



Development Team Operations

Development Committee

Receiving direction from the Kootenay South Youth Soccer Association (KSYSA) Board, the Development Committee supports the operations of the KSYSA Development program. It is comprised of volunteers. This committee supports the coaches and team managers of the KSYSA program.

Clemente Miranda	Development Director	ksysaselect@gmail.com
Kirsten Smillie	Development Committee Chair	smilliekirstie@hotmail.com
Michelle Laurie	Development Committee Scribe	michelle.k.laurie@gmail.com
Adria Geissler	U10 Liaison	adria.geissler@gmail.com
Nathan Lee	U12 Liaison	nnkhle@gmail.com
David Mohr	U13 & above Liaison	mohrelectric@shaw.ca
Rita McLeod	Equipment Director	ksysaequipment@gmail.com

Team Manager Responsibilities

COMMUNICATION

Communication

Using Teamsnap as the communication hub, the team manager will:

- Attend TeamSnap training session with KSYSA Registrar or watch the training video
- Serve as the point of contact between the coach, parents, and players.
- Post tournament details such as jersey color, warm-up times, team meals, etc.
- Post schedules, uniform updates, events, and team news.
- Post cancellations or edits to schedules when changes occur.
- Post assignments for volunteering requirements.

Conflict Resolution

- If concerns are brought to the team manager by parents or players the team manager will connect the party with the Development Director and / or Development Chair.

Collaboration Between Coach and Team Manager

- The team manager and coaches should regularly communicate about team / parent morale, opportunities and any challenges faced. Suggestion is to do a bi-weekly check-in at the end of practice on a regular basis, and to touch base before any tournaments or games to discuss jerseys, warm-up times, etc. as it is the responsibility of the team manager to post details on TeamSnap.

VOLUNTEER HELPERS

Field Lining

Special Events

Equipment & Uniforms

- Twice a year be a point of contact for the Equipment Committee to get the equipment (coach bag, bag of soccer balls, etc.)
- Manager will retrieve the bin of game jerseys from the Equipment Co-ordinator and is responsible for signing them out to players, getting them back at the end of the season, for no returns letting the equipment committee know so the family can be invoiced for lost uniform
- If the Development Kits have not been handed out yet, team manager is the point of contact to receive and distribute them (shorts, socks, practice jerseys for the team)

SCHEDULES

Practice Schedule

The practice schedule will be determined by the U10, U12, and U13+ liaison and booked by the KSYSA Registrar. Schedules will be input into TeamSnap as shown below and the team manager will post cancellations or ad hoc updates.

U10

Practice, game and tournament schedule will be added by the U10 liaison or Registrar.

U12

Practice, game and tournament schedule will be added by the U12 liaison, Registrar or Team Managers as appropriate.

U13+

Practice, game and tournament schedule will be added by the Team Managers.

Schedule Game Day invitationals

Friendly games are those that occur outside of a tournament. They can be with other local teams (Nelson, Nakusp, Creston, Cranbrook) or farther away (Okanagan, Idaho). The Team Manager will work with the coaches and keep the team liaisons in the loop to reach out to teams and arrange dates. A Special Event Committee may be formed to manage the special events throughout the season. A representative from each age and gender category shall be on this committee. The Division liaison may also be a part of this committee as needed.

U10/12

- Fees for some game days may already be included in the registration fee - check with the Development Committee beforehand.

U13+

- Team Managers can organise additional game days as described above.
- Receive a list of parents who raised their hands to be "Special Event Helper" to help organize the games (Development Committee will provide the list)
- Fees for some game days may already be included in the registration fee - check with the Development Committee beforehand.

TOURNAMENTS

Tournaments

Tournaments are booked by KSYSA through the registrar. Team Managers can communicate with the families about accommodation options - either book a block of rooms or let the team know that the hotel rooms are already booked up. Utilize TeamSnap to assess interest in a team meal / event and make arrangements. Tentative Tournament Plans are [here](#).

Extra Tournament Costs

KSYSA will be responsible for the 2 or 3 tournaments that teams have included with their registration. Any tournaments or games that are in addition will require additional costs to be collected from the players.

U10/12 divisions can form 'tournament teams' for interested families to attend extra tournaments at the cost of the families. This is done by the U10/12 liaison.

U13+ teams can poll their families for interest in attending extra tournaments.

Team managers can register for additional tournaments and then collect additional fees from the team (team fundraising is allowed and at the team's discretion). Team manager will reach out to the registrar to register on the team's behalf; and sort out payment options, the team will then reimburse you as the team manager. It is up to the team to decide how they engage with the team about attending additional tournaments

Team Player Cards

Players are required to have Player Cards to attend provincials (U14 and above) and occasionally some tournaments. The team manager is responsible for gathering this information and inputting it into [this document](#).

Coach Responsibilities

1. Training and Development

- Design and conduct training sessions focused on skill development and tactical understanding.
- Assess individual and team performance; provide feedback and guidance.

2. Game Strategy

- Develop game plans, formations, and strategies for matches.
- Analyze game performance to identify areas for improvement.

3. Player Engagement

- Motivate and inspire players, fostering a love for the game.
- Build positive relationships to encourage open communication.

4. Team Culture

- Promote teamwork, respect, and sportsmanship within the team.
- Address any conflicts or issues among players.

5. Safety and Wellbeing

- Ensure the safety of players during training and matches.
- Be knowledgeable about first aid and injury protocols.

6. **Continuous Learning**

- Stay informed about the latest coaching techniques and trends.
- Pursue professional development opportunities.

Sample Season Timeline / Checklist

The following is a sample timeline to help lead tasks:

November

- AGM
 - Board volunteers recruited and approved

January/February

- Registration Opens (usually by Jan 15)
- Registration closes (usually by Feb 15)
- Volunteer Recruitment
 - Development Committee
 - Coaches
 - Assistant Coaches
 - Special Event Helpers
 - Field Lining Team
 - Equipment

March

- Online Coach Training completed
- CRC process completed
- Respect In Sport training completed and certificate sent to Coach Coordinator
- Coach meeting
- Recruit final assistant coaches and team managers as needed

April

- Fields Open throughout April depending on field condition
- In person Coach Training
- Evaluations (as needed)
- Set teams
- All teams assigned in TeamSnap
- Welcome letters sent to families by coaches
- Tournament prep organised as needed
- Games Days organised as needed

May/June

- Practice, game play and tournaments ongoing

July

- Spring Program ends

August

- Fall program begins

September

- Eye of the Storm Jamboree

October

- Fall Season ends