

Vancouver United FC
Age Group Coordinator Manual
U11-U18



Age Group Coordinator Role/Job Description

- Primary liaison between parents/players and the Club's admin and technical staff
- Be in regular contact with VPs about any league concerns and support needed regarding team formation, communication, scheduling issues, conflicts (with coaches and parents) etc.
- Support team managers and coaches for all levels of play (emails to answer questions, find out answers if not known, assist with Team Connect etc.)
- Form Division 3 level teams and make sure coaching and team manager officials are in place by District affiliation deadline. Deadline varies each year, but typically it's early July for U13-U18 teams and early August for U11-U12 teams
- Continue to fill Division 3 level teams up until September 30th deadline when all teams need to be registered with Soccer BC and have their BC Soccer ID cards issued (check Stack periodically for any new registrations, check with the Registrar about creating waitlists)
- Familiarize yourself with VUFC's various refund policies according to the appropriate level of play.
<https://vancouverunitedfc.com/en-ca/vancouver-united-home/registration/refunds>
- Familiarize yourself with withdrawal and refund process.
 - If families are asking to withdraw and are eligible for a refund, ask them to fill out Player Withdrawal Form (found on the link mentioned above) and email the form to the Club. Un-assign the player from the roster and let the Registrar know about the withdrawal.
- Weekly email to all levels of play to send out schedule for the upcoming weekend
- Field inquiries from families outside of VUFC regarding the Club (registration, cost, days of play, etc.). Refer to staff as needed.

Summary of tasks (mostly relevant to pre-season/start of the season)

- Create ALL your teams in Stack including Division 1 and Division 2 teams. If you do not have a team name yet, use coach's name or call them Team 1, Team 2 etc. (team names can be changed anytime before District affiliation deadline, once teams are registered with the District, team names cannot be changed!)
Note: Teams should keep the same name as in previous years (esp. applicable to older teams where the roster is pretty much the same as in previous seasons) to avoid printing new BC Soccer ID cards for everyone (cards are valid for 2 years)
- Once Division 1 & 2 rosters are posted on VUFC website (based on evaluations), start assigning players and team officials* (e.g. coaches, team manager) for your Division 1 and Division 2 teams. If any registrations are missing, follow up with families (they have 48 hours to accept spots and 72 hours to register)

*We need a minimum of two team officials assigned to each team before the affiliation date with the District. At least one of the team officials must be of the same gender as the team (i.e. girls' team must have one female team official)

- Confirm team names with the coach and Club's Registrar. There cannot be a VUFC team with the same name, even if it's in a different gender and age group. For example, if we have a team Thunder in U15 boys and a team Thunder in U11 girls, both teams will have a birth year put in front of the name and that will be the official name - 05Thunder and 09Thunder respectively. Teams in younger age categories that were newly formed should come up with 3 options for team names and check with the Registrar if any of those names are not already taken and can be used.
- Please follow up with families of Division 3 players to register without delay. A late fee of \$50.00 will be in effect as of June 1st, so registering now means savings to families and guarantee friend requests. Please note that all U11/U12 teams must have at least 8 players and U13-U18 teams must have at least 11 players on the roster by the District registration deadline. This roster size excludes players who do not hold a Canadian citizenship and will require an International Transfer Certificate (ITC) – please do not assign any players who are ITCs to the team – leave them unassigned! (but remember where they belong and hold a spot for them)

Roster size:

U11-U12 – minimum 8 players on the roster, maximum is 14 (Division 1 teams typically have 12 players on the roster)

U13-U18 – minimum 11 players on the roster, maximum is 18 for U13-U16, and 20 players for U17-U18 teams

To see which players have registered so far, run a report in Stack. To run a report, go to Reports – select Participants – Detailed Report and pick whichever data you want to see displayed on your report by selecting it in the left window and moving it over to the right window. Contact the Registrar, if you need any assistance on how to run reports.

Please remind your team officials to register as a coach or a team manager – their registration is free, takes a few minutes as most information is pre-populated (if they are returning). You cannot assign a coach or manager to a team until they have registered in Stack. Please check all categories/divisions as sometimes team officials register for wrong categories/levels (U13 1A instead of U13 1B) and need to be re-registered by the Club's Registrar.

All team officials must have a valid Criminal Record Check (CRC). A valid CRC is defined as a "clear" record check that was completed after June 2017 (for 2019-20 season). A free CRC is available for all Vancouver United FC's volunteers through Criminal Records Review Program

(CRRP) -

BC

Government/Ministry of Justice. Please go to: <https://justice.gov.bc.ca/eCRC/home.htm> and use VUFC's unique access code: NNPXSJB6WD

All team officials are required to complete Concussion Awareness Training (CATT). It is important for team officials to understanding how to identify and deal with potential concussion situations. The online link to this module is available at:

CATT MODULE

A notification will be emailed to Vancouver United FC once you have completed the training module.

Proof of Age (POA) – help chase after those documents (always a huge hassle!)

All players registering in the U11 age group and all new players registering for the first time to play club soccer in British Columbia must submit a proof of age document. Vancouver United FC Club submits the proof of age document to the District as verification of the player's age (no U11 player and a brand-new player to BC Soccer can be registered with the District/BC Soccer without providing a POA to the Club first). The proof of age document(s) must be submitted within two weeks of registering.

Proof of age documents need to be a copy of one of the following:

- a) Photo page of the player's Canadian Passport
 - b) Canadian Birth Certificate
- Assist the Club with getting headshots for BC Soccer ID cards – we must have all players and team official's photos uploaded in Stack by the end of August. Photos are needed for production of BC Soccer ID cards. Please ensure that players upload their headshots through their Stack Member account, not Team Connect!
 - If you notice anyone who might need an International Transfer Certificate (ITC), bring it to their attention and direct them to BC Soccer. An ITC is required for any player who is not a Canadian citizen or has not lived in Canada for 5 years continuously, and is over 10 years of age at the time of registration (there are a few exceptions – please check with the Club Registrar).

A Yes/No question about a Canadian citizenship was added to the Stack registration system and by running a report, you will know who is not a Canadian citizen and likely may need an ITC. A link to ITC documents was also added to the U11-U18 registration form
Parents must complete an ITC application and submit it directly to BC Soccer. It is the player's parents' responsibility to submit the application and follow up with BC Soccer.

The following MANDATORY DOCUMENTS must be submitted to BC Soccer in PDF format:

1. Proof of identity and nationality (i.e., passport) – player
2. Proof of identity and nationality (i.e., passport) – parents
3. Proof of birth date (birth certificate or passport) – player
4. Employment contract – parents
5. Work permit – parents
6. Proof of residence (i.e. proof of home ownership, rental agreement) – player and parents
7. FOR 50KM RULE ONLY:
 - a. Proof of distance (i.e., Google maps showing location club/residence)
 - b. Parental authorization

There is a \$100.00 + tax fee charged by BC Soccer for processing the application. The applicant pays the fee, when the ITC is approved.

Please note that International Exchange Students ARE NOT ELIGIBLE for an ITC – please direct them to soccer programs at their local community center and public school.

For more information on ITCs, please go to:

https://bcsoccer.net/files/InternationalTransferCertificateProcedures_updated_January2018_2.pdf

ITC application form:

<https://www.bcsoccer.net/files/MemberService/DocumentsAndForms/InternationalTransfer.pdf>

Players, who require an ITC cannot be registered with the District/BC Soccer until their ITC is approved. They cannot play nor practice with any teams as they are not insured! Please do not assign them to a team – wait until their ITC is approved – if they are assigned, they will be automatically added to Team Connect and they may think that they are ok to play.

Team Connect - communication tool for teams

- [Team Connect](#) is an extension of Club or League software that imports all team information directly from the software to Team Connect, simplifying the team management process. You can:
 - View roster
 - Schedule games
 - Events and practices
 - Send emails to players
- It's not the same as Stack Member account! (common error: Headshots uploads for ID cards must be done through Stack Member account not through Team Connect)
- Enable Team Connect once the team is nearly completed - you can invite team officials first and enable to players later

2019-20

Affiliation Deadlines (Workbook Submission/District deadlines)*

*Club's deadline is 2 weeks prior to the District deadline to allow enough time to compile the workbooks

U11 - U18 Division 1 and 2 including all Metro teams/players - June 23rd - Club's deadline - June 9th

U13 - U18 Division 3 - July 9th - Club's deadline - June 25th

U11 and U12 Division 3 - August 5th - Club's deadline - Club's deadline - July 22nd

Mini Intent to Play with fields assigned - August 16th

Mini workbooks - August 29th - Club's deadline - August 15th

Divisions for teams 2019/2020 season:

U15 - U18 - Div 1a, Div 1b, Div 2a, Div 2b, Div 3

U13 and U14 - Div 1, Div 2, Div 3 (no further tiering allowed)

U11 and U12 - Div 1a, Div1b, Div 2a, Div 2b, Div 3

All House teams - no tiering

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CLUB CONTACT LIST

Administrative Staff					
Gregor	Young	Executive Director	778-837-7472	gregor@vancouverunitedfc.com	
Jimmy	Patsilivas	Director of Operations	604-788-2843	jimmy@vancouverunitedfc.com	
Paul	Pedersen	Operations Coordinator	604-753-8260	operations@vancouverunitedfc.com	Field Permits, Equipment, Kit,
Tyler	Lunde	Communications & Events Coordinator	778-385-3915	tyler@vancouverunitedfc.com	General communication and club information, program questions
Lenka	Moravcova	Member Services Coordinator	604-868-6582	lenka@vancouverunitedfc.com	Club registration, Stack support, Stack events setup
Kevin	O'Malley	Head Referee	778-251-7948	vanuheadref@gmail.com	
Leo	lizuka	Referee Assignor	604-726-6074	leo@vancouverunitedfc.com	Assigns referee's for U9-U10
Technical Staff					
Gus	Karvelis	Technical Director	778-881-9413	gus@vancouverunitedfc.com	Team formation, Coach selection
Stephanie	Stewart	Technical Lead-Active Start (U4-U8)	604-992-2704	stepahie@vancouverunitedfc.com	
Miro	Panik	Technical Lead-House (U9-U12)	604-338-5373	miro@vancouverunitedfc.com	
Eoin	Smyth	Technical Lead-Divisional (U13-U18)	778-319-5884	eoin@vancouverunitedfc.com	
Board of Directors					
Mark	Monro	President	604-349-7738	mark@vancouverunitedfc.com	
Paul	Chapman	Chair		paul@vancouverunitedfc.com	
Eric	Vanderluit	Treasurer		eric@vancouverunitedfc.com	
Ewen	Cameron	Secretary, Technical Committee Chair		ewen@vancouverunitedfc.com	
Leeni	Koivisto	Vice President Divisional Girls	778-668-9813	leeni@vancouverunitedfc.com	

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Mark	Cylwa	Vice President Divisional Boys	604-562-2234	markcylwa@vancouverunitedfc.com	
Dillon	Cameron	Vice President U11-U12	604-374-0796	Dillon@vancouverunitedfc.com	
Chantal	Cotton	Vice President Active Start & House	604-889-4231	chantal@vancouverunitedfc.com	
James	Iranzad	Vice President Active Start & House	604-889-4511	james@vancouverunitedfc.com	
Craig	Chiasson	Director		Craig@vancouverunitedfc.com	
Gord	Jaggs	Director, Fields and Facilities Chair		gord@vancouverunitedfc.com	
Mike	Mosher	Director	604-250-7145	mike@vancouverunitedfc.com	

BOYS

AGC CONTACT SPREADSHEET

link to google sheets:

https://docs.google.com/spreadsheets/d/1VIVEW9LUeK1cMQ-vIBkoQlfl8RbTk_C2GmqtHcJoOFQ/edit?usp=sharing

BOYS					
		First name	Last name	Van U Email address	Personal email address
U9		Lyse	Lau	agcboys2011@gmail.com	lysejohnston@gmail.com
Year Born:	2011	Melina	Ivanovic	m	melinaivanovic@gmail.com
U10		Rob	Corcoran	agc2010boys@gmail.com	rccorcoran@refunction.ca
Year Born:	2010			m	
U11		Robert	McGarry	vufc_2009boys@yahoo.com	rhmcgarry@yahoo.com
Year Born:	2009			om	
U12		Barbara	Dalpke	boys2008@vanufc.com	soccer.joanna@gmail.com
Year Born:	2008	Joanna	Brewster		m
U13		Kathy	Thomas	boys2007@vanufc.com	agc2007boysvanu@gmail.com
Year Born:	2007				
U14		Kerry	Nevard	boys2006@vanufc.com	knevard@shaw.ca
Year Born:	2006				
U15		Jim	Wilkie	agcboys2005@gmail.com	jim.wilkie@comcast.net
Year Born:	2005			m	

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U16					
Year Born:	2004	Camila	Tang	agcboys2004@gmail.com	camila.tang@gmail.com
U17					
Year Born:	2003	Kathy	Thomas	agc2003boysvanu@gmail.com	agc2003boysvanu@gmail.com
U18					
Year Born:	2002	Gregor	Young	gregor@vancouverunitedfc.com	

GIRLS

AGC CONTACT SPREADSHEET

link to google sheets:

https://docs.google.com/spreadsheets/d/1VIVEW9LUeK1cMQ-vIBkoQlf8RbTk_C2GmqHcJoOFQ/edit?usp=sharing

GIRLS					
		First name	Last name	Van U Email address	Personal email address
U9		Barbara	Dalpke	agcgirls2011@gmail.com	baer.d@gmx.net
Year Born:	2011				
U10		Heather	Warta	agc2010vancouverunitedfc@gmail.com	
Year Born:	2010				
U11		Amber	Paul	2009gagc@gmail.com	amberpaul@hotmail.com
Year Born:	2009				
U12		Jelena	Radic	girls2008@vanufc.com	jelena_m@hotmail.com
Year Born:	2008				
U13		Susan	Ewing	girls2007agc@gmail.com	tuey.ewing@gmail.com
Year Born:	2007				
U14		Leeni	Koivisto	leeni@vancouverunitedfc.com	koihakki@shaw.ca
Year Born:	2006				
U15		Maureen	Prentice	girls2005agc@gmail.com	maureen_prentice@shaw.ca
Year Born:	2005				

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U16					
Year Born:	2004	Maria	Proust	agcgirls2004@gmail.com	mariaproust@me.com
U17					
Year Born:	2003	Kyle	Beuliv	girls2003@vanufc.com	kbeuliv@gmail.com
U18					
Year Born:	2002	Darrell	Thomas	girls2002agc@gmail.com	darrellthomas3435@gmail.com



2018-19 ADMINISTRATIVE HANDBOOK

This handbook is meant for district, club and team representatives. It will reference BCCSL rules and regulations, which can be found on the BCCSL website.

The league rules can be found [here](#)

The BC Soccer Rules and Regulations can be found [here](#)

The “forms” page on the BCCSL website has many of the forms referenced herein

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1. ROSTERS

ROSTERS

All teams are required to have rosters entered in GotSoccer, as this will let the league track players for discipline purposes and also allow teams to print game cards that contain those rosters.

Each team should have a contact person added with an email address (coach or manager) who will receive an email with log-in access. The league will not add team staff to the system, as this is a function done by club or districts with admin access. The reason for this is that the league can't validate criminal record checks or other requirements that may be required as team staff.

The team contact should then enter each player's:

- First name
- Last name
- Birthdate
- Jersey number (if known)
 - *The system will ask for more than this info, but just enter N/A or a generic number like 604-555-1234 when it wants info entered like email address or phone number*

The district is required to ensure teams have their team contacts entered with name and email address

The forms page on the website has a "how to" form for adding players to the GotSoccer system.

ELIGIBLE PLAYERS

Players need to be registered with their district prior to being added to an online team roster. A player must then be entered in the GotSoccer system to be eligible to play in BCCSL games.

DELETING PLAYERS

Players leaving a team must be removed from the team's website rosters. If being transferred, the league will transfer the players.

2. GAME CARDS

All games must have a game card (*also called 'game sheet'*) printed by the HOME team from the GotSoccer system. This game card will act as a record of the match and has space for names of officials, score, yellow or red cards issued, and will also list the game number and PIN for score and discipline reporting. Regardless if players are entered in the system by the teams, a game card needs to be printed and presented to the Referee. Players not printed on the game card need to be written in on the game card. This includes FRP players that simply get written on the game card.

DOB for players does not print on the game card, but is required for possible player verification.

The process for game cards:

- 1 - The HOME team will print 3 copies of the game card and bring them to the game
- 2 - The referee should be provided one copy, and the visiting team should be provided another copy
- 3 - Both team coaches should sign the game sheet prior to kickoff which validates the rosters provided to the Referee
- 4 - Both teams should make sure the referee's copy has ALL players listed. As an example, if one team hadn't entered a player on their GotSoccer roster before it was printed, they should simply be written onto the team roster section. Also, FRP (*fluid roster process*) players should be written on the roster as well
- 5 - At the game's conclusion, the Referee should record the score and discipline, and add the names of all officials
- 6 - Both team managers (or coaches) can take a photo of the completed game card for their records and to use for score reporting, but it will remain with the centre official for their post-game discipline reporting. There are FREE apps such as 'CamScanner' or 'Microsoft Office Lens' that can be installed on anyone's smartphone and will take a photo and then turn that photo into a pdf that can be saved or emailed on the spot
- 7 - The HOME team MUST report the score, and the Referee will report only the discipline on the GotSoccer link provided to them

[Here](#) are the directions from GotSoccer for teams to log-in and download/print the game card

- *Here is a copy of what the game card looks like:*

2018 BC Coastal Soccer League
 Web: www.gotsoccer.com/events/scoring Call Generated: 9/4/2018 11:42:15 PM
 Phone-In: 804-758-0875 [Report Data](#)
 Event ID: 66973 PIN: 4321 [Signatures Indicated with red line](#)

Date: 09/15/2018 Time:

Boys U14 Metro Game #: 171

H PORT MOODY SC (05) AC SELECTS (CND/BC)				A 05 FRASER VALLEY SELECTS REAL (CND/BC)			
Coach	Score	Coach	Score	Coach	Score	Coach	Score
Johnny Sulentic		1773773		Mark Parker		1707349	
Adam Sheriff		1940331		Glenn Wilson		1548487	
Kevin Purdy				Craig Inman			
Shelley Thompson				Michelle Bell			

ID	#	Name	DOB	Yellow	Red	Card	ID	#	Name	DOB	Yellow	Red	Card
1	19	Nathan Agbebeku	-				1	9	Haden Bell	-			
2	13	Luna Aello	-				2	1	Colton Beaden	-			
3	5	Brod Balac	-				3	8	Thomas Cdyn	-			
4	7	Jacob Brown	-				4	3	Laethan Curtis	-			
5	14	Aidan Campbell	-				5	5	Ryan Eklades	-			
6	6	Kofi Eghan	-				6	8	Nathan Foulkes	-			
7	6	Kofi Eghan	-				7	11	Matvey Fomelidze	-			
8	8	Jack Marlow	-				8	17	Logan Hallwrights	-			
9	22	Brandon Park	-				9	2	Kai Heuch	-			
10		Brandon H Park	-				10	17	Jonah Inman	-			
11	12	Kevin Park	-				11	6	Karan PIREZ	-			
12		Kevin H Park	-				12	6	Sebastian Palm	-			
13	4	Nicholas Purdy	-				13		Liam Roy	-			
14	18	Kai Rikaway	-				14		Andreas Spayko	-			
15	17	Andre Rodriguez	-				15	7	Nicholas Thomson	-			
16		Sebastian (Andre) Rodriguez	-				16	18	Chaden Weger	-			
17	9	Deagan Sheaf	-				17	14	Christian Zornig	-			
18		Ethan Storey	-										
19	11	Ethan Storey	-										
20	20	Adan Thompson	-										
21	2017-20-2018	Owen Watson	-										
22	3	Owen Watson	-										

Home Goals						Away Goals					
By #	Mn.	By #	Mn.	By #	Mn.	By #	Mn.	By #	Mn.	By #	Mn.

Referees	Grade	USF ID Number	Instructions/Notes
Center			IT IS THE RESPONSIBILITY OF THE HOME TEAM TO ENTER THE SCORE. IT IS THE RESPONSIBILITY OF THE REFEREE TO ENTER BY CARDS.
AR #1			
AR #2			
Fourth			

Cautionable Offense Codes	FIRB - Falls to respect required distance	SPF - Serious foul play	S - Skills at opponent
UB - Unsporting Behavior	L - Leaves the field without permission	VC - Violent conduct	ZCT - Receives 2nd caution
DT - Dissent by word or action	E - Enters the field without permission	AL - Offensive, insulting, or abusive language	
PI - Persistent infringement		DOG - Denies opposing team of obvious goal-scoring opportunity	
DR - Delays restart of play		DOF - Denies obvious goal-scoring opportunity to an opponent	

2018 BC Coastal Soccer League
 Web: www.gotsoccer.com/events/scoring Additional notes on reverse: ____
 Phone-In: 804-758-0875
 Event ID: 66973 PIN: 4321

3. ID CARDS

As per BCCSL rules, all ID cards are required to have a level of play stipulated on the card. This is to assist with the fluid roster process so officials know which team a player is originally registered and playing with.

If districts don't have the level of play on their cards that are still valid, the BCCSL can provide stickers.

4. WEBSITE AND COMMUNICATIONS

The BCCSL website (www.bccoastalsoccerleague.ca) is the main source for schedules, news, documents, and other important information.

We also have a twitter account where we will share news once we are in-season: @1BCCSL

5. DISCIPLINE

The discipline for the 2018-19 BCCSL season will be tracked within the GotSoccer system. The BCCSL follows all of BC Soccer's discipline and sanctioning policies. The BCCSL discipline process is this:

- 1) The referee reports any cards or discipline issued in the system
- 2) The BCCSL Discipline Manager reviews all discipline reported after every weekend

- 3) Discipline Committee members from each district can view discipline records, along with suspended players being listed on game cards with a ~~strikethrough~~
- 4) The BCCSL is moving away from hearings for standard non-disputable discipline such as accumulated cards or straight red cards, however a hearing may be convened if required and that information would be conveyed to the team contact and district discipline representative

EXHIBITION GAMES

In general, red cards during exhibition matches should be reported to the organization with jurisdiction.

For example, if two teams from the same club are playing each other, any red cards would be sent to that club. If teams are from different clubs within the same district, the youth district would have jurisdiction. If teams are from different districts, BC Soccer would have jurisdiction.

Note that if red cards are received by BC Soccer, BC Soccer may also assign discipline to be undertaken at the district, league or club level depending on the incident.

6. COMMUNICATIONS

COMMUNICATING WITH THE LEAGUE OFFICE

Please allow a 36 hour turnaround reply to emails time during peak periods. Teams and clubs should know that most communications to the BCCSL should come from the district representatives. We have found that most questions from coaches and team managers can already be answered by their club or district, and this streamlines all communications. **The normal flow of questions and communications:**



7. SCORE REPORTING

As per league rules, the HOME team is responsible for reporting the score on GotSoccer before 9pm Monday night following the game. However, the earlier the better and we strongly recommend doing it right at the conclusion of the game using the dial-in option. Fines do exist for failing to report scores.

[Here](#) are the directions to report a game score in the GotSoccer system

If a game score is entered or noticed as incorrect, please advise the BCCSL administrator with game info (division, game #) who will look into any score discrepancies and correct where required.

8. SCHEDULES

It is the responsibility of the BCCSL to create, manage and oversee all scheduled BCCSL games. Ahead of the scheduling process, the BCCSL will send age groupings and requests for pairings to the District Schedulers. The BCCSL will also engage district or club reps when required to gain feedback on potential groupings or regional/travel issues.

Any interaction regarding the schedule should only occur between the District Scheduler and the BCCSL Scheduler.

- The BCCSL will produce a Metro division schedule from the start of play in September through until the winter break, and then again on Dec 1 release the January through March schedule
- The BCCSL will produce a schedule for the first 6 weeks of play for all Div 1-3 groups up to re-tiering weekend. Then another schedule will be created up to the end of league play in December, and finally the League Championship groups will be formed in time for play in January that will culminate in the League Championship Finals March 2/3 weekend

After 6 weeks of play, there will be a re-tiering break for all Div 1-3 groups. Some divisions may require this due to results or for geographic purposes, but not all divisions will have a new schedule created.

Once the game schedules are created, it is up to the District Schedulers (or by Club Schedulers, if granted this option by the District) to log in and add game info such as time and location.

9. GAME CHANGE REQUESTS / FORFEITS

As per league rules, there are very limited reasons for a game to be rescheduled ahead of time.

All game change requests MUST come to the BCCSL Scheduler with full knowledge of the District Schedulers.

Forfeits will be recorded as 1-0 to the opponent, and teams forfeiting will be charged a minimum \$250

possible game and travel costs. The league should be made aware of all forfeits or of teams that don't show up for their scheduled game.

The game change request form is found [here](#)

10. TRANSFERS

All transfers follow BC Soccer transfer rules. For players being transferred between BCCSL teams, a copy of the BC Soccer approved transfer should be sent to the BCCSL Administrator. The league will then move the players between teams in the GotSoccer system.

11. PROTESTS

For game protests, the protest must be in writing and received within 48 hours of the game, and emailed to admin@bccysl.ca.

The protest fee of \$250 (payable to BC Coastal Soccer League) must be received within 4 days of the game at this address:

*BC Coastal Soccer League,
% Matt Holbrook, Administrator
12787 20th Avenue, Surrey, BC,
V4A5Z8*

The protest form can be found [here](#).

12. FLUID ROSTER PROCESS

The BCCSL has implemented a fluid roster process (FRP) that will replace the permitting forms and process, and the old "inter-club permits" or "playing up policy". This was put in place to aid in player development, and to assist teams requiring players to top up their rosters to their registered roster size.

It is strongly recommended that teams using FRP read the full outline within the league rules.

No paperwork permits are required for any BCCSL games, the registered players just get written on the

game sheet and their ID card is shown to the referee during the ID card check.

It has been clarified that regional metro teams (*Vancouver FC, Surrey Selects, Burnaby District, and Fraser Valley*) can pull up players from clubs within their district as they don't necessarily have their own lower level club teams.

13. TIE-BREAKING FORMULA

For league play until mid December:

1. Highest average points per game across all East and West, or combined East/West divisions will determine the actual ranking of teams from first place through the last place in combined East/West divisions
2. Should teams have the same average points per game, head to head results will be the first tie-breaker
3. If there are no head to head games or the total points between the teams is level, goal difference will be looked at next
4. If goal difference is the same, then most goals scored (based on average per game) will be looked at next
5. If all these are the same, a coin toss will break the tie.

For League Championship play:

1. Winner of the final game
2. If weather prevents the League Championship Finals games to be played, the winner will be declared based on most points accrued in the LC phase of play. If the teams played a different number of games, the team with the highest average points per game in the division will be determined to be the LC champion
3. Should teams have the same average points per game, head to head results, in LC play only, will be the first tie-breaker
4. If there are no head to head games or the total points between the teams is level goal difference will be looked at next
5. Then most goals scored (based on average per game if necessary) if goal difference is the same
6. If all these are the same, a coin toss will break the tie.

14. REFEREES

CHECK-IN

Referees should arrive and check in with teams 30 minutes prior to kickoff, at which point ID cards, rosters, and players' equipment should be checked.

SCHEDULING

The BCCSL does not schedule or pay referees for any divisional games. These tasks are done within your district.

REPORTING YOUR DISCIPLINE

[All referees are to report their BCCSL discipline \(all yellow cards, red cards, sending offs, and all incident reports\) for league and league cup games in the GotSoccer system.](#)

Referees do NOT report game scores, as this function is done by the HOME team. We are NOT using the BC Soccer discipline system this year, so ALL discipline gets reported in the GotSoccer system for BCCSL league and league cup games. For BC Soccer Provincial Cup play, referees will follow BC Soccer’s directive for reporting discipline.

The steps to report your discipline from BCCSL games are listed [here](#).

ID cards remain with the teams, so Referees do not collect ID cards for any red cards or ejections.

Referees should complete the notes section for all incidents relating to the discipline/cards issued, and also note their last name should be provided for the BCCSL’s internal ability to track. here is an example of a satisfactory incident report:

“John Doe (#4) from Club FC was shown a red card for denying a goal scoring opportunity with his hand in the 37th minute of play. He left the field without incident. Ref: Smith”

2ND CAUTION IN THE SAME GAME INSTRUCTIONS

When referees send off a player for a 2nd caution in the same match that they **ONLY** enter the send-off as a RED card. Referees **DO NOT** enter the first caution separately followed by the red for the second caution. Nor do they enter the two cautions followed by the red card.

They **ONLY** enter the red card report which will include the details of the two cautions; the time and the reason for the foul.

The reason for this is that players receive an automatic one game suspension for receiving their 3rd caution in a season and when referees enter both the yellows and the reds from a single game it skews the statistics.

Obviously if a player receives a yellow and a straight red in the same game both cards would be reported.

REMINDER: The Discipline Committee needs detailed red card reports in order to make their decision on suspensions.

ie: If a player was sent off for “Abusive Language” be clear in the report what was said and who it was directed at; be clear if the send-off was for Violent Conduct, for instance “an elbow to the head” was it deliberate or an accident.

REFEREE FEES

The BCCSL doesn’t determine what referees are paid, as this is done within district. However, the BCCSL board has agreed on a maximum allowable to be paid for all BCCSL games.

These are the **MAXIMUM** that officials for BCCSL games can be paid:

Division	Centre Official	Assistant Official
U11 / U12 Div 1 & 2	\$30.00	n/a

U13 / U14 Div. 1 - 3	\$40.00	\$20.00
U15 / U16 Div. 1 - 3	\$50.00	\$25.00
U17 / U18 Div. 1 - 3	\$60.00	\$30.00
U13 / U14 Metro	\$45.00	\$25.00
U15 / U16 Metro	\$50.00	\$25.00
U17 / U18 Metro	\$60.00	\$30.00

15. BCCSL STAFF CONTACTS

Administrator:	Matt Holbrook	admin@bccysl.ca
Scheduler:	Gordon Quan	scheduler@bccysl.ca
Discipline Manager:	Jackie Larson	discipline@bccysl.ca

16. BC SOCCER - RULES OF PLAY (YOUTH)

While the link for BC Soccer's Rules and Regulations are on the cover page of this handbook, the BCCSL

felt it was important to list the main rules of play for youth as we get many questions on this. So here is the excerpt from BC Soccer's Rules of Play (Rule 23 / page 33):

- a) All games shall be played under the By-laws and Rules and Regulations of BC Soccer.
- b) The duration of the games shall be as follows:
 - U-18 2 equal halves of 45 minutes each
 - U-17 2 equal halves of 45 minutes each
 - U-16 2 equal halves of 40 minutes each
 - U-15 2 equal halves of 40 minutes each
 - U-14 2 equal halves of 35 minutes each
 - U-13 2 equal halves of 35 minutes each
- c) All Districts shall administer Small Sided Soccer leagues and programs under the Small-Sided Soccer Development Manual as produced and published by the BC Soccer Soccer Development Department, and approved by the Board of Directors of BC Soccer.
 - i) All changes to this document shall be forwarded by BC Soccer to the Membership within 15 days of receiving Board Approval. ii) The Small-Sided Soccer Development Manual shall be subject to review by the membership at any General Meeting of BC Soccer.
- d) All Youth Districts shall administer the retreat line for the U13 age group in all playing environments under the U13 Retreat Line Guidelines as produced and published by the BC Soccer Soccer Development Department, and approved by the Board of Directors of BC Soccer.

- e) A regulation size five (5) soccer ball shall be used in all U18, U17, U16, U15 U14 and U13 division games. A regulation size four (4) or size five (5) soccer ball may be used in U13 division small sided games.
- f) All teams, except small sided soccer teams, shall furnish a complete list of those eligible players available for use in the game for which the list is to be submitted. The list shall be completed in duplicate, both copies of which shall be given to the referee before commencement of the game. The team list shall bear the name of the team, date of the game, the name of the opposing team, the name of each player and the unique jersey number of each player. The team list shall not contain the name of players currently under suspension and therefore ineligible to take part in the game. The team list must contain the signature of a team official in charge of the team
- g) Team officials of any youth team shall consist of a minimum of one member of the same gender as the players on the team.
- h) Head Coaches of any youth team shall complete the appropriate Canadian Soccer Association / BC Soccer coaching course respective to the age group of the team(s) they are currently coaching. (Note: compliance with this rule will be as of June 1, 2016).
- i) Head Coaches shall comply with this requirement within six (6) months of their Head Coach appointment. CSA foreign equivalency may be applied. Upon seasonal application, only in special circumstances, and reviewed on a case by case basis, the BCSA Board may accept other coaching certification designations solely for the U13-U18 High Performance category and will provide a designated expiry date for that certification.