

Coaches Handbook
2023



Dedication

This handbook is dedicated to the hardworking volunteer coaches who make our football program possible. Without you, none of this is possible. We hope that you find this handbook helpful in your coaching endeavors.

Many Thanks!

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Vision

Inspiring youth to believe in themselves, while cultivating values to reach the potential life holds.

Mission

To provide a positive sporting experience for boys and girls through quality Football programs. We offer youth the opportunity to learn the value of teamwork, build self confidence and resiliency; while developing transferrable life and athletic skills.

Our Motto:

“Attitude and Effort”

Coaches' Responsibilities and Guidelines

Coaches are role models for teaching the fundamentals of the sport, sport skills, tactics, and sportsmanship. Coaches are responsible for their personal conduct and behavior, as well as the conduct and behavior of players. Coaches are required to always follow CAMFA guidelines and remember that they are representatives of CAMFA. All volunteer coaches shall be “at will coaches,” and may be discharged by CAMFA with or without cause. Only coaches who have completed their minimum required courses will be allowed to go on the field of play during practices and games.

Responsibilities and Guidelines:

- Be reliable, and on time. (The first to arrive and the last to leave...)
- Be responsible for distributing a game/practice schedule to parents/guardians prior to the beginning of the season.
- Have with you, at all practices and games, the Emergency Contact Information forms for each child on the team.
- Be responsible for making sure first aid kits are on-site at every practice and game. CAMFA will supply these kits.
- Be responsible for ensuring players' parents/guardians are informed of changes to the game or practice schedule. This includes cancellations the day of the game or practice. Be familiar and use TeamLinkT for communications and instruct parents how to use it.
- Ensure that each player receives playing time in games according to CAMFA on playing time. Fair play will be enforced for all regular season games. And strongly encouraged for all playoff games.
- Be responsible for communicating CAMFA's playing time policy (see section on Fair Play), as well as their own philosophy regarding playing time to parents/guardians & athletes, prior to the start of the season.
- Have all players and team coaches shake hands after the completion of the game.
- Never play an injured or bleeding player. Think of the player first and not the team's final outcome.
- Always conduct themselves in a professional manner and shall refrain from directing abusive or sarcastic language or gestures toward officials, other coaches or players.
- Serve as a role model for players and spectators.

- Ensure that all CAMFA equipment is accounted for and maintained in usable condition and returned promptly at the end of the season.
- Leave facilities in the same or better condition than they were when the team arrived.

Purpose of the NCCP Code of Ethics

The National Coaching Certification Program™ (NCCP) Code of Ethics provides ethical standards that reflect the core values of the coaching profession in Canada, and guides sport coaches to make balanced decisions to achieve personal, participant and team goals. The NCCP Code of Ethics applies to every coach in Canada—from the first-time coach to the head coach of a national team. The NCCP Code of Ethics is used to guide the conduct in sport that stipulate acceptable and non-acceptable behaviours and associated repercussions.

Core principles and ethical standards of behaviour

Coaches value Leadership and Professionalism, Health and Safety, and Respect and Integrity. For each of these core principles, there are associated ethical standards of in-person and on-line behaviour expected of every NCCP coach and NCCP Coach Developer in Canada, whether on or off the field.



¹“Participants” include but are not limited to athletes, opponents, parents, other coaches, volunteers, administrators, officials and medical/IST irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental ability (Source of inclusivity statement: Canadian Centre for Ethics in Sport (CCES)).



Leadership and professionalism

This principle considers the inherent power and authority that a coach holds.

Ethical standards of behaviour

- ▶ Understand the authority that comes with your position and make decisions that are in the best interest of all participants
- ▶ Share your knowledge and experience openly
- ▶ Maintain the athlete-centered approach to coaching so that every participant's well being is a priority
- ▶ Be a positive role model
- ▶ Maintain confidentiality and privacy of participants' personal information



Health and safety

This principle considers the mental, emotional, physical health and safety of all participants.

Ethical standards of behaviour

- ▶ Recognize and minimize vulnerable situations to ensure the safety of participants
- ▶ Prioritize a holistic approach when planning and delivering training and competition
- ▶ Advocate for, and ensure appropriate supervision of participants, including the Rule of Two
- ▶ Participate in education and training to stay current on practices to ensure the continued safety of your participants
- ▶ Understand the scope of your role and skills and call upon others with specialized skills when needed to support your participants



Respect and integrity

This principle considers respect and integrity, which are the rights of all participants.

Ethical standards of behaviour

- ▶ Provide equitable opportunity and access for all
- ▶ Establish a respectful and inclusive sport environment where all participants can raise questions or concerns
- ▶ Obey the rules and participate honestly and respectfully
- ▶ Be open, transparent and accountable for your actions
- ▶ Maintain objectivity when interacting with all participants



Rule of two

The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. The purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



Contact

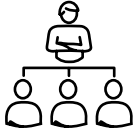
Questions related to the NCCP Code of Ethics design may be directed to the Chief Operating Officer at the Coaching Association of Canada. Send an email to coach@coach.ca or call 613-235-5000 ext. 1.

For complaints related to Registered Coaches or Chartered Professional Coaches, refer to the Coaching Association of Canada's Code of Conduct.

EMERGENCY ACTION PLAN (EAP)

Date: _____

Event: _____ Location: _____



Charge Person

Backup

Backup



Call Person

Backup

Backup



Important Addresses

Site or Facility (Address, City, Province)

Nearest Hospital (Address, City, Province)

Additional Location Information



Emergency Phone Numbers

Emergency Services

Facility Manager or Superintendent

Other

Event: _____ Location: _____

Directions to site/facility**Charge Person Responsibilities**

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

REMINDERS

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.



Title: Concussion and Return to Play Policy

Version 1.0

Last Updated March 28th, 2023

1. GUIDING PRINCIPLE

Capital Area Minor Football Association (CAMFA) recognizes the risk of concussions in the sport of football. Over the years, both Football Canada and the Coaching association of Canada (CAC) have assisted in creating information to help educate athletes, coaches and parents about concussions.

The CAC and the National Coaches Certification Program. (NCCP) have partnered with ThinkFirst Canada to create policies and usable standards for sport organizations to adopt for their own uses to standardize athlete protection across the country in all sports.

These policies and standards have been adopted by CAMFA. This policy will increase awareness, educate and the safety of football in the capital Area and New Brunswick.

2. POLICY STATEMENT

- 2.1. All coaches and administrative staff must be aware of and follow the return to play protocol established by ThinkFirst Canada which is available on the FNB and Football Canada website. CAMFA is ethically responsible for the safety and liability of its players. Proper protocol shall be followed for every incident of suspected concussions as laid out in the ThinkFirst Protocol
- 2.2. CAMFA has adopted FNB's and Football Canada's policy, making it mandatory that all coaches take the Making Headway E-Learning Module <https://thelocker.coach.ca/onlinelearning?pp#MHW-SP-E> and Safe Contact Course.



3. PROCEDURE

- 3.1. CAMFA, has adopted the following guidelines for its programs effective immediately.
 - 3.1.1. All parents, athletes and coaches must sign the declaration of understanding at the beginning of the season (commencing Fall 2023)
 - 3.1.2. A player shall not return to play following a suspected concussion until the following steps are completed.
 - 3.1.2.1. The Return to Play Protocol is followed and completed.
 - 3.1.2.2. The player has a clearance note from the concussion professional (physiotherapist, athletic therapist, chiropractor, etc.) who has executed the return to play protocol.
 - 3.1.2.3. The player has a clearance note from a Medical Doctor
- 3.2. CAMFA has adopted Football Canada's policy regarding Contact and Making Headway.
 - 3.2.1. All Coaches are required to complete the Making Headway E-Learning Module available online at <https://thelocker.coach.ca/onlinelearning?pp#MHW-SP-E>
 - 3.2.2. All Coaches are required to complete the Safe Contact course. A new coach will have 1 year to take Safe Contact.

The Following Recourses will be made available on CAMFA's Website:

- 1) Concussion Recognition Tool
- 2) Concussion Pocket Card
- 3) Return to Play Guidelines
- 4) Sport Related Concussion Guidelines for Athletes
- 5) Sport Related Concussion Guidelines for Parents & Caregivers
- 6) Sport Related Concussion Guidelines for Coaches

A concussion is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a step-wise process that requires patience, attention, and caution.

STEP 1: NO ACTIVITY, ONLY COMPLETE REST.

Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once symptoms are gone, a physician, preferably one with experience managing concussions, should be consulted before beginning a step wise return to play process.

STEP 2: LIGHT AEROBIC EXERCISE.

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

SYMPTOMS? Return to rest until symptoms have resolved.
If symptoms persist, consult a physician.

NO SYMPTOMS? Proceed to **Step 3** the next day.

STEP 3: SPORT SPECIFIC ACTIVITIES.

Activities such as skating or throwing can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or hitting a baseball with a bat.

SYMPTOMS? Return to rest until symptoms have resolved.
If symptoms persist, consult a physician.

NO SYMPTOMS? Proceed to **Step 4** the next day.

STEP 4: BEGIN DRILLS WITHOUT BODY CONTACT.

SYMPTOMS? Return to rest until symptoms have resolved.
If symptoms persist, consult a physician.

NO SYMPTOMS? The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. **Proceed to Step 5 only after medical clearance.**

STEP 5: BEGIN DRILLS WITH BODY CONTACT.

SYMPTOMS? Return to rest until symptoms have resolved.
If symptoms persist, consult a physician.

NO SYMPTOMS? Proceed to **Step 6** the next day.

STEP 6: GAME PLAY.

NEVER RETURN TO PLAY IF YOU STILL HAVE SYMPTOMS!

A player who returns to active play before full recovery from the first concussion is at high risk of sustaining another concussion, with symptoms that may be increased and prolonged.

HOW LONG DOES THIS PROCESS TAKE?

These steps do not correspond to days! It may take many days to progress through one step, especially if the concussion is severe. As soon as symptoms appear, the player should return to rest until symptoms have resolved and wait at least one more day before attempting any activity. The only way to heal a brain is to rest it.

HOW DO I FIND THE RIGHT DOCTOR?

When dealing with concussions, it is important to see a doctor who is knowledgeable in concussion management. This might include your physician or someone such as a sports medicine specialist. Your family doctor maybe required to submit a referral to see a specialist. Contact the Canadian Academy of Sport and Exercise Medicine (CASEM) to find a sports medical physician in your area. Visit www.casem-acmse.org for more information. You can also refer your doctor to the concussion pages of thinkfirst.ca for more information.

WHO DO THESE GUIDELINES APPLY TO?

These guidelines were developed for children over the age of 10; those younger may require special guidelines, and more conservative treatment and care. Return to Play Guidelines should be at the discretion of the physician.

WHAT IF MY SYMPTOMS RETURN DURING THIS PROCESS?

Sometimes these steps can cause symptoms of a concussion to return. This means that the brain has not yet healed, and needs more rest. If any signs or symptoms return during the Return To Play process, they should stop the activity and rest until symptoms have resolved. The player must be re-evaluated by a physician before trying any activity again. Remember, symptoms may return later that day or the next, not necessarily during the activity!



CAPITAL AREA MINOR FOOTBALL ASSOCIATION (CAMFA) COACHES CODE OF ETHICS

With the understanding that youth sports are for the education, fun and the enjoyment of the kids, and that I, along with the other coaches, am responsible for the safety and well-being of the kids on the team and do hereby agree to the following:

- I am a volunteer for the Capital Area Minor Football Association as a whole. I understand that this is not “MY” team. Any suggestions and decisions by the Board of Directors will be enacted without challenge.
- I will be a positive role model for my players and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, league executives, the league and spectators on or off the field, in every game, practice or other team related forum or event, including but not limited to methods of mass communication such as emails, online activities (forums and social media) or in print.
- I will place the emotional and physical well-being of the players ahead of my personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for children in the same age group.
- I will provide a positive, encouraging, and safe playing environment for programs players.
- I will NOT use foul, derogatory, or abusive language when coaching or attending youth sports events.
- I will provide a sports environment for the programs team that is free of drugs, tobacco, and alcohol at all youth sports events, including practices and games.
- I will be knowledgeable in and abide by the rules of the youth football and the league in which we play and teach those rules to the program’s players.
- I will use coaching techniques appropriate for all the skills I teach.
- I will always remember that I am a youth sports coach and that the game is for the kids not the adults.
- I will always show respect for and abide by the decisions, calls and judgments of the officials at any game.
- I will not criticize a fellow coach, board member, child, or family member in front of the players, fans or families. I will only discuss any disagreements, differences of opinion or conflicts I may have with the person to whom I have the disagreement and at an appropriate time and place.
- I will not use or give out any CAMFA player’s information for use outside of CAMFA.
- I will not use the CAMFA logo without permission from CAMFA Executives.

I agree that by signing the Coaches Code of Ethics, I accept its rules as guidelines for my behaviour. I agree that if I fail to abide by the Code of Ethics, I will be subject to disciplinary action that could include, but is not limited to, the following:

- Verbal warning by official, and/or executive of league organization
- Written warning
- Game suspension with written documentation of incident kept on file
- Season suspension
- Removal from the league

Coaches Name (Print): _____

Coaches Signature: _____ Date: _____



CAPITAL AREA MINOR FOOTBALL ASSOCIATION (CAMFA) PLAYERS CODE OF CONDUCT

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship. We believe the highest potential of sports is achieved when competition reflects six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Every Player within CAMFA will agree to:

- 1) Play for the “fun of it”, not just to please your parents or coach.
- 2) Play by the rules.
- 3) Never argue with the officials’ decisions. Let your captain or coach ask any necessary questions.
- 4) Control your temper – no “mouthing off”, no abusive language, no throwing helmets or other equipment.
- 5) Work equally hard for yourself and your team
- 6) Be a good sport. Cheer all good plays, whether your team’s or your opponents’. Learn to lose “well” and win “well”.
- 7) Treat all your players as you yourself would like to be treated. Don’t interfere with, take unfair advantage, bully, or intent to injure any player.
- 8) Remember that the goals of the game are to have fun, improve your skills and feel good.
- 9) Cooperate with your coaches, teammates, officials, and opponents, for without them, you don’t have a game.
- 10) Remember that you are representing yourself, your parents, your team, your community, and the association *at all times*, on and off the Turf.
- 11) Will not convey or distribute offensive, derogatory, libelous, or defamatory comments about any other member including, but not limited to, coaches, players, parents, trainers, managers, and officials, by way of electronic text, email, message boards, social media or other electronic medium which may be viewed or received by members of the public and/or a significant number of members of the Association.

CONTRACT

- I will **attend** all practices and games, yet if I am unable to attend, I will contact my coach/manager as soon as possible.
- I will come **on time**.
- I will listen and follow the direction of the coaching staff and officials.
- I will wear all my equipment as required.
- I will **work as hard** in practices as I do in games.
- I will **respect** my coaches, teammates, officials, parents, and the opponent.
- I understand playing for CAMFA is a privilege, not a right.

I agree that if I or members of my immediate family or my guests fail to abide by Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to, the following:

- Verbal warning by official, and/or executive of league organization
- Written warning
- Game suspension with written documentation of incident kept on file
- Season suspension
- Removal from the league

Player (print)

Player (signature)

Parent/Guardian (Print)

Parent/Guardian Signature



CAPITAL AREA MINOR FOOTBALL ASSOCIATION (CAMFA) PARENT/GUARDIAN CODE OF CONDUCT

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship. We believe the highest potential of sports is achieved when competition reflects six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Every Parent/Guardian within CAMFA will therefore agree:

- I will not force my child to participate in sports.
- I will inform the coach of any disability or ailment that may affect the safety of my child or the safety of others.
- I will understand that player safety is paramount, and I will not encourage any behaviours or practices that would endanger the health and wellbeing of the athletes.
- I will learn the rules of the game and the policies of the league.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I and my guests will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, league executives, the league and spectators on or off the field, in every game, practice or other team related forum or event, including but not limited to methods of mass communication such as emails, online activities (forums and social media) or in print.
- I and my guests will not engage in any kind of booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance. I will emphasize skill development and practices and how they benefit my child over winning.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
- I will not use the CAMFA logo without permission from CAMFA Executives. I agree that by signing the Code of Conduct, I accept its rules as guidelines for my behaviour as well as that of my immediate family and guests.

I agree that if I or members of my immediate family or my guests fail to abide by Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to, the following:

- Verbal warning by official, head coach, and/or executive of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file
- Parental season suspension

Parent/Guardian Signature: _____ Date: _____

Player's Name: _____

Fair Play Guidelines

First and foremost, CAMFA is a fair play organization, and we must all adhere to this principle. All regular season games will be 100% fair play. Playoff and championship games, the rules may be relaxed, but if players have been given fair play all regular season, they should be playing the same in playoffs. We are a minor organization that places more value on player development and less on wins/losses.

One important point to keep in mind before we dig into this is that fair play does not always mean equal play.

There are two aspects of fair play:

- 1) Players get a reasonable amount of on-field exposure in game situations.
- 2) Players being utilized on both offence and defense within the same quarter (ironman).

Remedy for item 1

All players will play a minimum of 6 downs per half, with special teams only accounting for a maximum of 2 of these downs. Ideally, the head coach would appoint a sideline staff to monitor this closely. Otherwise, the parents in the stands will be watching this for you, waiting for a misstep.

Remedy for item 2

If a team on gameday has less than the minimum to field an offence and a defense (ie in 9aside, if you have less than 18), then player(s)s will have to play both ways. Coaches will not be allowed to just use their best player(s) in this situation for the entire game. The ironman role must be distributed amongst all players who are capable of playing multiple positions. This will help prevent a team gaining an unfair advantage and hopefully prevent overuse injuries. Two positions that require a more specific body type are Offensive Line and Defensive Line. If there is a shortage at these positions, even if there are adequate total numbers, then players can be interchanged. However, it cannot be the same player(s) constantly doing double duty, it has to be distributed amongst all available players. Coaches should be developing more players for these positions to ensure adequate numbers on gameday.

Consequences:

Failure to adhere to these rules will be dealt with by the CAMFA executive.

Takeaway:

Do you want to be remembered as the coach that did it the right way. Or, the coach that always tried to bend the rules to maybe get an advantage. You are a role model for a group of impressionable youth, govern your power accordingly.

Flag Coach Required Courses:

- 1) **Community Sport Online Training**
- 2) **Community Novice Coach**
- 3) **Making Head Way in Football**
- 4) **Safe Sport Training**

Tackle Coach Required Courses:

U10 Level:

- 1) Community Sport Online Training
- 2) Community Novice Coach
- 3) Making Head Way in Football
- 4) Safe Sport Training
- 5) **Safe Contact**

U12, U14, U16 and Varsity Girls:

- 1) Community Sport Online Training
- 2) Community Novice Coach
- 3) Making Head Way in Football
- 4) Safe Sport Training
- 5) Safe Contact
- 6) **Intro to Competition**

Parent Orientation Meeting

All Coaches are required to establish effective lines of communication with the team parents early in the season by holding a parent orientation meeting. This may take the form of a casual discussion at your first practice. The time you invest will pay dividends for all concerned throughout the season. If a meeting is impossible, then the following information could be put in a letter to parents/players. But, a face-to-face meeting is preferred.

Purpose of a Parent Orientation Meeting

- Enables parents to understand the objectives of the team.
- Allows parents to become acquainted with you, the coach.
- Inform parents about the nature (and inherent risks) of the sport.
- Articulate your expectations of them and of their children.
- Enables you to address any parents' concerns.
- Establishes clear lines of communication between you, parents, and players.
- Allows you to obtain parental support (assistant coaches, team parents, etc.).
- Designate your volunteers (team manager, refreshment committee, videographer, stick crew)

Important Points to Cover

- Introduce yourself and assistant coaches (or ask for volunteers at this time).
- Give background information about yourself (why you are coaching, experience)
- Coaching philosophy
- Discuss the value of the sport and the health benefits to the children.
- Discuss the philosophy of age appropriate activities.
- State the importance you assign to having fun and developing technique.
- State how you evaluate player development through skills and not winning.
- Discuss any team rules and guidelines.
- Let them know that all players will receive fair playing time.
- Discuss how players must respect opponents, coaches, officials, and the game itself.
- Briefly discuss rules of the game.

Safe Tackling Week

Before each season, spring and fall, there must be a week where the focus is on safe tackling. This is critical to new players and very important as a refresher to returning players. Your coaches all need to be trained in Safe Tackling, there are regular courses online provided by Football NB. The PowerPoint presentation is available for anyone who has already taken the course (as a refresher), this, however, is not a substitute for taking the course and cannot be provided to anyone who has not completed the course.

Safe Tackling week will consist of 3 practices - 1 hour of each practice is devoted to teaching Safe Tackling. This will be helmets only. (See FC LTAD appendix B pages 21-23)

Pre-Season Week

In between Safe Tackling week and the regular season there must be one or two weeks of Pre-Season (U14/U12/U10 – 1 week. U16/U18 – 2 weeks) where we will sandwich a helmet only practice in between 2 practices that can have contact (ie – cannot do contact 2 practices in a row). These are max 90 min practices for U14 and younger and can be, but unlikely, 120 min practices for U16/U18.

In-Season

Once we are into our regular season, there will be a max of 3-90 min practices per week for U14 and younger, and a maximum of 4-120 min practices for U16/U18 (most likely 3-90min). Of these 3 or 4 practices, one must be helmets only.

Creating a Practice Plan

An important thing to remember is the old saying, “Plan your work and Work your plan”. This is very important for football practices. Our practices will be 90 min long for most divisions and the turf time will be scheduled in 90 min blocks. So, 90 min is not a long time and therefore you will need to be efficient with your time.

Important Points:

- 1) Show up at least 15 minutes early and have your players do the same. This will allow them to get their gear on and for coaches to map out the next 90 min.
- 2) Always have a written practice plan and have it distributed to your coaches well in advance and have them read it.
- 3) Start practice on time and stay on time, the session will fly by.
- 4) Appoint a taskmaster to watch the clock and whistle when time is up.
- 5) Encourage players to bring their water with them to each station, so they can hydrate when needed and not have to wait until a specific break point. And this will save you a few minutes.
- 6) Setup as many drills as possible beforehand. While a coach is leading warmup, have the other coaches get their drill set up.

A typical practice plan might look like (early season)

10 min warmup

10 min – Skills (ladders, etc)

5 min – water/setup

10 min – Safe tackling (tackling wheels, fitups, etc)

20 min – INDY (individual position development)

5 min – water/setup

15 min – Compete period

15 min – Offence vs Defense (skelly, installs, etc)

Helmet only practices, late season practices, etc would be modified to fit the situation.

Gameday Requirements

There are many moving parts on gameday and advance preparation will go a long way to removing stress and allowing you to focus on the game.

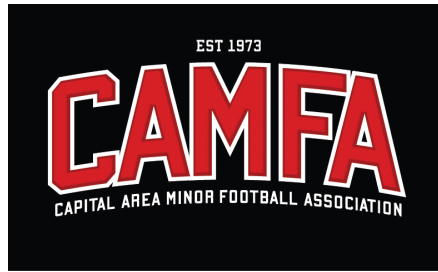
Responsibilities of the Home Team

- 1) Home team is responsible to “line the field” with cones (plastic discs) to indicate the sidelines. You will need to place cones every 2.5 yds, this takes 44 cones per side or 88 total. So, make sure you have lots in your bag. Most fields have an officials shed that has cones, but don’t count on it. Also, check with the opposing coach to make sure he has some.
Field width : U14 is 50 yds (7.5 yds from each sideline). U12 is 32.5 yds (Half). U10 is 32.5 yds (Half). For U16 either 65 yds for 12 aside (Full Width) or 50 yds for 9 aside.
- 2) Home team is responsible to provide a new/nearly new game ball to the officials. Also, make sure you get the ball back at the end, as those often just seem to disappear.
- 3) Home team is responsible for providing a stick crew (3 volunteers). It is often best at the parents orientation meeting to search out volunteers for this job.

It is important to have your staff and volunteers all on the same page the day before.

- 1) Football NB is requiring game footage of all games U14 and above this season, so you will need a dedicated videographer with an iPad or phone. The films will all be uploaded onto WatchGameFilm and be accessible by all teams. Football NB is also providing each team with a WatchGameFilm subscription.
- 2) Often once the game starts coaches are involved in what is in front of them and may not notice that a player didn’t get on the field. You may want a parent volunteer on the sideline to monitor the Fair Play rules and advise you if a player is being missed. This could save you a lot of grief after the game.
- 3) Have player attendance confirmed the day before. It is difficult to build a game plan if you do not know who is coming.

By eliminating as many variables as possible, you will be able to focus on your job and not everyone else’s. This will lead to better performances for you and your team.



PLAYER INJURY REPORT

Player Name:			
Emergency Contact:		Phone Number:	
Team:		Position:	
Head Coach:		Attended by:	
Date of injury:		Time of injury:	
Description of injury:			
How did the injury happen?			
Ambulance called:	<input type="checkbox"/> Y <input type="checkbox"/> N	Parent Notified:	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N		
Advised to see Doctor:		Clearance to play form:	<input type="checkbox"/> Y <input type="checkbox"/> N

Report completed by:

Print Name

Date

Signature

2022-10 V1.0

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“Attitude & Effort”