



CUFC Role Description – Assistant Coach

December 2014

Assistant Coach – Reports to Head Coach

DUTIES:

- Must adhere to Chestermere United FC Core Values, Vision, and Mission Statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- Be familiar with the CUFC Strategic Plan and comply with its mandate.
- All CUFC information is to be considered confidential and must be treated in accordance with the CUFC Confidentiality Policy.
- Obtain Criminal Record Check (CPIC) letter from CUFC office and take to your local RCMP station to apply for your Criminal Record Check. Submit results to CUFC office.
- Attend CUFC Coaches' meetings as required.
- Attend and participate in CUFC Coaching Clinics.
- Complete Respect in Soccer on-line course through Calgary Minor Soccer Association.
- Complete appropriate NCCP coach education courses and possibly continue on to Alberta Soccer Association coaching licences as necessary.
- Pursue continuing education opportunities related to coaching.
- Understand the FIFA Laws and all local rules of the game, e.g. ASA and CMSA .
- Attend practices and games, for your assigned team(s).
- Communicate with other team coaches and Team Administrator, regarding any practices or games that you are unable to attend.
- Understand the CUFC Style of Play and team formations and ensure that all practices and games are designed for Long Term Player Development.
- When requested by Head Coach, research and prepare session plans for each practice and make sure that you have all equipment needed to run these sessions in accordance with the CUFC Style of Play.
- When requested by Head Coach, plan tactics for each game and make sure that you have all equipment needed for games in accordance with the CUFC Style of Play.
- Create practice sessions based on the needs of the players on your team(s).
- Ensure that you provide instruction on how to perform the steps of each activity, to create an environment that allows players to succeed.
- Be prepared to adjust sessions as you go, advancing and breaking down activities to suit player needs.

- Focus on player progress, recognizing the exact time when they are doing it right, to facilitate learning.
- Provide one-on-one feedback to players, as well as team examples, as required.
- Advise the other team coaches of any sessions being run by you in practices and any strategies you have been asked to plan for games.
- Guide less experienced coaches and encourage them to assist in sessions.
- Ask the Head Coach for any assistance needed to plan and run sessions and provide instructions to players.
- Obtain assistance from the Head Coach, CUFC Assistant Director of Coaching and CUFC Director of Coaching as required, to fulfil your coaching requirements.
- Ensure that there are at least two authorized adults in attendance for each practice and a minimum of two team officials at every game. (See CMSA Rules of Play for definition of Team Official.) There must be an adult of the same gender as the players in attendance at all practices and games, who can be in addition to the two team officials.
- Make sure that arrangements have been made for a bench parent to be present at practices and games to fulfill the above criteria, when required.
- Work with the Head Coach to find a suitable coach to take your place when necessary.
- Work with the Head Coach and Team Administrator to regularly communicate with parents and players and ensure that they have all of the information that they need.
- Attend the pre-season team meeting, and help the Head Coach if requested, to set the coaching objectives and goals for the team and to make it clear to players and parents what their responsibilities are to the team and to their own development.
- Foster an atmosphere of encouragement between players to build their relationship as a team.
- Immediately address any negativity, discrimination and/or bullying, as this will not be tolerated at CUFC.
- Focus on the overall health and safety of players, building on physical literacy and conditioning, as well as soccer skills.
- Follow the CUFC Nutrition Guide and inform players of the importance of proper nutrition, hydration and sleep patterns, and encourage them to take responsibility for these factors on their own.
- Ensure that you enforce proper warm-up and cool-down procedures for all practices and games.
- Follow the CUFC Injury Treatment Guide if an issue arises at a practice or game.

Signed:_____ Dated:_____