Volunteer Position Title: House League Head Coach

Reports To: House League Manager
Organization: Kitchener Soccer Club (KSC)
Position Type: Volunteer
Applies To: Head Coaches and Assistant Coaches

Position Summary

The House League Coach plays a vital role in creating a fun, safe, and inspiring soccer experience for youth players. Coaches help foster a love of the game while supporting skill development, teamwork, confidence, and sportsmanship. Through positive leadership and encouragement, coaches contribute to a welcoming soccer environment where every player can grow, participate, and enjoy the game.

Key Responsibilities

Team Leadership & Communication

- The Head Coach assumes primary responsibility for team communication and distribution of uniforms and equipment.
- Assistant Coach actively supports the Head Coach throughout the season and confidently steps in as needed.
- Reach out to team families upon receipt of the roster to introduce the coaching team and share season information.
- Distribute uniforms and equipment in a timely and organized manner on the first day.
- Communicate team updates clearly and consistently using PowerUp.
- Review all preseason and seasonal materials provided by the club to ensure preparedness and alignment with Club expectations. These resources will be provided to approved coaches prior to season start.

Coaching & Player Development

- Plan and lead engaging practices and games that focus on skill development, teamwork, and enjoyment. Practice and game formation plans are provided by the club for suggestions.
- Promote positive coaching values aligned with the Club's Code of Ethics.
- Create an inclusive environment where every player feels supported and valued.
- Encourage fair play, respect for the rules, referees, teammates, and opponents.
- Help players build confidence, resilience, and responsibility for their own growth.
- Prioritize player safety, well-being, and enjoyment above all else, including competition outcomes.
- Ensure all players are provided opportunities to participate and develop in a safe and encouraging setting.

Sportsmanship & Conduct

- Model respectful and professional behaviour toward match officials, opposing teams, Club staff, and spectators.
- Support the Club's policies that promote respect and positive sideline environments.
- Accept match officials' decisions with professionalism.
- Foster a culture of kindness and accountability by promoting respectful language and behaviour at all times.
- Provide constructive feedback in a supportive manner that builds confidence rather than discouragement.

Equipment & Field Setup Responsibilities

House League Coaches play an important role in ensuring players have the equipment they need and that the field environment is prepared and left in excellent condition.

Pop-Up Nets (Active Start Only U4-U6)-OUTDOOR SEASON ONLY

- Coaches in the **Active Start** division are responsible for setting up and taking down pop-up nets for each session. First on field will set up the nets, last on field will put nets away. A schedule will be provided.
- Nets must be picked up and returned to the designated outdoor storage area after use.

Coaches are expected to help maintain equipment in good condition and report any damage or concerns to the House League Manager promptly.

Player Safety & Welfare

- Follow the Club's "Rule of Two" policy to ensure safe interactions with players.
- Proactively support a team culture that does not tolerate bullying.
- Communicate promptly with parents/guardians regarding any injuries sustained during gameplay.
- Ensure players contribute positively to the game environment.
- Bring forward any concerns or issues to the House League Manager in a timely and professional manner.
- Immediately report any concerns related to player safety in accordance with Club policy.

Core Competencies

- Positive leadership and mentorship
- Strong communication and organizational skills
- Commitment to youth development and inclusivity
- Ability to create a safe, welcoming, and motivating environment
- Reliability and professionalism

Mandatory Requirements & Certification

Once approved by the club, Head and Assistant Coaches are required to complete the following:

1. Vulnerable Sector Police Records Check (Ages 18+)

- Required for all volunteers aged 18 and older.
- Must be current (valid for two years) and submitted prior to participation.
- A Volunteer Agency Letter will be provided upon acceptance of the coaching application.
- Volunteers will receive reimbursement in the form of a PowerUp account credit once documentation is received.
- An up-to-date record check is required to participate in coaching activities.

2. Respect in Sport – Activity Leader Program (Ages 14+)

- Mandatory online certification for all volunteers aged 14 and older.
- Approximately 90-minute online module.
- Valid for five years.
- Must be completed prior to participation.
- Certificate of completion must be submitted to the Club.

3. Canada Soccer Grassroots Coach Education

- Completion of the appropriate Canada Soccer Grassroots Coach Education Theory Module for the assigned age group.
- Age-specific certification includes:
  Active Start (U4–U5) – Focus on foundational movement and basic soccer skills.
  FUNdamentals (U6–U8 Female / U6–U9 Male) – Building core skills and love of the game.
  Learn to Train (U9–U12) – Supporting skill refinement during a key developmental stage.
  Soccer for Life (U13+) – Guiding continued development and lifelong enjoyment of soccer.
- Certification must be completed as directed by the Club.

In appreciation of your time, dedication, and commitment to coaching, Kitchener Soccer Club is pleased to cover the cost of all required certifications.