



***Coquitlam Metro-Ford Soccer Club
Policies & Procedures
Updated March 27 2012***

INTRODUCTION	3
OPERATING POLICIES AND PROCEDURES	3
FINANCES	4
GENDER EQUITY INFORMATION.....	4
REGISTRATION	5
EQUIPMENT	7
UNIFORMS	9
COACH SELECTION & DEVELOPMENT.....	9
TEAM & PLAYER SELECTION	12
Playing Time.....	12
PLAYER EVALUATIONS	16
General Information.....	16
Player Information	17
Coaches Information	18
FIELDS AND GYMS.....	19
Field Policies.....	19
Lit Practice & Turf Field Allocations.....	20
Practice Field Assignments.....	20
Game Time Assignments.....	22
PLAYERS' SAFETY	24
GAMES	25
GAME OFFICIALS.....	27
DISCIPLINE & SUSPENSION	27
TOURNAMENTS	28
Club Tournaments.....	28
PICTURE DAY	29
RISK MANAGEMENT	29
DANCE	29
PUBLICITY AND ADVERTISING.....	30
MANAGEMENT OF TEAM FUNDS & DISBURSEMENTS	31
CLUB FUNDRAISING	32
TEAM FUNDRAISING.....	32
SPONSORSHIP	32
CODE OF CONDUCT	33
GAME PROTESTS	34
REVISIONS.....	end

INTRODUCTION

- 1.1 Vision Statement:** "To be a Canadian leader in our Community providing a safe, quality, complete soccer experience for life"
- 1.2 Mission Statement:** "To develop and deliver comprehensive soccer programs for life"
- 1.3 Tag Line:** "Soccer for Life"
- 1.4 This document is not meant to provide hard and fast rules for every situation but to be used as a guide. You will find some situations are not covered. We ask that you bring these to the Board of Director's attention so that consideration may be given to updating or re-evaluating policies in the future.
- 1.5 Some duplication in this manual is unavoidable. Where policies or procedures are in contradiction of each other, these contradictions should be referred to the Directors for a ruling and disposition.
- 1.6 The term "team officials" refers to the head coach, assistant coaches and manager of our club teams.
- 1.7 The term "game officials" refers to referees and assistant referees.
- 1.8 The term "technical resources" refers to the club Head Coaches of the Initiation Academy, Mini Girls and Boys and the Technical Director.
- 1.9 The term "Board of Directors" refers to the members of the club Board elected or acclaimed by the CMFSC membership at the last AGM.
- 1.10 The term "Executive" refers to the club's age group coordinators, as well as other coordinators. These positions are assigned by the elected Board of Directors.

OPERATING POLICIES AND PROCEDURES

- 2.1 Our Club operates under the Societies Act of BC and its constitution is filed with the Registrar of Companies. Under our constitution the Board of Directors has the authority to establish rules, regulations, and policies to guide the operation of the club.
- 2.2 All members receive notice of the Annual General Meeting two weeks prior by email, notice in the local newspaper and through the club website.

2.3 Our official club name is the Coquitlam City Soccer Association. Our club operates under the name Coquitlam Metro-Ford Soccer Club.

2.4 All related and applicable policies and procedures are designed to be in compliance with BC Soccer Association's rules and regulations and conform to league and districts rules.

FINANCES

3.1 The club's fiscal year runs from April 1st to March 31st.

3.2 The Treasurer maintains detailed records of monies received and spent. No member, team official or Executive member may make a financial commitment on behalf of the club without the prior written approval of the Board of Directors.

3.3 The Treasurer at each Annual General Meeting gives expenditures and revenues for the next year and an accounting of the monies received and disbursed to the members.

3.4 Separate reports on the revenues and expenditures of each major fundraising activity must be submitted to the Board of Directors.

3.5 Except at the specific direction of the Board of Directors, no cash advancements will be issued.

3.6 Costs incurred by members of the Executive/Board of Directors and team officials while on club business may be reimbursed by the club at the discretion of the Directors when reasonable and justified.

GENDER EQUITY INFORMATION

4.1 Our club is committed to the achievement of gender equity and recognizes the importance of measuring all its activities against the values of equity and fairness.

4.2 We define gender equity as a process of allocating resources and entitlements fairly to both males and females without discrimination on the basis of gender. This also includes redressing any undesirable or inequitable balance in the existing opportunities available to males and females.

4.3 Specific objectives have been developed around the themes of: opportunity, leadership, promotion, resources and advocacy.

OBJECTIVES:

- Our club will provide equitable opportunities to participate and compete for both genders.
- The programming needs of each gender will be defined and incorporated within the club's documented plans and priorities.
- Our club is committed to funding programs and services for both genders as outlined within the club's overall plans and priorities.
- The leadership of our club will, as available, include representation of both genders within the Committees, Executive, and Board of Directors.
- Our club will encourage both males and females to act as role models for young participants, believing it is essential that both genders be viewed as leaders within soccer.
- Our club will focus promotional efforts on portraying the sport without gender bias, reflecting the positive involvement of males and females at all levels, in all roles.
- In dealing with external organizations at international and domestic levels, our club will advocate and lobby to enhance opportunities for both genders as leaders and participants.

REGISTRATION

5.1 Player registration is necessary to enable our club, Westminster District, North District, Select Leagues and BC Soccer to keep track of players, insure them, and place them in the proper division.

5.2 No players can play in younger divisions. Any club youth player that wishes to play up must obtain approval from the club Technical Director.

5.3 Playing divisions are based on BC Soccer Association's rules and regulations. Applicable birthdates are on the web page.

5.4 After August 1st, players must be registered to play or practice. This includes all training and all games (including exhibition).

5.5 A completed and signed (offline or online) registration form and all applicable fees must be received by the Registrar before a player is properly registered and eligible to play with our club.

5.6 Registration will not be accepted if the player is in arrears with the club. All delinquent funds must be paid in full by cash, money order or certified cheque before registration is accepted.

5.7 The responsibility for registration of players is that of the Registrar, team officials and coordinators. The Registrar will register players and maintain player and team

records for the Districts and Leagues. Coordinators and team officials will be the prime contact for registration related matters.

Coordinators are to try and ensure all players registered in the club are on a team. If we cannot place a player on one of our club teams, then the coordinator will:

- instruct the registrar to reimburse the player's register fee
- let the player know as soon as possible that there is no team for them to play on
- direct the player to other clubs in the area

5.8 Should a group of players / team be left without a coach the coordinator will communicate with the parents under the direction of the club's Technical Resources to find a parent volunteer. The club will try their best to find a coach, but if all efforts fail to secure a coach, then unfortunately the club will be forced to fold the team. In this case, 100% of the player's registration fees for the season will be refunded.

5.9 A written request to the Registrar is required for the return of registration fees. It is club policy that refunds will only be given under extenuating circumstances. Return of the registration fee will be contingent on the following:

- a \$30.00 cancellation fee
- any affiliation fees paid for the player
- prorated amount based on portion of season elapsed
- unreturnable equipment costs
- outstanding raffle tickets and monies

5.10 For player identification cards, all players age 12 and up are required to submit a photocopy of their birth certificate and passport-sized photograph upon registration. All players at U13, U16 and U14 Metro are given new player identification cards.

5.11 The coach or manager must collect all player and team official cards at the end of the season and return them to the Registrar.

5.12 No player shall be registered or play for more than one team, except for District or Provincial All-Stars or school teams.

5.13 Players must pay applicable fees at the time of registration. A player will not be refused registration for the reason that they cannot pay the registration fees. A waiver of fees in this circumstance can be made by a request in writing to the Board of Directors.

5.14 Players shall not practice with or play for teams prior to registering with our club. It is the responsibility of the coaches to ensure that all players are registered before being allowed to practice with or play (exhibition, make-up games, league games, or cup games) for the team.

5.15 Coordinators and coaches must keep the Registrar informed of players joining, leaving or transferring to or from teams as the season progresses. As well, the Registrar must be notified of any movement of the teams within a division throughout the year.

5.16 In all cases where a player wishes to play out of his or her District, either a release and/or an out-of-district form are required.

5.17 Transfers are used to move a registered player from one team to another, regardless of which club the player is playing for. BC Soccer charges a fee for transfers. The transferring player must pay this fee, except where it is a club initiated transfer, in which case the club pays the fee. Transfers are a club matter and should be referred to the club Registrar.

5.18 Releases are a District matter, and should be referred to the District by the Registrar.

5.19 Team names – teams register their team names with the Club Registrar. The same team name will be not issued to more than one team from U13 up to and including our adult divisions.

5.20 No transfers are required if the player lives within the North District and Westminster District boundaries.

5.21 If a player is accepted for a team and played outside of our District(s), then a Release from the previous team and an out-of-district form is required.

5.22 The maximum number of out-of-district players for each division is determined by the BC Soccer Rules & Regulations.

5.23 Registration fees will not be refunded to players that accept a position on Coquitlam Metro-Ford SC teams and then leave the club to play on another team outside of the club.

5.24 Fines and bonds based on discipline are the responsibility of the players and/or team and team officials.

5.25 Requests for financial assistance will not be accepted by the club unless a Kidsport, or other external funding request, has been completed.

EQUIPMENT

7.1 Nets, corner flags, liners, and in some cases portable goal posts are supplied by the club. Nets, corner flags, and liners are kept in locked storage areas. Each coach is responsible for returning nets and corner flags to storage after their game.

7.2 Equipment will not be lent to any other soccer club or sports organization unless prior authorization has been received.

7.3 Individual team officials (coaches/managers) will be responsible for picking up the uniforms and equipment assigned to that team prior to the commencement of the season. Team officials must provide a post-dated cheque for \$100, dated June 1st of the following year, as a deposit for the equipment and will be responsible for returning all of the equipment at the end of the season. The Board of Directors will deal with any discrepancies in returns compared to what was signed for.

7.4 It is the coaches' responsibility to have all player and team official picture identification cards present at each game.

7.5 The coach or manager must collect all player and team official cards at the end of each season and return them to the Equipment Manager.

7.6 Each team will be issued the following equipment:

- one practice ball per player
- one game ball
- a ball bag
- a set of cones
- bibs for half the team
- one goalie jersey/goalie gloves for minis

7.7 Each team will be issued a key, which will allow access to the field equipment sheds and boxes. All keys must be returned promptly at the end of the season. Keys are not to be copied.

7.8 When coaches find field equipment in a state of disrepair (e.g. bolts missing on liners), they should either attempt to repair minor problems or contact the Equipment Manager(s) as soon as possible. Do not leave broken equipment at the fields for another coach to deal with.

7.9 It is strongly recommended that a functional first aid kit be available during all matches and training sessions. It is the team officials' responsibility to provide the first aid kit. At a minimum, the kit should contain the following:

- Emergency telephone numbers for EMS, the poison control centre, and personal physicians (include other important numbers)
- Sterile gauze pads (dressings), in small and large squares
- Adhesive tape
- Roller and triangular bandages
- Adhesive bandages in assorted sizes
- Scissors
- Tweezers
- Safety pins

- Ice bag or chemical ice pack
- Disposable gloves such as surgical or examination gloves
- Flashlight, with extra batteries in a separate bag
- Antiseptic wipes or soap
- Pencil and pad
- Emergency blanket
- Eye patches
- Thermometer
- Barrier devices (i.e., pocket mask or face shield).
- Coins for pay phone
- First Aid manual (Canadian Red Cross)

UNIFORMS

8.1 Club colors are Royal Blue, Black, and White.

8.2 The Club supplies one set of alternate jerseys to divisional coordinators from U9 – U18 teams and the set is retained by the coordinator. The Metro and Select teams from U14 – U18 receive an alternate set of jerseys, which are paid for in their registration fees. If a team purchases their own alternate jerseys, it must be prior approved by the BOD.

8.3 The Equipment Manager assigns uniforms.

8.4 If a coach, manager or divisional coordinator is unsuccessful in obtaining equipment from a player, the equipment manager is to be notified so that the Board of Directors can deal with these individuals.

8.5 Absolutely nothing is to be attached to uniforms and club specific attire unless instructed by the club Board of Directors. Club specific attire is defined as:

- Club uniforms, shorts & socks
- Club warm up shirts
- Club track suits
- Club back packs / bags

8.6 The Club home jersey is blue and black stripes.

COACH SELECTION & DEVELOPMENT

9.1 The Coach has the greatest direct impact on the players. The Coach should act based on the Coaches Rules of Conduct, focusing on enjoyment, education, teamwork, and fair play. The Board of Directors, Executive, and managers should do everything possible to allow them to focus on coaching.

9.2 Our youth team officials are volunteers and do not receive any monetary compensation from the club for coaching or managing their team(s).

9.3 Team officials may not receive compensation or expense costs from players, parents or anyone associated with their team unless prior approval has been granted by the Board of Directors.

9.4 The Head Coach and/or Technical Director make the final decision for all coaching positions. The coordinators and or club technical resources will discuss coaching positions with coaches from the previous season and coaches that have identified they would like to coach on the registration form. The coordinators will also advertise for new coaches if necessary.

9.5 Our club continues to provide funding and a program to enable our coaches to become certified under the National Coaching Certification Program (NCCP). Unless determined by the Club Technical Director, coaches are required to be fully certified at the following levels to be selected as the head coach for a team. If a head coach is new to the club, they must register for the next available coaching course offered through the club.

- **Community Coach Children** – mandatory for all coaches to register and complete the Community Coach Children course by the end of the U8 season.
- **Community Coach Youth** – mandatory for all U11 coaches to register and complete the Community Coach Children & Community Coach Youth course by the end of the U11 season.
- **Full Community Coach Certification** – mandatory for all Select/Metro and Gold coaches to have their Full Community Coach Certification (Community Coach Children, Community Coach Youth and Community Coach Senior) before January of the U13 Gold season. All coaches in the U14 division (silver, bronze, house and red) need to work towards their CCS licence and be completed by the start of the U16 season.
- **B-Prep** – all Metro/Select coaches by the end of the U14 Metro/Select season need to complete the B Prep test and aspire to the B Provincial licence.

9.6 Our club provides the Community Coach Children, Community Coach Youth and Community Coach Senior technical certification through our Technical staff. Coaches must:

- register through BC Soccer prior to the course dates
- pay for the course on the first day by cheque (cheque returned upon completion of the course), if applicable
- attend all sessions and complete the course

Our club will also support coaches in completing their B Prep and B Provincial License locally. For these courses, you must register through BC Soccer and pay for the course up front. The club will reimburse the coach upon completion of the course. The club

may only reimburse an equal portion of the course amount should a coach choose to take a course that is not offered locally.

9.7 If a coach is no longer coaching in our club, upon completion of the course, the coach will not be reimbursed for the cost of the course.

9.8 If coaches wish to obtain their technical courses elsewhere they must apply to the club, through their coordinator, prior to the course. Acceptance will be dependent on the nature of the request and the financial ability of the club.

9.9 Any coach interested in applying for a head coaching position of an Under 13 and above team, as well as our Under 11 and Under 12 Select teams must complete a coaching application online through the Coquitlam Metro-Ford website by February 15th of the season in which they wish to coach.

9.10 The club's technical resources, with approval from the Board of Directors, determine the coach selection process.

9.11 Attributes of the selection may be; development of players, supporting game officials and the club in general, fostering growth of soccer or producing a team that is competitive. When choosing successful candidates, the selection committee may use the following criteria:

- ✓ Current coaching levels
- ✓ Previous coaching experience
- ✓ Previous playing experience
- ✓ References
- ✓ Service to the club
- ✓ Parent and player feedback from the Coach Evaluation Forms

Upon completion of the selection process, all applicants will be contacted. The goal of the selection committee is to ensure that both the successful and unsuccessful candidates are informed of the decision as soon as possible.

TEAM & PLAYER SELECTION

Playing Time

Playing Time Policies		
Division	Exhibition, League and Tournament games	Cup and playoff games
U8 – U10 House	Minimum of 50% each game	Not applicable
U11 – U18 Gold, Silver, Bronze, Red and House	50% of each game on average over the course of the season	At coach's discretion
U11 & U12 Select		
U13 – U18 MSL		
U13 – U18 BCSPL	30% of each game on average over the course of the season	

Should playing time become an issue, coaches have the responsibility of justifying why a player has been played less than the above noted policies. Only injuries, sickness, unaccepted absences from training and/or games at coach's discretion, or documented disciplinary action will be accepted as reasons for not meeting these requirements. The coaches must give written notice of disciplinary action to the player, coordinator and manager at the time of the incident(s) or as soon as possible thereafter.

Coaches not following these policies may be replaced.

10.1 Teams at the Select/Metro and Gold levels for U13 and above, as well as the Under 11 and U12 Select are expected to practice a minimum of twice per week during the regular and playoff season. Teams at the Silver and Bronze levels are encouraged to practice a minimum of twice per week during the regular and playoff season. If a team at the Select/Metro or Gold level is unable to accommodate this practice schedule, approval for alternate practices must be granted by the Head Coach after consultation with the coordinator and VP of their division.

10.2 The procedure for placing players on teams can be very involved and includes player evaluations, consultation with previous coaches and others and scouting of players in the division. In this process we expect that coaches will:

- Be honest and sincere with all players involved,

- Avoid singling out individual players in front of their peers when releasing players,
- Inform all players personally as to their team assignment,

10.3 A player wishing to play up in a higher division may only do so at the highest level team in the division. The Technical Director makes the final decision on placement of players.

10.4 Team placements will be determined based on the discretion of the Technical Director and the players will be required to pay the applicable fees of the applicable division and level.

10.5 The Club strives to select coaches before the end of the previous season so that they can be actively involved with player evaluations as early as possible.

10.6 The coordinator, VP, and Technical Director/staff decide the number and levels of teams for each division. The coordinator may make recommendations.

- The coaching positions for each division will be chosen 1, 2, 3 and so on.
- After the coaching positions have been chosen and the players selected for the respective teams, the coach may request, in writing, a change to the level previously decided.

10.7 We strive to field the strongest teams possible at every competitive level. All non-competitive teams will be balanced to the best extent possible.

10.8 Minimum rosters:

- For teams at the U11 and U12 divisions – 11 players must be chosen at spring player evaluations
- For teams from U13 to U18 – 14 players must be chosen at spring player evaluations

10.9 If there is more than one team at a specific division and level, the teams are always tiered, not balanced, with the exception of the bronze and house level for girls and the red and house levels for boys.

10.10 Players may be released from teams at any time due to the following reasons:

- Discipline issues
- Commitment issues
- Interpersonal relationships
- Skill and ability
- Conflict with the program

The release from the team will be discussed in person with the player before the player is released from the team. The team coaches must receive prior approval from the Technical Director and the VP of Senior Boys & Girls or Director of Minis before the release.

House League:

BC Soccer has instructed that in the U6-U10 divisions, all players will be randomly placed on a team each year. In order to meet this mandate the following steps will be carried out:

H.1 Coordinators will establish teams.

H.2 Special requests will be met where possible.

H.3 If a team has been formed that is over or under matched, the coordinator, Director and/or club technical resources will review the player selections and may make changes.

H.4 New teams must be arranged each year.

H.5 There may be development programs within these divisions. The emphasis for the programs will be to give players who demonstrate a higher skill level and desire for the game, an opportunity to train with other like-minded and like-skilled players. Emphasis must be fun, activity, learning and respect for each other by players, coaches, referees, parents and administrators.

H.6 Balancing teams guidelines:

- If multiple years in a division balance the older and younger players
- Balance rookies with veterans
- Balance veterans using previous years coaches player evaluations
- Leave room for last minute registrations

H.7 Any player wishing to play up in a higher division must make a request to the Technical Director via their age group coordinator. The Technical Director will make the final decision in granting or denying the request based on the following factors:

- will the player requesting the move have their development stunted if they play within their own division?
- does the player give the team they currently play for an unfair or disproportional advantage? Being the "best player" does not automatically satisfy this consideration.
- 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 exceed the technical abilities of other participating players within the older division.

- a player must surpass other players within their division in physical strength, technical skill and speed and have the ability to blend in with players of the intended division.
- players must surpass other players within their age group in game awareness and general knowledge of the game. This must include the mental strength that will be necessary when dealing with older and more physical opponents.
- players must be able to interact with players within the intended division on and off the field (games, dressing room, training and social gatherings).

Team Lists to Coordinators

Coaches for teams with player evaluations must provide a team list to the coordinator and registrar by June 15th of the season. The team list must include;

- Team name
- Head coach's full name, address, phone number, email address and identification number
- Assistant coach's full name, address, phone number, email address and identification number
- Manager's full name, address, phone number, email address and identification number
- Player's full name
- Player's full address
- Player's phone number
- Player's birth date
- Player's identification number

Coordinators for teams without player evaluations must provide a team list to the registrar by August 15th of the season. The team list must include;

- Team name
- Head coach's full name, address, phone number and email address
- Assistant coach's full name, address, phone number, email address and identification number...if applicable
- Manager's full name, address, phone number, email address and identification number....if applicable
- Player's full name
- Player's full address
- Player's phone number
- Player's birth date
- Player's identification number

Coordinators for Minis teams must provide a team list to the registrar by September 20th of the season. The team list must include:

- Team name

- Head coach's full name, address, phone number and email address
- Assistant coach's (if applicable) full name, address, phone number and email address
- Manager's (if applicable) full name, address, phone number and email address
- Players full name
- Player's full address
- Player's phone number
- Player's birth date

PLAYER EVALUATIONS

General Information

11.1 All player evaluations will take place April through June.

11.2 There are no evaluations for U10 and under.

11.3 Registration will be available at all evaluations for out-of-club players and new players to the club only.

11.4 Registration for all current club players must occur prior to player evaluations.

11.5 Evaluation dates, times and locations will be advertised in the local newspaper and on the club website.

11.6 Parents and siblings are not to interfere with the evaluation process.

11.7 Evaluations at U11 and U12 are open to all players that are serious about making a select team. At U13 and above, there are restrictions on who can attend the evaluations. That information is located in the Evaluation Package provided by the Technical Director.

11.8 Players cannot participate in evaluations until delinquent registration funds are paid.

11.9 The coordinator for the division will be responsible for coordinating all evaluations in each division.

Player Information

- Players should arrive at the evaluations half an hour early for the first session.
- For all new players to the club, a photocopy of the player's birth certificate is required.
- For those wishing to register at the evaluations, the following are required:
 - Completed registration form.
 - Cheque for registration fees and a cheque for the uniform deposit (if applicable).
 - For U13 a photocopy of the player's birth certificate and a 1x1 recent photo.
 - For U16 a 1x1 recent photo for a new player identification card.
 - For all players new to our club, a photocopy of the player's birth certificate is required.

11.9 If a player did not play last season and therefore is not registered with BC Soccer, registration is mandatory before the player can be evaluated for any CMFSC team.

11.10 Attendance at evaluations is mandatory. Please discuss any absences with the coach of the team.

11.11 Player selection is based on the evaluation sessions and ongoing evaluations and scouting of players throughout the year by the coaches and club technical resources. Discussion with previous coaches may be used to assist with the selection process as well

11.12 Players will be evaluated on individual skills as well as team and game playing abilities. Commitment and attitude are also important factors.

11.13 We encourage all players within our club to attend player evaluations at their highest level possible. Players must be prepared to accept the expectations and commitments associated with competitive teams.

11.14 The team official(s) will notify players of either selection or non selection to the team. The method of contact will be based on the Technical Director's Player Evaluation document.

At the Under 11 to Under 14 divisions, the Head Coach will contact the parents first to advise whether their child has been chosen for the team. If the parents give their permission, then the coach will discuss the information with the player.

For the Under 15 to Under 18 divisions, the coaches may contact the players directly and this should be communicated at the player evaluations. Players may accept or refuse a position but they must inform the coach within 24 hours of receiving notice. Once a player has accepted the position, we expect them to fulfill their team

commitment. Alternatively, coaches may choose to discuss selection or non-selection with players face-to-face with parents present.

11.15 Players that attend evaluations and are not chosen for the team will be contacted as well.

11.16 Players cannot participate in evaluations until delinquent registration funds are paid.

Coaches Information

11.18 Equipment must be booked through the equipment manager.

11.19 All evaluations should have either a Coordinator or the Registrar present to ensure no players attend the evaluation process without proper registration. If other information (birth certificate, required photos etc) is not received, no attendance is allowed at the second day of evaluations. This applies to returning club players only.

11.20 Evaluations must be held in sequence through the division with the highest team holding their evaluations first (i.e. Metro > Gold > Silver) except where permission is granted by the club's technical resources.

11.21 Evaluation dates and fields are scheduled by the club's technical resources.

11.22 The VP of Senior Girls and Boys is responsible for the advertising.

11.23 The club pays for 2 advertisements in a local newspaper. Any additional advertising and cost is the responsibility of the requesting team.

11.24 The evaluation information must be advertised, in the local newspaper and on our club website, at least one week before the first evaluation commences.

11.25 If required and if funds available, a final advertisement requesting additional players for teams may be approved. This advertisement would only include the team and coach's name and contact number. This advertisement would be arranged through the VP of Senior Boys & Girls.

11.26 It is the coordinator's responsibility to ensure that registration is available at evaluations.

11.27 Players from within our club must be given first consideration if playing ability and skill level are comparable to players outside of this club or District.

11.28 Team selections are to be made, if possible, within 48 hours of the last evaluation.

11.29 Players that accept a position at the Under 11 and U12 Select, Under 13 to Under 18 Gold, Metro or Select level and their parents must sign the Player and Parent Agreement Forms before a position on the applicable team can be confirmed.

11.30 The Technical Director will develop and provide the format for the evaluations for the U11 Select, U12 Gold, U13 Gold and U14 Select/Metro divisions. The Technical Director will also appoint independent assessors for these evaluations.

The assessors for the U11 Select, U12 & U13 Gold teams will include the Head Coach of the team, the Head Coach of the club and two assessors not affiliated with the team.

Each assessor will have one vote in promoting a designated number of players to the final evaluation date. The team Head Coach and his/her staff will then make the final player selections.

FIELDS AND GYMS (updated Jan 2012)

Field Policies

12.1 Fields are assigned to the Coquitlam Metro-Ford Soccer Club for the use of club team, events and other associated activities. Fields are not assigned to individual teams by the City of Coquitlam as it is CMFSC that has permission to use the facilities. In turn, CMFSC assigns "field allocations" to teams and/or groups to use in accordance with their own field allocation policy.

12.2 Teams not acting in accordance with any field status conditions, club policies or abusing their field privileges may have their practice and/or game time assignments revoked or changed at any given time at the discretion of the Director of Fields and Equipment, or in accordance with any decision of the Board of Directors

12.3 Field are generally assigned for uses including:

- games
- practices
- teams / academy sessions
- tournaments or special events

12.4 The following field classifications are used in this policy and guidelines

- 1) Artificial Field Turf
- 2) Grass

3) All weather (gravel based)

12.5 The following field status terms are used to describe the availability to use any assigned field.

- 1) **Open** - means field is currently in playable condition
- 2) **Closed** - means field is **NOT AVAILABLE** for team play, games or practices.
- 3) **Club Discretion** - means the status of the field has not clearly been determined by the club or the city to determine if it should be closed. Team officials should check the field on the morning of their scheduled games to see if the field is playable considering the city standards of, no standing water, frozen, or soft field conditions that may damage the field. If in doubt don't play!

The "Status" of the fields is determined by the City of Coquitlam and or CMFSC officials. The CMFSC website contains an information area entitled "Field Status" that is used to communicate the most current status for all assigned fields.

12.6 Check the fields on the day of play as early as possible and let visiting team and referee scheduler know of a cancellation or change in venue.

12.7 If a referee cancels a game due to field conditions, the teams are not allowed to play on that field.

12.8 Coaches will remove all hazards from the field before the start of the game.

12.9 The following allocation processes are based on our Sept 1 – March 30 timeframe that coincides with our regular season.

12.10 Fields provided for games, practices, events and player evaluations outside of our regular season, will be set by The Director of Fields and Equipment and / or the Technical Director. The process will be communicated to those that are impacted.

Lit & Turf Field Allocations

Practice Field Assignments

12.11 All practice sessions conducted by CMFSC teams on city fields will be pre-scheduled by the "field coordinator" through the allocation of practice times on available field space.

12.12 Artificial turf times will be assigned to teams prior to the start of the season, once the field assignments and contracts are provided by the City of Coquitlam, in the

following sequence. Note: the determination of to what age level receives turf time is based on the clubs decision and the block of allocations provided by the city.

12.13 The field coordinator, in conjunction with the Director of Fields and Equipment will work to establish the reasonable number of teams to be assigned to any given field during an assigned period of time based on age, skill level, field assignment, and length of assigned time period. Practice times will be allocated using the following procedures

a. Adult premier teams

- i. Adult premier teams are provided a maximum of two 90 minute practice sessions per week if warranted. To be paired with U21's.

b. Teams from adult to U13 based on the following priorities:

- i. BCSPL teams at U17 and U18 are provided two ninety minute practice sessions per week on turf with two teams per field.
- ii. All other BCSPL teams are provided two ninety minute practice sessions per week on turf. One of the sessions will have 3 teams per field, the other having two per field.
- iii. MSL teams are provided two sixty minute practice sessions per week on turf. Both sessions for the younger teams (U13-U16) will have 3 teams per field. Both sessions for the U17-U18 teams will have two per field.
- iv. U17 and U18 teams from Div 1/2/3/4 and G/S/B will have one 90 minute practice session on turf with 2 teams per field
- v. Remaining adult teams will receive 60 minutes on turf once per week
- vi. All other teams will have one sixty minute practice session on turf with 3 teams per field, provided there is enough field time. Scheduling starts at U16 (all remaining levels) down to U13.

c. Teams with any special time requests may submit them to the field coordinator for consideration however there is no guarantee that any or all special requests will be accommodated

d. All field assignments are confirmed at the annual coaches meeting.

e. Attendance is mandatory for confirmation of field allocations.

f. The club reserves the right to amend the above allocation policy at any time if in the best interests of the club/players/team.

g. Teams that support programs developed by the club or adhere to club policy and direction may receive additional turf time other than what is outlined above.

12.14 All- weather field times will be selected at the annual coaches meeting(s), in the following sequence:

Competitive Team meeting (Adult – U13)

- i. The last team to NOT receive a turf field assignment as per the above will select first moving down in age and team level of play.
- ii. Time periods may be blocked off as not available in order to provide suitable earlier times for young (non competitive teams) if their selection has not already occurred
- iii. Teams that have already received one turf time and are looking at a second all-weather time will need to wait until the non-competitive teams have selected.

Minis team meeting (U12 – U9)

- i. Starting at U12 and moving down in age teams will select a practice session. Only when all competitive teams have concluded their selections, or at the discretion of the Director of Fields and Equipment can U12 and under teams be offered space for additional practices, based on overall field availability.
- ii. Coaches who have more than one team (from U8 and above) as a head coach, will be able to select first in order to manage conflicts.
- iii. Selection process will alternate yearly between boys and girls teams.

Game Time Assignments

12.15 Home game fields and times for the competitive teams (U13 to Adult) are assigned by the Field Coordinator at the beginning of the season and are not to be changed without Field Coordinators approval.

12.16 Home game fields and times for the mini teams (U8 – U12) are assigned by the Director of Minis.

12.17 Home game time assignments are provided to the leagues as a GUIDE for assistance in setting up schedules where home and away field sharing may be occurring. While it is desirable to set and maintain a common home time and field assignment for all teams, that is not possible due to many factors outside the control of the field schedulers.

Some of these factors include;

- conflicting home times
- special events occurring (loss of permit)

- the amount of games we are hosting
- field closures
- travelling team consideration (Vancouver Island team visiting).

12.18 All competitive home games (U13 to Adult) for the current week are set and listed on the club website under Boys / Girls Weekly Schedule. We target to have games listed by Tuesday evening.

12.19 All mini home games (U8 – U12) for the current week are set and listed on the club website under Boys/Girls Mini Schedule. We target to have games listed by Tuesday evening.

12.20 Each team is required to check the website on a weekly basis to determine,

- a. what their assigned home field time assignment is for any home game
- b. to ensure that if they are away for the weekend that and that home time assignment has not been given.

12.21 Artificial turf times for games will be assigned in the following sequence.

- a. Adult premier teams
- b. Teams from adult to u13 based on the following priorities:
 - i. BCSPFL Cup
 - ii. Provincial Cup
 - iii. BCSPFL or MSL travel games
 - iv. League/District Cup
 - v. BCSPFL or MSL league games
 - vi. League games
 - vii. Remaining adult games
 - viii. Exhibition games

General Authority

12.22 The Director of Fields and Equipment, or their designate, has the ability to alter any field schedule to meet the needs of CMFSC and its programs.

12.23 If your allotted practice time is not being used or your team is finished for the season, you must notify the field scheduler immediately.

12.24 Please ensure that you are using only your own practice time and are not encroaching on others allotted practice field and times. The team's field time will be jeopardized if this becomes an issue.

12.25 Cooperation between coaches is required and expected when dealing with on the field training and game times. If this becomes an issue, coaches may lose their allocated practice time.

12.26 Teams that have training and exhibition games once their season is over, their time will be scheduled by the Director of Fields and Technical Director

12.27 Grass practice field assignments are made in an attempt to balance the wear on the fields. Assignments are the result of compatible negotiation and **MUST BE ADHERED TO.**

- Start and finish all practices on schedule.
- The CARE of the fields is the responsibility of all members of the club. Field closures must be respected.
- If the team's allocated field is not used on two consecutive occasions, the field will be reallocated. Weather will not be considered an excuse

Gym Policies

12.28 Gym times are provided on behalf of the club for the Initiation Academy and U8 teams, based on availability. Any other teams who access gyms must pay for them out of team funds.

12.29 Gyms are scheduled for Oct 1st – Nov 30th as well as Jan (when school is back in) – March (the weekend prior to the Mobilio Tournament)

12.30 During the year, schools will be closed for a variety of reasons. We attempt to provide replacements, but at times due to other organizations using the facilities, that may not happen.

12.31 The following gym protocols must be adhered to: (failure to do so will result in loss of gym time)

- No outside drinks, other than water are allowed in the gymnasiums
- Teams must end their sessions on the hour and vacate the gym immediately
- Equipment used must be put back where it was found, including nets, benches, etc.
- Parents and siblings must confine themselves to the gymnasium, particularly on the stage if there is one. There is to be no running throughout the hallway of access to other areas of the school..

PLAYERS' SAFETY

13.1 Call 911 for apparent serious injury and report the incident to the Directors as soon as possible.

13.2 Under Canadian Soccer Association rules, it is mandatory that players wear shin guards at all practices and games.

13.3 It is mandatory that players remove all jewelry before all practices and games.

13.4 Cleated boots provide better traction and it is recommended that they should be worn rather than running shoes; worn out cleats will be rejected by the referee.

GAMES

14.1 This section describes the general requirements for league and cup play, as well as the club's expectations regarding conduct, behavior towards the game officials and club facilities.

14.2 Club team officials and parents are expected to cooperate with each other and with other club and game officials in assuring that appropriate standards of behavior and conduct are followed at all times. All members of the club should participate in field set-up and clean up. Abuse or misuse will not be tolerated.

14.3 Our club teams are responsible for checking our website on a weekly basis, regardless of home or away allocations, to ensure the field allocation information is correct. If this is not done and game officials are scheduled for games that were incorrectly scheduled, the team will be responsible for the costs of that error. The amount will be deducted from their game official reimbursement amount when submitted.

This also applies to the U8 – U12 teams where referees are due to be cancelled by the home team when games are cancelled, moved or re-scheduled.

14.4 HOME TEAM RESPONSIBILITIES

- Call visitors by mid-week to ensure they know field location
- Home teams are responsible to notify away teams in case of field closure.
- Contact field scheduler if game is not to be played as planned.
- Check CMFSC website on a weekly basis for home field allocation.
- Ensure that the field is properly marked.
- Supply the game ball and ensure that the nets and corner flags are properly in place.
- Supply the referee if necessary.
- Change team color if necessary.
- Removal of nets and corner flags from the field if your game is the last game on the field. This equipment can only be left out if the following game is our own club team's game and they are present at the field.

GAME OFFICIALS

15.1 The home club normally supplies the referees. In most cases the referees are youth officials who, while they are qualified, are still learning.

15.2 If a game is cancelled or rescheduled the referee coordinator must be informed so that the referee may be notified.

15.3 Players that are 14 years of age or older, may qualify for a Class 4 Referee ticket. Players are encouraged to write for their ticket during the season in which they turn 14, or as soon as possible thereafter. When the Referee has passed the Class 4 course, the club will reimburse the referee 50% the cost of the course. The referee can also request \$50.00 off of a referee kit from a club approved retail outlet.

15.4 Players 12 years of age or more are encouraged to participate in the club's Class 5 referee training program and gain experience and confidence by refereeing house-league games or lining divisional games.

15.5 Payment rates for each season will be communicated through our Head Referee.

15.6 Referees are required to wear uniforms as outlined by BC Referees Association.

15.6 Team Official Concerns about Referees Performance:

The Head Referee will deal with written complaints or concerns in relation to referees or assistant referees. The focus is to deal with complaints or concerns as soon as possible after events. The Head Referee will address the complaint or concern by:

- a) Listening to the originator of the complaint or concern
- b) Contacts the referee or assistant referee and discusses the issue
- c) Contacts the originator of the complaint or concern to let them know how it was dealt with
- d) Any concerns past this point will be directed to the Board of Directors

DISCIPLINE & SUSPENSION

16.1 Team officials are responsible for the conduct of their spectators and teams.

16.2 Team officials, players, or spectators must not criticize the game officials, other spectators, or players of the other teams at any time.

16.3 Discipline guidelines for game officials are available from the BC Soccer Association website.

16.4 Suspensions and disciplinary sanctions for our membership and Executive are provided through our club constitution.

TOURNAMENTS

Individual Team Tournaments:

17.1 Teams planning to travel outside the province must obtain permission from BC Soccer and the District. This should be received prior to commitment and at least three months prior to the planned departure.

17.2 The coach and manager should each have a completed set of player travel-medical consent forms.

17.3 Players, officials, relatives and friends should be constantly aware that they are ambassadors of their club, District and, where applicable, their province and country, and behave accordingly.

Club Tournaments

Our club hosts three tournaments per season:

- ❖ Domenic Mobilio Friendship Tournament (March)
- ❖ Labour Day Tournament (August/September)
- ❖ Thanksgiving Day Tournament (October)

17.4 Club host teams eligible for the above tournaments do not pay registration costs.

17.5 Club tournaments must be financially self-supporting and include a draft budget and registration fees that show the financial plans for the tournament.

17.6 Volunteers from the club host teams must participate in the running of the tournaments.

17.7 Tournament chairperson to be approved by Directors.

17.8 A discipline committee must be formed before the tournament starts. The tournament discipline committee must deal with any protest or issue that might happen. Their decision will be final. The discipline committee must provide a written report to the applicable governing bodies if requested.

PICTURE DAY

Coaches/Managers:

- 19.1 Player registration includes one individual and one team picture
- 19.2 Picture coordinator assigns team's picture time. This time cannot be changed except by the picture coordinator
- 19.3 No retakes for missing picture day (for U8-U18 teams, retakes may be available during the Initiation Academy time, provided space is available).
- 19.4 Players to wear home uniforms (not whites)
- 19.5 Team officials to have whole team there 15 minutes before picture time.
- 19.6 Have all players' names and choices on picture team form.

RISK MANAGEMENT

20.1 All volunteers and paid staff must have a current Criminal Record Check on file. The following volunteers are exempt from the criminal record screening.

- Room Booking Coordinator
- Adult Team Officials that do not have any contact with Minors

20.2 The forms can be obtained from the Risk Management coordinator or downloaded from the club's website. The forms have the Risk Management coordinator's address listed and the screening will be returned to him/her.

20.3 The criminal record screening form must be completed and taken to the local police station, along with the club's request letter. The request letter can also be downloaded from the clubs website. You will be required to show picture identification.

20.4 The screening process for our volunteers, staff, Executive and BOD must be repeated every 36 months from the date of placement in our club. The Risk Management Coordinator will contact volunteers/staff 2 months prior to the expiration date of their CRC that is on file.

20.5 Player and team official identification cards are mandatory by October. If the team officials have not completed their respective criminal record checks and the checks are not returned to the Risk Management Coordinator with a satisfactory result, the team official(s) will not receive their identification card. The team official would therefore be unable to coach or manage their team until the check has been completed.

20.6 For the non-competitive team officials that do not receive identification cards, the coaches cannot coach the team until the screening process is complete and received by our Risk Management Coordinator.

When a CRC comes back with a negative result, the Risk Management Coordinator contacts the volunteer or staff member to find out the nature of the result and then confirms that information with the Police Department.

The Risk Management Coordinator advises the Director of Operations of all negative results, who will then present it to the Board of Directors.

The Board of Directors may bring that information forward to the respective District Risk Management Officer(s) or the BC Soccer Association.

DANCE

21.1 The dance is a social event organized each year by the U13 Boys and Girls coordinators and teams.

21.2 The VP of Senior Boys & Girls will get volunteers from the U13 teams to run the dance, by October 1st, each year.

21.3 The previous year's organizing committee will assist the new group in starting up.

The organizing committee will:

- organize the dance
- request funds from the club
- reimburse funds to the club as received from tickets
- provide a balance sheet to indicate funds spent and received
- set up a separate recognition night for themselves
- book the hall for the following years event

PUBLICITY AND ADVERTISING

22.1 The Club will pay for the advertisement of:

- Registrations which are organized by the registrar
- Player evaluations - the advertisements will be organized and authorized by the VP of Senior Boys & Girls

MANAGEMENT OF TEAM FUNDS & DISBURSEMENTS

The Coquitlam Metro-Ford Board of Directors suggests these guidelines for managing team funds:

- 23.1 A Management Committee should be established for the team account(s).
- 23.2 The Committee should consist of at least two parents (not related to each other) and may also include the team manager and/or a coach. Parents not functioning as coach or manager should form a majority of Committee members.
- 23.3 All funds raised are equally apportioned as credits to individual team members. Coaches and managers may also have individual credits.
- 23.4 A record of credits for individual team members (and coaches and managers) will be maintained by the Committee and be open to inspection by parents of individual team members on request.
- 23.5 Disputes over apportionment of funds, if not resolved by the Committee, will be resolved at a meeting of parents of team members (a majority of team members must be represented).
- 23.6 Expenditures from team accounts require the approval of the majority of members from the Committee.
- 23.7 Signing authority on the team account(s) should be held jointly by two members of the Committee (both should be required to sign), at least one of whom is NOT a coach or manager.
- 23.8 NORMALLY, FUNDS WILL BE EXPENDED IN THE SEASON IN WHICH THEY WERE RAISED.
- 23.9 The Board of Directors may request a written report on income and expenditures of the team account at any point during the season.
- 23.10 By June 30th of the current season, the manager or treasurer of the team must provide their divisional coordinator with a final balance sheet of the funds raised during the season and the disbursement of any remaining funds.
- 23.11 If the parents have agreed to carry the monies over to the following season, a signed agreement from all parents must accompany the balance sheet.
- 23.12 If funds are to be carried over from one season to the next:
 - Parents of team members must agree to the raising of funds for more than one season;

- A statement of individual credits must be given to the parent(s) of each team member at the end and beginning of each season.
- Credits of individual team members who do not return to the team must be paid in full to the team member or parent who may, if they wish, have the funds divided between the credits of the remaining team members (i.e. donate back to the team).

CLUB FUNDRAISING

24.1 Player registration fees that are charged to play soccer do not completely cover the cost of running our soccer programs. It is necessary for us to raise other club revenues through fund raising initiatives. It is expected that all members contribute to fundraising activities. As a result, full participation of club sponsored fundraising is considered expected.

24.2 The Board of Directors must approve, in advance, all club or team fundraising activities using the name of CMFSC. The purpose for which the funds will be raised should be passed to the Board of Directors for approval.

TEAM FUNDRAISING

24.3 Teams may want to raise funds for a number of reasons. ie: teams travelling, tournament entry fees, club jackets or warm up gear or a team party at the end of the season.

24.4 These funds can be raised in a number of ways, i.e. bottle drives, car washes, etc.

SPONSORSHIP

25.1 Should a team wish to have a sponsor, they should first choose an organization that is not in conflict with our existing sponsors and then approach the Board of Directors to confirm the chosen organization is not already committed.

25.2 Once confirmed by the Board of Directors, the coach may approach the firm.

25.3 If an organization agrees to sponsorship, they can make the contribution payable to the club.

25.4 The club Treasurer will then disburse the funds to the team.

CODE OF CONDUCT

To follow the National Coaches Code of Conduct
(From Level III - N.C.C.P., Canadian Soccer Association)

Club Code:

- Fun, enjoyment and many other recreational satisfactions.
- Achievement, recognition and the pursuit of excellence relative to the skill potential and personal competitive goals.
- The development of physical, mental, social and emotional fitness.
- Continual development of the game of soccer at the recreational and competitive levels.

Coaches Code:

- Soccer is a game for happiness.
- The laws of soccer should be regarded as mutual agreements the spirit or letter of which no one should try to evade or break.
- Visiting teams and spectators are honored guests.
- No advantages except those of superior skill should be sought.
- Officials and opponents should be treated and regarded as honest intention.
- Official decisions should be accepted without looking angry no matter how unfair they may seem.
- Winning is desirable, but winning at any cost defeats the purpose of the game.
- Losing can be a triumph when the team has given its best.
- The ideal is the greatest good to the greatest number.
- In soccer, as in life, treat others, as you would have them treat you.

Parents Code:

Parents would do well to remember:

- Children have more need for example than criticisms.
- Make athletic participation for your child and others a positive experience.
- Attempt to relieve the pressure of competition not increase it. A child is easily affected by outside influences.
- Be kind to your child's coach and to officials. The coach is a volunteer giving of personal time and money to provide a recreational activity for your child. The coach is providing a valuable community service often without reward other than personal satisfaction of having served his community.
- Treat the coach as being sincere in his intent to be working on behalf of every member of the team and the team as a whole.
- The opponents are necessary friends. Without them your child could not participate meaningfully.
- Applaud good plays by your team and by members of the opposing team.

- Between the exuberance of the winner and the disappointment of the loser we find a person called an official. All of them follow the same creed.
- To watch every move of every player and to call the game to the best of his/her ability. Do not openly question the officials' judgment and never his honesty. He/she is a symbol of fair play, integrity and sportsmanship.
- Accept the results of each game. Encourage the child to be gracious in victory and turn defeat to victory by helping the child work towards improvement.
- IF THE CHILDREN ENJOY THE GAME, WE ARE ON THE RIGHT TRACK.

Player's Code:

- Play the game for the game's sake.
- Be generous when you win.
- Be graceful when you lose.
- Be fair always no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of the officials with good grace.
- Believe in the honesty of your opponents.
- Honestly and whole-heartedly applaud the efforts of your teammates and your opponents.

GAME PROTESTS

Game protest rules and regulations vary through all soccer bodies and competitions. There are various deadlines for protests of league and cup games.

Club Supported Protests:

- ❖ Discuss the grounds for protest with your coordinator, Director or VP
- ❖ If approved at the above level, forward the protest to the respective District Representative. The Executive member may also forward your protest.
- ❖ The District Representative will assess the protest.
- ❖ If deemed valid, the District Representative will:
 - File the protest with the appropriate bodies
 - Notify the club Board of Director and team official
 - The club may financially support the initial protest, if approved by the Board of Directors

If required, further appeals will be at the discretion of the VP and Board of Directors.

Team officials may also, at their own cost, file a protest directly to the appropriate bodies. This may happen in cases where the club's Board of Directors does not support the reasoning for protesting a game.

REVISIONS

<p>Prepared by: B.O.D. Updated by: B.O.D. Approved by: B.O.D. Revision Date: March 27 2012</p>	<p>Revisions: Team & Player Selection 10.0 Fields and Gyms 12.1-12.27 Risk Management 20.1 - 20.6 Revisions page added</p>
--	--