



SURREY UNITED SOCCER CLUB

COACHES AND MANAGERS RESOURCE SHEET

We are excited to have you join Surrey United Soccer Club (SUSC) as a volunteer coach, assistant coach and/or manager. Thank you for volunteering your time and welcome to Surrey United!

Surrey United "Way of Play"

All teams and coaches are expected to follow the SUSC "way of play". The playing philosophy is designed to be a progression of aligned steps that a player will follow as they move up age groups and up or down levels of play in their development path. It is designed to provide consistency and a continuum for a youth soccer player to learn the game and for a developing and evolving team to build on important aspects of general game understanding, teamwork, and general and individual fun in the sport.

Age Group Program Coordinator

Your best support as a team official will be found through your age-group Program Coordinator. These SUSC leaders are equipped with the age group and program-specific knowledge needed to answer your questions or direct you to specific resources within the club.

Once you sign up as a team official, you will be connected with your age group Program Coordinator. Their info is at the end of this document, or please look at our website under the "About Us" tab for Club Contacts.

Club Technical Staff

We have an amazing technical staff at SUSC. The club assigns staff to many team practices and games throughout the season. They are a key resource during and around team activities and sessions. If you have a question please contact your Program Coordinator; they will bring your request to the attention of our technical staff. For more on our SUSC Technical Staff click here: <https://www.surreyunitedsoccer.com/clubcoaches>

Coaching Education

We pride ourselves on the support we provide coaches who want to continue their coaching education. We offer several in-house coaching education opportunities and regularly provide meetings to help our coaches. Coach education opportunities and requirements will be provided to you through our technical staff and Ronan Kelly takes the lead in this area of coach development. Coaching courses are communicated directly by email and located on our website: <https://www.surreyunitedsoccer.com/coachingcourses>



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Coaching Resources

Surrey United Soccer Club provides our coaches with the resources they need to feel comfortable and confident in front of their team. We have created materials specific to each program: Mini's, U6-U8, U9-U10, and U11+. You can find these resources online on our [**WEBPAGE - COACHING RESOURCES.**](#)

Coaching Mentors

We understand that becoming a coach can be a daunting task. If you are interested in connecting with a veteran coach for mentorship, or require Club staff support please reach out to your Program Coordinator. Youth soccer can present unique challenges, and it may be beneficial to talk to someone who has found success in coaching.

Flow of Communication

Our Coaches, Age Group Coordinators and Technical Staff are the primary source of communication between Surrey United Soccer Club and our teams. Please try to answer questions from your team as best you can. If you are unable to provide answers, please direct the questions as required by our SUSC Communication Protocol located here: [**SUSC Communications Protocol.**](#)

Demosphere App / Team Site Resource

Surrey United provides free access to the Demosphere app for your team's communications and communications from the club. Please download the app and ensure parents and players are aware of your plan to use this tool for the season.

This is a tool which allows you to view your roster, post team schedules, update player availability and send team communications. The club will send information to your team staff and/or player families using this tool. To download the app and invite your team members please review the instructions and helpful start up information for coaches here: [**Demosphere App Startup Guide.**](#)

Volunteer Team Staff

Each team can have up to four (4) team staff members consisting of a combination of Head Coach, Assistant Coach(es), Manager(s). Anyone working with the team must be (1) registered and rostered with the District, League, and BC Soccer. This is done through the SUSC Registrar team. (2) Have both their criminal record check and Respect in Sport activity Leaders certification completed and on file with SUSC Risk Management. **No adult can be on the sidelines with the players without these.**



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Team Rosters

All players must be registered with the Club and rostered to a team. The Registrars provide the rosters to the team staff ahead of the season's start date and it is the responsibility of the team staff members to reach out to the players and their families ahead of the season's start with information on the practices, etc. and to continue relaying all club information to their players throughout the season. No player may be on the field without registering with the club. This is related to player insurance and very important to be aware of.

Fluid Roster Process

The fluid roster process is guided by our technical staff and information on the process and related communications and deadlines are provided and explained in detail during the season start up Coaches/Managers meetings which at least one team staff member is required to attend.

In/Out of Club Player Transfers

Player transfers (into or exiting the club) may only be signed by specific individuals at the club: Sporting Director, Technical Director, or President. No volunteer coach/manager or other club representative may sign a player transfer, any transfers that include signatures by any other individual other than those listed are null and void.

Equipment

Each team is provided with balls, cones and pinnies. In general, we try to provide two cones per player, enough pinnies for half the team, practice balls, and a starter kit for new coaches (in fall). Feel free to reach out to the equipment manager for more specifics on what is available to you and your team equipment@surreyunitedsoccer.com. Requesting additional equipment or uniforms (including exchanges may be submitted using the online form: [Equipment & Uniform Request Form](#)).

Uniforms and Online Club Store

Please note that no additional logos, numbers, or names are permitted on any Club jersey. This includes last names on the back of any jersey. Any team wishing to purchase alternative team training shirts or other alternative team apparel can visit our online club store [**ONLINE CLUB STORE LINK**](#). For more information, please review our [Uniform and Team Apparel Policy](#)



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Park Maps

Practice field layouts for Mini Team can be confusing, we have provided layouts here for these teams to consider ahead of your practice time: [Practice Field Setup - Minis](#). Cloverdale Athletic Park can also be overwhelming for those first practices, but you can find the park map here: [Cloverdale Athletic Park Field Map](#) and you can share these with your parent group ahead of your practices.

Practices/Games

Practice schedule and weekend game time slots are assigned based on days, times, and partnering teams / age groups. We often have some flexibility, however it is not always as simple as requesting to start 30 min earlier as we will have teams scheduled beforehand. There are also great advantages to training beside teams in your age group for staffing support and community building.

To request any changes to practices or games due to extenuating circumstances, please use the Online Form found [under the COACHES tab on the website](#).

Mini Age Group Formats (Fall Season)

- U6 - 3v3 (goalies optional with nets)
- U7 - 4v4
- U8 - 5v5
- U9 - 6v6
- U10 - 7v7

Youth Age Group Formats (Fall Season)

Division	Format	Game Length	Ball Size	Field Size	Goal Size
U11-U12	8 v 8 including GK	2 x 35 minutes	4	W: 42m/ 138ft – 55m/180ft L: 60m / 197ft – 75m/246ft	L: 18ft / 5.49m H: 6ft / 1.83m
U13	9 v 9 including GK	2 x 35 minutes	4	W: 42m/138ft – 55m/180ft L: 60m/197ft – 75m/246ft	L: 18ft / 5.49m H: 6ft / 1.83m
U14-U16	11 v 11	2 x 40 minutes	5	L: 100m/328ft x W: 59m/194ft	L: 7m/24ft H: 2m/8ft
U17-U18	11 v 11	2 x 45 minutes	5	L: 100m/328ft x W: 59m/194ft	L: 7m/24ft H: 2m/8ft



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How Scheduling Works

Our club works directly with the city of Surrey on field allocations. We are designated field space with permits based on our number of participants.

As our club is based in Cloverdale much of our field allocations will be at Cloverdale Athletic Park, however in the fall and spring we share space with other sports such as football, ultimate, etc. and are required to use other fields in the City. The Club is actively working with the City of Surrey to expand field facilities in the Clayton, Cloverdale and Fleetwood areas to better accommodate the growing population we serve.

When field conditions are good in the spring and early fall we will often use grass fields at schools in the Cloverdale community. As daylight changes in late September, we will begin to rely on lights and training locations may change around Thanksgiving. This is why we will also use gravel, all weather fields and gyms for our youngest players because there simply is not enough turf space at CAP at this time. U6 and U7 team practices move indoors to local school gyms after Thanksgiving and their practice schedule may change slightly at that time.

The Scheduling is a complex process, field resources are provided to us by the City of Surrey (aka: we don't own the fields) and while we have over 250 teams and do our best to ensure younger teams are placed earlier in the evenings.

Game Schedules

One of the biggest questions that our coaches are asked is when and where game days will be. In 99.9% of all game weekends, game days are held on Saturdays for boys and on Sundays for girls. Practice and Game schedules are posted online on our website here [**SCHEDULES**](#).

Our Schedulers send coaches and managers the weekend game schedule on Monday evenings and will send an updated schedule on Thursdays where necessary due to City field closures or changes made by opposing teams. Most, if not all changes made mid week are outside of our control (e.g., field closures).

For U8-U18 teams: If you are the home team, it is your responsibility to contact the opposing team in advance of the game, no later than Thursday night to ensure location of the game is known, jersey colours are identified, and anything specific about the match is communicated in advance.

To request any changes to practices or games due to extenuating circumstances, please use the Online Form found [under the COACHES tab on the website](#).



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Team Fundraising and Sponsorships

Please review our guidelines on team-specific fundraising and sponsorship. [Team Sponsorship, Donations, Fundraising Guidelines](#).

Team Travel and Tournaments

Please review our guidelines on team tournaments and travel: [SUSC Team Tournaments and Travel Guidelines](#)

Long-Term Player Development

Surrey United Soccer Club is committed to the long-term development of each of our players. Not all children enter the sport of soccer at the same time or level, and the way they develop can differ. It is our responsibility to make sure that our players are in the appropriate playing environment to reach their full potential. As a result, we offer many different training and playing options to allow for player growth over the longer term. For a more in-depth look, check out our academy and program offerings under the Academy / Programs tab on our website.

Surrey United Player Development Philosophy

SUSC's development pathway aligns with the Canadian Soccer Association's Long-Term Player Development (LTPD) model, while maintaining a development-first philosophy, allowing players to progress through the appropriate stages of the Surrey United Program Outline Model.

Player development is the journey of a player from mini soccer all the way to adult soccer. As Surrey United is a "cradle to grave" club, the focus is on creating a fun environment where players want to continue to come back. Grouping players based on age has been a common tendency in the past; however, trends and benchmarks will still be used to evaluate players individually, giving players opportunities to be challenged within different team and academy environments.

Health & Safety Resources

Health & Safety is something we take very seriously at SUSC. **We recommend all teams invest in a first aid kit for their team for the season as staff may not always be on site to assist with supplies from the clubhouse.** The Club does have access to an AED machine in the Equipment Facility (new clubhouse) in an emergency and most staff coaches are certified in First Aid and CPR and can be located at our home fields most days of the week during training and/or games - but not all (try as we might!).



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Injuries must be reported to the club and protocols are identified with supporting material under the Coaches tab on our website: <https://www.surreyunitedsoccer.com/playerinjurymanagement>. We have a team injury log online under the coaches tab. If you wish to use it, please do. It is a handy tool for managers to keep track of player injuries and return to the game.

Concussions are no joke. Know the signs, educate yourself. If in doubt, the player sits until cleared by a medical doctor. Check out the app available for concussion education and resources here: <https://www.parachutecanada.org/en/injury-topics/concussion-ed-app/>. Do not put yourself at risk by playing any player that has any head injury.

General Resources/Webpage

Surrey United Website has many resources available to coaches, parents and players. Before the season starts please take the opportunity to review the information available. Our website is mentioned several times already - it is our best resource to help you. Please spend some time becoming familiar with it. Another important resource is your age group Program Coordinator - their goal is to help you succeed. Finally, please do not hesitate to ask for assistance within your team.

SUSC Program Coordinators

- Minis; Sherri Lee- vpmini@surreyunitedsoccer.com
- Youth U11 & U12; Paul Walker vpjuniors@surreyunitedsoccer.com
- Youth Girls; Yasmin Church - vpgirls@surreyunitedsoccer.com
- Youth Boys; Ashley Bunting - vpсениordistrictboys@surreyunitedsoccer.com

Suggested Registered Team Staff Roles

Head Coach - 'In charge' of the team, with the assistance of those listed below. Plans and runs the majority of the practices and games.

Assistant Coach(es) - assists Head Coach with running practices and games. May have certain responsibilities (goalies/defense or offense).

Manager - leads admin and communication side of team - emails and availability, prints team roster for game days of older groups, and again for older groups - ensures ID cards are complete and in order for the referees. Organizes other team events.



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Capital Project Fundraising Efforts & Events - 2025

Major Club Raffle

We will have a major club raffle this fall to support the final push in fundraising efforts for the facility project. **All players are expected to participate by selling a minimum of 10 raffle tickets each.** Ticket sales will be online, making it easier than ever to sell tickets. There are prizes for the highest selling families and the highest selling teams with the top prizes including an all inclusive trip for two to Mexico, an Ipad, an audio-visual package for your home, and a weekend getaway in Whistler.

Pub Night in the Park

SUSC is hosting a good old fashioned pub night September 2025 - at the park! Come out and enjoy an A&W burger and beverage with other SUSC members as we kick off the season with a familiar community fundraiser event. The event will include a live DJ, lawn games and tournaments, 50/50, beverages from local favourites including Mainland Whiskey, and of course - the SUSC community. Come kick off the season with some good old fashioned fun and don't forget your toonies for a good 'ol toonie toss with a twist! **Buy Your Tickets now: [SUSC Pub Night in the Park](#)** and invite your parents to make it a team building night out.

Common Club Acronyms

- SUSC – Surrey United Soccer Club
- New Clubhouse - top floor of the big red barn.
- Old Clubhouse - south-east corner of green roofed building.
- CAP – [Cloverdale Athletic Park \(168th/64th\)](#)
- SUDA – [Surrey United Development academy](#)
- HPA – [High Performance Academy](#)
- BC SPL – [British Columbia Soccer Premier League](#)
- BCCSL – [BC Coastal Soccer League](#)
- RTP – [Return to Play](#)
- CRC – Criminal Record Check
- RIS – [Respect in Sport](#)
- BC SA – [BC Soccer Association](#)
- SFDA – [South Fraser District Association](#)