



SQUAMISH YOUTH SOCCER ASSOCIATION (SYSA)

The goal of SYSA is to provide an opportunity for all to participate in the
“Beautiful Game” of soccer

Policies & Procedures Manual

March 2, 2014

**THIS MANUAL IS AN EVOLVING DOCUMENT AND
WILL BE AMENDED AS NEEDED**

1.1 MISSION STATEMENT

To provide an opportunity for local youth to participate in and develop individual and team skills in the sport of soccer in a community environment.

1.2 BELIEFS

We believe,

- our players needs come first
- there are many different levels of skill and motivation, each should be supported
- attitude development is as important as skill and knowledge development
- all practice and game experiences should be challenging, positive and enjoyable
- in a commitment to high standards of ethics
- in the principles of fair play
- in striving for excellence
- in developing and supporting our coaches

2.1 (A) HOUSE LEAGUE

Attendance at House League meetings will consist of the elected SYSA Executive (the Board) and invited guests. Non-voting members do not have a voice at the Board meetings unless they have applied to speak to a specific agenda item, nor do they have a vote.

The Board will meet a minimum of six times per year, or as needed to accommodate House business. Agenda to be compiled by the Secretary.

All issues within the House League will be dealt with by the elected executive and input from the division coordinators and voted upon.

2.1 (B) TRAVEL LEAGUE

The Travel League Committee will consist of the elected SYSA executive (the Board), and the boys and girls travel coordinators.

Attendance at Travel League meetings will consist of the Board, and any invited guest. Non-voting members do not have a voice at the meetings unless they have applied to speak to a specific agenda item, nor do they have a vote.

Travel League meetings will be held in conjunction with House League meetings, minimum of six meetings per year or as needed to accommodate Travel League business. Agenda will be compiled by the Secretary.

All youth issues within the Travel League will be dealt with by the Board and voted upon.

Prior to each Season's start, Team Managers and Travel Coaches will meet with the Travel coordinators and board members to review season requirements if required.

2.2 COMMUNICATIONS

- 1) Issues for the Board to consider need to be presented in writing (by letter or email) to the Secretary, Division Coordinator, or Board member; depending on the issue; a minimum of 3 days prior to a scheduled Board meeting.

If there are coaching, parental or player concerns in House or Travel League:

STEP 1 Complainant to talk to coach if applicable - if not resolved;

STEP 2 Contact Division Coordinator, who may choose to present the issue to the Club executive - if not resolved;

STEP 3 Present in writing to the Executive for discussion at the next board meeting.

- 2) All registration information, including any contact information, is confidential, and not to be forwarded, sold or distributed for any reason.
- 3) Distribution of any information via the website or e-mail addresses is forbidden without prior permission of the board.

3.1 REGISTRATION

- 4) The registration dates for the following season will be confirmed before the end of the current season.
- 5) Firm registration and cut off dates will be announced for each season.
- 6) Any changes to the registration form must be approved by the Board and the Registrar.
- 7) All new players are required to bring a photocopy of their birth certificate, passport or care card to registration.
- 8) In Person registration forms must be signed by a parent or guardian.
- 9) Players will play in the same age group for the entire season regardless if the players have had a birthday. Players are placed according to their age on December 31 of the year the season starts.
- 10) Players will not be considered registered until all required payments and documents have been received.
- 11) After the final registration date, all late registering players will be placed on a waiting list. Division coordinators will put these players on appropriate teams if space allows.

3.2 REGISTRATION FEES

- 1) Fees are to be set by the Board, at a rate that covers all anticipated expenses for the season.
- 2) When financial needs dictate, parents may request payment with post-dated cheques as long as the amount due is paid in full prior to commencement of the season's opening day.
- 3) It is the parent's responsibility that payment being made by a third party is received by closing registration date.
- 4) All players registering prior to the closing day will receive an early bird discount.
- 5) Families registering multiple siblings residing at the same address will receive a discount for the third and subsequent children.
- 6) NSF payments are subject to an administrative fee, and the player must re-registered. Payment in full will include a NSF fee.

- 7) No child will be denied membership in SYSA due to financial need. Application for assistance to be made confidentially to the Treasurer, treasurer@squamishsoccer.ca.
- 8) Travel team players in financial need will be subsidized for their house fees only, if their application is approved.

3.3 CANCELLATION AND REFUND POLICY

When a player is registered, and the appropriate fees are fully paid, a refund (less an administration fee) may be granted only under the following criteria:

- The request for refund is received in writing from the payee by the Treasurer (treasurer@squamishsoccer.ca) and must include a mailing address for the refund cheque.
- The request is received no later than September 30th.
- The team jersey (if issued) has been returned.

After September 30th please advise the registrar of player withdrawal in order to update player team lists.

4.1 HOUSE LEAGUE

- 1) House league play will run from September to April, with a winter break in December and January.
- 2) All teams are encouraged to hold at least one practice/week at the discretion of the volunteer coach.
- 3) Players will be organized by age and gender, into their appropriate Divisions.
- 4) All players are to play in the division for the year of their birth. In rare exceptions, parents who believe their child may be better off playing in a different division other than their birth year may make a "Request for Assessment" to the Division Coordinator and the Board in an email outlining the reasons why such a move would be beneficial for the player based on the criteria outlined in the BC Soccer Playing Up Policy. See Appendix 1: BC SOCCER PLAYING UP POLICY. Application deadline date to be posted on the SYSA website.
- 5) Depending on numbers, there could be interlocking play with Whistler Youth Soccer and Pemberton Youth Soccer for the fall season only. The Northern teams do not participate in SYSA league standings.
- 6) Youth referees, based on availability, will be provided for U9, U11, and U14 games. In the absence of a referee, one coach may referee.
- 7) U7 and U9 team's coaches may stay on the field for the full season. U11 coaches may stay on the field for the first half of the season. U11 coaches must remain in the defensive zone and out of the way of the play.
- 8) Parents/guardians need to pick players up following soccer practices and games. After a 10 minute waiting period and no notification i.e.: cell phone call; players will be considered 'abandoned' and the Club will be notified. Continual re-occurrence may result in loss of member privileges and/or contact from the SYSA executive to the appropriate authorities.

4.2 HOUSE TEAMS

OBJECTIVE: to ensure balanced teams of equal strength, promoting close, competitive games, thus providing a fun and enjoyable experience for all players of all ages.

All players are to have an equal opportunity to be coached by different coaches. Therefore players may not be kept on the same team as the previous Season. The entire municipality of Squamish will be considered as one area for the purpose of team formation, and teams will not be formed based on neighbourhoods.

There are no guarantees that requests for team placements will be honoured.

Division Coordinator's will form teams based on rankings/assessments provided from the previous Season's Coaches, as well as age of the player.

Players may be moved at the discretion of the Division Coordinator, ideally within the first two weeks of the Season. This is to provide for balance teams as parity is of utmost importance.

A coach may request a specific assistant or co-coach, or a manager thus ensuring that child will be on the same team but only one request will be considered.

Guidelines for House Team sizes (depending on numbers and available fields):

U7: 4 a side on the field

U9: 7 a side on the field

U11: 8 a side on the field

U14: 11 a side on the field

U18: 11 a side on the field

Teams who are short players for a game may ask a player from a younger division to play up, as long as that player attends their own game. Travel players may not play in a house league game for any reason.

4.3 HOUSE PLAYERS

All players will:

- 1) Be placed on a team according to age and gender by the Division Coordinators.
- 2) Have equal playing time on house league teams.
- 3) Be given the opportunity to play a variety of positions.
- 4) Be guaranteed placement on a team if they register before the deadline.
- 5) Be put on a wait list, if they register after the deadline, and placed on teams, numbers allowing, on a first come, first serve basis.
- 6) Be required to demonstrate excellent sportsmanship, respect to their coaches, referees and team mates.
- 7) Uphold the SYSA bullying policy.

4.4 HOUSE COACHING GUIDELINES

- 1) Coaches will strive to educate players on the merits and needs of each position.

- 2) Coaches are encouraged to participate in any Coach training clinics offered by SYSA.
- 3) Coaches are encouraged to develop their coaching skills and obtain various certifications. All pre-approved course costs will be reimbursed in full by SYSA upon proof of successful completion, to a maximum of \$250 per course.
- 4) Coaches can be on the field during a game from U11 (first half of season only) and down for the purposes of player development.
- 5) Coaches will play with the 'Mercy rule' – 3 goal difference. (See below)
- 6) All players need to be encouraged to be a team player. Coaches need to help develop team play with passing and 2 or more touches to the ball.
- 7) Coaches will rate all house players after each Season, submitting the completed evaluation form on-line for each player.
- 8) Coaches will support all team adjustments if there is an obvious imbalance in overall ability of the teams in their division.
- 9) Coaches will read, support and uphold the SYSA bullying policy.
- 10) Coaches will refrain from any physical contact with a player.
- 11) Any coach who has a conflict with a player should report this conflict to the Division Coordinator, with documentation, if necessary.
- 12) Coaches may request parents to remain at practices and games in the case of behavioural, medical, physical or developmental difficulties that are impeding the team practice or games.
- 13) All contact information, including e-mail addresses, provided to the Coaches is confidential and may not be used for any purpose other than SYSA business.

4.5 MERCY RULE

3 goal difference – make changes in a low key manner –

TRY:

- 1) number changes - losing team adds a player and or
- 2) play keep away and or
- 3) 3 touch game and or
- 4) use an unproven goalie and or
- 5) more strong players back and or
- 6) make position changes and or
- 7) any creative way to have the game's outcome close.

4.6 IN SUMMARY

- 1) These policies are considered guidelines. Division Coordinators will use discretion for the good of the athlete, team and club.
- 2) Parents should use the proper communication channels to have a voice.

5.1 TRAVEL TEAMS

- 1) Travel teams are competitive teams representing the SYSA.
- 2) Travel season will consist of one Season running from September to March.
- 3) Provincial play off schedules and finals can run into July.
- 4) Games may be played on Saturdays or Sundays, both locally and out of town.

- 5) All players are expected to commit to 2 practices/ week.
- 6) Players will be organized by age and gender onto their appropriate teams.
- 7) Travel teams may not be formed for all age groups dependent on numbers and available coaches.
- 8) Multiple travel teams may be created for an age group if there enough selected players of an appropriate skill level and number of coaches. This is at the discretion of the Board.
- 9) Each player will be requested to submit a recent photo and a copy of their birth certificate or passport for a photo identification card.
- 10) Travel players may be required to pay fees in addition to their initial registration fees for field rentals, tournament fees etc.
- 11) Travel players are representing Squamish and are expected to conduct themselves at all times in a sportsmanlike manner.
- 12) Travel players are assessed at tryouts on skill levels, attitude, effort, and maturity.

5.2 TRAVEL COACHES

- 1) Coaches will strive to educate players on the merits and needs of each position.
- 2) Coaches are encouraged to participate in any Coach training clinics offered by SYSA.
- 3) Coaches are encouraged to develop their coaching skills and obtain various certifications. All pre-approved course costs will be reimbursed in full by SYSA upon proof of successful completion, to a maximum of \$250.00 per course.
- 4) Coaches will read, support and uphold the SYSA bullying policy.
- 5) Coaches will strive to represent our community in a positive, sportsmanlike way and uphold all guidelines set forth by their Travel League.
- 6) All contact information, including e-mail addresses, provided to the Coaches is confidential and may not be used for any purpose other than SYSA business.

5.3 TRAVEL TRYOUT

5.3.1 Coach Application

SYSA will post on the club website the application process, and application deadlines for those volunteers who wish to coach Travel teams for the next season. Coaches will apply in writing. Applications will be reviewed and voted on by the Board. It is not automatic that previous coaches will remain with the same team.

The chosen Travel coaches will meet with members of the Executive and travel coordinators and review guidelines and procedures for running a try-out session and review the selection process.

It is the responsibility of the coaches to review the Club Policies & Procedures, available on the SYSA website.

5.3.2 Player Application

Information on try-outs times and expectations will be posted on the SYSA website.

Try-outs to be held and completed for all teams, with the exception of teams that have qualified for Provincial Play, by May15.

A minimum of 15 players to be selected per team, with consideration given to filling all positions, with the exception of a U12 team roster. Roster size exceptions may be considered by the Board.

Players who have moved to the community after Travel teams have been formed will register for House play, and may make a written request be evaluated. Extraordinary circumstances may be reviewed by the board.

5.4 NOTIFICATION TO TRAVEL PLAYER CANDIDATES

Travel team candidates are selected by the coaches and appointed designates. Conflicts will be brought to the Board and Travel Coordinators for resolution. Rosters must be approved by the Board.

Travel Team rosters will be posted on the SYSA website.

Only players new to the Community through the summer or those who have written confirmation from a Doctor of a medical cause for non-attendance at try-outs may be 'looked at' for a position on the team in the fall, subject the needs of the travel teams.

5.5 PLAYING UP/DOWN

- 1) Players wishing to play up must request an assessment in writing (letter or email) addressed to the Board by December 31. The Board and appointed designates will assess the applicant, following B.C. Soccer guidelines. Players will not qualify for this application if they have not tried out for their own age group as well. See APPENDIX 1: BC SOCCER PLAYING UP POLICY
- 2) A travel player may make a written request to play below their age group, however that player must also try out for their appropriate age group. Requests to play down must be forwarded to NSYSA or BCYSA for approval.

5.6 PERMIT PLAYERS

Permit players are regular members on their House teams and will be granted those privileges. They may go to both House and Travel team practices but must commit to their house team.

Coaches must contact the Travel coordinator by the Wednesday prior to a scheduled game when requesting a permit player.

Permit players must have a BCID # card and use of the permit be governed by rules posted by 4D or BCCGSL.

5.7 PLAYING TIME

- a) League Games – All players will have an opportunity to play, and the coach will provide fair play for all team members.
- b) Cup Games – Playing time is at the coach's discretion in order that teams may be competitive, although it is expected the coach will provide fair play.

5.8 FINANCIAL ACCOUNTING

Travel teams may choose to establish their own bank accounts for the purpose of renting fields, tournaments fees, etc. However they will be accountable for usage of these funds to the players and league.

5.9 FUNDRAISING

Travel teams may undertake fundraising for subsidizing extra equipment such as travel bags, warm up suits etc. Teams must make it clear they are fundraising for individual team members, and not SYSA. Funds raised must be dispersed within the same soccer season.

5.10 CLOTHING

In addition to the travel team uniforms, teams may wish to purchase on their own behalf warm up suits, sports bag etc., in keeping with travel team colours. Corporate logos and names may not be placed on outer clothing and uniforms.

5.11 IN SUMMARY

- 1) These policies are subject to revision when necessary. Coaches are expected to make all decisions for the good of the athlete, team and club.
- 2) Parents can use the proper communication channels to have a voice.

6.1 INTERNATIONAL STUDENTS

International students are welcome to register for play in the House League, and will be placed on a team providing there is room in their age division. International students will pay the full season rate, regardless of number of games played in the season.

Once an international student has registered for House League, and been assigned to a house team, they may request, in writing, to the Board, for assessment for Travel Team play. However, if a travel team is in need of players, preference will first be given to those house players who attended try-outs and did not make the team, followed by preference to developing any qualified house players. Only full stay (September to June) international students may be considered.

7.1 TECHNICAL DIRECTOR

A Technical Director may be hired on an annual contract basis at the discretion of the Board, for the benefit of all players and coaches in both the house and travel leagues.

The Technical Director is responsible to fulfill duties outlined by the Board at the time of hire, and may be dismissed by the Board at their discretion at the expiration of the contract, or with notice during the term of the contract. The TD is a non-voting Member of SYSA, and is primarily hired for coach and player development, in addition to consultation for player and coach assessments and evaluations.

8.1 JUNIOR REFEREES

Junior Referees may be provided for all U9 and U11 house league games, numbers permitting. Qualified Junior Referees may also be required to officiate at U14 house league games. Junior Referees will have qualified under the Small Sided Referee program, and will be assigned games by the Junior Referee Coordinators. Junior Referees are expected to attend scheduled games on time, and maintain control of the game.

Abuse of any type directed at a Junior Referee, including verbal or physical abuse, from any source including coaches, players or parents, will not be tolerated by SYSA . Any conflict experienced by the Junior Referee is to be reported in writing to the Coordinator, the Head Referee or the Board, in writing, following the game in issue. The Board will take appropriate action, including investigation and discipline actions against the offending party.

Complaints regarding the competency of a Junior Referee will be reported to the Coordinator and Head Referee for investigation.

Junior referees will be paid on a per game basis mid-season and at the end of the season. Rates determined annually by the Board.

8.2 SENIOR REFEREES

Every attempt will be made to provide qualified Senior Referees for all U18 House league games, Travel and Cup games. Senior Referees may also be provided for U14 House league games, numbers permitting.

SYSA will not tolerate any form of abuse from the players, coaches or parents towards the Senior Referees. As well as imposing disciplinary action with the standard carding system, Senior Referees are to report all conflicts to the Head Referee.

The Senior Referee has the authority to access the fitness of the grounds in all matches, and that decision will be final.

Complaints against a referee are to be made in writing to the Head Referee and the Board. After investigation, appropriate recommendations may be made, up to and including re-examination, following the BC Soccer regulations.

Senior Referees are paid on a per-game basis, mid-season and at the end of the season, rates determined annually by the Board.

9.1 THE BOARD

The Board, SYSA elected executive volunteer members, commit to support Youth Soccer in Squamish, and comply with the Directors Code of Conduct and the SYSA Constitution.

As a working executive, the Board endeavours to complete all tasks to the best of their ability.

Complaints about the Board can be made in writing to the Board, or to its affiliations, the North Shore Youth Soccer Association and the British Columbia Soccer Association.

9.2 PURCHASING POLICY

The Board will make every attempt to purchase any required supplies within the District of Squamish, unless the variation of pricing negatively impacts the cost of player Registration.

9.3 PRIVACY POLICY

The SYSA Privacy Policy commits to collect, use and disclose personal information responsibly.

Personal information will only be collected, used and disclosed by SYSA to engage players, parents, directors, fans, coaches, officials and other volunteers in SYSA programs and activities.

Personal information provided by members and volunteers may not be used or disclosed by SYSA for any purposes other than those for which it was collected or as provided herein, except with the consent of the individual or as required or permitted by law.

9.4. ADVERTISING POLICY *(Effective March 3, 2014)*

In accordance with SYSA Privacy Policy, personal information of any registered Member, Director, Volunteer or employee may not be sold, distributed or circulated without written consent.

Any group or organization wishing to promote their event, organization or business must apply to the Board in writing for approval (<mailto:info@squamishsoccer.ca>).

With Board approval, a promotional link on the SYSA website and mention in the SYSA newsletter will be provided. The cost to *for profit* organizations will be \$200, inclusion in additional newsletters is \$50 per month. *Not for profit* organizations will be \$100 and \$25 for each additional newsletter. These fees are subject to change as the Board sees fit.

APPENDIX 1: BC SOCCER PLAYING UP POLICY

Technical Ability

A player must demonstrate a high degree of individual skill which must be transferable to competitive match situations. In addition, a player's individual skill must meet or excel the technical abilities of other participating players within the age group the player wishes to participate in.

Playing Time Policy

It is required that teams implement a minimum playing time policy for those participating under age players. This policy should be subject to the discretion of the coaching staff as it pertains to the health, safety and eligibility (code of conduct) of the individual player. This is not an equal play policy but a minimum playing policy which should reflect a minimum of 30% play over the duration of the entire season and not on one particular match.

Physical Ability

A player must surpass other players within their age group in physical strength, technical skill and speed, and have the ability to blend in with players of the intended age group.

Mental Ability

Player must surpass other players within their age group in game awareness and general knowledge of the game. To include the mental strength that will be necessary when dealing with older and physically superior opponents.

Social Ability

Player must be able to interact with players within the intended age group on and off the field (games, dressing room, training and social gatherings).