



Bowen Island Football Club

COACHING REQUIREMENTS 2021-2022



Dear BIFC Coach,

Thank you for your willingness to support soccer on Bowen Island by offering to become a BIFC coach. We are fully aware of the demands on everyone's time to be a part of our club and we have tried to respect that while meeting the requirements outlined by BC Soccer and Canada Soccer in relation to coaching certification, safety measures and education.

CRIMINAL RECORD CHECK

All Coaches, Managers and Board members etc are required to submit a current CRC (they are valid for 5 years). Please review the attached [PDF](#) for instructions. Have your BC Identity/BC Driver's License Card available. If you haven't already done so, you will be required to download an app to complete the BC Services Mobile Card. It seems we will be using this for many things in our future besides doing Criminal Record checks. You will need to send a photo & video to get verified without talking to Service BC or, place a video call or, verify in person. Get started [here](#). BIFC's Access Code is **E3DSSWHA2W**.

TEAMSNAP

If you haven't already done so, please register yourself [here](#). You will then be rostered to your appropriate team(s).

CPR/FIRST AID

All coaches and managers are encouraged to hold a current Basic First Aid/CPR certificate (valid for 3 years). BIFC will cover the cost of this certification.

Duration: 2 hours online, 2 hours in person

Cost: \$60.00 to be covered by BIFC and you get a mask and a 3-year certification.

Timeline: Courses are offered through BIFC once we have a group 8 people ready to take their certification so please inform the Club (gm@bowenfc.com or info@bowenfc.com) and you will be added to the wait list and advised when the next course is available. If you have a current CPR or Basic First Aid Certificate please let the Club know and you will be exempt. [Here](#) is a pdf of what the course entails.

COACHING CERTIFICATION OVERVIEW

BIFC will provide support to our coaches and their certification process. It can be confusing for some to navigate so we are providing some details in this section to help you with this process. The chart below provides you with a brief outline of the different levels required at the youth level on the recreational side.

The newly-launched Canada Soccer Grassroots Coach Education Program is an introduction to soccer and coaches may register for any of the 4 courses (Active Start, Fundamentals, Learn to Train and Soccer for Life). Each course focusses on a different stage of development regarding children, youth and adult levels of play and coaches are not formally evaluated at these levels. Coaches need to complete the Online Theory and Practical Field Components to receive certification credit. There is no pre-requisite to register for these courses.

The online theory component (part 1) is for coaches who want to start their certification process in the and then finish the practical on-field component (part 2) to obtain their full certification. It is made up of various modules to help you become more knowledgeable at the age specific stages of development that you coach.

Work at your own pace to complete these modules which may only take about 60-90 minutes in total to finish the entire course. To receive full certification credit, all coaches are required to successfully complete the online theory component (part 1) as a pre-requisite first before being able to register for the practical on-field component (part 2).

Once both parts have been completed, you will receive certification credit for the respective level. If you are or will be coaching in one or more of the following age groups and previously have not completed this course requirement, then the online theory is for you as your first step. Due to Covid-19 restrictions only the online certification is currently available. Once restrictions are lifted, BIFC will be looking to host the on field (practical) component for each course.

COACHING CERTIFICATION COURSES (ONLINE) AND REGISTRATION STEPS

Duration: 1 - 1.5 hours online per course

Cost: BIFC will cover the cost of your grassroots certification course and provide you with an access code once you are ready to register.

Timeline: We ask all coaches to have completed their age level online course prior to the start of the program they intend to coach with or within 30 days of signing on as a coach).

Steps:

- 1) Register for a National Coaching Certification Program number by visiting [here](#).
- 2) Create an account with BC Soccer certification program (Coach Centre) by visiting coachcentre.ca. When you register for your Coach Centre account **make sure you use the same name (exactly) and email that you used to create your NCCP number/account**. Enter your locker (NCCP number) with coach centre.
- 3) Register for certification courses (Active Start for U5 and U6 and FUNdamentals for U7, U8 and U9 and Learn to Train for U10 to U12). Once you are ready to do your online course let the Club GM (Morgan) know and he will send you an email with an access key you can then use to do the Canada Soccer online courses.

STEP 1: Request email with access code from GM (Morgan)

STEP 2: Click on the link provided in the email or [here](#).

STEP 2: click on *Register for an Account*.

STEP 3: Enter course key I will send you by email and **make sure you use the same name (exactly) and email that you used to create your NCCP number/account**. You will be asked to complete the Coaching Soccer in Canada course (short) before then starting Active Start, FUNdamentals or Learn 2 Train.

Once you have completed the online course you will receive credit for the course(s) with coach centre and NCCP.

OTHER REQUIREMENTS (as per Canada Soccer guidelines):

MED: Making Ethical Decisions: [click here](#). You can try to do this evaluation right away (it only takes about 10 minutes) but you only have two cracks at it to pass (75%).

RiS: Respect in Sport: [click here](#). This course is required by both BC Soccer and Canada Soccer and can be done in stages and takes roughly two hours. BIFC has purchased the access codes so hope our coaches will complete this requirement.

Program Access Instructions:

- If you have an existing Activity Leader Program certificate, select "Already Certified?" and follow the prompts.
- If you have an existing profile in any other Respect Group program, select "New to this Program?" then "Look-Up"
- If this is your first time registering for a Respect Group Program, select "New to this Program?" followed by "Register".
- Complete registration.
- Select "Submit" at the bottom of the page. You will be requested to review and accept the Privacy policy.
- On the payment page, click "Enter Code"
- Pre-Registration Code: **BIFC-M8P7Q7Z**
- Once successfully logged in, you will default to the Home page. Select "Program Access" to view the modules.
- To re-access the program, return to the same URL indicated above and enter the username and password created during registration.

Making Headway: Concussion protocols and understanding: [click here](#).

Emergency Action Plan: [click here](#). This is very straight forward and does not take long.

These requirements are from BC Soccer and Canada Soccer and we have been advised we have to meet them if we are to be allowed to be involved in league play going forward.

Thank you once again for all you are doing to support our community.

Best wishes,

Bowen Island FC

