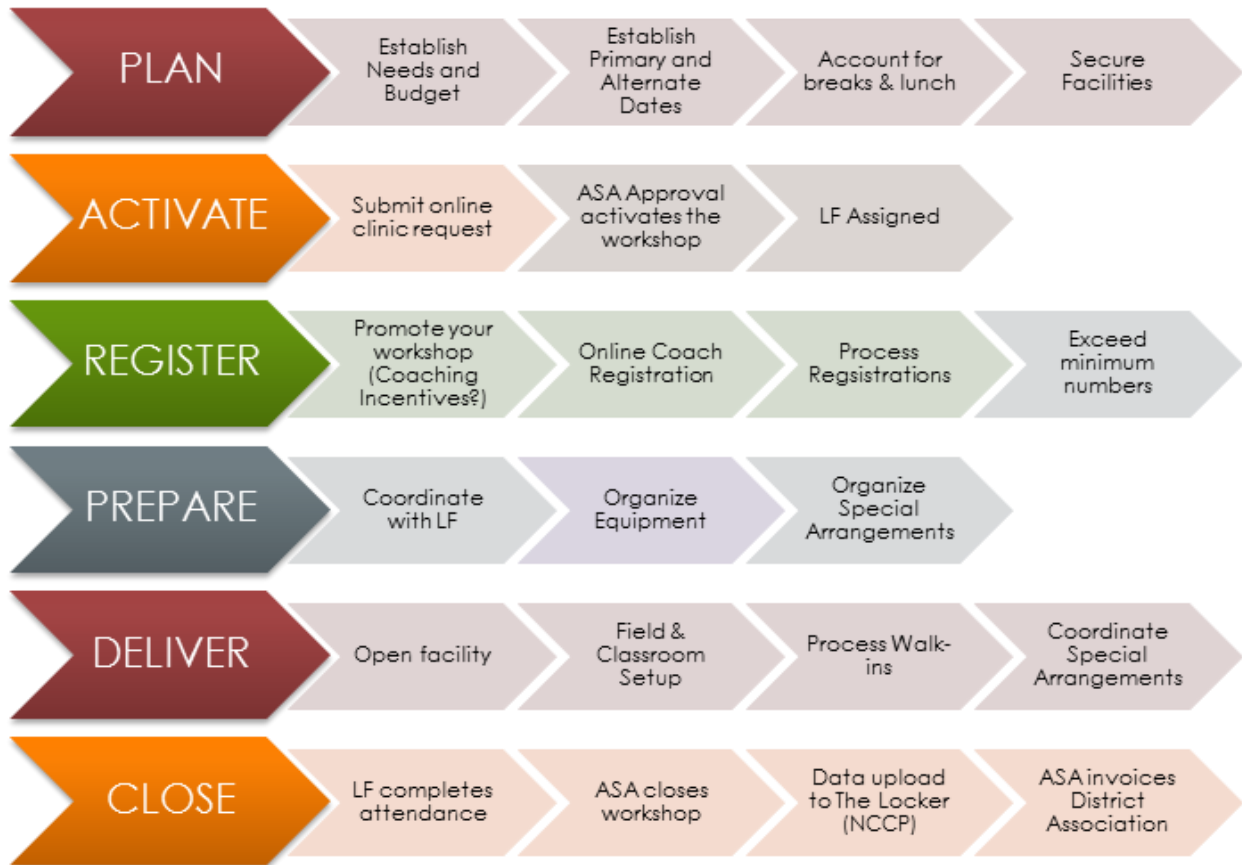
**SKILLFULLY TRAIN, DEVELOP, QUALIFY, & SUPPORT MORE COACHES TO BE SKILLFUL TEACHERS OF THE GAME.**

**Without progressive coach education, the game's development is left to chance.**

# HOSTING AT A GLANCE

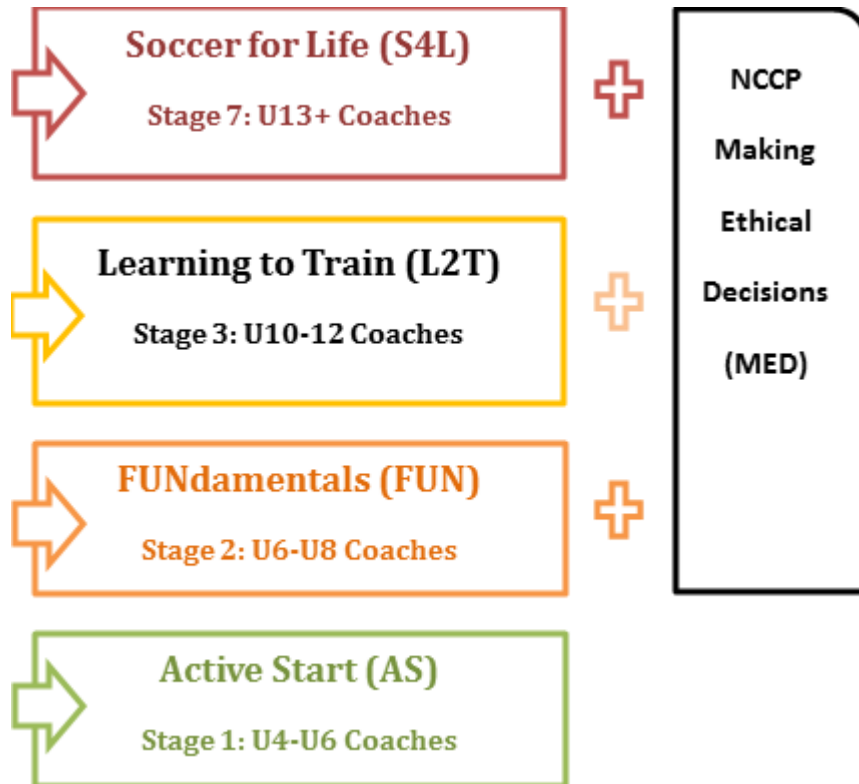
The Alberta Soccer Technical Department endeavours to create hosting processes that are simple, yet effective whilst maintaining a high standard of education and service throughout.

**QUICKSTEPS** are illustrated below:



# COMMUNITY STREAM WORKSHOPS

The Community Stream Workshops are designed for grassroots community coaches who come in and out of the game and have little time to invest in their skills as a coach.



- Coaches enter the Community Stream at the appropriate age and stage of the players they are working with – For example - the coach working with U10 players completes the L2T Training (Workshop + MED).
- All workshops are participatory in nature providing coaches with stage specific training - there is no evaluation.
- Coaches who complete their program are regarded as ‘Trained’ – certification does not apply to the Community Stream.



## ACTIVE START WORKSHOP

|                      |         |                |                        |                            |
|----------------------|---------|----------------|------------------------|----------------------------|
| U6 Female<br>U6 Male | 4 Hours | \$25 Per Coach | Ideal 12-20<br>Coaches | 14 Years of<br>Age Minimum |
|----------------------|---------|----------------|------------------------|----------------------------|

Active Start is for coaches working with U4 to U6 Female and Male players.

Soccer contributes to the well-being of children by engaging them in the sport while teaching them basic movements. At this introductory level, the objective is to get them moving and to keep them active.

### CONTENT AND TIMELINES

| Content                              | Facility/Time     |
|--------------------------------------|-------------------|
| Introduction                         |                   |
| Task 1 – Introduction to Coaching    |                   |
| Task 2 – Who are the Players?        | Classroom         |
| Task 3 – Role of the Coach           | 90 minutes        |
| Task 4 – Planning a Coaching Session |                   |
| <b>Break</b>                         | <b>15 Minutes</b> |
| Task 5 – Model Sessions              | Field             |
| Task 6 – Practical Coaching Sessions | 1 hour 45 Minutes |
| Task 7 – Peer Coaching Assessment    |                   |
| Task 8 – Self Reflection             | Classroom         |
| Wrap Up                              | 30 Minutes        |

### DELIVERY MODELS

**An Active Start Workshop can be held on a weekend or week night all year round.**

## FUNDAMENTALS WORKSHOP

|                      |                     |                |                        |                            |
|----------------------|---------------------|----------------|------------------------|----------------------------|
| U8 Female<br>U8 Male | 7 Hours +<br>Breaks | \$35 Per Coach | Ideal 12-20<br>Coaches | 14 Years of<br>Age Minimum |
|----------------------|---------------------|----------------|------------------------|----------------------------|

The Fundamentals Workshop is for coaches working with U8 Female and Male players.

At this stage, individual player development is paramount. Coaches and teachers should create a stimulating learning environment where the atmosphere is “Freedom and Fun”.

### CONTENT AND TIME LINES

| Module   | Content                                    | Facility/Time                                  |
|----------|--|--|
| <b>A</b> | Workshop Introduction                      | Classroom – 2 hours                            |
|          | Task 1 – Introduction to Coaching          |  |
|          | Task 2 – Role of the Coach                 |  |
|          | Task 3 – Knowledge of the Players          |  |
|          | Task 4 – Teaching and Organization Skills  |  |
|          | Task 5 - Safety                            |  |
|          | <b>Task 6 – Model Sessions</b>             | <b>Field – 1 hour</b>                          |
|          | Lunch or Dinner Break                      | 1 hour   |
|          | Task 7 – Planning A Coaching Session       | Classroom – 30                                 |
| min      |  |  |
| <b>B</b> | <b>Task 8 – Practice Coaching Sessions</b> | <b>Field – 2 hours</b>                         |
|          | <b>Task 9 – Self Coaching Assessment</b>   | Classroom – 30                                 |
|          | Task 10 – Small Sided Games – Theory       |  |
|          |  | <b>Task 10 – Small sided Games – Practical</b> |
| min      | Wrap Up                                    | Field or Class                                 |

### DELIVERY MODELS

Single Date – 1 date; 7 hours excluding breaks; Weekends or Holidays  
 Modular – 2 modules x 2 dates; 2 x 3.5 hours excluding breaks; Weekends or  
 Weeknights or Blend

# LEARNING TO TRAIN WORKSHOP

|   |                                 |                       |                                  |                                    |
|---|---------------------------------|-----------------------|----------------------------------|------------------------------------|
| <b>U10 – U12<br/>Female<br/>U10 – U 12 Male</b> | <b>14 Hours Plus<br/>Breaks</b> | <b>\$55 Per Coach</b> | <b>Ideal 16 – 20<br/>Coaches</b> | <b>16 Years of Age<br/>Minimum</b> |
|---|---------------------------------|-----------------------|----------------------------------|------------------------------------|

Coaches working with U8 to U11 Female and U9 to U12 Male players should complete the L2T Workshop.

The role model is very important at this stage. Children begin to identify with famous players and successful teams. They want to learn imaginative skills so skill demonstration is very important - Players learn best by “seeing and doing.” Players move from self-centered to self-critical with a high stimulation level during basic skills training. This is also a window to teach basic principles of play and establish training ethic and discipline. Repetitions are important to develop technical excellence, but creating a fun and challenging environment is still essential to stimulate learning.

## CONTENT AND TIME LINES

| Module  | Content   | Facility/Time                                  |                       |
|---|---|--|-----------------------|
| A   | Task 1 – What is Soccer?                          | Classroom – 90 min                             |                       |
|   | Task 2 – Knowledge of the Players                 |  |                       |
|   | Task 3 – Teaching & Organization Skills           |  |                       |
|   | <b>Task 4 – Model Sessions</b>                    |  | <b>Field – 1 hour</b> |
|   | Task 5 – Key Elements of Successful Sessions      |  | Classroom – 30 min    |
| <b>Lunch or Dinner Break</b>  |   | <b>1 hour</b>                                  |                       |
| B   | <b>Methodology</b>                                | Classroom - 1 hour<br><b>Field – 2.5 hours</b> |                       |
|   | Task 6 – Session Planning                         |  |                       |
|   | <b>Task 7 – Practice Coaching Sessions</b>        |  |                       |
|   | <b>Task 8 – Self Assessment</b>                   |  |                       |
| C   | Principles of Play – Theory                       | Classroom – 30 min                             |                       |
|   | Task 9 – Session Planning                         | Classroom – 30 min                             |                       |
|   | <b>Task 10 – Practice Coaching Sessions</b>       | <b>Field – 3 hours</b>                         |                       |
|   | <b>Task 11 – Self Assessment</b>                  |  |                       |
| <b>Lunch or Dinner Break</b>  |   | <b>1 hour</b>                                  |                       |
| D   | Task 12 – Safety and Liability                    | Classroom – 90 min                             |                       |
|   | Game Management – Theory                          |  |                       |
|   | <b>Task 13 – Game Management</b>                  |  |                       |
|   | <b>Task 14 – Laws of the Game &amp; Set Plays</b> |  | <b>Field – 90 min</b> |
| <b>DELIVERY MODELS</b>  |   |  |                       |
| <b>Weekend Model 1</b> – Standard Sat & Sun approach; 7 hours per day + Breaks                        |   |  |                       |
| <b>Weekend Model 2</b> – 2 Full days; 7 hours per day excluding breaks; eg 2 consecutive Saturdays    |   |  |                       |
| <b>Modular</b> – 4 x 3.5 Hour Modules excluding breaks; Weeknights &/or Weekends; eg Mon-Thurs nights |   |  |                       |



# SOCCER FOR LIFE WORKSHOP

|                                  |                 |                       |                               |                                    |
|----------------------------------|-----------------|-----------------------|-------------------------------|------------------------------------|
| <b>U14+ Female<br/>U14+ Male</b> | <b>14 Hours</b> | <b>\$55 Per Coach</b> | <b>Minimum 12<br/>Coaches</b> | <b>16 Years of Age<br/>Minimum</b> |
|----------------------------------|-----------------|-----------------------|-------------------------------|------------------------------------|

S4L is for coaches working with any age female and male players 14 years of age and older.

At any stage in the LTPD framework, regardless of their level of ability, players may decide to play recreational soccer and continue to enjoy the game and maintain lifelong wellness. They might be youth players who decide not to pursue high performance, or they might be top players from senior clubs, colleges, universities, and semi-professional teams who enjoy competition but do not intend to play at the international level. They might also be newcomers to the game who discover an interest in soccer in late adolescence or adult life.

## CONTENT AND TIME LINES

| Module   | Content   | Facility/Time   |
|--|---|---|
| A  | Task 1 – What is Soccer?                          | Classroom – 90 min<br><br><b>Field – 1 hour</b><br>Classroom – 30 min |
|  | Task 2 – Stages of Development                    |   |
|  | Task 3 – Teaching & Organization Skills           |   |
|  | <b>Task 4 – Model Sessions</b>                    |   |
|  | Task 5 – Key Elements of Successful Sessions      |   |
| <b>Lunch or Dinner Break</b>   |   | <b>1 hour</b>   |
| B  | <b>Methodology</b>                                | Classroom - 1 hour<br><b>Field – 2.5 hours</b>                        |
|  | Task 6 – Session Planning                         |   |
|  | <b>Task 7 – Practice Coaching Sessions</b>        |   |
|  | <b>Task 8 – Self Assessment</b>                   |   |
| C  | Principles of Play – Theory                       | Classroom – 30 min  |
|  | Task 9 – Session Planning                         | Classroom – 30 min  |
|  | <b>Task 10 – Practice Coaching Sessions</b>       | <b>Field – 3 hours</b>  |
| <b>Task 11 – Self Assessment</b>   |   |   |
| <b>Lunch or Dinner Break</b>   |   | <b>1 hour</b>   |
| D  | Task 12 – System and Styles                       | Classroom – 90 min<br><br><b>Field – 2 hours</b>                      |
|  | Task 13 – Safety and Liability                    |   |
|  | Task 14 – Emergency Action Planning               |   |
|  | <b>Task 15 – Goalkeeping</b>                      |   |
|  | <b>Task 16 – Laws of the Game &amp; Set Plays</b> |   |
| <b>DELIVERY MODELS</b>   |   |   |
| <b>Weekend Model 1</b> – Standard Sat/Sun approach; 7 hours per day + Breaks                             |   |   |
| <b>Weekend Model 2</b> – 2 Full days; 7 hours per day excluding breaks; eg 2 consecutive Saturdays       |   |   |
| <b>Modular</b> – 4 x 3.5 Hour Modules excluding breaks; Weeknights &/or Weekends; eg. Mon – Thurs nights |   |   |

# COACHING REQUIREMENTS

Soccer in Alberta has been broken down into three basic levels of play:

| COMMUNITY  | COMPETITIVE  | HIGH PERFORMANCE   |
|--|--|--|
| <ul style="list-style-type: none"> <li>Community Soccer</li> <li>Tier 3 and under</li> </ul> | <ul style="list-style-type: none"> <li>Youth and Senior Tier 1 and Tier 2</li> <li>U10 and up</li> </ul> | <ul style="list-style-type: none"> <li>Higher Performance League</li> <li>Alberta Provincial Teams</li> <li>CSA REX Centers/RPC</li> <li>Professional Academies</li> <li>Youth National Teams</li> </ul> |

The new National Coaching Certification Program of Canada (NCCP) was rolled out in January 2012. Please see the charts below for coaching requirements for Community and Competitive Coaches. For High Performance coaching requirements please see our Licensing Stream documentation available on the Alberta Soccer website.

|                          | Stage           | Age     | Requirement                  |
|--------------------------|-----------------|---------|------------------------------|
| <b>Community Coaches</b> | Active Start    | U4-U6   | Active Start Coach Workshop  |
|                          | Fundamentals    | U8      | Fundamentals Workshop        |
|                          | Learn to Train  | U10-U12 | Learn to Train Trained Coach |
|                          | Soccer for Life | U14+    | Soccer 4 Life Workshop       |

|                            | Stage           | Age         | Requirement                  |
|----------------------------|-----------------|-------------|------------------------------|
| <b>Competitive Coaches</b> | Learn to Train  | U10-U12     | Learn to Train Trained Coach |
|                            | Soccer for Life | U14+ Tier 2 | Soccer 4 Life Trained Coach  |
|                            | Soccer for Life | U14+ Tier 1 | Soccer 4 Life Trained Coach  |

# APPENDIX A: HOSTING PROCESS DETAIL

## 1) PLAN

- a) Plan for a minimum of 6 weeks from the date of application to the date of your workshop.
- b) Do a scan and establish needs and budget.
- c) Review the delivery models and timelines for each workshop factoring in time for breaks and/or meals.
- d) Plan a preferred date and an alternate date.
- e) Secure facilities that meet the workshop facility standards (See Terms and Conditions page 13)

## 2) ACTIVATE

- a) Go to [www.albertasoccer.com](http://www.albertasoccer.com)
- b) Select COMMUNITY WORKSHOPS from the COACH menu then select the Hosting Workshops Button to access the online request form.
- c) If you have never hosted a workshop before please refer to the TERMS and CONDITIONS Section of this Hosting Document
- d) Inform participants of the following:
  - i. Be prepared to participate in field sessions – dress appropriately for field and classroom activity.
  - ii. Bring a pen or pencil.
  - iii. Fluids and snacks are the participants' responsibility.
  - iv. Bring a lunch if required.
  - v. Observe any Special Arrangement details
- e) Alberta Soccer activates by approving the clinic request.
- f) Activation is dependent on the availability of a suitable Learning Facilitator (LF).**
- g) Hosts will receive a link to the registration form housed with the Coaches Association of Canada (CAC) in The Locker. Activated workshops will also be posted to the ASA website.

## 3) REGISTRATION

- a) Advertise and promote your workshop:
  - i) Your Technical Staff (if applicable) should guide coaches and recruit.
  - ii) Provide incentive for coaches (Example Reimbursement program, lunch, etc.
- 4) Contact neighbouring clubs/organizations to promote and work together to service coaches.
  - a) Coach's search and register via the online system – the Locker
    - i) Existing users login to search and register.
    - ii) New users must complete an account set up to search and register.
  - b) Ensure that coaches understand they MUST pre-register for the workshop by the registration deadline. (there are no walk in registrations)**
  - c) Community Stream Workshops have minimum and maximum numbers of participants (See Terms and Conditions page 13).

5) **PREPARE**

- a) Coordinate logistics and facilities with the LF.
- b) Organize equipment & facilities.
- c) Make special arrangements as required (Examples - Lunch? Players?)

6) **DELIVER**

- a) Ensure facility is open.
- b) Classroom and field setup.
- c) Attend to any special arrangements as required.

7) **CLOSE**

- a) The LF confirms attendance and completion.
- b) Alberta Soccer closes the workshop triggering data update in the Locker (NCCP database).
- c) Monthly payments and quarterly billing.

# APPENDIX B: TERMS AND CONDITIONS

## 1. APPLICATION AND ACTIVATION

- 1.1. Clinic requests are only accepted via our online form.
- 1.2. Districts must be in good standing with Alberta Soccer to request workshops.
- 1.3. Clubs must be in good standing with their District Association to request workshops.
- 1.4. Schools and/or Academies must be officially endorsed by Alberta Soccer to request workshops.
- 1.5. Approvals are on a first come first served basis and subject to:
  - 1.5.1. Application is complete
  - 1.5.2. Workshop timeline requirements are met
  - 1.5.3. Instructor availability
  - 1.5.4. Approved facility in place

## 2. CANCELLATIONS

- 2.1. **Participation Cancellations** will occur when minimum participation numbers cannot be met:
  - 2.1.1. Cancellation decisions are made 5 business days in advance of the workshop start date.
  - 2.1.2. Only system registration numbers can be used to determine workshop viability.
  - 2.1.3. Cancelled workshops cannot be rescheduled – The host organization will be required to resubmit a clinic request and prospective coaches will need to be notified of the new timings.
- 2.2. **Same-Day Cancellations:**
  - 2.2.1. If, in the opinion of the Learning Facilitator there are too few participants to successfully run a quality workshop **and/or appropriate numbers of players is insufficient** the LF will cancel.
  - 2.2.2. In the event the facility is not open the Learning Facility will cancel.
  - 2.2.3. All fees associated, i.e., Facilitator fee, Facilitator mileage and meals, mailing charges for course materials and any administration fees will be invoiced to the district association. **The course host is responsible for costs incurred.**
  - 2.2.4. If, in the opinion of the Learning Facilitator the weather is dangerous the LF will cancel. In this situation the Host may reschedule to an alternate date – the host will not need to submit a new clinic request and billing will be deferred.

### 3. COSTS

| AS   | FUN  | L2T  | S4L  |
|--|--|--|--|
| <b>\$25 per person</b><br><b>Minimum billing</b><br><b>\$300</b> | <b>\$35 per person</b><br><b>Minimum billing</b><br><b>\$420</b> | <b>\$55 per person</b><br><b>Minimum billing</b><br><b>\$660</b> | <b>\$55 per person</b><br><b>Minimum billing</b><br><b>\$660</b> |

3.1 Alberta Soccer Fees include:

- 3.1.1 LF Honoraria & expenses
- 3.1.2 Workshop materials
- 3.1.3 CSA Royalties
- 3.1.4 NCCP and ASA Database fees
- 3.1.5 Online Workshop Resource access

3.2 The Host is responsible for all other overheads (Examples - Field and Classroom costs)






3.3 Alberta Soccer bills for all those in attendance (passes + fails)

3.4 Alberta Soccer invoices the District/Host Association quarterly

## 4. EQUIPMENT

4.1 The Host is responsible for coordinating and supplying basic field and classroom equipment:

4.2 Field Equipment Requirements -

|  |  |   |   |   |
|--|--|---|---|---|
| <ul style="list-style-type: none"><li>• 1 per person</li><li>• See workshop for size</li></ul> | <ul style="list-style-type: none"><li>• 3 sets of 10</li><li>• 3 colours</li></ul>     | <ul style="list-style-type: none"><li>• 30 discs or cones</li></ul>                     | <ul style="list-style-type: none"><li>• Portable Goals</li></ul>                          | <ul style="list-style-type: none"><li>• Fully stocked First Aid Kit</li></ul>                 |
| Balls         | Bibs  | Cones  | Goals  | First Aid  |

4.3 Classroom Equipment Requirements -



## 5. FACILITIES

Community  
Centres

Soccer  
Centres

Schools

Colleges

Universities

5.1 Workshop requests without suitable facilities per these guidelines will not be approved.

5.2 Facilities must be pre-approved and entered into the Alberta Soccer facilities database.

5.3 Male and female washrooms must be available for use during the entire workshop.

5.4 Minimum Field Requirements-

5.4.1 Permits must be obtained for field facilities except in instances where green spaces are permissible.

5.4.2 See chart below for **minimum field requirements** by workshop –

| Workshop   | Outdoor Spaces   | Indoor Spaces   |
|------------|--|---|
| <b>AS</b>  | 20m x 30m pitch or green space with standard sized U6 goals  | 15m x 25m gym with goals  |
| <b>FUN</b> | 20m x 30m pitch or green space minimum with standard size U8 goals                                   | 15m x 25m gym with goals  |
| <b>L2T</b> | 60m x 40m U10 mini field or 75m x 50m U12 mini field<br><br>Fully lined pitch with goals and netting | 55m x 30m gym or arena pitch<br><br>Standard Futsal goals and netting |
| <b>S4L</b> | Standard 11 v 11 grass or turf pitch<br><br>Fully lined pitch with goals and netting                 | 55m x 30m gym or arena pitch<br><br>Standard Futsal goals and netting |



## 5. FACILITIES Continued

### 5.5 Minimum Classroom Requirements –

- 5.5.1. A comfortable classroom/meeting room is required.
- 5.5.2. The room shall accommodate 25 adults.
- 5.5.3. The room must accommodate group work style set up with tables and chairs suitable for a maximum of 6 groups of 4 participants.
- 5.5.4. Rooms equipped with a white board/chalk board or flip charts are preferred.
- 5.5.5. PowerPoint ready rooms are preferable.
- 5.5.6. The room must be able to accommodate a laptop, projector and an area to project PowerPoint.

## 6. REGISTRATION

- 6.1. The Host is responsible for registering coaches, including walk-ins and for collecting any monies outstanding from participants. The Facilitator will not collect money from individuals and does not accept walk-ins.
- 6.2. The Host is responsible for accepting coaches registered and must process all registrations in advance of the workshop –
- 6.2.1. Accept coaches on a first come first serve basis
  - 6.2.2. Only accept coaches in good standing
  - 6.2.3. Learning Facilitators will make note of additions / withdrawals on course list
- 6.3 Ideal, Maximums, and Minimum participant numbers –

| Workshop   | Ideal   | Maximum | Minimum Billing | Minimum Age |
|------------|---------|---------|-----------------|-------------|
| <b>AS</b>  | 12 – 20 | 24      | 12              | 14          |
| <b>FUN</b> | 12 – 20 | 24      | 12              | 14          |
| <b>L2T</b> | 16 – 20 | 24      | 12              | 16          |
| <b>S4L</b> | 16 – 20 | 24      | 12              | 16          |

- 6.4 Minimum participation exceptions are considered for isolated communities.
- 6.5 Players are a Host requirement when participation numbers are less than the Ideal and/or to gain approval for operating below minimum numbers. See chart below for player requirement framework to plan your workshop.

| Coaches   | Players | Host Requirements   |
|---|---------|---|
| <b>Less than 12 Coaches</b>   | 12 – 16 | <ul style="list-style-type: none"> <li>▪ Requires ASA Technical Department Approval</li> <li>▪ Players required for 100% of field work</li> <li>▪ Coordinate timings with your LF</li> <li>▪ Players must be stage appropriate and suitable to the task of “Coaching Coaches” (E.G.) U10-U12 players for L2T</li> </ul> |
| <b>12 – 15 Coaches</b>  | 12 - 16 | <ul style="list-style-type: none"> <li>▪ Players required for 50% of the field work</li> <li>▪ Coordinate Timing with you LF</li> <li>▪ Players must be stage appropriate and suitable to the task of “Coaching Coaches” (E.G.) U14 or U16 players for S4L</li> </ul>   |
| <b>Players should not be younger than 8 years of age for Active Start or Fundamentals Workshop Delivery</b> |         |   |