



**BRITISH  
COLUMBIA**  
SOCCER ASSOCIATION



# **COURSE HOST MANUAL**

*A Component of BC Soccer's Coaching Education Framework*

*Updated: Apr 2026*

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# 1. Introduction

## a. Background

Coaching Development and providing educational opportunities for coaches is a major priority for BC Soccer. Having coaches complete the appropriate age specific coaching course is imperative for the development of youth players in British Columbia at all levels of play. The [Canada Soccer Grassroots Coach Education](#) coaching courses delivered by BC Soccer through its member organizations, provides coaches with the appropriate tools and resources to help develop players and manage their teams. The course curriculum encourages coaches to gain greater insight into understanding the game of soccer while creating a positive and safe soccer environment for all.

## b. Purpose

Coach education is more accessible now that we have moved to a blended learning format allowing coaches to complete the theoretical part of the course online (Part 1) and the on-field component (Part 2) by attending an in-person practical workshop. Canada Soccer's online learning management system is designed to lower barriers to access for grassroots volunteer, parent, and guardian coaches. ([see article](#)). This coach education platform allows coaches anywhere to complete the theory component of the Active Start, Fundamentals, Learn to Train and Soccer for Life courses online. In addition, a new core component of the program is called Coaching Soccer in Canada which has been added to the Canada Soccer Grassroots Coach Education Program.

## c. Overview

With the blended format in place, BC Soccer is only responsible for the management and delivery of the on-field practical workshop (Part 2). Member Organizations and Affiliate Clubs can request hosting the following workshops by logging in to their host account at [www.coachcentre.ca](http://www.coachcentre.ca). When requesting a workshop, hosts will no longer have to book classroom time and the on-field component hours have also been significantly reduced. To choose which course is right for you, please refer to the Canada Soccer Grassroots Coach Education Program course descriptions [here](#). The On-field practical workshop hours are as follows:

- Active Start (2 hours)
- Fundamentals (3 hours)
- Learn to Train (4 hours)
- Soccer for Life (4 hours)



Registration policies of Canada Soccer, Coaching Association of Canada and BC Soccer are as follows:

**Pre-requisite:** All coaches must first register and complete the Online Theory (Part 1) as a pre-requisite prior to registering for the On-Field Practical Workshop (Part 2). For more information click [here](#).

**Liability waiver:** All coaches must be registered in BC Soccer's course management system called [www.coachcentre.ca](http://www.coachcentre.ca) before being allowed to participate in an on-field practical workshop hosted by an organization. Coaches are required to first acknowledge the online Liability Waiver form.

**Restrictions:** If coaches show up on the day, they must be directed to register through [www.coachcentre.ca](http://www.coachcentre.ca) (ie. on their cell phone, laptop, etc.) or they must not be allowed to participate in the workshop due to not acknowledging the online Liability Waiver form. There is a minimum age to register for each course level (Active Start and Fundamentals is 14 years of age and Learn to Train and Soccer for Life is 16 years of age). Hosts and Learning Facilitators must not allow anyone under this age to participate in a workshop as a coach due to liability reasons. No exceptions!

## 2. Host Request Process

### a. Workshop Requirements

BC Soccer is pleased to offer Member Organizations and Affiliate Clubs the opportunity to ensure that their coaches can receive the age-appropriate soccer training within the Canada Soccer Grassroots Education Program pathway. Clubs can do this by hosting on-field practical workshops based on the following requirements:

- Complete the request with 60 days advance notice prior to the workshop delivery date via the BC Soccer course management system called [www.coachcentre.ca](http://www.coachcentre.ca).
- You must coordinate with and confirm your 'In-Club' Learning Facilitator's availability prior to submitting your request and add their name to get it approved and be open for registration to coaches.
- If you don't currently have an 'In-Club' trained Learning Facilitator, BC Soccer will do its best to ask for another club's Learning Facilitator to provide this service for you, but we cannot guarantee their availability.

**NOTE:** Therefore, we strongly encourage you to designate someone to become trained by BC Soccer as soon as possible so you can be enabled to deliver coach education according to the demands of your club. For more information, please see the Learning Facilitator Program application process by clicking [here](#).

- When you request your course, the system will give you the option to choose as 'private' course which allows you to create a unique code that you can distribute to coaches so they can register.
- Minimum registration numbers will be required 1 week prior to the workshop start date or it will automatically be cancelled. In special circumstances, such as geographically challenged locations and clubs with a small coaching inventory, we will work with you on a case-by-case basis to try and find a solution.
- Upon conclusion of the workshop, the Learning Facilitator is responsible for marking the attendance in the system to confirm the class list so we can issue certification status to your coaches.
- An invoice will be sent to your club based on the BC Soccer flat fee model for the workshop you hosted.

### b. Flat Fee Model

With this blended learning format approach, BC Soccer and hosts are only responsible for delivering the on-field practical workshop. BC Soccer recognizes the diverse needs of organizations and has categorized its Member Districts into two community types called Standard and Remote based on player registration, geographical location, etc. Therefore, all affiliate clubs that fall under the respective District Association are considered as that soccer community type category. After the conclusion of the course, the host organization will be invoiced the respective flat fee based on their category designation (see Appendix A1).

WORKSHOPS	Active Start	Fundamentals	Learn to Train	Soccer for Life
PER COACH FEE	\$0	\$20	\$35	\$70

The fee remains the same whether you have 12 registered coaches (minimum) or up to 22 coaches (maximum) per workshop. BC Soccer may allow workshops to exceed the maximum registration amount and in such a case, the club will be invoiced the flat fee + a per coach fee according to the BC Soccer per participant fee schedule. Clubs ultimately benefit financially from having more coaches registered per course to maximize their flat fee.

WORKSHOPS	Active Start		Fundamentals		Learn to Train		Soccer for Life	
CATEGORIES	Remote	Standard	Remote	Standard	Remote	Standard	Remote	Standard
FLAT FEE	\$0	\$0	\$210	\$315	\$380	\$580	\$760	\$1,155

c. Administration Options

In principle, each organization should host workshops for their own coaches while offering the opportunity to neighbouring organizations and their coaches to become trained. Each club host should consider themselves as an inclusive and integral hub for coach education providing a service for all coaches in a collaborative effort with other organizations.

The primary benefit of this approach is that it helps hosts increase registration numbers, reducing the risk of cancellation if the minimum registration threshold is not met one week before the workshop start date. On the other hand, it is understandable that clubs may not want to pay for coaches outside of their organization and only cover the costs for coaches they want to support. Therefore, BC Soccer has determined a per coach fee schedule to allow hosts to charge coaches if they choose to do so, although this is rare. If hosts decide to take this approach however, they would only be able to charge up to the BC Soccer new per coach fee as stated below in the chart. Hosts who do not abide by this and overcharge coaches, will face disciplinary action.

Here are some options on how you could approach administering your workshops from a financial perspective. Remember that when you set up your workshop in the system, you have control over who registers because you are the one who will share the 'private' code you set up in the system with whoever you wish.

**What if my club wants to pay for ALL my coaches AND any coach who is not part of my club so I can ensure that we meet the minimum registration numbers?**

*Send the private code to all your selected coaches via email and/or post the code on your website to welcome all coaches to register. Alternatively, to have more control, you could post a message on your website informing coaches to contact you (the host) for a code. This way you can monitor the registration numbers and accept or decline coaches who are not part of your club. By looking at your 'class list' in Coach Centre, you can decide based on how many of your coaches have shown interest to register. BC Soccer will invoice your club for the flat fee to reconcile the workshop once it is concluded.*

**What if my club wants to pay for ALL my coaches but NOT pay for any other coach who is not part of my club?** *Send the private code to all your selected coaches via email and post a message on your website to contact the host for a code if you are not part of the club. You can state that non-club coaches are welcome but a per coach fee is required and made payable directly to the club based on the BC Soccer per participant fee schedule. You will need to set up a system to collect the fee. Please note, Learning Facilitators (even if they are also designated as a host for your club) are prohibited from collecting money on the day of the workshop, so we highly recommend that you set up an online payment method to track and prevent a conflict-of-interest perception. BC Soccer will invoice your club for the flat fee to reconcile the workshop once it has concluded and will not ask to be reimbursed for any per participant fees you may have collected unless it exceeds the maximum registration (22).*

**What if my club does NOT want to pay for ANY coaches whether they are from our club or not?**

*This is extremely rare and not in line with the flat fee model philosophy of supporting volunteer coaches to take their coaching seriously. You may find resistance from these coaches who volunteer their time and may not want to commit to an extra financial burden on top of that. Nevertheless, you could post a message on your website to contact the host for a code and a fee made payable directly to the club based on the BC Soccer per participant fee schedule. You will need to set up a system to collect the fee. Please note, Learning Facilitators (even if they are also designated as a host for your club) are prohibited from collecting money on the day of the workshop, so we highly recommend that you set up an online payment method to track and prevent conflict-of-interest perception. BC Soccer will invoice your club for the flat fee to reconcile the workshop once it has concluded and will not ask to be reimbursed for any per participant fees you may have collected unless it exceeds the maximum registration (22).*

WORKSHOPS	Active Start	Fundamentals	Learn to Train	Soccer for Life
PER COACH FEE	\$0	\$20	\$35	\$70

d. Terms and Conditions

BC Soccer is committed to creating an optimal learning environment for all coaches who register for an on-field practical workshop delivered by our team of Learning Facilitators and coordinated by club hosts. As a club host, you are responsible for ensuring that your club can provide the required on-field practical workshop needs, ie. field and the equipment needed (see Appendix B).

A positive environment is also dependent on ensuring that an optimal number of coaches attend each workshop so we can effectively facilitate the curriculum. Our Learning Facilitators are trained to deliver the content in a variety of engaging ways through demonstrations, coach practice opportunities and group engagement debriefing methods. The more coaches that attend, the more experiences are shared amongst the participants and improved learning can take place. Coaches who can participate in light physical soccer activity are asked to take part as 'players' in the sessions to maximize learning and experience what their own players will feel, see and hear from the examples presented to them. Participation is voluntary, respecting coaches who are unable or choose not to participate for personal reasons.

BC Soccer encourages hosts to promote registration to as many coaches as possible to meet the 'optimal' levels of coach attendance and can also do this by welcoming coach registrations from neighbouring club coaches as well. BC Soccer monitors the registration levels as we get closer to the workshop date. At the 7-day mark prior to the workshop date, we will cancel it automatically if it does not meet the minimum number of 12 coaches registered. Therefore, it is the club hosts' responsibility to communicate with its coaches to register in time to avoid cancellations.



Status	Registrations	Comments & Host Requirements	BC Soccer Action
Optimal	15 Coaches	The minimum number of coaches that allows for effective on-field delivery is 12 (although more is always better). This is achieved by using the coach participants as 'players' during the session.	Course Approved
Acceptable	12 Coaches		
Not Ideal*	6 Coaches		
Not Possible	Less Than 6 Coaches	With less than six coaches, it becomes a sub-standard teaching & learning environment, so we have set this limit.	Course Cancelled

*\*BC Soccer recognizes that coach training is important to you, and that delivering it in an optimal environment can sometimes be challenging. Therefore, we have built in flexibility for clubs to find the best solution according to their needs, particularly when there are fewer coaches interested or you are experiencing coach availability issues for a traditional on-field workshop. In such cases, the club is required to provide a group of registered players to support the session and/or coordinate appropriate field space during the coaches' team time slots, ensuring the Learning Facilitator can effectively deliver the on-field training.*

*Please note that BC Soccer will still invoice your club for the full flat fee to reconcile the workshop once it has concluded despite the reduced number of coaches registered.*

### 3. References

#### a. Coaching Development



**Lisa White**

**Sporting Director**

Leads the execution of BC Soccer's technical development strategy, including the monitoring, control, and assessment of all soccer programs.



**Connor Smith**

**Coordinator, Soccer Development Services**

Manages the operating systems in the administrative process in order to coordinate all Coaching and Referee Courses

#### b. Reference Articles

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## 4. Appendix

The following provides supporting and background information.


### a. Community Types

BC Soccer recognizes the diverse needs of organizations and has categorized its Member Districts into two community types called Standard and Remote based on player registration, geographical location, etc. Therefore, all affiliate clubs that fall under the respective District Association are considered as that soccer community type category. After the conclusion of a course, the host organization will be invoiced the respective flat fee based on their community type category designation.

SOCCER COMMUNITY TYPES	
"STANDARD"	"REMOTE"
Adult Leagues & Applicable Associate Members	100 Mile House Youth Soccer Association
Alouette Youth Soccer Association	Boundary Youth Soccer Association
Burnaby District Youth Soccer Association	Bulkley Valley Youth Soccer Association
Central Okanagan Youth Soccer Association	Chetwynd Youth Soccer Association
Delta Youth Soccer Association	Columbia Valley Youth Soccer Association
Fraser Valley Youth Soccer Association	Creston Valley Youth Soccer Association
Kamloops Youth Soccer Association	Golden Minor Soccer Association
Lower Island Soccer Association	Kitimat Youth Soccer Association
North Okanagan Youth Soccer Association	Kootenay East Youth Soccer Association
North Shore Youth Soccer Association	Kootenay South Youth Soccer Association
Pinnacles FC	Mackenzie Youth Soccer Association
Prince George Youth Soccer Association	Merritt Youth Soccer Association
Richmond Soccer Association	Nechako Lakes Youth Soccer Association
Shuswap Youth Soccer Association	Nelson Youth Soccer Association
South District Girls Soccer Association	North Island Youth Soccer Association
Surrey Metro Soccer Association	Prince Rupert Youth Soccer Association
Tri-Cities Youth Soccer Association	Quesnel Youth Soccer Association
Upper Island Youth Soccer Association	Revelstoke Youth Soccer Association
Vancouver Youth Soccer Association	Terrace Youth Soccer Association
	Williams Lake Youth Soccer Association

### b. Field Requirements

As a host, you will need to coordinate with the Learning Facilitator prior to the on-field practical workshop start date and confirm that you as the club can provide the appropriate requirements. By ensuring that these minimum equipment requirements are met, our team of Learning Facilitators are trained to set up the field accordingly to provide a safe and enjoyable learning environment for its participants.



HOST REQUIREMENTS


**ORGANIZATION**

The field set up is flexible based on:

- Number of coaches
- Field space
- Single area
- Multiple areas
- Station rotation

Minimum equipment required:

- Tent and table for check-in
- 15-20 balls
- 2-3 sets of pinnies (10 each)
- 30+ markers
- 2-4 pug nets
- 2 goals (stage appropriate)
- 1<sup>st</sup> aid kit (all safety protocols)
- Emergency Action Plan
- Field contract



c. 'Need to Know' - Checklist!

- Calculate! Know your coaching inventory once you have appointed your coaches to the teams/programs by creating a database to find out who has what levels of certification. You can do this in one of three ways:
  - Refer to the BC Soccer Certification [Database](#)
  - Use the 'coach search' feature when you log into your Host account in [www.coachcentre.ca](http://www.coachcentre.ca)
  - Contact our Coach Administrator for guidance [connorsmith@bcsoccer.net](mailto:connorsmith@bcsoccer.net)
  
- Communicate! Inform your coaches that they need to register and complete the online theory (Part 1) for the required coach training as a pre-requisite to register for the on-field practical workshop (Part 2) to complete their certification level. More detailed information can be found [here](#). Let them know that you will be scheduling upcoming practical workshops and once they have completed the online requirement to check back and register on [www.coachcentre.ca](http://www.coachcentre.ca).
  
- Collaborate! In conjunction with your 'In-Club' Learning Facilitator's schedule, look at the best available dates and times you can host the various workshops you need based on your coaching inventory.
  - Requests can be made 60 days out from the day you are planning to host a workshop.
  - BC Soccer will only approve your request if you have confirmed and included the name of the Learning Facilitator who will deliver the workshop requested.
  
- Coordinate! Log into your Host account on [www.coachcentre.ca](http://www.coachcentre.ca) and fill out the workshop request online.
  - We will first contact your 'In-Club' Learning Facilitator you included in your request to confirm their availability and only then will it be approved to be open for coach registration.
  - It's your responsibility to communicate to your coaches once the workshop is open for registration because it will be automatically cancelled if registrations don't meet minimum number 7 days prior.
  
- Conclude! Ensure that you have prepared all the field requirements on the day as noted in this document.
  - All coaches need to be registered in [www.coachcentre.ca](http://www.coachcentre.ca) to be able to attend the on-field practical workshop due to the liability waiver form they acknowledge during the registration process.
  - Coaches who don't register or who are under the age of 16 cannot be allowed to attend the workshop due to BC Soccer, Canada Soccer and NCCP policy.
  - Complete payment when you receive your invoice from BC Soccer.