

Vancouver United Sports Club Policy and Procedure

COACHES HANDBOOK 2016-17



VANCOUVER
UNITED SPORTS
CLUB.COM

VUSC MANAGMENT

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Message from the Executive Director

The following document has been created with the thoughtful consideration and geared towards helping coaches, managers, players, parents and volunteers of Vancouver United Sports Club.

This book will help understand the future direction and continuous success of the club. The expectation from the club is that there will be a total buy in from all involved to create a player development model within our club.

We are hopeful that all stake holders within the club will read this document and try to familiarize themselves with all the information either in regards with the club organizational structure or operations of various leagues where our teams play every year.

We also would like to extend our promise to every parent that enroll their youth to play in VUSC that the club will provide every avenue and environment for complete development of their kids. It is only possible with the complete support from all the volunteer coaches and we are hopeful of this support.

The club is only as strong as its volunteers therefor the club will always make every decision via proper communication and collaboration with all the volunteers involved within the organization. I also would like to take this opportunity to thank all volunteers, staff, players and parents for contributing in the great success of our organization and more importantly help us grow the game as well as nurture our kids to be confident role models of the society they live in.

VUSC will be rolling in a complete player first model that will be fully implemented from this year and we are hopeful that we will contribute in growth and success of players enrolled in our club as well as the beautiful game of soccer.

If anyone has any questions please feel free to contact at mmahil121@hotmail.com

Regards,

Executive Director
Vancouver United Sports Club

SECTION 2.1 PLAYER REGISTRATION FORM:

The registration form for year 2016-17 is available on our website www.vancouverunitedsportsclub.com. The form is also available at our club house during the office hours. The office hours for the club house are:

- Monday-Friday- 6.00 PM to 8.30 PM
- Saturday- Sunday- 10.00 Am to 2.00 PM
- Payment could be made via Cheque, debit, visa, master card or cash.
- VUSC office staff will help you with completing your registration form.

SECTION 2.2 PLAYER REGISTRATION GUIDELINES:

It is very important for all players, parents and volunteers to understand the registration guidelines for the club:

- All forms must be read including the refund policy which is clearly stated on the form and signed.
- Collect receipt from the front office for registration of your player at the time of registration.
- Players can only register for the MSL teams if the office have authorization from the VUSC Executive Director and Player Selection Committee.
- Players can only register for Div 1 if the office have VUSC authorization from the VUSC Executive Director as per the VUSC Player Selection Committee.
- Players can only register for U10 Development Girls, U11-U12 select teams if the office have authorization from the Executive Director as per the VUSC Player Evaluation Committee.
- Players can only register for PDS teams if the office have authorization from the VUSC Executive Director as per the VUSC Player Evaluation Committee.
- All other players can register at any times till the registration is open.
- All players born 2004 and up must attach a copy of their pic and BC. Until and unless both pic and copy of BC is provided the registration will stay incomplete.

SECTION 2.3 PLAYER REGISTRATION DEADLINES:

In order to provide all leagues, districts and VUSC volunteers' times to properly register youth to play soccer the following guidelines must be adhered to:

- May 1st all U13-U18 metro players must be registered with payment in full as well as pic and copy of BC attached.
- May 10th all U13- U18 Div 1 players must be registered with full payment as well as pic and copy of BC attached.
- May 10th all U10 Development girls and U11-U12 girls and boys must be registered with payment in full as well as pic and copy of BC attached.
- May 15th all PDS players must be registered with the full payment.
- July 1st all U11-U18 Div 2 players must be registered in the club with full payment as well as pic and copy of BC attached.
- July 15th all U11-U18 Div3 and up players must be registered in the club with full payment as well as pic and copy of BC attached.
- After July 15th registration will only be for age groups where players are required to complete teams.
- Sept 15th all U6-U10 players must be registered in the club with full payment.
- After Sept 15th only registrations accepted will be for players that are required to fill teams in certain age groups.
- There will be no exceptions for these deadlines.

SECTION 2.4 REFUNDS:

Refunds of registration fees, excluding late fees unless otherwise specified, will be issued in accordance with the following guidelines:

Medical Refund. A full refund, including any late fee, will be issued if a player is unable to participate for medical reasons for the whole season. In case the refund is requested during the season the VUSC refund committee will decide the amount of refund amount the player is eligible for. To qualify for a medical refund, a note from a physician stating that the player should not participate in soccer must be submitted with the refund request.

Placement Failure Refund. A full refund, including any late fee, will be issued if the Club is unable to place the player on a team. Placement Failure Refunds result when a player is unable to participate in Club sponsored soccer due to a lack of available space.

Withdrawal Refund. . Withdrawal Refunds must be requested within 14 days of registration, Inclusive and a refund of the registration fee less a \$50 administrative fee will be issued. No refunds will be issued after March 1st 2015.

The refund request will only be met if none of the following terms and conditions are met:

1. Refund request is past the deadline.
2. Player has already been placed on a select team.
3. Refund request is missing information as requested

SECTION 2.5 REFUND PROCEDURE:

Fully completed refund request form must be submitted; by email to the @ mmahil121@hotmail.com, hours or be dropped off at the VUSC Office during normal business hours

Where is the form?

The form is available on the club website as well at the club house

The form must be filled fully and all additional documentation as required must be attached. A proper mailing address must also be provided.

Refund requests other than medical refunds are not accepted under any circumstances after March 1st 2015

VUSC Front office staff will not be able to provide any information in regards with the refund form. Any information or questions must be addressed to the treasurer via Email at mmahil121@hotmail.com

VUSC Follow up procedure:

- **Treasurer will forward the refund request to the VUSC Refund Committee.**
- **The refund request will be reviewed by the VUSC refund committee. VUSC is committed to resolve the matter within 4 weeks.**
- **A decision letter will be emailed or mailed to the parent/guardian of the players within the period of 4 weeks.**
- **If refund is approved it will accompany the cheque in the mail.**
- **If the refund is not approved a detail explanation will be provided.**
- **The decision of the VUSC refund committee is final.**
- **Refund form must be filled in full.**

SECTION 2.6 KIDSPORTS POLICY:

STATEMENT

VUSC Football Club encourage low income families to take advantage of the Kids Sports and Canadian Tire Jump Start program.

Kids Sport provides support to children in order to remove financial barriers that prevent them from playing organized sport. Visit the Kids port website for information on how to apply. www.kidsportcanada.ca

The Canadian Tire Jumpstart program is dedicated to removing financial barriers, so children can participate in organized sport and recreation. Jumpstart provides grants up to a maximum of \$100 per qualifying child per session (i.e., Spring/Summer, Fall/Winter). Visit the Jumpstart website for [information on how to apply.](http://www.jumpstart.canadiantire.ca) www.jumpstart.canadiantire.ca

REGISTRATION POLICY:

All families who apply for Kidssport Canada and/or Canadian Tire Jump Start are welcome to register for Vancouver United Sports Club. The following are the policies and procedures that must be followed for registration to be completed:

“The policy is in place to ensure that use of the program is maximized by those who are in most need of it.” –VUSC Executive

- **The grants only covers for \$300.00 as grant amount and the remainder must be paid up front.**
- **The registration will be waiting till the funds are received by the club from the support agency.**
- **A family can pay for a complete registration for the kid to start playing right away and a complete refund of \$300.00 will be issued once payment is received from the grant.**
- **In extreme situation VUSC executive holds the right to make exceptions to this policy.**
- **The parent or guardian will be responsible for the completion of the applications and the VUSC front office staff can provide any assistance needed to complete the forms.**
- **Please feel free to email the VUSC VP of Finance for any further questions**

SECTION 2.7 PLAYER DEVELOPMENT PHILOSOPHY:

The Vancouver United Sports Club endeavors to provide a professional, safe, respectful and competitive environment that could provide all players

Within the club to strive towards maximizing their potential as a soccer player. Our commitment to upholding this philosophy will be conveyed through the following core principles.

- All **VUSC** Player Development programs and initiatives will **ONLY** be **PLAYER CENTRED**.
- Maximum Emphasis will be placed on Coach Education at the volunteer level to raise the level of training within the club.
- All players will be given the opportunity to practice and play at a level that best suits their age, abilities and experience.
- All players will play in a safe, supportive, positive and fear-free environment that puts the needs and the best interests of player as the first priority.
- All **VUSC** coaches, teams and programs will place emphasis on player and team development over winning and results at all times.
- All players will participate in an environment that teaches, promotes and demands important life skills that include, but are not limited to: self-respect, respect for others, tolerance, acceptance, personal conduct and personal appearance.

SECTION 2.8 PLAYER EVALUATION POLICY:

Objective:

The primary objective of the VUSC Player Evaluation policy is to evaluate all players in the Club in a cooperative, thorough, responsible, methodical and transparent manner in order for the Club to ensure that all players are playing at the level that is best for their development. **VUSC** is also committed to providing players that qualify for select teams an environment of elite and professional training, while offering them the highest and/or most appropriate level of competition possible. With this in mind, the **VUSC** will create select teams for the under 8-Under 18 age groups.

Player Evaluation Process Overview

VUSC is committed to evaluating players involving the following elements:

- Coach Assessments
- Talent Identification Process
- Team Evaluation and Selection

This will support the Club's philosophy of ensuring that all players are playing at the appropriate level of play. Starting from 2016-17 season **VUSC** will commit to a long-term evaluation process to do it's very best to objectively evaluate the skill and ability level of each player within a specific age/gender group. **VUSC** will do its best to form teams in which each child is of relatively equal skill and ability to ensure that the developmental needs of all players are being met and appropriately catered to.

Coach Assessments

At the end of each season, all coaches of Under 8 – Under 17 teams will be asked to complete a player evaluation form for each player on their team. A very simple form will be provided to all coaches and they will have to complete their player evaluation by no later than March 21st every year starting from the end of 2016-17 season.

Talent Identification Process

Starting in January 2016 of each season, VUSC Staff Coaches will be scouting Under 7 to 12 games to assess players from all teams in these age groups in preparation for the Team Selection Sessions. During this player identification period the Club Technical Committee will also identify players that will be ready to take a leap into the BC Premier League and forward them to the Surrey United BCPL Technical Director for review and further evaluations. Prior to the Team Evaluations for 2016-17 season and onwards the club technical staff will be entrusted to do minimum of one TIP assessment for each player in those age groups.

Team Evaluation and Selection Sessions

Team Selection Sessions will be conducted between Feb and May of Each playing season for the Under 11 to Under 18 age groups. **VUSC** FC will conduct Team Selection Sessions in a fair and equitable manner affording each player the opportunity to demonstrate His/her talents to a group of qualified evaluators. A standardized, scored player evaluation process will be conducted at each age/gender grouping. These sessions will be a final evaluation opportunity for players prior to select teams being formed. There will be two (2) or three (3) scheduled team selection dates for each age/gender grouping depending on the size of a particular group. It is mandatory for each club player to attend a minimum of one of the team selections dates but encouraged to attend all dates. The club head coach in charge of the evaluations will decide the

Format for the evaluation process which could be different for each age group.

It is understood that all players attending select team evaluation sessions for their age/gender group do so with the intention of accepting a spot on the team if selected

Player Playing Up Policy

Vancouver United Sports Club supports the philosophy of continually challenging its players. If this involves a player moving up an age group, this is supported provided they meet the following guidelines for Select Teams:

- **Player Evaluation and Team Selection Processes**

VUSC will support a player playing up on a select team to a maximum of one (1) age group above their natural age group if he/she is evaluated to be one of the highest rated players in the older age group

- **Technical Ability**

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

- **Physical Ability**

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

SECTION 3.1 COACHES REGSITRATION FORM:

The coach's registration form will be available online on the VUSC website as well as in the Club house after March 15th 2016 or when all the coaches' announcements are made. All coaches must fill the form complete and return to the Club house. All forms must be signed when returned back.

The Club registrar will only finalize the registration of the coach after written approval from the Executive Director who will do so after receiving clearance for the coach, Asst. Coach and Manager from the Coach Selection committee as well as the Risk management Committee.

SECTION 3.2 COACHES REGISTRATION GUIDLINES:

- Any person wishing to be the Head Coach or Assistant Coach
- of any VUSC team from U6-U18 must review and complete the entire coaching selection process form prior to the deadline.
- All applicants will need to submit an Application Form (online only) before the designated deadline for the coaching season.
- The Coaching Selection Committee will appoint coaches.
- All coaches and Assistant coaches that apply must fulfil all club risk management requirements.

COACH SELECTION POLICY

- Select (Metro/Divisions 1, 2, 3, Select 1, 2) coaches may be required to provide other documentation to assist in the application process (i.e. Training session plans, team goals, tentative calendar for the team)
- The length of term for each assignment will be 1 year. Coaches will need to re-apply on annual basis.
- To ensure the commitment and quality of the player development program, coaches are restricted to coaching a maximum of two teams and a maximum of one select team (unless otherwise approved by the club).
- Coaches will strictly adhere to the policies, procedures and philosophies

COACHING APPLICATION CRITERIA

Coaches will be selected based on the following criteria:

- Level of Certification (see Certification Standards)
- Coaching Experience (soccer related) Commitment to follow the CSA – LTPD
- Commitment to coaching development and education programs
- Support and commitment to overall Club Development Program and Player Development Philosophy
- Commitment to attend coach's meetings (and/or have one team representative present)
- Willingness to sign the **VUSC** Code of Conduct
- **VUSC** offers a wide variety of development and training programs. **VUSC** endorses club-initiated programs and Therefore any outside organizations must be approved by the **VUSC** Technical Department.

COACHING REQUIREMENTS & RECOMMENDATIONS

As of Feb 15th, 2016, **VUSC** has minimum coaching standards for each age group. These standards are in accordance with the Canadian Soccer Association and British Columbia Soccer Association's Coaching Education Pathway.

SECTION 3.3 RISK MANAGEMENT POLICY:

The following process will be used to screen all coaches, managers, and **VUSC** club officials.

- Application must be submitted for Coaching, managing, or be an official club representative. All applications must be submitted to the risk management officer of the club.
- Interview process will be conducted if required.
- Upon request the applicant may be required to provide minimum of two references if he/she has applied to be a new coach or volunteer to the club.
- Criminal record check is mandatory. No coach is authorized to engage in coaching for the 2015-16 season unless they have cleared the CRC requirement of the club.
- If a CRC report is flagged the club holds the right to refuse a coach/volunteer to coach/volunteer in the club based on the assessment of the risk management committee.
- All information provided to the risk management committee is confidential.

SECTION 4.1 SEASON STARTUP U6-U8 JAMBOREE:

The **VUSC** hosts an annual Season Start up Mini Jamboree which will be held on September 19th 2016. This is a participatory event for our micro (U-6 to U-8) program. The cost of the jamboree is covered in the player's club registration fee. This event helps the club organize all micro teams and get the players involved with various fun soccer drills/activities as well as music and dancing. The morning of September 19th 2016 will also be our annual club pancake breakfast.

SECTION 4.2 CLUB PICTURE DAY:

The club schedules a weekend to enable all players and teams to have their pictures taken. The club covers the cost, as part of the players' registration fee, of the "team mate", which is an individual and team picture. Additional photo packages can be purchased on the day the pictures are taken. Teams or players who are absent for their scheduled picture session will not be scheduled for retakes. For the 2016-17 Season the dates for Club Picture Day are **October 3rd and October 4th 2016**. The Schedule for the Picture is established on a first come first serve basis where the scheduled times are posted in the club house minimum 2 weeks before the event and each team has to visit the club house and reserve one of the open spots for their teams. Teams are not allowed to erase another teams booking and add theirs. It is highly recommended that teams attend the club house and pick up the spot of their liking as spots do get filled real quickly. All teams playing on Sunday must schedule their schedules for Saturday and vice versa.

SECTION 4.3 SEASON ENDING U6-U9 JAMBOREE:

The **VUSC** hosts an annual Season Ending Mini Jamboree which will be held on the Sunday of the Surrey Mayors Cup. This is a participatory event for our micro/mini (U-6 to U-9) program. The cost of the jamboree is covered in the player's club registration fee. This event is geared towards celebration of a successful season and get the players involved with various fun soccer drills/activities as well as music and dancing. All players receive medals from Tim Horton's and other gifts determined prior to the event.

SECTION 5.1 EQUIPMENT PROVIDED:

VUSC will provide equipment to all teams as per below:

Metro Teams:

- Home Jersey- 1
- Home Shorts- 1
- Away Jersey- 1
- Player Bag- 1
- Socks- 1 Pair
- Soccer Ball (One per year)- 1
- Track Jacket- 1
- Track Pants- 1

U11-U18 (Div 1 and Select 1):

- Home Jersey- 1
- Away Jersey- 1
- Shorts- 1
- Socks- 1 pair
- Soccer Ball (One per year)

U11-U18 (Div 2 and House Teams):

- Jersey-1
- Shorts-1
- Socks-1 Pair
- Soccer Ball (one per

year)-1 U6-U10:

■ Jersey-1

- Shorts-1
- Socks-1 Pair
- Soccer Ball (One per year)-

1 Coaches:

- Coaches Bag -1 (Every third year)
- First Aid Kit

- 20 cones
- Pump
- Goalie Jersey U11 and up

All players are supposed to get their own soccer cleats, Goalie Gloves, Training Gear, Shin Pads and any other equipment required other than the ones mentioned above as provided by the club. **ALL TEAMS PLAYING FOR vusc MUST ONLY WEAR THE OFFICIAL CLUB UNIFORMS**

SECTION 5.2 EQUIPMENT PICKUP:

The Following will be the dates for equipment pick up:

- Metro: August 12, 2016, 6.00 PM-8.30 PM
- U11-U18: August 19, 2016, 6.00 PM-8.30 PM
- U6-U10: August 26, 2016, 6.00 PM-8.30 PM
- Adults: August 27, 2016, 6.00 PM-7.00 PM

Uniforms will be only provided to teams for players registered a week prior to pick up day.

SECTION 5.3 EQUIPMENT EXCHANGE AND NEW PLAYER EQUIPMENT PICK UP DURING SEASON:

Equipment Exchange: After the initial release of equipment the club will be setting up dates for equipment exchange. The intention of these dates will be to ensure that all teams can do exchanges for uniforms that don't fit players. Please note that no requests for particular numbers will be entertained. During these Equipment exchanges we will also ensure that teams that missed the uniform pick up date will be able to pick up their uniforms. The following will be the Exchange Dates for 2016-17 Fall Season:

- Metro, U11-U18- August 25th, Sept 2nd 2016
- U6-U10: Sept 2nd, Sept 7th 2016

Any equipment requests after that will be handled as mentioned below:

- Fill out the Equipment request form on the **VUSC** website **vancouverunitedsportsclub.com**
- All Equipment request for each week must be in by Wednesday 10.00 PM.
- Pick up the requested equipment from the VUSC Head office on Friday Each week between 6.00 PM-8.00 PM.

SECTION 6.1 CLUB TRAINING FIELDS:

All **VUSC** teams start training from Sept 7th 2016 onwards. All teams will be provided training schedule August 24th 2016 which must be picked up from the club house and from there the teams will have 4 days to requests any changes to the training schedule and drop the request form back at the club house prior to August 25th 2016. All U6-U9 teams train on Grass fields till Thanks giving Long weekend and after that they all move to indoor trainings. U10-U18 and adult teams train outdoors on turf and gravel fields. The following is the schedule for training for each level and age group:

- U6-U8 - One training session minimum 60 minutes indoors
- U9- Two Training sessions minimum 60 mins each indoors
- U10-U18(Select , Div 1-4) - Two training session 60 mins each outdoor
- MSL Teams- Two Trainings sessions 90 mins each outdoor

The club will make its best effort to allocate as much as turn time as they can to each team for training. The following is the level of priority for allocations of turf training times:

- MSL
- Select U10-U12
- Div 1
- Div 2
- Div 3
- Div4

SECTION 6.2 CLUB GAME FIELDS:

The club game field scheduler allocates game times to all teams on a week to week basis to ensure that all teams get to play on turf throughout the season. That being said all MSL and Adult teams are allocated field and game times for the whole season as the leagues they play in require that. **VUSC** produces a weekly home schedule, for games, after compiling the information from all of the leagues that the club participates in. **VUSC** will release the first draft for each week on or before Monday 6.0 0PM. Any teams that would like to request a different game time as scheduled must do so before Tuesday night 6.00 PM. Any requests after that will not be entertained. The final draft of the home schedule is released by 9:00PM on the Thursday night before the scheduled weekend of play. Factors that may influence the schedule



- U6-

SECTION 6.3 MAKE UP GAME REQUEST:

Game requests are considered when they are received from the online form make-up game

Request form. This will apply to all games including make-ups and exhibitions. Make-up games should be made up at the team's earliest convenience to avoid missing the league deadlines. All make-up game requests will conform to league rules regarding the number of date/time options that must be presented to the opponent.

Game requests will be accepted in the following priority:

- Provincial Cup
- League Cup
- Regular League
- Exhibition

Games will be played based on field availability, which will primarily be on weekends.

SECTION 7.1 INFORMATION REGARDING STANDINGS AND SCORE REPORTING:

As per rules and regulation only U13 and up teams have standings available to view. The following websites are the source for information in regards with standings:

- MSL- U13-U18 Boys and Girls – www.bcsoccercentral.com.
<http://vancouverunitedsportsclub.com> • [District5U13-U18](http://District5U13-U18.com) Boys(Div1-Div^{com}/4)-
www.bcsoccercentral.com.

- BCCGSL U13-U18 Girls (Div1-Div5)- www.bccgsl.ca.

Score reporting is still required for all U11-U12 teams as well which is used strictly for tiring purposes. All scores must be reported as per directions below.

SECTION 7.2 BOY'S SCORE REPORTING (EXCLUDING MSL):

All vusc boys' teams from U11-U18 with the exception of the MSL teams must report their scores within 20 mins of their game finishing through the vusc website in the score keeping tab under the Boys score reporting. It is very important that all scores are reported regardless of the result of the match as this really helps the club to ensure that teams are placed in right divisions as well as proper standing are updated.

SECTION 7.3 GIRLS SCORE REPORTING (EXCLUDING MSL):

All vusc girls' teams from U11-U12 must report their scores within 20 mins of their game finishing through the vusc website in the score keeping tab under the Girls score reporting. It is very important that all scores are reported regardless of the result of the match as this really helps the club to ensure that teams are placed in right divisions.

All vusc Girls' teams from U13-U18 with the exception of the MSL teams must report their scores to the individual score keepers of their age divisions. This information will be provided to each team by the BCCGSL once the team is registered with the league.

SECTION 7.4 MSL SCORE REPORTING:

All vusc MSL teams must report their scores to the vusc Executive director within 30 mins of the end of their match. This information should be emailed to the ED using this email address mmahil121@hotmail.com

SECTION 8.1 INSURANCE:

Sport Accident Insurance is coverage for sanctioned practices and games. This includes items such as dental, physiotherapy, accident reimbursement, accidental death, fracture indemnity, rehabilitation indemnity, tuition fees reimbursement, emergency transportation benefit, and eye glasses or contact lenses expense.

IMPORTANT NOTICE: Group Accident # ACL 6022 (please enter ACL 6022 under GROUP POLICY No. on the claim form)

All forms are available on the BC Soccer Website www.bcsoccer.net.

**** If you require a copy of an insurance certificate, please contact All Sport directly ****

All Sport Insurance Marketing
Ltd. 507 - 1367 West Broadway
Vancouver, BC Canada V6H
4A7 Tel (604) 737-3018
Fax (604) 737-3076
Email: info@allsportinsurance.com

SECTION 8.2 TEAM TRAVEL:

From time to time vusc teams may be required to travel for competition. Events such as tournaments and Provincial or National Championships can be hosted outside of Surrey. Teams traveling outside of British Columbia or Canada must have the appropriate documentation in place from the District and Provincial Association two (2) weeks prior to departure. This information can be found at bcsoccer.net. Teams that are traveling outside of British Columbia or Canada must advise the vusc Executive Director in writing so that the club is aware that it is being represented outside of the Lower Mainland. This notice must be received

With a copy of the all of the necessary travel permits, no later than two (2) weeks prior to departure. The club may choose to send a delegate with the team to support the team in its travels; this will apply mainly to Provincial or National Championships. Teams who are traveling must adhere to:

- Player curfew of 10:30PM.
- No alcohol consumption by coaches or managers at or during any team meals or activities.
- Players are to be supervised at all times by a recognized member of the team staff.
- Teams must adhere to local hotel policies.
- Team staff must familiarize all players with safety routes within hotels in the event of a fire or other emergency situation upon arrival at the hotel.
- Only adults with a minimum of five (5) years' experience with a Valid BC Driver's license will be permitted to transport minor players. In addition the driver must have a minimum coverage of \$2,000,000 third party liability insurance. Parents are to be notified and approve of who will be transporting their children. A completed permission form and waiver must be signed and provided to the club's Executive Director prior to the trip.
- Any trip taken without the permission and waiver forms signed will be at the risk of the coaches and not the **VUSC**.

SECTION 8.3 MANAGEMENT OF TEAM FUNDS:

VUSC will not accept any responsibility for the management of individual team funds. Team funds that are generated over the course of one playing season are to be managed internally and outlined to the team members and parents who are involved. Players and parents who participate in fundraising or any other team financial commitment do so at their own risk and cannot hold the club accountable for any mismanagement or loss. Team funds are to be disbursed at the end of each playing season and absolutely no money is to be carried forward. Proper accounting should be provided to each participant and be available if it is requested by the club management. It is recommended that each team opens a bank account that requires multiple signatures and keep proper records of income and expenses during the season:

SECTION 8.4 FUNDRAISING AND SPONSERSHIP:

VUSC will from time to time enter into fundraising agreements. These agreements may prohibit teams from soliciting individual sponsorship from a conflicting source. Team sponsors require pre-approval, in writing, from the club Executive Director. Team sponsors are strictly prohibited from any form of advertising on any game apparel (i.e.: uniforms). Sponsor logos, artwork, and the location thereof must be vetted by the club Executive Director.

SECTION 8.5 REFEREES:

VUSC will provide high level referees for all levels of play as required by rules and regulations of BC Soccer. The club will also ensure that a continuous development and education plan is in place for referee development.

Referees are expected to:

- Be on time.
- Be dressed appropriately and professionally.
- Apply the laws of the game fairly toward both teams

All referees will be compensated as per below for the games they officiate:

- U9-U10 Games: \$15.00
- U11-U12 Games: \$20.00
- U13 Games: \$35.00
- U14 Games: \$35.00
- U15 Games:\$40.00
- U16-U18 Games:\$50.00
- Assistant referee: \$25.00

The club will pay for referees directly on a monthly basis other than the once below:

- All Metro Centre Referees: All metro team managers will be provided a cheque for referee payments as per rates set by the MSL Board. It shall be the responsibility of the manager to ensure that for every game he/she brings cash money to the game.
- All senior Games: All Adult teams are responsible to pay all match officials as per the direction on the specific leagues their teams play in.
- All Exhibition Games: Teams playing in exhibition games are responsible for payment to the referee as per the schedule above and the payment must be made prior to the game starting. The club will not reimburse teams for any referee payments for exhibition games.

SECTION 8.6 CLUB COMMUNICATION:

Please remember that most positions at the **VUSC** are managed by volunteers. The main source of club communication will be email. The general club email address will be mmahil121@hotmail.com. Members of the club management team could also be contacted via email addresses as provided on the club website.

In case of an emergency phone calls can be made as per phone numbers provided on the **VUSC** website.

SECTION 9.1 TEAM REGISTRTAION PROCESS:

All **VUSC** Coaches and/or managers must fill out a team registration form that will be available on the **VUSC** Website in the coach's corner. Every team must fill that out and be approved by the technical committee so that the team can be placed in the right division. All teams playing in the select divisions must attend the evaluations and all players playing on these teams must be approved by the technical committee.

ALL PLAYERS ON EACH TEAM MUST BE REGISTERED PRIOR TO THE TEAM BEING ENTERED IN THE LEAGUE.

SECTION 9.2 ID CARDS:

Team lists are required for all teams. Select teams will be required to register players and submit team lists at the time of the post evaluation team meeting as per direction from the technical committee. House team coaches should submit a list of requested players, who have not been selected to a higher level team, for placement by the club registrar. A player is not guaranteed to a team until the team list is received and the player's registration, payment and ID cards requirements are fulfilled. Furthermore, a player will not be guaranteed to be placed on their desired team unless they fully complete the registration process by the registration deadline. Player identification (ID) is required for all players from U11+. U13 and U16 teams must have their ID cards redone before the season with new and updated photos. All teams must have ID cards for their staff, coaches, assistant coaches, and team managers. All female teams must have at least on female staff member at all times. In order to complete the staff ID cards, **VUSC** registrar requires a headshot, color photo and a

Signed copy of the **VUSC** Registration form. **VUSC** would like to have all teams complete their ID card requirements prior to playing first game of the season. Teams must receive the completed cards from the club registrar before the league deadline in order for a player to be eligible to play. In order for cards to be completed, the club Registrar must receive a 1" X 1 1/2" color photo (headshot) of the player as well as a copy of a valid birth certificate or passport, no less than 10 days before the deadline.

Coaches may not, under any circumstances, play a player who is not registered to the team. Failure to comply can result in a disciplinary action against the coach and the player.

Within 7 days of finishing your season all teams must return their ID cards at the club house.

SECTION 9.3 TRANSFERS OF PLAYERS:

Teams will be formed on an annual basis under the direction of the Club Executive Director as per the Team Formation Policy. In order for a transfer to be completed, the following process must be followed. Players and parents are not to solicit any other teams to play for prior to, or during this process. Any player/parent caught doing this will have their transfer request immediately denied.

In-Club transfer

Once teams are formed, players wishing to transfer from one **VUSC** team to another may do so **ONLY** if one or more of the following circumstances applies:

- The safety and well-being of the player is at stake.
- There are irreconcilable differences between team members.
- The current team has been folded.
- The transfer request is made in order to have siblings playing together.

Process for requesting an in-Club transfer:

- Complete the Transfer Request Form.
- Supply a detailed written request to the Executive Director.
- Meet with the Executive Director and current team coach to discuss the situation.
- Decision on movement to be made within seven (7) days of the Executive Director receiving the written request.
- All decisions in regards with player transfer by the executive director shall be final.
- The deadline for in-Club transfers is January 1 of each year.

Transfer to and from another club:

Players wishing to transfer from or to a **vusc** team to or from a team in another Club District must follow BCSA transfer policies. This information is available at www.bcsoccer.net.

The annual transfer deadline is January 15 of each year. If this date falls on a weekend, the deadline is the Friday preceding. Players who are transferring to a **vusc** team must pay the BCSA transfer fee and submit their player ID card OR provide a copy of their birth certificate and photo so that a new card may be issued

SECTION 9.4 YOUTH TO YOUTH PLAYER PERMIT:

VUSC encourages youth to youth player permits both from the perspective of player development as well as helping top tier team through injuries. All BC Soccer, SMSA, SDGSA, District 5, MSL, BCCGSL, District 1 rules in regards with player permits must be followed.

All player permit forms must be send to the attention of the Executive Director for approval process. The executive director can also from time to time authorize player permits if it pertains to player development.

Players under any kind of suspensions are not eligible for permits.

SECTION 9.5 YOUTH TO ADULT PLAYER PERMIT:

VUSC encourages youth players at U18 age group to be permitted to adult leagues for gaining valuable match experience. Any/all such permits should be authorized by the Executive Director as per the directions of the **vusc** board. No player permit can be sent directly to any leagues for approval.

Players under any kind of suspensions are not eligible for permits.

SECTION 10.1 FIELD SIZES AND MATCH INFORMATION:

Age Group	Game Format	Game Duration	Goal Keeper	Ball Size
U6	3V3	2 X 15 MINS	No	3
U7	4V4	2 X 15 MINS	No	3
U8	4V4	2 X 15 MINS	No	3
U9	7V7	2 X 25 MINS	Yes	4
U10	7V7	2 X 25 MINS	Yes	4
U11	8V8	2 X 30 MINS	Yes	4
U12	8V8	2 X 30 MINS	Yes	4
U13	11V11	2 X 35 MINS	Yes	5
U14	11V11	2 X 35 MINS	Yes	5
U15	11V11	2 X 40 MINS	Yes	5
U16	11V11	2 X 40 MINS	Yes	5
U17	11V11	2 X 45 MINS	Yes	5
U18	11V11	2 X 45 MINS	Yes	5

SECTION 10.2 RETREAT LINE:**U10 – U12 Mini Soccer**

The retreat line initiative is designed to encourage and foster improvements in the following areas of mini soccer:

- Elimination of deliberate high press defensive tactics.
- Constructive and technical build-up starting in the defensive third of the field.
- Building confidence in our young players by allowing them more time and space when receiving a goal kick.
- Goalkeepers taking the goal kicks. Note – Any player is allowed to take a goal kick however we want to encourage our goalkeepers to take as many as possible.
- This initiative is for GOAL KICKS ONLY.
- U10 Development, U11 and U12 the retreat line / offside line is the line marking the attacking 1/3 (see diagrams below).
- U10 House (non-development) the retreat line / offside line is the half way line.

Below is information pertaining to the implementation of the retreat line into the U10 – U12 mini soccer game format?

Retreat Line Procedure:

The Retreat line comes into play when the ball has gone out of play for a goal kick. All opposing players will retreat back behind the offside line / retreat line on the field. The opposing players may not pressure the ball until:

- The player taking the goal kick has successfully put the ball into play and it is touched by their teammate (on their side of the offside line / retreat line). See diagram 1 below

OR

- The ball is played beyond the offside line / retreat line into the middle third of the field. See diagram #2 below

OR

- The ball leaves the field of play.

If a team decides to take the goal kick quickly, they are allowed to and the ball will be in play once it leaves the penalty area. The opposition's position on the field will not come into effect.

Encroachment of retreat line:

If the defending team encroaches across the retreat line before the ball is touched by an opposition player then the referee blows the play stopped and issues a re-take of the goal kick.

Making the Right Decision:

At times, the correct pass is a long one, players need to recognize the positions of the opposing team and act accordingly. If there is an opportunity to play quickly to create a counter attack, it should be encouraged.

Diagram #1

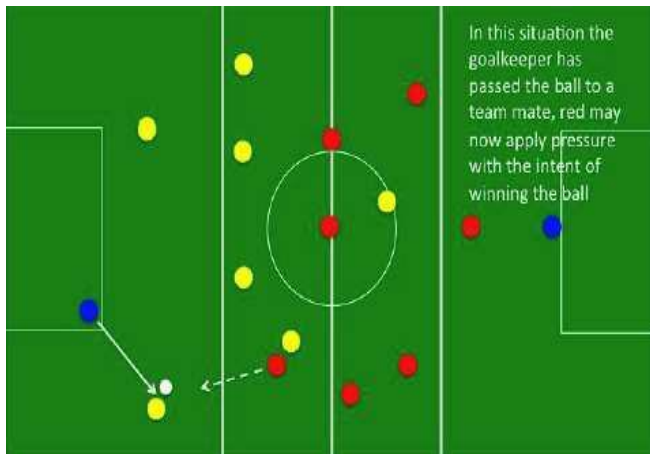


Diagram # 2

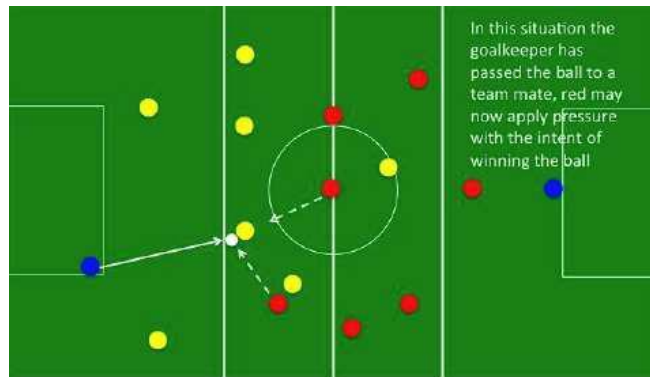
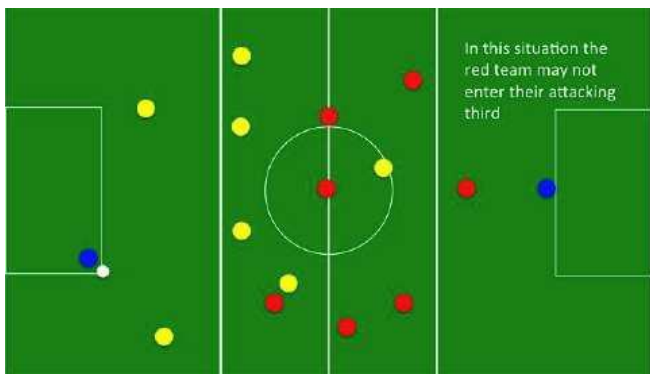


Diagram # 2



SECTION 11 CODE OF CONDUCTS:

The **VUSC** Codes of Conduct sets a clear set of guidelines and principles for all coaches, players and parents/guardians within the club. The primary objective of the code of conduct is to create a fun, positive, enjoyable and safe learning environment. **VUSC** strongly believes in the concept of fair play, Sportsmanship, respect for referees and their decisions, respect for all players, coaches and opponents and maintenance of self-control at all times.

The code of conduct shall be read by all members of the club. This code of conduct shall be followed at all times.

- ***Failure to comply may result in the suspension of your privilege to participate in vusc sanctioned event.***
- ***Any fines are the sole responsible of the person that is fined. The vusc has the right to suspend any member of the club if fine is not paid.***
- ***Zero tolerance for any kind of Alcohol or drug use by any coaches, players, managers, executives or parents. No one under the influence of any drugs or alcohol is permitted to use any facilities of vusc and shall be suspended immediately.***
- ***All policies in the BC soccer code of conduct will also be strongly adhered to.***

RESPONSIBILITIES OF THE COACHES

- Will be responsible for the discipline and conduct of the players at all times.
- Will be responsible for ensuring that the players are dressed as per guidelines from the club at all times.
- Will attend all coaches meetings and clinics organized by the club or appoint a deputizing person to attend.
- Will be appointed to and/or relieved of their duties by the Board of Directors as per suggestions by technical committee.
- Will be answerable to the Executive for the overall conduct of the team on the field.
- Will be responsible for seeing that all scheduled games are fulfilled.
- Will be responsible to notify the team manager of their absence.
- Will be required to act at all time in a responsible manner displaying good sportsmanship and ensuring that their behavior reflects favorably on the club.

- Must follow instructions given by **VUSC** executives in regards with field closures.
- In case of no designated manager on the team all responsibilities of a manager shall become the responsibilities of the head coach.

RESPONSIBILITIES OF THE MANAGERS

- Will be responsible for selecting a team name and having same approved by the Executive.
- Will be responsible for reporting the score of the game to the designated individual in a timely fashion.
- Will be responsible for all player registrations and transfers to be managed in accordance with the governing and regulating authorities.
- Will be responsible for all information sharing with opponents regarding game times, park schedule and team colors and where necessary arrange team transportation.
- Will be responsible to report all serious accidents or injuries to the Club Secretary within 24 hours of the incident.
- Will be responsible for seeing that all scheduled games are fulfilled.
- Will attend all club meetings or appoint a deputizing person to attend and communicate all information to the team and/or the parents of the players.

CODE OF CONDUCT FOR PLAYERS:

- All players must respect any/all decisions made by any match official. **VUSC** has a zero tolerance policy for disrespect of referees, field marshals etc.
- All players must respect coaching staff and management team of **VUSC** and any opposing team. Zero tolerance on any sort of disrespect and/or verbal or physical abuse.
- All players must be present at the tryouts and shall be willing to play on the team that the technical directors and the coaches deem appropriate for their skill set.
- All players must be registered in their proper age group prior to use any practice or match facilities provided by **VUSC**.
- All players must respect all fellow players either on their team or opposing teams.
- All players must show up to practices/ games scheduled by their coaching staff unless they have acquired prior permission to miss the event.

- All players must notify the coaching staff of any/all injuries so that the coaching staff can make an appropriate decision in respect with the players use on field.
- All players must play with the spirit of sportsmanship.
- All players must only play in the gear assigned to them by VUSC

SECTION 12 DISCIPLINE:

VUSC has a comprehensive code of conduct for all participants of the game. Failure to comply with this code, the governing league rules, or Provincial (BC Soccer), National (Canadian Soccer Association), or International (FIFA) rules and regulations will result in sanctions. Discipline may be levied by any of the above mentioned institutions or the club. **VUSC** reserves the right to remove a member, a parent, a coach, or a referee at any time for failure to comply with its code of conduct.

Prior to the start of the regular fall season **VUSC** will have in place a discipline chair for internal club discipline as well as a 5 member discipline committee.

SECTION 13 ADULT PROGRAM:

VUSC has a very vibrant adult program which is vital for all club youth graduating teams to enter into. The following must be adhered to:

- All **vusc** adult teams must be fully registered with the club prior to the start of season.
- All **vusc** adult teams must wear only **vusc** supplied uniforms
- All fees for playing for the club must be paid prior to the start of the season unless approved by the board.
- All adult teams affiliated with **VUSC** must have **VUSC** has their name.
- If you need further information on VUSC Adult Program please contact at mahilkulwant@hotmail.com

SECTION 14 ADULT COACH RESPONSIBILITY:

As a member of VUSC, you are expected to treat everyone with dignity and respect. VUSC Coaches and athletes should be committed to advancing the awareness and understanding of our diversity in cultural and ethnic orientation and our physical abilities. Fair play, respect for others.

Sportsmanship are the corner stones of our Club.

As a Club coach and a representative of VUSC, you are expected to serve as a positive role model on and off of the field. It is your responsibility to be aware of and help control the actions of your players and the parents / spectators at your games and practices. Please be aware, if a spectator watching your game berates a player on either team or the referee, YOU will be held responsible to control this behaviour and/or ask the this person to calm down or leave the field area. If the offending person does not comply, once again it will be you who will be carded / penalized by the referee.

Remember, this is your responsibility as the coach of the team. Your team is supplied with Club uniforms from VUSC which are to be worn with dignity and pride. It is mandatory to accept and wear our Club Uniforms. We all need to take pride in showing we are members VUSC. Failure to accept and wear the supplied. Uniforms can be cause to not accept your team within the VUSC organization.

All registration fees and/or fines incurred during the season for the applicable league your team is entering will be the responsibility of the coach or manager of each individual VUSC team and will be paid Through your individual team funds. These fees and/or fines will not be paid by VUSC will supply fields, equipment and uniforms for your team and these items will be charged on a yearly invoice. New uniforms will try to be supplied every 2 years and charged prorated over that 2 year period. (e.g. \$348.00 charge for new uniforms will be charged at \$174.00 on each yearly invoice over a two year period) This invoice will be sent to you within the first 2 months of the season and must be paid promptly to VUSC or your field privileges can be revoked.

