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.
The 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:*

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:**

<div align="center">

PARENT / PLAYER
↕
COACH / MANAGER
↕
CLUB
↕
DISTRICT
↕
BCCSL

</div>

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 through until the winter break.
The BCCSL will produce a schedule for the first 6 weeks of play for all Div 1-3 groups.

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 plus 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. 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

14. BCCSL STAFF CONTACTS

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

15. 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.