



Squamish Youth Soccer Association (SYSA) Policies and Procedures

Vision: Developing a lifelong passion for soccer.

Mission Statement: As experienced leaders in the sport community, the Squamish Youth Soccer Association provides its members an opportunity to develop individual and team skills through soccer at all levels.

Beliefs:

- 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

Section 1 - House League

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

1.1 Season of play:

House league play will run from September to April, with a winter break from early December to late February.

1.2 Divisions:

- I. Players will be organized by age, gender and abilities (if player was ranked).
- II. 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 must put this request in an email to the Division Coordinator and the Board

outlining the reasons why such a move would be beneficial for the player. If applying to play up please see Appendix 1.

- III. Age divisions are as follows; U6, U8, U10, U12, U14, U16 & U18. Depending on numbers some divisions maybe combined to make a viable league.
- IV. Players will be reassigned each year to new teams.
- V. All requests for team placement will be considered but final discretion will be left to the division coordinator. A coach may request a specific assistant coach, or a manager thus ensuring that child will be on the same team but only one request will be considered.
- VI. If needed players maybe moved with in the first 4 weeks of the season to ensure that teams are balanced.
- VII. If a player registers after the deadline and there is no room in the division they will be put on a wait list until numbers allow them to be placed on a team. This will be done on a first come, first serve basis.

1.3 Team size:

- I. From U6-U10 teams sizes will range from 12 – 18 players. This large roster size is so that on game day the group can be divided into two teams. This allows better competition and allows players to get more touches on the ball which leads to better player development. If you need more information please connect with the TD/Head Coach.
- II. U12 & older will range from 14 – 16 players.

Note: In the older age groups U14+ some years due to smaller numbers the teams maybe smaller in size to accommodate smaller sided games.

1.4 Players on the field:

- I. U6 – 3 players on the field, no goalies and no throw ins.
U8 – 4 players on the field, no goalies and no throw ins.
U10 – 4 to 5 players on the field, plus a goalie.
U12 – 7 players on the field plus a goalie.
U14+ - 10 players on the field plus a goalie. Unless playing smaller sided games as noted above.

- II. Teams who are short players for a game may borrow players from the other team or ask a player from a younger division to play up, as long as that player attends their own game. Select players may not play in a house league game for any reason.
- III. Players will receive equal playing time as much as possible.
- IV. Players in U12 and under will be encouraged to try a number of different positions to allow for better development.
- V. Players will be required to demonstrate excellent sportsmanship, respect to their coaches, referees and team mates. Please see SYSA Bullying policy for further info.

1.5 Coaches:

- I. Are strongly encouraged to enhance their skills through BC Soccer coaching courses many of which are hosted by SYSA and free to attend through SYSA. Course hosted else where will be reimbursed in full by SYSA upon proof of successful completion, to a maximum of \$250 per course.
- II. Will hold a minimum of one practice each week before a game.
- III. Will read and uphold the SYSA bullying policy.
- IV. Will complete a Criminal Record check through the online portal found on the SYSA website and refrain from any physical contact with a player.
- V. To the best of their ability will increase their players individual and team skills in regards to ball control, speed and agility, proper technique and player intelligence.
- VI. U6 – U8 coaches should remain on the field to help keep the game moving and to encourage their players.
- VII. U10 coaches can remain on the field for the first half of the season.
- VIII. U12 and older coaches will remain on the sidelines during the game.
- IX. All coaches will strive to keep the games “close” and will invoke the Mercy rule (See below) should one team be dominating the other.
- X. Will rate all players at the end of the season through the online rating system to allow for better team formation the following year.

1.6 Referees:

For U10 and older games referees will be provided whenever possible, if you are interested in becoming a referee please contact the headreferee@squamishsoccer.ca

1.7 Parents:

- I. Are encouraged to support all players regardless of what team they are playing for.
- II. Are asked not to shout instructions to any player as this typically leads to confusion and allowing players to think on their own is critical to their development.
- III. 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.
- IV. Are required 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.
- V. 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.

1.8 Conflicts:

Should any conflicts arise between players/parents and the coach that cannot be resolved between these parties please contact your division coordinator and the head coach.

1.9 The Mercy Rule

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

- I. Losing team adds a player and/or dominating team subtracts a player.
- II. Dominating team is challenged with making a certain number of passes before shooting on goal.
- III. Dominating team is only allowed to play 1-3 touches on the ball.
- IV. Put a dominating player in a defensive position.

- V. Or anything else that may help make the game closer.

Section 2 – Select Program

Overview: The select program is made up of three competitive streams; prospect, development and select. The teams in this program are for those players interested in taking their soccer development to the next level. For the development and select teams this means that they are representing Squamish and SYSA while playing in leagues that have teams located throughout the lower mainland. Most away games are in the N. Vancouver, W. Vancouver, Vancouver and Burnaby areas.

2.1 Season Of Play:

- I. The select teams begin league play in early September and conclude in late Feb/early March with a couple of weeks of around Christmas. For some of the older teams who get involved in cup runs they can be playing well into May and June. Also many of these teams enter tournaments that take place throughout the year.
- II. Boy's league games are on Saturday's and Girls league games are on Sunday's, both groups in the older ages may have weeknight games on the rare occasion.

2.2 Selection of Core team players for Development and Select teams:

Core players make up the bulk numbers of the team and are those players that will attend all or most of the league games. For development teams (U10-12) the number of core players will range from 9 to 12 with a recommended number of 10. For the select teams (U13+) the number of core players will range from 14 to 20.

- I. Players are selected through the ID sessions run in either March or April. Notification of the timing of these sessions will be emailed out and posted on the SYSA website.
- II. The players are evaluated and ranked by a panel, done in consultation with the last season's and next season's head coach whenever possible.
- III. Final approval of the team list is by the board based on the recommendations of the panel and TD/Head Coach.
- IV. Selection is based on a number of areas such as but not limited to; ball control, speed, commitment, effort, player intelligence, and attitude.

- V. Players who have moved to the community after Travel teams have been formed will register for House league play, and may make a written request to be evaluated for a position on the team in the fall, subject to the needs of the select team.
- VI. Players who are unable to attend the ID sessions must present the TD/Head Coach with written notice as to why they are unable to attend. Their placement on the team will be discussed during the ID sessions and will need final approval from the board.
- VII. Players will receive notification of the results of the ID sessions within two weeks after the conclusion of the ID sessions. Any conflicts will be brought to the attention of the TD/Head Coach and if not resolved escalated to the board for review.

2.3 Selection of Training team players for Development and Select teams:

Training players are those players identified during the ID sessions and in some cases the season who have the desire to play in the Select program but have yet to attain the necessary skill, ability or commitment level to make the core team. For our development teams (U10-12) it is SYSA's expectation of the coaches that they will bring at a minimum one training player to each league game whenever possible to help aid in that player's development. For the select program training players are limited to being only able to play 3 times for the team so coaches will utilize training players as needed for these age groups.

- I. The process is as outlined for the core players.

2.4 Prospect Teams:

Prospect teams are for our U8 and U9 aged players who are loving soccer and want to train more. There is no set try out for these teams however if a player is well below the level of the group as assessed by the team's coach and/or the TD/Head Coach this player will need to show improvement to continue to train with the group. These teams do not play in league play and will be registered and play on house league teams. However these teams may enter tournaments and/or play some exhibition games.

Note: Select teams may not be formed for all age groups dependent on numbers and available coaches. Multiple select teams may be created for an age group if there are enough appropriate skilled players and coaches, this is at the discretion of the Board.

2.5 Players:

- I. All select players are representing Squamish and SYSA and are expected to demonstrate excellent sportsmanship, respect to their coaches, referees and team mates. Please see SYSA Bullying policy for further info.
- II. Select players will be required to pay fees in addition to their initial registration fees for uniforms, field rentals, tournament fees etc.
- III. Each player will be requested to submit a recent photo and a copy of their birth certificate or passport for a photo identification card as per league policy.
- IV. Permit and/or training players are regular members on their House teams and will be able to play for a Select team up to 3 times in a season during league play. They may go to both House and Select team practices but must attend their house team practice if there is a conflict. 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.

2.6 Playing time:

- I. For Prospect teams playing time will be equal and players will be placed in a variety of positions.
- II. For Development teams playing time for core players will be equitable, while playing time for training players will be fair. Eg for a training player attending a 50 minute game they should receive a minimum of 20 minutes of playing time.
- III. For Select teams.
 - a. League Games – All players will have an opportunity to play, and the coach will provide playing time for all core team members at a minimum average of 25% of the game time. Eg. For 60 minute games every core team member should expect to play at a least an average of 15 minutes per game. Training players if called up for a league game should also be played approximately 25% of the time.

- b. Cup Games and Tournaments – Playing time is at the coach’s discretion in order for the team to be competitive, although it is expected the coach will provide fair play relatively closely to league play.

2.7 Coaches:

- I. SYSA will post on the club website the application process, and application deadlines for those volunteers who wish to coach Select teams for the next season.
- II. Coaches will apply in writing via email to the TD/Head Coach.
- III. Applications will be reviewed and an interview with a panel made up of the TD or Head Coach and board members will be conducted.
- IV. If an applicant is applying to coach the same team as the previous season and there is no other applications for the same role the interview piece maybe skipped. However it is not automatic that previous coaches will remain with the same team.
- V. Coaches will be confirmed a minimum of two weeks prior to ID camps whenever possible.
- VI. Are strongly encouraged to enhance their skills through BC Soccer coaching courses many of which are hosted by SYSA and free to attend through SYSA. Course hosted else where will be reimbursed in full by SYSA upon proof of successful completion, to a maximum of \$250 per course.
- VII. Will hold a minimum of two practice each week before a game.
- VIII. Will read and uphold the SYSA bullying policy.
- IX. Will complete a Criminal Record check through the online portal found on the SYSA website every two years and refrain from any physical contact with a player.
- X. To the best of their ability will increase their players individual and team skills in regards to ball control, speed and agility, proper technique and player intelligence.

- XI. Coaches will strive to represent Squamish and SYSA in a positive, sportsmanlike way and uphold all guidelines set forth by their League.
- XII. 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.

2.8 Parents:

- II. Are encouraged to support all players regardless of what team they are playing for.
- III. Are asked not to shout instructions to any player as this typically leads to confusion and allowing players to think on their own is critical to their development.
- IV. 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.
- V. Are required 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.
- VI. 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.
- VII. If there is an issue or complaint please follow the below steps.
 - a. Complainant to talk to coach if applicable - if not resolved;
 - b. Contact Division Coordinator, who may choose to present the issue to the Board or Board member- if not resolved;
 - c. Present in writing to the Board for discussion and resolution.

2.9 Playing Up:

Some player's maybe so dominant in their own age group that it may be prudent to have them play up an age group. Please see Appendix 1 for the playing up policy.

Please note if applying to play up the player is required to attend both their own age groups ID sessions and those of the older age team.

2.10 Financial Accounting:

- I. Some Select teams may choose to establish their own bank accounts for the purpose of renting fields, tournaments fees, equipment etc. However each team Coach and/or manager will be accountable for the usage of these funds.
- II. Select 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.
- III. All uniforms and warm up attire should be purchased through Soccer Express and should be in SYSA colours and have the SYSA logo on it. Should a team find a sponsor please contact the board to find out how we can work with the sponsor yet maintain the integrity of the uniform.

Section 3 - Administration

3.1 International Students:

- I. Are welcome to register for play in House League, and will be placed on a team providing there is room in their age division.
- VIII. International students will pay the full season rate, regardless of number of games played in the season.
- IX. Full stay international students may request to be assessed for a Select team should there be room on that team.

3.2 Technical Director and/or Head Coach

A Technical Director (TD) and/or a Head Coach (HC) 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 Select programs. The TD and/or HC is responsible to fulfill duties outlined by the Board at the time of hire on the individuals contract, 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. There is no guarantee that the contract will be renewed for the following season. The TD/HC is a non-voting Member of SYSA, and is primarily hired for coach and player development, running the ID Sessions for our Select teams and to assist during the season with player and coach assessments and evaluations.

3.3 Referees:

- I. Junior Referees may be provided for all U10 and U12 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.
- II. 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.
- III. 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.
- IV. Every attempt will be made to provide qualified Senior Referees for all U14+ House league games, Select and Cup games. 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.
- V. 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.
- VI. Senior Referees are paid on a per-game basis, mid-season and at the end of the season, rates determined annually by the Board.

3.4 The Board:

The Board is made up of 9 SYSA elected executive volunteer members, committed to support Youth Soccer in Squamish, and comply with the Directors Code of Conduct and the SYSA Constitution.

- I. As a working executive, the Board endeavours to complete all tasks to the best of their ability.
- II. Complaints about the Board can be made in writing to the Board and if the issue is not resolved then to its affiliation the North Shore Youth Soccer Association.
- III. Attendance at board 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.
- IV. 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.
- V. All issues will be dealt with by the elected executive and input from the division coordinators, the TD and HC when applicable and solutions will be agreed upon and if necessary will be voted on.
- VI. Issues for the Board to consider need to be presented in writing (by letter or email) to the Secretary, Division Coordinator, or Board member

3.5 Registration

- I. The registration dates and cut off dates for the following season will be confirmed before the end of the current season.
- II. Any changes to the registration fees or process must be approved by the Board.
- III. Fees are to be set by the Board, at a rate that covers all anticipated expenses for the upcoming season as well as future expenses such as large equipment purchases or new fields.
- IV. In Person registration forms must be signed by a parent or guardian.

- V. Players are placed according to their age on December 31 of the year the season starts.
- VI. Players will not be considered registered until all required payments and documents have been received.
- VII. After the final registration date, all late registering House players will be placed on a waiting list. Division coordinators will put these players on appropriate teams if space allows.
- VIII. 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.
- IX. It is the parent's responsibility that payment being made by a third party is received by closing registration date.
- X. Families registering multiple siblings residing at the same address will receive a discount for the third and subsequent children.
- XI. NSF payments are subject to an administrative fee, and the player must reregistered.
- XII. 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.
- XIII. Select team players in financial need will be subsidized for the equivalent house fees, if their application is approved.
- XIV. 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:
 - 1. 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.
 - 2. The request is received no later than September 30th
 - 3. After September 30th please advise the registrar of player withdrawal in order to update player team lists.

3.6 Purchasing Policy

The Board will make every attempt to purchase any required supplies within the District of Squamish, unless the variation of pricing would cause a significant negative impact on the cost of player registration.

3.7 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.

3.8 Advertising Policy

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.

Note: This manual is an evolving document and will be amended as needed.

APPENDIX 1: PLAYING UP POLICY

All players who wish to apply to play up must apply in writing to the TD or Head Coach of SYSA outlining the reasons why they feel they should play up. Playing up applications will be tested against the following criteria.

1. Technical Ability:

A player must demonstrate a very high degree of individual skill, greater to the rest of his team and the league in which his current team plays in. This skill must be transferable to competitive match situations in the older age group and must excel the technical abilities of most other participating players within the age group the player wishes to participate in.

2. Physical Ability:

A player must dominate other players within their age group in terms of physical strength, speed and endurance and must have the ability to blend in with top players of the intended age group.

3. Mental Ability:

Player must demonstrate a superior level of game intelligence to the other players within their age group as well as possess a heightened knowledge of the game. This will allow them to be successful when dealing with older and more experienced opponents.

4. 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).