



Information Guide 2011-2012

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RCYSC Mailing Address

RSYSC
PO Box #291
720 6th Street
New Westminster
V3L 3C5

Introduction

As President of the Royal City Youth Soccer Club, I would like to welcome everyone, young and old to an exciting 2011– 2012 soccer season. Our club currently consists of about 1100 players plus all coaches, referees, managers, and many other volunteers.

For those of you who are new to the Club, thank you for joining us. Our goal is to provide an opportunity for kids to learn and love the beautiful game, to meet new friends and to learn the discipline of training for a sport.

For those of you who have been members in the past, thank you for coming back. There have been a number of major changes and challenges since the last season. We have moved Districts in the past summer. Both the boys and girls sides of the club are now part of Burnaby District. There are new relationships to manage and new challenges to overcome, but the executive see this as a step forward. BC Soccer has also implemented a new tier in competitive soccer at the youth level – the EA Sports High Performance League. A number of our players from last year have been selected to play at this level, and we wish them well. I think it is a positive step that some of our players have excelled enough in our club to play at that level.

I would like to thank our coaches, managers, executive members, and all of our other volunteers that put in many hours of work to make this Club a better place for our children to play. Every volunteer plays an integral role in the operation of the Club, and without them, this Club wouldn't exist. No matter how insignificant a task may seem, it is the power and team work of the volunteers that make a successful Club and ultimately a fun and safe place for our children to play soccer.

We have a Club Manager who helps in coordination of all volunteers and is the main contact person for the operations of the club. If you have questions or suggestions, please contact your coordinator, the Vice-Presidents, the Club Manager or myself. The Club Website, www.rcysc.com, is a great source of information, as are the other Websites listed in this hand-out.

To all Players: I wish you the best of luck for the upcoming season. As I tell my team every year, the first rule is to have fun, and the second is to work hard for your team mates. To the parents: enjoy the efforts of our young athletes. Regardless of the score, when we all participate and honor those that play, we are building a stronger and healthier community for our children to grow up in.

Regards,

**Colin Meldrum
RCYSC President**

Contact List

***For RCYSC information Contact the Club Manager at
604.526.3145(Home) or 604.813.3145 (Cell)**

Position	Name	E-mail	Telephone
Club Manager	Karen Murray	clubmanager@rcysc.com	H: 604-526-3145 C: 604-813-3145
President	Colin Meldrum	president@rcysc.com	H: 604-521-0264
Treasurer	Stefan Ferris	treasurer@rcysc.com	
Secretary	Trudi Hughes	secretary@rcysc.com	H: 604-521-1149
BOYS Vice-President & Westminster District Rep	Peter Marken	vp-boys@rcysc.com	H: 604-524-3407 C: 604-816-8915
GIRLS Vice-President & North District Rep	Peter von Riedemann	vp-girls@rcysc.com	H: 604-526-5092 C: 604-790-3214
Registrar	Nel Grond	registrar@rcysc.com	H: 604-523-0255
Past President	Richard Duncan	past-president@rcysc.com	
Burnaby District Reps	Colin Meldrum Peter Marken Peter Von Riedemann Karen Murray	president@rcysc.com vp-boys@rcysc.com vp-girls@rcysc.com clubmanager@rcysc.com	
4 District Rep	Jessie Fung	super8-boys@rcysc.com	
COORDINATORS			
Divisional Coordinator BOYS U13 - U18	Anne Tamboline	divisional-boys@rcysc.com	H: 604-526-2204
Super 8 Coordinator BOYS U11 & U12	Jessie Fung	super8-boys@rcysc.com	
House Coordinator BOYS U10	Colin Meldrum	u10-boys@rcysc.com	H: 604-521-0264
House Coordinator BOYS U9	<i>Chris Stier</i>	u9-boys@rcysc.com	
House Coordinator BOYS U6 – U8	Heather Corbett	u6-u8-boys@rcysc.com	H: 604-527-8466
House Coordinator BOYS U5	Julie Timofee	u5-coed@rcysc.com	
Divisional Coordinator GIRLS U13 - U18	Wayne McCarthy	divisional-girls@rcysc.com	H: 604-515-9751 C: 604-961-2689
Super 8 Coordinator GIRLS U11 & 12	Janice Shuster	super8-girls@rcysc.com	H: 604-521-3793

House Coordinator GIRLS U9-U10	Kristine Gosselin	u8-u10-girls@rcysc.com	H: 604-515-3996
House Coordinator GIRLS U5 – U7	Paula Bollen	u5-u7-girls@rcysc.com	
MANAGERS			
Risk Manager	Ron Unger	risk-manager@rcysc.com	
Technical Director Coordinator	Mike Skelton	td-coordinator@rcysc.com	H: 604-540-8800
Equipment Manager	<i>Shawn Cody</i>	equipment-manager@rcysc.com	H: 604-529-1440
Uniform Manager	Lisa Lee NON VOTING	uniform-manager@rcysc.com	H: 604-520-7130
First Aid Manager	Jordan Samek NON VOTING	first-aid@rcysc.com	H: 604-520-7130
Key Manager	Brian Lowka NON VOTING	key-manager@rcysc.com	
Head Referee	Colin Lawrence	head-referee@rcysc.com	
Referee Scheduler	<i>Karen Murray</i>	ref-scheduler@rcysc.com	H: 604-526-3145
Referee Scheduler U8-U10	<i>Diana Behn</i> NON VOTING	ref-scheduler-minis@rcysc.com	
Field Scheduler	Karen Murray NON VOTING	field-scheduler@rcysc.com	H: 604-526-3145 C: 604-813-3145
Practice Gym Manager	Glenn Warren NON VOTING	gym-manager@rcysc.com	H: 604-250-6868
Fields Manager	<i>Paul Roder</i>	field-manager@rcysc.com	H: 604-525-5288
Special Events Coordinator	Jessie Fung	events@rcysc.com	
Member-at-Large	Guy Ciprian	guy@rcysc.com	
Member-at-Large	Lisa Lee	lisa@rcysc.com	H: 604-520-7130
Gear Exchange Program	Jennifer Anderson	jennifer@rcysc.com	
Web Site Manager	Wayne McCarthy	webmaster@rcysc.com	
TECHINCAL STAFF			
Technical Director	Gerry Heaney	gerry@rcysc.com	
Technical Director	Ian Wakeling	ian@rcysc.com	
Asst Technical Director	Daryl Larson	daryl@rcysc.com	
Asst Technical Director	Sava Miljanic	sava@rcysc.com	
Goalkeeping Director			

Season Calendar

Date	Activity
Thursday September 8, 2011	RCYSC Coaches' Meeting
Wednesday, September 14, 2011	Grassroots Coaching Development at Centennial Community Centre – register at bcsoccer.net
Saturday September 17, 2011	Children's Coaching Certification at Centennial Community Centre – register at bcsoccer.net
September 10 & 11,	Play begins for: Boys: U11 Development U12 – U18 – all levels Girls: U12 Development: U13 – U18 – all levels
Thursday September 15	Managers' Meeting Centennial Community Centre @ 7:15
September 17 & 18,	Season for U5 – U11 House teams and U12 House Girls
Monday September 26	Executive meeting – Meets 4 th Monday of the month
Saturday October 1, 2011	Team photos at the Queen's Park Bandshell for: <ul style="list-style-type: none"> Girls: U6 – U18 Boys U17 – U18
Sunday October 2, 2011	Team photos at the Queen's Park Bandshell for: <ul style="list-style-type: none"> Boys: U5 – U16
October 1 & 2, 2010	Club Fundraiser included with Photo Weekend
Thanksgiving Weekend 2011 October 9 – 11 th	3rd Annual Super 8 Select and House Tournament Mercer Oval
Thursday November 24, 2011	RCYSC Pub Nite at the Terminal Pub
December 1 st , 2011	School gyms close til January 2012
Weekend of December 10 & 11 th	Last games before XMAS break
Weekend of January 7 th , 2012	League play resumes
Late January 2012	Registration for Spring Soccer
Saturday March 3, 2012	Anne Monk Tournament for U5 – U7 at Moody Park
April 4 th 2012	Early registration for Fall Soccer 2012
Wednesday March 7 or 14, 2012	Annual General Meeting at 7:00 (dependent on Spring Break)
Late April – late June	Spring Soccer and Futsal
Late March – Early April	Try-outs for U11 and above players
Mid June 2012	Late fees added to Registration

Special Events

Team Photos

Coaches will be given their photo packages at the coaches' meeting which includes the order envelopes and times. Team photos are scheduled as follows:

Girls U6 – U18 and Boys U17 – U18: Saturday, October 1, 2011

Coed U5 and Boys U6 – U16: Sunday, October 2, 2011

Location: Queen's Park Bandshell – RAIN or SHINE

Managers/Coaches: Please hand out envelopes with photo time to players/parents one week in advance so photo choice can be made. Have players bring envelope on photo day.

Please have your players arrive 15 minutes before photo time and be ready with the following:

- All players in uniforms (including socks and cleats) with shirts tucked in and hair combed
- Order envelopes filled out, even if not making a purchase. ALL players receive a free Memory Mate (individual & team photo). All teams receive 2 free team photos for coaches.
- Cash or cheque if making a purchase.

Parents of U14 teams will be recruited to volunteer at this event by the Club Manager.

Photos take approximately 4 weeks to process and there will be a pick up time, date and place announced. Each team will be responsible to send a representative to pick up their team photos. Any questions about team photos can be directed to the Club Manager, Karen Murray, at 604-526-3145.

Photo ID Cards required at certain ages by BCSA will be looked at after the photo weekend.

Club Fundraiser Weekend

Included with Photo Weekend will be a Club Fundraiser. ABLE TO VOLUNTEER a few hours? – Contact Karen Murray at clubmanager@rcysc.com

1. Used Equipment and Donations Exchange/Sale

- Donation of boots and shin pads are welcome – contact Karen Murray: clubmanager@rcysc.com or bring to the site on Saturday October 1st @, 9 am.

2. New Equipment

- RCYSC Baseball hats: \$10 each
- RCYSC Underarmour: \$20
- RCYSC Polo Shirts and other items
- RCYSC Club T-Shirts: \$10 each

Pub Night

November 24th, 2011 at the Terminal Pub. Cost \$20.00. Details on website shortly.

Tournaments

Each Royal City team is entitled to enter one tournament per year at Club expense. The Club will pay up to \$300 for House teams and \$375 for Divisional teams. To take advantage of this, the coach/manager must select a tournament, sign up for it, pay for it, present the proof of payment with an address to mail the cheque to the Club Treasurer who will issue a cheque to reimburse the tournament entry fee.

All the Boys and Girls U5 – U7 teams are invited to play in the Anne Monk Tournament, which is hosted by the Club on March 3rd, 2012. This is considered their Club paid tournament.

Once the season gets underway, both the Club Website and BC Soccer Central have links to upcoming tournaments.

Anne Monk Memorial U5 – U7 Tournament

The Anne Monk Memorial Tournament is open to all Boys & Girls in U5 – U7 divisions of Royal City Youth Soccer Club.

We hold this annual event so that former RCYSC President Anne Monk's spirit will live on in the hearts of the boys and girls playing soccer in the Royal City. The tournament features a 50/50 draw, and the money raised is donated by RCYSC to the BC Cancer Foundation in Anne's memory.

This annual event is a fun and friendly way of introducing young players to the spirit of tournaments.

This season's Anne Monk Memorial Tournament is scheduled for Saturday, March 3, 2012.

Club Donation/Exchange Program – *NEW this year*

If you have slightly worn cleats or shin pads, consider donating them to the Club for those that may have tighter financial needs. You are also able to exchange one item for another, ie a larger size. Contact Jennifer Anderson at jennifer@rcyssc.com. The bin will be available for donations or exchanges at Photo weekend, October 1st and 2nd.

Field Information

Practice Fields

The most up to date practice schedule can be found at www.rcyssc.com.

Shortly, New Westminster will have a second turf field at Queens Park East. Stay tuned to the website.

Sapperton is subject to closure due to poor weather. If the fields are closed you will be asked to move to either Canada Games Field (Anne Monk Memorial Field) or Mercer Oval. If that happens, the teams which practice at Mercer Oval and All Weather Field must allow the extra teams onto the practice fields. The Club has portable goals and Coerver shooting nets, which can be used, at practice fields.

Field Lighting

City has switched over the activation of the field lights to the user groups. Groups will activate the turning on and off of the field lights (**with the exception of Queen's Park East Field**) by a PIN pad at each field. Each user group will be issued their own 5-digit PIN number that is attached only to their group. This number will only work on fields where the Club is booked by the field scheduler through our Parks, Culture and Recreation office. If we are not booked, you will not be able to activate the lights.

Royal City Youth Soccer – PIN # 20005

Remember that unless you are booked on the specific field at the specific day and time you will not be able to activate the lights!

PIN Pad locations:

Mercer OVAL – on the outside of the electrical utilities box at south end of the stands.

Sapperton Park – outside the washroom building between the men's & ladies washroom doors

CGP All Weather/AnneMonk Field – attached to the light pole left of the entrance to the field.

Queen's Park Stadium – on outside wall beside the door leading into the 3rd base dressing room.

Moody Park #1 Ball Diamond – on the wall of the scorekeepers building at the main entrance

Lights at Queens Park East Turf Field – details to follow

Field Closures

During times of poor weather, the city will close fields to adult users and post this information on the New Westminster Parks, Culture & Recreation field phone line. City allows RCYSC to use its judgment as to the playability of a field. The Club has the last call. **RCYSC Field Scheduler will alert you if your field is closed. City's Field Hotline is for Adults groups ONLY**

As a guideline for coaches, games should not be played if the field has snow, ice, frost or standing water. In most cases this decision should be done with the agreement of both coaches and the referee. There may be occasions when the Field Manager or your Coordinator will close fields due to weather conditions.

With the increase of sand-based fields in the city, the number of times the above conditions will exist should be very limited. This does not preclude two coaches agreeing at least 24 hours before a game to postpone for weather related reasons. If this happens, then please notify the Referee Coordinator as soon as possible so that we do not get charged for the referees.

Grass Field Maintenance Required by Teams

Teams using grass fields can also help maintain them by replacing divots at the end of each practice or game, and by keeping parents off the fields. The last point is very important for U5 – U7 teams at Terry Hughes. Since we extensively use Terry Hughes, it will be ruined before the season is over if we do not discourage parents from standing in the same spots on the field. So please move your game fields around on the pitch.

It is important for teams to get parents to assist as follows:

- First team of the day to set up the field: nets, cones, visual check for field safety
- Last team of the day to put equipment away

Field Lining

The first team of the weekend is responsible for lining the grass fields if it needs fresh lining. Please assign parents to take on this task. All lining equipment is in the RCYSC lockbox with the game equipment. The City burns the lines on the field at the beginning of the season. The teams will be paid at the end of the year if they invoice the Club Treasurer as follows:

- \$7 per game for the U8 – U12 fields. About 20 – 30 minutes
- \$10 per game for the U13 – U18 fields. About 30 – 40 minutes

At any time if the field needs a touch up, please do so.

Field Lockboxes

Our Equipment Manager would like a parent responsible at each field to maintain our boxes. The paint cans are recyclable at the recycling depot in New Westminster. If you are nearby to a grass field, or willing to check the box when you have a HOME Game, please contact Shawn @ equipment-manager@rcysc.com. This should be done about once a month.

Duties include:

- An inspection of the box
- If there are items missing, damaged or need replenishing, report to Shawn Cody, Equipment Manager what is needed and he will tend to the box

Practice Gyms

School gyms will be assigned towards the end of September. Priority is given to the younger teams but there are a few later gym times that are assigned to the older teams. Due to the amount of teams in the Club and the limited gym space given to us by the city, all U5 – U8 teams must share their assigned gym with another team.

All school gyms are closed on December 1, 2011 and is open starting Tuesday, January 3, 2011.

Please note that there are many gym closures through-out the year due to Pro D days, statutory holidays and other special events. There will be a Gym Closure schedule, but there are always some unplanned closures from the schools. It is always recommended to contact the school ahead of time to verify that the gym is available for your designated practice time.

Artificial Turf Use Regulations

RCYSC asks that all Players, Coaches, and Parents adhere to the following rules set forth by New Westminster Parks, Culture & Recreation when using the turf field.

The Mercer Oval Synthetic Turf Field & Queens East are specialized field sport facilities designed specifically for the needs of community sport organizations. As compared to traditional grass turf fields, the use, care and maintenance of this new field require a different approach to ensure user safety and optimal field performance.

It is critical that all community sport teams and organizations inform their respective members of the conditions of use for the synthetic turf field as outlined below. Failure to comply with the specified conditions of use will negatively impact the condition of the field for all users and may result in loss of the organization's field use privileges.

Conditions of Use:

Footwear

Soccer shoes, multi-cleats, turf shoes and running shoes are all effective on synthetic turf fields. Metal cleats and spikes, and shoes with plastic cleats longer than $\frac{3}{4}$ " are not permitted. Track users with spiked track shoes should avoid walking/running on the field. Please clean footwear using the designated shoe brush stations prior to entering the field.

Food and Beverages

Only water in plastic containers is permitted on the field. Teams using water jugs and cups are requested to use paper cups only. No other beverages or food (especially sunflower seeds, gum or tobacco products) are permitted on the field at any time.

Smoking

Smoking is not permitted on the field or track. Please set an example for our youth.

Pets

Dogs and other pets are not permitted on the field under any circumstances.

Vehicles and Bicycles

Only authorized service vehicles equipped with turf tires are permitted on the field. Emergency vehicles (i.e. ambulances) should be encouraged not to drive on the field. When it is absolutely necessary to drive on the field, emergency vehicles must use care when stopping, starting and turning (wide turns only). Bicycles are not permitted on the field.

Field Inspection and Clean-up

Each organization is responsible for conducting a preliminary field check for any obvious hazards or unsafe conditions prior to use. At the end of each session, users are requested to remove all refuse from the field and dispose in garbage cans.

Spectators

In order to avoid unnecessary wear and tear on the field sidelines, only players, coaches and officials should be on the field. Spectators are requested to view games and practices from the stadium grandstand.

Field Markings

All required games lines have been permanently installed in the field. No other line markings (temporary or permanent) are to be applied without prior authorization by the Parks, Culture & Recreation Department.

Sport Goals

All sport goals must be suitable for use on synthetic turf and not have any sharp edges or corners. Goals for football, soccer and field lacrosse are supplied by the Parks, Culture & Recreation

Department. It is the user's responsibility to properly secure/store goals at the end of each field use session.

Furnishings

The use of tables, chairs and tents on the field should be avoided. When it is necessary to place such furniture or other objects with point loads, the field should be protected from possible puncture by covering the turf with plywood or other load disbursing materials.

Sport Shoe Information

Sport shoe technology is constantly being updated and the interaction between turf (natural and synthetic) and footwear is complex. However, some general principles should be considered when selecting footwear for use on synthetic turf.

To reduce the risk of injury due to foot lock, avoid using shoes with long cleats (11 mm or longer) or shoes with dense cleats. Footwear with flat soles (no cleats) is adequate only under dry conditions. For wet or dry conditions, the best footwear is cleats with low profile studs (5 mm to 8 mm). Under no circumstances are shoes with metal cleats shoes appropriate for use on synthetic turf fields.

Reporting Problems

If teams from outside of New Westminster are using City fields, RCYSC endorses you requesting the group to leave the field.

Please report any concerns or observed problems to the Parks, Culture & Recreation Department at **604.527.4567** (8:30 am – 4:30 pm).

Should field conditions ever be deemed to be unsafe for sport use, it is the field user's responsibility to cease using the field and report the problem as soon as it is practical to the Field Manager or Scheduler.

Notice a problem evenings or weekends? Call Canada Games Pool (CGP) **604.526.4281** or **#911** if it is a serious offence.

Coaches' Information

Resources and Coaching Support

Each team is strongly encouraged to take advantage of the Technical Staff provided by the Club. Coaches, players and teams benefit with access to the high-level training available.

Three (3) team-training sessions with a Technical Staff member are provided by the Club at no expense to the team. The team must arrange these sessions.

To schedule a team session contact Mike Skelton at td-coordinator@rcyssc.com or 604.540.8800

In addition, New Westminster Public Library has several excellent video tapes and other material on coaching soccer. As well, there is a wealth of information on the Internet, just a Google away.

Coaching Clinics

Children and Youth Coaching Clinics are offered by RCYSC this season. For sessions, contact Stephen Lowry at Stephen@rcyssc.com. The club reimburses RCYSC Coaches who obtain their certification.

Grassroots Coaching Course Wednesday September 14th Centennial Community Centre

Children's Coaching Certificate Saturday September 17th, 2011 Centennial Community Centre

Youth Coaching Certificate TBA

Peer Mentorship

In 2008, RCYSC introduced a Peer Mentorship/Training program. We are looking for dedicated volunteers, boys and girls, at the U15 to U18 level (aged 14 to 17) willing to give some of their personal time to assist coaches and players participating at lower levels in the Royal City Youth Soccer Club, ideally at the U6 to U10 levels. In return, volunteers will earn hours that can be applied to their requirements for high school.

Managers, please encourage the players on your older teams to look into this worthwhile program. For more information, visit <http://www.rcyssc.com/PeerTraining.htm>.

RCYSC Academy Sessions

Royal City Youth Soccer is committed to the development of players. In support of this commitment, the Club is offering skill development camps to Boys and Girls U8 – U15.

Parents/Guardians register participants online at www.rcyssc.com. Further details on website.

Member Feedback

New this season is a link on our webpage (Member Feedback) for all members to report or offer insight to the Club. This is located on the right hand side of the main page at www.rcyssc.com

Managers' Information

Royal City Youth Soccer encourages every team to designate a Manager.

Managers take care of all those small details such as oranges, nets, paying referees, phoning, delegate field lining and maintenance; leaving coaches more time to focus on the players, focus on the game and coach. And from the Club's point of view, having a manager is one more way your coordinator can contact your team if need be.

The purpose of this section is to assist Team Managers by clarifying the duties and responsibilities associated with the position. It is merely a guideline. You may choose to implement some of the ideas and you will certainly add new ideas as the season progresses.

While it is not necessary for any one individual to conduct all tasks on their own, it is necessary that the Team Manager accept responsibility that someone is doing them.

Role of the Team Manager

Communicate with your coach! Remember that the coach's primary responsibility is coaching. The Team Manager needs to take on the responsibility for the operation of the team off the field. Make sure your coach knows what you are going to do. Talk to the coach and ask for input into the bulletins and on ideas and goals for the team. Your job is to guide the parents.

Player Lists

A player list should be produced and distributed to all parents and coaches.

The list should include:

- Player name, jersey number, player email address if applicable
- Address and phone number
- Parent's names and contact information
- Coaches' and manager's names and phone numbers

Practices

Field and gym times are usually shared by multiple teams.

Please contact the Field Scheduler, Karen Murray field-scheduler@rcysc.com if you need to change your time or if you will not be using your set time so the Club can reassign the time slot.

Always try to work it out on the fields. Sometimes fields become unusable and teams relocate.

For Gym changes, contact Glenn Warren gym-manager@rcysc.com.

Game Schedules

Game schedules should be produced and distributed to the coach and players. If you have a home game change, please contact game scheduler, Karen Murray. For away games, make contact with the opposing coach to confirm jersey colours, game time and field location.

Exhibition Games

A maximum of 3 exhibition games per team is funded by the Club. Keep track of your exhibition game referee expenses on your financial statement for reimbursement. You are able to share the cost with another team if you want to stretch your referee allowance.

To organize an exhibition game please contact Karen Murray at clubmanager@rcysc.com.

Cancelling Games

If your team cannot make an AWAY game, it is your responsibility to cancel the game. You do this by phoning the coach or manager of the team that you are playing. You should give 48 hours notice or your team may be responsible for paying for their referees and field time. Email is neither acceptable nor recommended as is possible for the message to be missed.

This rule also applies to your HOME game. Notify our scheduler at least 48 hours in advance so that they may re-book the field time and contact the Referee Scheduler to cancel your scheduled referees. You must phone within 48 hours. Email is not acceptable nor recommended as is possible for the message to be missed.

Due to weather, there is a fair amount of field closures over the season. The Field Scheduler will let you know if your game is cancelled or moved. Minor sports groups in New Westminster have the discretion whether to use the fields or not. The City closures apply to adult users only.

Game Day Set Up and Take Down Procedures

On game days the first team to play is responsible to set up all equipment. The coach will be busy with the players, so this is a great way for parents to help the team. All equipment is found in the lockboxes on our booked fields.

The first team of the weekend is responsible for lining the grass fields if it needs doing. Please assign parents to take on this task. All lining equipment is in the lockbox with the game equipment. The City burns the lines on the field at the beginning of the season, so it is quite easy to do. The teams will be paid at the end of the year if they invoice the Club Treasurer

- \$7 per time for U8 – U12 fields (20 – 30 minutes)
- \$10 per time for U13 – U18 fields (30 – 40 minutes).

At the end of the day, the last team to play is responsible for putting away all equipment and ensuring the lockbox is locked.

NOTE: If you think that there is a game following yours, and yet no one has shown up, ALWAYS put the equipment away.

Referee Fees

The Club provides teams with a float of funds for referees (8 games worth). The team is required to keep a record of how fees are used by recording dates, amounts, and names of the referees being paid. You will receive this form along with your team's referee cheque at the beginning of the season. The form is also available on our Website at <http://www.rcysc.com>. This form must be completed and returned to our Club Treasurer at the end of the season. Referees are to be paid at the start of the game and paid individually with the correct cash amount.

When you get your cheque, cash it in the correct denominations per game, put in separate sealed envelopes with the home game date on the front. Then grab and go.

If your referee hasn't arrived 15 minutes before game time, contact your Referee Scheduler who may be able to supply a replacement:

- Minis (U9 – U10): Diana Behn at 604-525-6890
- Divisional (U11 – U18): Karen Murray at 604-526-3145

If necessary, the game can be played with a missing official if it is agreed to by both coaches.

If there are problems with the referee contact the appropriate Referee Scheduler via an email report.

Team Conduct

Our Club is held responsible for the behavior of everyone associated with our teams, be they coaches, players or parents. Coaches are not in the stands with the parents, but you are as a Team Manager. Verbal abuse of coaches, referees, players or opposing team fans will not be tolerated. Managers and coaches of each team should organize a meeting with all their parents in which the Club expectations regarding appropriate conduct can be discussed as well as repercussions for failure to adhere to this policy. This policy will be strictly adhered to by all.

Team Jerseys and Equipment

Team uniforms are provided by the Club. It is recommended that the uniforms do NOT go in a dryer. Please hang to dry.

Players **must return** their jerseys and shorts at the end of the season to their Coaches or Managers who will return the Team set to the Club. Time to be announced

Coaches/Managers must return their Equipment – balls, cones, first aid, pinnies.

NEW RCYSC requests coaches go through their balls at the end of the season and donate worn balls to their local school, church or neighbourhood facility. Balls in good shape must be returned to the Club.

The Club will provide each team with game and practice equipment, first aid kit and keys for our lockboxes. It is the responsibility of the coach and manager to keep the equipment in good condition. Any problems with equipment should be directed to the Equipment Manager, Shawn Cody at (604) 529-1440 or equipment-manager@rcyssc.com.

Member Feedback – NEW

New this season is a link on our webpage (Member Feedback) for all members to report or offer insight to the Club. This is located on the right hand side of the main page at www.rcyssc.com

Other Club Information

Equipment Pick-up

Check with your coordinators for times and location.

Executive Meetings

The Royal City Youth Soccer executive meetings occur once per month at Centennial Community Centre on 6th Street. Meetings are typically the 4th Monday of the month at 7:00 pm. Please check our Website <http://www.rcysc.com> for an up to date schedule. We have a few positions unfilled and would LOVE your help. Contact the Club Manager to find out more information. All Club members are welcome to attend our monthly meetings.

Annual General Meeting

It is your responsibility to make all parents on your team aware of this meeting. Encourage them to attend. Our Club is always looking for new people with new ideas. The executive is made up of volunteer parents who care very much about youth soccer and children. You don't have to be experienced to get involved. Enthusiasm is the only qualification needed!

The next Annual General Meeting (AGM) is mid-March 2012 (dependent on Spring Break)

Insurance

Every child who is registered and paid is insured through BC Soccer. Should a player be injured, this insurance can be utilized. Complete information is available on the BC Soccer Website at <http://www.bcsoccer.net/bcsa>. This insurance coverage is mandatory for all players. That is why players who have not paid their fees are not permitted to play or practice with Royal City teams.

Fundraising

The Club decided to eliminate the mandatory requirement for teams to sell chocolates. Teams are welcome to initiate their own fundraising activities. All teams are required to keep a financial record that includes fundraising activities.

Often, teams require additional funds in order to participate in tournaments or purchase other items for the team players such as trophies, etc. and will often hold fundraising events on their own to reduce the amount of funds required directly from parents. It is a good idea to discuss your team's goals with your coach and parents and come to a mutual consensus on the amount of fundraising to be done.

Team Financial Reporting

At the end of the season, all team managers are to provide all team parents with a financial statement outlining all funds received and how the funds were used. The RCYSC executive is also to receive a copy of this financial statement.

Media Coverage

The local papers, The Record Now and The Newsleader, will publish game summaries in their Sports Sections, space permitting. Contacts are:

- The Record: 604-525-6306
- The Newsletter: 604-438-6397

Trophies

The Club recommends Hyack Trophies, located at 944 – 12th Street in New Westminster. The owner's name is Brad Garisto and his phone number is 604-525-2350.

Wrap-Up Parties

This is generally your last function of the season, a time to give the players their trophies or plaques (optional), recognize your coaches and parents that helped out throughout the season and to just have a good time. Players always look forward to their wind-up party and it is the last event they'll have a memory from, so make it a good one.

Risk Management

The Royal City Youth Soccer Club is committed to promote the health and safety of all our players and members. To help ensure this objective, RCYSC, has designated an executive position titled Risk Manager to oversee and implement the Risk Management Policy of the Club. All volunteers, which include executive members, coaches, assistant coaches, and managers, must complete the appropriate **BC Soccer Association Volunteer Disclosure Statement** and a **Police Record Check (PRC)**. Police Record Checks need to be done every 3 years.

The Risk Manager is responsible to maintain these forms under strict confidentiality. All forms and procedures related to the screening process can be found at <http://www.rcyssc.com>. If you have any questions about this process you may direct them to risk-manager@rcyssc.com.

Useful Websites

Our Club's Website is <http://www.rcyssc.com> and it has a lot of useful information and links. Other useful links include:

- www.burnabysoccer.com - the link to Burnaby District, the governing body of Boys' & Girls' soccer for RCYSC
- www.bccgsl.ca - the governing body for RCYSC Girls Divisional Soccer
- www.4districtsoccer.com - the governing body for RCYSC Boys Divisional Soccer
- www.bcsoccercentral.com - is an excellent soccer resource, with a multitude of links. Included are schedules and directions to every soccer field in the Lower Mainland
- www.bcsoccer.net/bcsa - (BCSA) British Columbia Soccer Association. The provincial governing body for all soccer in BC.

Royal City Youth Soccer Club Policies

As of August 22, 2011

The following policies are hereby deemed to be official for the Royal City Youth Soccer Club (RCYSC):

A) General Policy

1. The general aim of the RCYSC is to promote participation at all levels of play, good sportsmanship, fair play, and to increase skills in the game of soccer.
2. The operational year for the RCYSC shall be a twelve-month period ending the last day of February.
3. The policy handbook shall be reviewed by the Executive at least every 2 years.
4. The policy handbook shall be included as part of the coaches' and managers' roster of the RCYSC.
5. The RCYSC shall be governed by the constitution of the B.C. Soccer Association where applicable. Policies of the Burnaby District shall have priority providing they do not contravene the constitution of the B.C. Soccer Association.
6. Respect for the referee shall be held by all players, coaches, managers, and parents of the RCYSC.
7. Meetings shall be conducted according to Robert's Rules of Order.
8. All Divisional coaches and managers, and referees are to receive a copy of the F.I.F.A. rulebook.

B) Meetings

1. Meetings are open to all referees, coaches, managers, executive members, players, and parents or guardians of the players involved in the RCYSC. The President must be notified in advance if someone who is not on the executive wishes to speak at an executive meeting. Non-executive members may be asked to leave part of the meeting if the executive needs to discuss something of a confidential nature.
2. The Executive shall keep the parents or guardians or the players informed of the time and location of these meetings.

C) Purchasing Policy

1. The Equipment Manager shall coordinate all purchases of equipment, uniforms and operating supplies.
2. All non-budgeted purchases over \$100 require prior approval by the majority of the Executive.

D) Registration and Refunds

1. All players must be registered before they are eligible to play.
2. Full registration fee will be charged up to and including December 31st.
3. Registrations are subject to a \$25 late fee as follows:
 - U8 and up: late fee applies after June 15th
 - U7 and under: late fee applies after September 20th
4. One-half the registration fee will be charged for late registration following January 1st to the end of the season.
5. No refunds will be given after October 1st.
6. Players are required to have the approval of a parent or guardian who must sign the registration form or complete the online registration.
7. Beginning players must reach their fifth birthday by December 31st of the current operational year.
8. All U11 players and all new players to the club at U12 and up must provide proof of age to the Club Registrar.
9. There will be charge of \$20 for N.S.F. cheques.
10. There will be an administration fee of \$10 for refunds for voluntary withdrawals before October 1st.

E) House League Teams

1. All teams in the U6 – U10 age groups are defined as House League teams.
2. House League teams play with the following number of players depending on the age group:

Age Level	Players on Field		Maximum Team Size	
	Boys	Girls	Boys	Girls
U6	4	4	8	8
U7	5	5	10	10
U8	5	5	10	10
U9	7	6	14	11
U10	7	7	14	12

For the U6-U8 age groups, players on the field and maximum are subject to change depending on the number of players registered for the particular age division. Some age groups may be combined if registration is low, for example, in the past U6 and U7 girls have been combined into one group.

Starting at U9 and up, players on the field and maximum team sizes are set at the district level.

3. All House League players in each age group will be placed on teams each season based on ability balancing. The House League Coordinators, Coaches and the Executive will place all House League players on teams.
4. The RCYSC shall endeavour to place all House League players on teams at their own age level; however, there may be some unique exceptions that may be taken into account.
5. No league statistics will be kept. No cups or trophies will be awarded and no play-offs will be played.

F) Divisional Teams

1. All teams in the U11 – U18 age groups are defined as Divisional teams.
2. Divisional teams play with the following number of players depending on the age group:

Age Level	Players on Field		Maximum Team Size	
	Boys	Girls	Boys	Girls
U11 – U12	8	8	16	14
U13 – U16	11	11	18	18
U17 – U18	11	11	20 (18 dressed)	20 (18 dressed)

G) Selection of U6 – U10, U11 – U12 House Teams

1. The Coordinator will attempt to balance teams based on player skill level for all teams in the division.
2. Teams may not exceed a maximum number of players for the particular age group.
3. Special consideration may be given to individuals who volunteer to be a coach or assistant coach.
4. Placement of your child with a particular teammate or specific coach cannot be guaranteed.

H) Tryout Policies and Procedures for U11 – U18 Teams

General

1. Select teams will exist only for U11 – U18 teams.
2. All Divisional tryouts shall be completed by June 30th.
3. No player may be transferred to a higher or lower caliber team without the approval of the Coordinator or Executive. No player transfers are allowed after the date specified by the B.C. Soccer Association which is in mid-January.
4. A coach wishing to transfer a player must contact the Coordinator first who will then bring the matter to the attention of the President or Executive with a recommendation.
5. Priority will be given to those who reside within the Burnaby District except at the Gold or Metro level.

6. Tryouts must be held for U11 and up when there are 2 or more teams at the particular level. The goal is to ensure that all players are given a fair chance to be placed where their skill sets are most suited.
7. Player selection is based on the following:
 - a. Observation of the player through-out the year by the Technical Directors
 - b. Player Evaluation from the previous year's coach
 - c. Performance at the tryout session.

Pre-Tryout Activities

1. The Organizer of the tryout session shall be the age group Coordinator or someone else designated by the Executive.
2. It is the Club's responsibility to post the dates, times, duration and pertinent information regarding tryouts on the RCYSC Web site and to provide the information to coaches to pass onto their players in a timely fashion.
3. It is the coaches' responsibility to have the player evaluations submitted so that they can be used as input into player selection.
4. It is the Organizer's responsibility to do the following for the tryout sessions:
 - Prepare player registration sheets.
 - Have pinnies available for all the players.
5. The Club will communicate to the Technical Director (TD) staff to be sure that adequate resources are available to cover all the tryout sessions. The club requires that the same TD staff attend all the tryouts for each age group.

Tryout Sessions

1. The Organizer may designate as assistant to help with player sign-in.
2. Players need to arrive 30 minutes prior to the tryout start time to sign-in and warm up as there may be no warm up time allotted during tryout sessions.
3. It is the responsibility of the evaluators to assess the players' ability and to communicate with the organizer.
4. Parents may not be on the field or interacting with anyone on the field during tryouts, however, they may watch from the sidelines. The selected coach of the team may assist with the tryout session at the discretion of the Organizer.
5. It is the Club's decision to determine the level of play for the teams in each age group. For U11 and U12, a general rule of thumb is that about one third of the players in the division should be at the select/development level.
6. The Club may schedule additional tryout sessions for a particular age group if the club deems it necessary. The Club may also schedule additional sessions specifically for goalie selection.
7. All communication to parents and players shall be through the tryout Organizer.

Player Selection

1. The number of players selected will be as follows:
 - a. For U11 – U12: Teams start with a roster of 12 players and a short reserve list.
 - 8 players are selected based on their overall evaluation
 - 4 players are selected by the coach.
 - b. For U13 – U18: Teams start with a roster of 15 players and a short reserve list.
 - 11 players are selected based on their overall evaluation
 - 4 players are selected by the coach.

Additional players are selected by the coach for teams with larger rosters.

2. With regards to goalie selection and in the interest of fairness, the coach should select 1 goalie as a coaches pick if there is not one listed in the first set of selected players.
3. Players in U11 – U18 may try out to play for the top team one age group above their current level according to the following guidelines:
 - a. **Outfield Players:** To be chosen for the top team at the higher age group the player must be ranked in the top 3 for U11 – U12 or the top 4 for U13 – U18 of the Technical Directors picks and may not be a coaches pick.

Goalies: An underage player may be selected for goalie as a coaches pick provided they are ranked highest by the Technical Director as a goalie in a goalie evaluation or if they are the only player declaring themselves as a goalie.
 - b. If the player does not make this top team, they will not be eligible to play at the next level down at this higher age group; they will go back to their own age group.
 - c. Underage players may only try to play up one year above their own age group.

Reserve List

1. The reserve list will be used if:
 - a. A player turns down an offered position
 - b. A player leaves the Club
 - c. There are enough registered players to allow lower levels to be competitive.
2. In the event a player turns down an offer, a reserve list player should be contacted within 14 days.
3. The reserve list should be maintained by the Coordinator until January 15th.

Contacting Players

1. It is the responsibility of the Organizer to contact all the players who tried out for the team whether they made the team or not.
2. Teams will be contacted from highest level to lowest. For example, the Gold coach shall contact players and when the responses are received shall inform the Silver coach of any players who turned down a placement and that he has taken a player from the reserve list. This coach will now contact his players and do the same for the next coach.

3. Once a player has been notified a firm decision and commitment is required within 24 hours.
4. All players who accept a position must be registered within 72 hours of acceptance to ensure the spot does not go to another player. We ask the coaches to do their best to ensure this occurs.

Policy Review

1. This policy should be reviewed each year before tryouts start in an effort to continue improving and changing to reflect the needs of the Club, coaches and players.

I) Playing Time

1. For Divisional teams, every player should be given the opportunity to play at least one-half of every game at all levels of play in all exhibition, league, cup or tournament games with the exception of a suspension for disciplinary reasons.
2. For Divisional teams, the coach may limit playing time for disciplinary reasons.
3. For House League teams, the coach shall endeavour to provide equal playing time for every game for all players.

J) Coaches and Appointments

1. Each year all coaches shall apply in writing to their Coordinator, stating their qualifications and which team they would like to coach.
2. All coaches assigned to teams will be coaches who are, in the opinion of their Coordinator and the Executive, the most suitable for the position.
3. All coaches are strongly encouraged to complete the appropriate BC Soccer Association Community Coach level within one year of their appointment as a coach.
4. All coaches must relate to players in a way that enables them to participate and have fun while enhancing their personal self-esteem through the development of social teamwork and sportsmanship.

K) Tournaments and Exhibition Games

1. All Divisional teams entered in a tournament will, whenever possible, consist of their regular season players, including tournament(s) that take place after regular league play up to July 31st.
2. No RCYSC team, in any tournament, may pick up any player who is not registered with the District.
3. RCYSC teams are entitled to tournament funding as follows:
 - a. House (U6 – U7): One paid in-house tournament
 - b. House (U8 – U10): One paid tournament up to \$300
 - c. Divisional: One paid tournament up to \$375
 - d. Metro: Up to two paid tournaments to a maximum of \$375 each.

Teams are not entitled to any leftover funds. Under exceptional circumstances additional funding may be requested.

4. For RCYSC tournaments, the Executive or the Tournament Coordinator will endeavour to spread around opportunities for teams to do fundraising activities at these tournaments to benefit their own teams. However, teams given this opportunity will be expected to assist with other tournament activities.
5. The Club will pay for up to 3 exhibition games per team on any RCYSC field from September 1st to April 30th.

L) Discipline and Board of Review

1. Royal City Youth Soccer Club members, team officials, executive, referees, parents, players, and spectators will at all times conduct themselves in a manner that reflects the highest standard of behaviour within the business, activities or events of the Club. Individuals who fail to meet these standards will be subject to disciplinary sanctions.
2. Disciplinary procedures:
 - a. All disciplinary situations for minor infractions will be dealt with by the appropriate member of the executive having authority over the situation and the individual involved.
 - b. For more serious and/or repeated offenses the President or Vice President may convene a Disciplinary Panel consisting of three members of the RCYSC who are not on the Executive.
 - c. Sanctions shall be imposed as appropriate for the level of infraction.
 - d. For all sanctions applied, a report is to be sent to the club Secretary.
3. The following disciplinary sanctions may be applied, singly or in combination:
 - a. Verbal reprimand
 - b. Written reprimand to be placed in individual's file
 - c. Verbal apology
 - d. Hand delivered written apology
 - e. Suspension from attendance or coaching of games/practices
 - f. Suspension from all RCYSC activities for a designated period of time
 - g. Other sanctions to be considered appropriate for the offence

M) Equipment

1. Equipment such as balls, cones, and pinnies shall be issued to each coach at the start of the season.
2. Coaches of teams that travel to play other clubs shall be issued first-aid kits as per B.C. Soccer Association guidelines. First-aid kits shall also be provided in the soccer bins located at the RCYSC playing fields.
3. The correct size balls will be issued to each coach:
 - a. U6 – U9: Size 3
 - b. U10 – U12: Size 4
 - c. U13 and up: Size 5

4. If a ball needs to be repaired or replaced, the coach should return it to the Equipment Manager as soon as possible.
5. All game balls are to be used for games only, not for practices.
6. Any coach failing to return his/her equipment may not be eligible to coach the following season.

N) Uniforms

1. Divisional team colours shall be white, blue and black.
2. House League colours may vary from Club colours with the approval of Equipment Manager and the Executive.
3. All new uniforms purchased for RCYSC shall carry the RCYSC crest and shall adhere, whenever possible, to the standard colours of the RCYSC. Exceptions may be approved by the Equipment Manager and the Executive.
4. The Club shall update all uniforms on a rotational basis.
5. Club uniforms shall be worn at all games and tournaments unless otherwise approved by the Equipment Manager and the Executive. Uniforms are not to be worn at practices or any other non-soccer related activities. No sweat pants or jackets will be permitted during games, except for House League players.
6. Alternate whites are to be worn only in case of a conflict.
7. Whites will be left with the equipment person and given out on a game by game basis. They must be washed and returned within 48 hours.
8. A coach is responsible for instructing their team how to care for their uniforms, and shall encourage the players to come to games in clean uniforms with team socks, and with the jerseys tucked in.
9. Coaches and Managers will be responsible for the distribution of uniforms and the subsequent collection of uniforms at the end of the league season, for return to the Equipment Manager.
10. At the time when uniforms are returned to the Equipment Manager, the coach will be asked to specify on a suitable form whether the team uniforms need to be replaced, or reallocated to an older or younger age group because of size, etc.
11. Coaches should supply a team list with players' names and jersey numbers and size and mark who has not returned their uniform. If the player's uniform is not returned by the start of the following season the player will be assessed a non-refundable fee of \$20 for the uniform or else will not be eligible to play.
12. Any coach failing to return his/her uniforms may not be eligible to coach the following season.

O) Referees/Linesmen

1. The Club will incur the costs of referees for all league games, Seattle Exchange and any Royal City tournaments, and up to 3 exhibition games per team.
2. Referees shall be provided as follows:
 - a. U9 and up: Applies to all teams for all games

3. Linesmen shall be provided as follows:
 - a. U14 and up: Applies to all teams for all games
 - b. U13 Gold: Linesmen provided by request of the coach
 - c. U11 – U13: Applies to all teams for Cup games only.
4. Referees for Divisional must be a minimum of 14 years of age and be certified as an Entry Level Referee.
5. Referees for House League should be a minimum of 12 years of age and be certified as a Small Sided Games Referee.
6. Referees are paid in cash at the field. It is the responsibility of the coach/manager or a delegated parent to pay the referee BEFORE the game or at HALF TIME.

P) Sponsorships

1. Our constitution and policies do not prevent any team from soliciting a team sponsor.
2. No sponsor's crest or name shall be put on team uniforms but teams may be named for their sponsor. A sponsor's name may be on auxiliary equipment, for example, bags and jackets.
3. All sponsorships must be approved by the Coordinator or Executive to ensure they are appropriate for children.
4. Equipment of the team supplied by a sponsor remains the property of the sponsor, for example, uniforms.

Q) Fundraising

1. Any team wishing to pursue its own fundraising activities must adhere to the following:
 - Communicate to the Executive and the team members the purpose of the fundraising and planned activities.
 - Disburse the funds by the end of the soccer season (July 31st) for the stated purpose otherwise any remaining funds are to be handed over to the Club.
 - Provide a financial statement to the Executive and team members upon request.
2. All fundraising events governed by provincial law must be approved by the Executive.
3. RCYSC will not be held responsible for lost or misappropriated funds.

R) Heading and Head Injuries

1. Safety and health of players is the top priority, therefore any player who receives a blow to the head (caused by the head contacting a goal post, a foot, another head or the frozen ground) must be removed from a game or practice for at least 15 minutes for observation. During this time, coaches, parents and guardians should look for symptoms of headaches, dizziness, nausea, loss of balance, double vision, ringing in ears or slurred speech. Players who experience any of the above symptoms should be sent by the coach or parents/guardians for medical attention and not be allowed to return to practices or games until clearance has been given by a physician. Players who receive a significant blow from another head or a goalpost should immediately be sent for medical attention.

2. Players who receive a strong blow to the head or face from a ball may also be taken out of a game or practice for observation of possible concussion symptoms.
3. Full practicing of heading is not allowed until U13.
4. Coaches should use neck muscle strengthening exercises to minimize whiplash effect of heading. Correct heading involves the use of the frontal bone to contact the ball, the neck muscles to restrict head motion, and the muscles of the lower torso in line with the head and neck to decrease acceleration of the head. Players' eyes should be open and their mouths closed. While learning, players should not jump.
5. Coaches of players in U6 to U8 can demonstrate proper heading technique but should not ask players to head balls in practices.
6. Coaches of players in U9 to U12 may practice heading for 5 to 7 minutes using light balls such as volleyballs or beach balls. Coaches of players in U9 and U10 must give individual attention to players to ensure they learn proper heading technique. If coaches use soccer balls then they should require the ball to bounce once before the player heads the ball, or the balls should be thrown very softly.

S) Spring Soccer

1. RCYSC may run a spring soccer program starting the beginning of April and ending early June and will be available for both Boys and Girls.
 - a. If divided into teams and playing games then no more than 2 age groups should be combined. Players will be assigned to teams in such a way that teams are of even strength.
 - b. If clinic format then no more that 4 age groups should be combined.
2. Players will receive a soccer jersey to keep as part of the registration fee. Socks and shorts will not be provided.
3. Refund will only be given if withdrawal is prior to the first game or clinic.
4. The format of spring soccer is subject to change on a yearly basis depending on how many players register.

Royal City Youth Soccer Club

PUB NITE

THURSDAY NOVEMBER 24th, 2011

6 PM

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