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# Royal City Youth Soccer Club

## *Policies*



Royal City Youth Soccer Club  
P.O. Box 291  
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V3L 3C5

# **Royal City Youth Soccer Club Policies**

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As of March 23, 2009

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 Westminster and North Districts 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 31<sup>st</sup>.
3. Registrations are subject to a \$25 late fee as follows:
  - U8 and up: late fee applies after June 15<sup>th</sup>
  - U7 and under: late fee applies after September 20<sup>th</sup>
4. One-half the registration fee will be charged for late registration following January 1<sup>st</sup> to the end of the season.
5. No refunds will be given after October 1<sup>st</sup>.
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 31<sup>st</sup> of the current operational year.
8. All new players 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 1<sup>st</sup>.

## 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 – the Westminster District for boys and the North District for girls.

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 U11 – U18 Teams***

### **General**

1. Select teams will exist only for U11 – U18 teams.
2. Dates, times, duration and pertinent information regarding tryouts should be posted on the RCYSC Web site and provided to coaches to pass onto their players in a timely fashion.
3. All Divisional tryouts shall be completed by June 30<sup>th</sup>.
4. 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.
5. 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.
6. Priority will be given to those who reside within the Westminster District for boys and the North District for girls, except at the Gold or Metro level.
7. 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.
8. 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.

## Tryout Sessions

1. The Organizer of the tryout session shall be the Club President, Vice-President (Boys or Girls), Coordinator, or someone designated by the Executive.
2. The Club will designate the individuals assigned to assess the players at the tryout session(s).
3. Player sign-in will be done by someone designated by the Organizer.
4. Coaches may not be on the field or interacting with anyone on the field during tryouts, however, they may watch from the sidelines.
5. 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. Players who wish to tryout as goalies must declare their intention for this position when signing in so that they can be assigned to this position during the tryout process. Goalies may be asked to stay 30 minutes after the scheduled session for further evaluation.
6. The Club may schedule additional tryout sessions for a particular age group if the club deems it necessary.

## 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 U13 – U18 may try out to play for the top team one age group above their current level according to the following guidelines:
  - a. The Technical Directors pick the top 11 players at the tryout. If more than 5 underage players make the top 11, the President, Vice President and Coordinator must review the situation and approve any additional underage players making the team.
  - 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 decision to increase the number of players on a team will be confirmed by July 7<sup>th</sup>.
4. The reserve list should be maintained by the Coordinator until the start of the season.

**Contacting Players**

1. 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 (Silver A for girls) 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.
2. Once a player has been notified a firm decision and commitment is required within 24 hours.
3. 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.

***H) 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.

**I) 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.

**J) 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 31<sup>st</sup>.
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 left over 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 1<sup>st</sup> to April 30<sup>th</sup>.

### ***K) 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

### ***L) 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.

**M) 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.

## ***N) 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 at level 4.
5. Referees for House League should be a minimum of 12 years of age and be certified at level 5.
6. Referees will be paid as per the fee schedule for referees as outlined by the Westminster District. 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.

## ***O) 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.

## ***P) 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 31<sup>st</sup>) 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.

## **Q) 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.

## **R) 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.