



2021-22 ADMINISTRATIVE & POLICY HANDBOOK

This handbook is meant for district, club and team representatives. It will reference BCCSL rules and regulations at times, which can be found on the BCCSL website.

The BC Soccer Rules and Regulations can be found [here](#)

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All games are to be played in accordance with the FIFA/IFAB Laws of the Game and BC Soccer Rules and Regulations

1. ROSTERS

ROSTERS

All teams are required to have rosters entered in the QScriptor system, as this will let the league track players for discipline purposes and also allow teams to print game day rosters.

Each team should have at least one contact person added with an email address (coach or manager) who will receive an email with log-in access. The league will not add (or edit) team staff or players to the system, as this is a function done by teams, clubs or districts with admin access. The reason for this is that the league can't validate criminal record checks or other requirements that may be required by team staff, or confirm that a player is registered to a club at source.

The club administrator or team contact should then enter each players':

- First name
- Last name
- Birthdate
- Jersey number

The district is required to ensure clubs and/or teams have their team contacts entered with name and email address. If access to QScriptor is required by certain club or district reps, please ask Gordon for this access.

ELIGIBLE PLAYERS

Players need to be registered with their district prior to being added to an online team roster. A player must then be entered in the QScriptor system to be eligible to play in BCCSL games. The BCCSL doesn't validate player registration as this is done at the club/district level.

DELETING PLAYERS

For players leaving a team, please advise the BCCSL GM and he will remove them from the team's online/printed rosters. If being transferred, the league should be sent a copy of the completed BC Soccer transfer form and then the league will transfer the players between teams.

2. GAME DAY ROSTERS

The HOME team must print 2 copies of the game day roster for the game. This game roster has both teams' rosters printed on it, and will act as a record of the match and players not printed on the game day roster need to be written in on the game roster. The visiting team will edit their roster provided by the home team. This includes FRP players that can simply get written on the game rosters. Of course, it is strongly suggested that the visiting team also print a game day roster in case the home team neglects this responsibility. If the home team doesn't print or provide two rosters, this should be made aware to the BCCSL GM.

The process for game rosters:

1 - The HOME team will print 2 copies of their game day roster and bring them to the game. Rosters are set in the system that they can only be printed after Thursday at noon for each weekend's games. ie: you can't print game rosters 7 days ahead of a game.

2 - Both team coaches should verify, edit if needed, and sign the game roster prior to kickoff which validates the rosters provided to the referee, and ensure all FRP players are added and ID cards available for all players

- 3 - The referee should be provided one copy, and the visiting team should be provided another copy
- 4 - At the game's conclusion, the Referee will keep the official roster and report discipline into the BC Soccer discipline system. It is strongly recommended that the team managers take a photo of the completed game sheet prior to the referee's departure with the sheet after the game. This is the record of the match.

3. ID CARDS

As per BCCSL rules, all ID cards are required to have a level of play stipulated on the card. This is to assist with the fluid roster process so officials know which team a player is originally registered and playing with.

Virtual ID cards are also an option in the QScriptor system. However, keep in mind these are only connected to league games so if you're playing a tournament or travelling, you'll need to print hard copy cards too.

As per league rules, ID cards are required by October 1.

4. UNIFORMS AND ATTIRE

- 1) All teams must at all times appear in proper matching uniforms:
 - A. The League requires numbered uniforms for all teams for player identification with each number to be unique and match the team roster provided to the referee.
 - B. Proper footwear, shirt, shorts, and shin guards are required.
 - C. Players on a team must all wear the same color of shirt, shorts and socks, except for the goalkeeper.
 - D. Failure to be properly attired as a team may result in a fine. A color clash is based on the registered home team colors for each team.
 - E. In the event of a color clash it is the responsibility of the home team to change their strip to the satisfaction of the referee.
 - F. Home teams without a change of strip may result in a fine
 - G. Pinnies are an acceptable substitute for club uniforms in case of a clash.
- 2) Religious headwear (i.e. turbans, patkas, or keskis), insulin pumps, medical alert bracelets, and soft casts may be worn as per BC Soccer policies.
- 3) All jewelry must be removed.
- 4) Items of clothing and equipment are subject to the inspection by game officials.

5. WEBSITE AND COMMUNICATIONS

The BCCSL website (www.bccoastalsoccerleague.ca) is the main source for schedules, news, documents, and other important information.

We also have a twitter account where we will share news when we are in-season: @1BCCSL

6. DISCIPLINE

The BCCSL follows all of BC Soccer's discipline and sanctioning policies.

The BCCSL discipline process is this:

- 1) The referee reports any cards or discipline issued in the BC Soccer system
- 2) The BCCSL Discipline Manager reviews all discipline reported after every weekend
- 3) Discipline Committee members from each district can view discipline records provided by the BCCSL Discipline Manager, along with suspended players being unavailable to add to rosters for games they are suspended
- 4) The BCCSL is moving away from hearings for standard non-disputable discipline such as accumulated cards or straight red cards, however a hearing may be convened if required and that information would be conveyed to the team contact and district discipline representative

EXHIBITION GAMES

In general, red cards during exhibition matches (games not scheduled by the BCCSL) should be reported to the organization with jurisdiction.

For example, if two teams from the same club are playing each other and not scheduled by the BCCSL, any red cards would be sent to that club. If teams are from different clubs within the same district, the youth district would have jurisdiction. If teams are from different districts, BC Soccer would have jurisdiction.

Note that if red cards are received by BC Soccer, BC Soccer may also assign discipline to be undertaken at the district, league or club level depending on the incident.

7. COMMUNICATIONS

COMMUNICATING WITH THE LEAGUE OFFICE

Please allow a 36 hour turnaround reply to emails during peak periods. Teams and clubs should know that most communications to the BCCSL should come from the district representatives. We have found that most questions from coaches and team managers can already be answered by their club or district, and this streamlines all communications.

The ideal flow of questions and communications:



8. SCORE REPORTING

For the 2021-22 season, the HOME TEAM is responsible for reporting the game score before 9pm Monday night following the game into the QScriminator system. There is a link for reporting scores on the website's main navigation bar. Teams using this link will need the match number, which can be found in the top left hand corner of the match sheet. The match number can also be found on the League's Schedule page. If a score isn't reported by the home team by Monday at 9pm, the away team can do this function.

Alternatively, on the Schedule page, there is a 'Report Score' button to the right of the match listing. Teams using this button will not need the match number, as QScriminator will know they are reporting the score for that particular match. Please ensure that the match displayed in the score reporting page is the correct match that you are reporting the score for.

Enter the score and click on the Report Score button. Once a score has been reported and accepted by the League, all score changes and challenges must go through your club and/or District Rep. Teams are not allowed to report a corrected score for any match through the League website.

As with previous years, and following good sportsmanship, scores with a differential of 7 goals maximum are to be reported. I.e: if your team wins 9-0, please report 7-0.

9. SCHEDULES

It is the responsibility of the BCCSL to create, manage and oversee all scheduled BCCSL games. Ahead of the scheduling process, the BCCSL will send age groupings and requests for pairings to the District Schedulers. The BCCSL will also engage district or club reps when required to gain feedback on potential groupings or regional/travel issues.

Any interaction regarding the schedule should only occur between the District Scheduler and the BCCSL Scheduler.

At Thanksgiving, there may be re-tiering adjustments made for all divisions. Any new teams wanting to join after Thanksgiving need to be submitted through the District representatives to the BCCSL scheduler by October 1st.

10. GAME CHANGE REQUESTS / FORFEITS

As per league rules, there are very limited reasons for a game to be rescheduled ahead of time. All game change requests MUST come to the BCCSL Scheduler in an email with full knowledge of the District Schedulers. In fact, without requests coming from the District Schedulers themselves, or with them copied on the email, requests won't be considered.

Forfeits will be recorded as 1-0 to the opponent, and teams forfeiting will be charged a minimum \$250 plus possible game and travel costs.

The league should be made aware of all forfeits using [this link](#) or of teams that don't show up for their scheduled game.

11. TRANSFERS

All transfers follow BC Soccer transfer rules. For players being transferred between BCCSL teams, a copy of the BC Soccer approved transfer should be sent to the BCCSL Manager. The league will then move the players between teams in the QScriptor system.

12. PROTESTS

For game protests, the protest must be in writing and received within 48 hours of the game, and emailed to matt@bccysl.ca.

The protest fee of \$250 (payable to BC Coastal Soccer League) must be received within 4 days of the game at this address:

*BC Coastal Soccer League
% Matt Holbrook
Unit 217 - #8 - 6014 Vedder Road
Chilliwack, BC,
V2R5P5*

The protest form can be found [here](#).

13. FLUID ROSTER PROCESS

The BCCSL implemented a fluid roster process (FRP) that replaced the permitting forms and process, and the old “inter-club permits” or “playing up policy”. This was put in place to aid in player development, and to assist teams requiring players to top up their rosters to their registered roster size. It is strongly recommended that teams using FRP read the full outline within the league rules. No paperwork permits are required for any BCCSL games, the registered players just get written on the game sheet and their ID card is shown to the referee during the ID card check.

It has been clarified that regional metro teams (*Vancouver FC, Surrey Selects, Burnaby District, and Fraser Valley*) can pull up players from clubs within their district as they don’t necessarily have their own lower level club teams.

14. TIE-BREAKING FORMULA

The league will continue using PPG (points per game) to determine final standings. This will be used in all divisions where an uneven number of games have been played. After using PPG, remaining ties in standings will be broken with the following formula:

- 1) Head to head results
- 2) If there are no head to head games or the total points between the teams is level, then goal difference will be looked at next

- 3) If goal difference is the same, then most goals scored (based on average per game if necessary) will be used
- 4) If all these don't break the tie, a coin toss by the League Manager will break the tie

15. REFEREES

CHECK-IN

Referees should arrive and check in with teams 30 minutes prior to kickoff, at which point the rosters and players' equipment should be checked.

SCHEDULING

The BCCSL does not schedule or pay referees for any divisional games. These tasks are done within your district.

REPORTING YOUR DISCIPLINE

All referees are to report their BCCSL discipline (all yellow cards, red cards, sending offs, and all incident reports) for league and league cup games in the BC Soccer Discipline system [HERE](#).

For BC Soccer Provincial Cup play, referees will follow BC Soccer's directive for reporting discipline.

ID cards remain with the teams, so Referees do not collect ID cards for any red cards or ejections. Referees should complete the notes section for all incidents relating to the discipline/cards issued, and also note their last name should be provided for the BCCSL's internal ability to track. Here is an example of a satisfactory incident report:

"John Doe (#4) from Club FC was shown a red card for denying a goal scoring opportunity with his hand in the 37th minute of play. He left the field without incident. Ref: Smith"

2ND CAUTION IN THE SAME GAME INSTRUCTIONS

When referees send off a player for a 2nd caution in the same match that they ONLY enter the send-off as a RED card. Referees DO NOT enter the first caution separately followed by the red for the second caution. Nor do they enter the two cautions followed by the red card.

They ONLY enter the red card report which will include the details of the two cautions; the time and the reason for the foul.

The reason for this is that players receive an automatic one game suspension for receiving their 3rd caution in a season and when referees enter both the yellows and the reds from a single game it skews the statistics.

Obviously if a player receives a yellow and a straight red in the same game both cards would be reported.

REMINDER: The Discipline Committee needs detailed red card reports in order to make their decision on suspensions.

ie: If a player was sent off for "Abusive Language" be clear in the report what was said and who it was directed at; be clear if the send-off was for Violent Conduct, for instance "an elbow to the head" was it deliberate or an accident.

REFEREE FEES

The BCCSL doesn't determine what referees are paid, as this is done within district. However, the BCCSL board has agreed on a maximum allowable to be paid for all BCCSL games. These are the MAXIMUM fees that officials for BCCSL games can be paid:

Division	Centre Official	Assistant Official
U11 / U12 Div 1 & 2	\$30	n/a
U13 / U14 Div. 1 - 3	\$50	\$25
U15 / U16 Div. 1 - 3	\$60	\$30
U17 / U18 Div. 1 - 3	\$70	\$35
U13 / U14 Metro	\$50	\$30
U15 / U16 Metro	\$60	\$30
U17 / U18 Metro	\$70	\$35

16. BCCSL STAFF CONTACTS

General Manager:

Matt Holbrook

admin@bccysl.ca

Scheduler:

Gordon Quan

scheduler@bccysl.ca

Discipline Manager:

Jackie Larson

jackielarson40@gmail.com