

**LISA
ADMINISTRATION
MANUAL
2002 - 2003**

Chapter 6

**Metro (Girls) and Select (Boys)
Rules and Regulations**





Chapter 6 – Metro and Select Program

Introduction

General Rules

The metro (girls) and select (boys) have never had a comprehensive set of rules and regulations to define the programs. This lack of a common base of understanding has resulted in a number of conflicts between teams, within teams and with club interests. For the most part the metro and select teams have been left to fend for themselves in many areas such as funding and facilities.

By providing a clear outline of the structure of the program, the board hopes to develop a continuity and understanding that has here-to-for been missing. All concerned are encouraged to remember that this is a dynamic document. If there is a demonstrated need for a change based on the best interests of the whole program, that suggestion for change will be considered.

Program Committee

While the board has final authority over the program (as mandated by the district clubs) it is recognized that a strong committee structure needs to be developed to oversee day-to-day operations as well as to assist in carrying out a planning function. In seeking community members to serve on this committee, the board will be looking for persons who have a demonstrated interest in working for betterment of the program as a whole. Individual committee members must be able to work as a member of a team, be objective and fair in their deliberations, be respectful of opinions expressed by other committee members and be discreet with information that is confidential. While persons who have an interest in a specific team or player may be afforded an opportunity to participate on the committee, they must take care to separate personal and program interests.

Serving on this committee will provide members with a unique opportunity share in the management of a program that will have considerable impact upon the overall development of soccer within this district and within the province.

Fields and Facilities

The select and metro teams have always been the poor second cousins within the district. Because the district does not have any fields or facilities, it has been necessary for individual teams to secure practice and game locations as best they could. Most of the best fields within district belong to clubs and those that are available on a rental basis are generally too expensive for individual teams to use on a regular basis (e.g. Uvic, RA Park, SMU etc.).

The board recognize that a district facility is necessary not only to provide a home for our metro and select teams but also to provide a location where we can host special events and training as well as to assist clubs in times of need. Over the past two years, the district board has reached the stage where planning for the development of such a facility is not longer just a dream. In the coming months and years we will be able to assign board members in a manner that will allow them time to give their full attention to the planning and development of such a facility.

Conclusion

While there is still much work to be done in developing, defining and refining the metro and select program, we now have a solid framework from which we may continue our work.

We encourage all program parents and players, as well as district clubs to approach these tasks in a positive and constructive manner. Discussions with provincial and district representatives from the other parts of the province suggest that we, in the Lower Island, have the potential to develop the strongest metro and select program within the province. Let as all work together to realize that potential.



If you have a suggestion for an addition or change to the document please commit your suggestion and the rationale behind it to writing. If you think a rule needs to be changed please provide your written suggestion as to how the rule might be worded.

If you think you can make a positive contribution to the program by participating on the program committee or a sub-committee, please provide a personal resume that includes the areas where you think you have a special talent or skill that would enhance the program. Please include an outline of your vision for the future of the metro and selects within this district.

Tim Satterford, President

Rule 600 Definitions and Explanations

Administration The metro and select programs are administered by a committee of the LISA board as defined within the district bylaws and standing orders.

Metro League (Girls): Refers to the Girls Metro Soccer League (GMSL) in which the Lower Island girls' teams are registered. This league is sanctioned by the BCSA and is administered by a committee comprised of representatives appointed by each participating district. The participating representatives elect the GMSL Director and other committee positions

For the 2002-2003 season the Lower Island will endeavor to enter teams in the U14, U15, U16, U17 and U18 divisions. Before the beginning of each new season the LISA will determine which divisions will apply for inclusion in the metro league. Other districts participating in the league include:

- Central Fraser Valley
- Lower Island
- Nanaimo
- North District
- North Shore
- South District
- Vancouver

Select League (Boys) Refers to the British Columbia Youth Select Soccer League (BCYSSL) in which the Lower Island boys' teams are registered. This league is sanctioned by the BCSA and is administered by a committee comprised of representatives appointed by each participating district. The participating representatives elect the BCYSSL Director and other committee positions.

For the 2002-2003 season the Lower Island will endeavor to enter teams in the U14, U15, U16, U17 and U18 divisions. Before the beginning of each new season the LISA will determine which divisions will apply for inclusion in the select league. Other Districts participating in the league include:

- Alouette
- Burnaby
- Delta
- Fraser Valley
- Lower Island
- Nanaimo
- North Shore
- Richmond
- Surrey Metro
- Vancouver
- Westminster



District Dispensated Teams Each season the LISA may apply to the BCSA for permission to enter teams in “A” cup competitions in those divisions where the Lower Island does not have teams registered with the metro or select league. These teams are referred to as “dispensated teams” and are formed at or near the end of the regular season under conditions stipulated by the LISA Board. The district may also enter dispensated teams in division of “A” Cup where the Upper Island has not entered a team or teams (reference Rule 1002).

Program Collectively refers to the metro (girls), selects (boys) and dispensated teams (girls and boys)

Committee For the purposes of these rules and regulations “committee” refers to the volunteers appointed to assist in the running of the metro, select and dispensated teams programs.

Rule 601 Program Purpose and Objectives

601.1 Purpose:

The purpose of establishing metro and select teams within the district is to provide league and cup playing opportunities for lower island youth at the highest competitive level possible within the district.

601.2 Objectives:

- (a) To support and foster the overall development of players and to instill in each the value of commitment, teamwork and striving toward excellence;
- (b) To support and foster the overall development of coaches by providing them with opportunities for skill advancement to the highest level possible through participation and training within the program framework.
- (c) To develop strategies to increase the pool of qualified coaching staff within the district programs and in particular to increase the participation of female coaches.
- (d) To work toward creating a real sense of identity and belonging in all players, coaches, parents and others who become part of the program.
- (e) To work toward creating a district-wide pride in the metro and select programs as being a representative part of every club within the district.

601.3 Accomplishing the Purpose and Objectives

- (a) In order to accomplish the purpose and objectives, the board, program committee and sub-committees shall administer the programs in the manner of a well-run soccer club. This shall include but not be limited to:
 - (i) providing for a strong financial base for the entire program;
 - (ii) ensuring the committee structure is broad based and has attracted members who possess the special skills needed to administer and expand the program;
 - (iii) developing short and long range plans that will ensure fields and facilities are provided for all teams;
 - (iv) developing a communication and administrative structure that will ensure continued viability and acceptance of the program within the district and the province.

**Rule 602 Administration and Finance**

602.1 Program Administration:

- (a) The LISA Board of Directors is responsible for the management and operation of the program through the program committee. Committee operations is defined in the committee standing orders, in various terms of reference related to program positions and in these rules and regulations. The following positions shall make up the committee:

Director (usually a board director)
Registrar (the district registrar)
Secretary
Treasurer
Scheduler and Referee Co-coordinator
Field and Facilities Co-coordinator
Planning and Development
Fundraising
Web Site

- (b) Based on recommendations received from the program director, the president may appoint other persons to specific duties on the committee.
- (c) In consultation with the president the program chair may periodically appoint sub-committees to attend to interests of the program. The board shall be kept apprised of any sub-committee formed and shall be supplied with a copy of the terms of reference for that committee.
- (d) The program director shall provide monthly reports to the board as needed and shall provide a written report for distribution to the membership at the AGM.
- (e) The program director may request a written report from each committee member or the chair of any sub-committee.
- (f) Every program committee member shall sign the Oath of Office as required by the Standing Orders.
- (g) Committee members who have a player trying out or playing on a program team shall not vote on any matter related to that team. They shall exercise extreme discretion when advocating on behalf of their child.

602.2 Program Finances

- (a) The committee treasurer shall keep a set of financial records of all business transacted by the committee. This shall include tracking of all program sponsorship income.
- (b) The signing officers of the committee shall be the program director, program treasurer and one other committee member.
- (c) The general financial structure of the program shall be submitted for the approval of the board director of finance. The director of finance may, at any time, review the records of the committee.
- (d) The committee shall provide an annual budget for the program. This budget shall be presented to the board for review and approval by April 30 of each season.



- (e) The director of finance shall be provided with a monthly financial report of the program operations. These reports shall be included with the monthly financial reports supplied to the board.
- (f) An audited report of all financial activities within the program shall be included with the annual report for the program. All financial records are subject to review on request by the director of finance. Auditors shall be appointed by the board.

Rule 603 Appointment of Program Coaches

603.1 Advertising for Coaches

- (a) Every coaching position within the program for both regular season and district dispensated teams shall be open to competition in each season.
- (b) Notice of coaching opportunities shall be circulated to all clubs, placed on the web site and advertised by other means as considered necessary by the committee.

603.2 Coaching Selection Process

- (a) The committee shall form a selection sub-committee consisting of a minimum of three persons in addition to the lower island head coach if one has been appointed. The sub-committee members shall:
 - (i) possess a strong background in soccer and a demonstrated ability to conduct interviews;
 - (ii) not have any vested interest in any team for which coaches are being selected;
 - (iii) be responsible for reviewing all applications, conducting reference and background checks and carrying out interviews of all candidates;
- (b) Applicants may request a specific gender or age division they wish to coach, however, the final recommendations for assignment will be based upon the following considerations:
 - (i) Special requests by the applicants;
 - (ii) Priorities within the program including the need to increase the percentage of female coaches as related to male coaches;
 - (iii) Coaching training needs within the program, and;
 - (v) The long-term development needs of all players within each division.
 - (vi) Coaching experience
 - (vii) Coaching Certification level
 - (viii) Suitability or other such criteria as the Selection Committee may think relevant.
- (c) Returning coaches will not be precluded from moving up with a player age group, however, they should not expect to move with a group for more than two consecutive years. The board will determine on a case by case basis whether coaches will be allowed to remain with the same group for more than two consecutive years.
- (d) Appointment of Team Head Coaches: The selection committee shall make program team coaching recommendations to the program committee who shall pass the recommendations to the board with any comments the committee may wish to add. The board will make the final appointments.
- (e) The selection committee shall assess the remaining candidate pool and make recommendations of those individuals who would be suitable for and who would be interested in an assistant coaching position.

603.3 Appointment of other Coaching Staff



- (a) The head coach and program director shall discuss assignment of an assistant coach to the team. The recommendations for assignment will be based upon:
 - (i) recommendations received from the selection committee;
 - (ii) priorities for coaching development and training within the program;
 - (iii) the need to encourage the training and development of new coaching staff within the district;
 - (iv) the need to increase the percentage number of female coaching staff within the district.
 - (v) recommendations from the team head coach
 - (b) Team trainers, either part time or full time, will be appointed by the team head coach subject to the approval of the program director. Trainers must be listed on the BCSEA registration lists and shall be considered part of the coaching staff on a team.
 - (c) Team Managers. The coaching staff will consult with parents to determine the team manager.
- 603.4 Gender Requirement: Every team must have at least one full time team official who is the same gender as the players on the team. This same gender team official or assigned alternate will be expected to regularly participate in team activities and will travel with the team to all out of district games and tournaments.
- 603.5 Every team official must complete the required Risk Management forms and must sign and abide by the Coaches Code of Ethics as supplied by the LISA. In addition:
- (a) The board will pay for a one-year membership in the Coaches Association of BC for each coach and assistant coach;
 - (b) The committee will actively promote opportunities for coaches to seek higher certification by encouraging participation in additional training courses or specialized programs that may become available at the district or provincial level. Coaching staff may apply to the committee for funds to assist in offsetting the cost of enrolling in and attending courses or other training programs.
- 603.6 A head coach may not coach more than one team in the program.
- 603.7 If a head coach is coaching a club team and both his/her program team and club team qualify for the provincial finals, the head coach may only coach the program team at finals unless coaching both teams can be done without conflict between the two teams.

Rule 604 Player Eligibility and Age Requirement

- 604.1 Priority for playing positions on all metro and select teams shall be given to qualified players who live within the Lower Island District.
- 604.2 Subject only to an "exception" being recommended, all players are required to tryout and play "in-age" for each division.
- 604.3 Definitions:

Exception: An **exception** to playing "in-age" is a **privilege** that **may** be **offered** to an individual player who has **demonstrated** the highest level of soccer skill and maturity over a period of **one year or more** within **specified advanced soccer programs** .

Promotion: a player who has been provided with an exception to the "in-age" rule and is moved to a senior division team.



604.4 Recommendations for **exceptions** will be proposed by a committee of professional coaches for consideration by the Board of Directors.

604.5 **Exceptions** shall be restricted to the most highly qualified players who meet the following criteria:

- a) The player has trained for one full year within the LISA High Performance Program or an equivalent program within another jurisdiction;
- b) The player has been identified for and is actively participating within a Provincial or National teams program;
- c) The player has played for one full year with the metro or selects or an equivalent program within the district or within another jurisdiction;
- d) The player is highly skilled not only as compared to his or her peer group, but also as compared to the group into which promotion of the player is being considered.
- e) Having met all of the above criteria, players may be granted an exception only if the committee determine this will best serve the overall interests of district programs;
- f) The player and the player's parent or guardian has provided written consent for promotion to a senior team.

604.6 The committee charged with making recommendations on exceptions shall be formed by October 15 of each season and shall include the following persons:

- a) The District Coach in charge of the High Performance Program;
- b) The District Coach in charge of the Academy Program;
- c) Three other coaches as selected by the two District Coaches.
- d) The three coaches selected in (c) will, preferably, be coaches who have participated within the High Performance or Provincial Teams Programs on an ongoing basis;
- e) The coaches must possess a minimum Provincial "B" Licence.

Conflict of Interest: Any committee coach who has a direct interest in a specific player or team (e.g. relative or is a team coach in one of the divisions affected) shall absent themselves from the committee considerations involving player(s) within those groups. An alternate committee member **shall** be named for those discussions.

604.7 No program coach shall, either directly or through a third party:

- a) seek to gain the playing services of a junior division player or free agent, or;
- b) permit a junior division player, club player or free agent to play in an exhibition match or train with a senior team,

without having first received the express written permission of the playing-up committee. In the case of a club player a written release must also be provided by the coach of the player's club team.

A program coach who is approached by an underage player or an agent of the player, seeking to gain a position on a senior team or an opportunity to train with a senior team shall advise the player they must first seek written permission as noted above. A program coach may bring the request to the committee.

604.8 The committee members shall:



- a) Sign an oath of office and follow the rules of conduct outlined in the Standing Orders for Board Committees. Membership on the committee must be presented to the District President for approval.
- b) Make determinations during the course of the season on who might be considered for an exception to the in-age rule. This will be an ongoing process that is an integral part of the overall player development program.
- c) Seek out background information from coaches and others as the committee think necessary to assist in making recommendations;
- d) Keep notes or minutes of committee deliberations with copies being provided to the Director of the Metro and Selects and to the Executive Director in a timely manner. Discussions concerning specific players shall be done “in camera”. Notes or other evaluation documents shall remain confidential with access being provided only to the Program Director, the Executive Director and President. A copy of the notes shall be kept on file by the Executive Director.
- e) Provide notice of final recommendations on recommended exceptions to the Director of Metro and Selects and to the Executive Director by March 30 of each season. These recommendations shall be brought before the LISA board for final approval.
- f) In the event there are changes in team formation during the course of the spring that might necessitate reconsideration on promotions within specific divisions, the committee shall make determinations in these matters and bring recommendations to the Director of Metro and Selects and to the Executive Director for presentation to the Board as required.

604.9 Team formation considerations:

- a) Where a team is not available in one or more of the divisions of U14-U18, players from that age group will be permitted to tryout for a team position within the next older age group subject to the general limitations set by the rules of the GMSL (Girls Metro League) and BCYSSL (Boys Select League).
- b) In the event the Metro or Selects Leagues combine two divisions into one division (e.g. U17-U18), or, due to a shortage of players within the district in two divisions, the committee will make recommendations on the manner in which local teams will be formed within the combined division. Possible combinations include:
 - i) two in-age teams (e.g. one U17 and one U18);
 - ii) two mixed age teams of equal strength;
 - iii) two mixed age teams, one being an “A” and the other a “B”;
 - iv) one mixed age team, or
 - v) some other combination that will provide the maximum playing opportunities

“Exceptions” to the “in-age” rule will apply as may be determined appropriate by the playing up committee.

If possible the decision regarding formation of these teams should be made before the start of tryouts within the divisions to be affected.

604.10 Appeals

Appeals in these matters may be directed to the BCSA as outlined in BCSA Rule 13.



Rule 605 Tryouts

605.1 Organization of Tryouts

- (a) Tryouts for each age group shall be administered by the team head coach appointed to each team using generally accepted procedures for conducting tryouts.
- (b) At least two weeks notice shall be provided for the first tryout date and time. Notice shall be placed on the LISA web site, in written notices to clubs, and by any other means determined necessary to reach the maximum number of players in each division. The date and time of follow-up tryouts shall be provided to all participants. Tryout locations must not be changed without the consent of the program director.
- (c) Age Restriction: Subject to the restrictions contained in Rule 604, and in sub-section (d) of this section, tryouts are open to any player within the district.
- (d) No player shall be eligible to participate in a tryout who:
 - (i) is indebted to a club or to this program from a previous season;
 - (ii) Is under a long-term continuing suspension;
 - (iii) has failed to meet a team commitment as outlined in Rule 609.
- (e) The head coach and program director shall ensure that at least two or more qualified individuals are available to assist with the evaluation and final selection of players in each age division;
- (f) In addition to tryouts, the head coach or other team officials shall attempt to view as many players as possible in actual game situations during regular season league, cup or tournament play (e.g. Cordova Bay World Cup);
- (g) The head coach shall set a minimum of 3 and a maximum of 6 tryout sessions for each age group.

605.2 Attendance at Tryouts

- (a) Players shall not wear any article of clothing or other item that identifies them as a member of a previous select, metro or dispensated team.
- (b) In order to be considered for selection to a team, a player must attend a minimum of three tryout sessions or such additional tryouts, to a maximum of six, as may be scheduled by the team head coach. Players must sign-in at each session on the sheet provided.
- (c) Players may apply in writing to be excused from a portion or all of the tryout sessions based on the following:
 - i) **Medical:** Notification must be provided in writing if a player is unable to participate in the physical portion of the tryouts. The report of a medical practitioner may be required. Unless the medical condition precludes attendance, the player must attend the tryouts and participate in the non-physical portions.
 - ii) **Travel:** A written explanation must be received from the player or player's family explaining the travel commitment prior to the start of the first tryout session.
 - iii) **Exceptional Circumstances:** Written notice must be received before the start of the tryout sessions stating any exceptional circumstances {schooling, family matters of a serious nature} which will prevent the player from attending the tryout.



- iv) Provincial Team Commitments: Any player may be granted leave to attend to provincial or national team commitments. The player shall provide written notice to the program director outlining the dates and times in conflict. The program director may seek input from the coaches at both levels in working through schedule conflicts.
- (d) Any written request for an exemption must be brought to the attention of the program director and the team head coach prior to the start of the tryouts or of the session where absence is expected. The director and team head coach, in consultation with others as necessary, shall determine the player's eligibility to be excused. The director in consultation with the team head coach will determine the means by which absent players may meet the tryout requirements.
- (a) When a player moves into the area after the conclusion of the tryout sessions and seeks to be considered for placement on a program team that player shall make written application to the program director. The director in consultation with the head coach and registrar shall determine whether the team has reached their desired strength. New players will only be considered for placement on teams where there have not been sufficient players within the division to fill the team roster.

605.3 Completion of Tryouts and Notification of Players

- (a) All tryout sessions shall be completed by the June 20 of each season and the final player recommendations provided to the program director by June 30. The list shall contain the name, date of birth, mailing address, phone number and club name of all players who have tried out for the team. The final selections to the team will be identified on the list.
- (b) The program director, in consultation with the district registrar or delegate, shall ensure selected players meet the eligibility requirements for the program. The head coach will be advised if the selected players are in compliance. If any discrepancies are noted these will be discussed with the team head coach. The team lists will remain "confidential" until each team coach has made the final notifications regarding player selections.
- (c) In the week following the Provincial "A" and "B" cup finals, each team head coach shall contact the selected players and determine if they wish to accept a position on the team. Players, who state they wish to join the team, must return a signed copy of the "Player Undertaking" before they will be officially placed on the team list.
- (d) All completed undertakings must be turned over to the district registrar for inclusion in the official team files.
- (e) Following the notification of selected players, all other players who participated in the tryouts shall be notified either in writing, in person or by phone of the results of the tryouts.
- (f) Any player who has not been successful in securing placement on a team shall be given opportunity to speak with the team head coach to discuss the player's strengths and weaknesses.
- (g) Following the final player notifications the district registrar shall provide to all clubs the names of all players who participated in the tryouts along with a team list of those who were selected to participate on a team.

Rule 606 Open

Rule 607 Team Rosters and Addition of Players



607.1 General

- (a) The team head coach shall attempt to sign a minimum of sixteen (16) players. It is highly recommended that coaches sign eighteen (18) players as experience indicates that injury; illness and other unforeseen circumstances can quickly reduce the number of players available on any given game day.

Note: There will be discussion on the appropriate number of players needed to complete the team.)

- (b) After team lists have been submitted, players may not be added to the team without the express approval of the program director and registrar.
- (c) Unless there are exceptional circumstances, players being added to the team after team lists have been approved shall be selected from those players who attended local tryout sessions. Before any club-registered player is approached or offered an opportunity to join a program team, discussions shall take place with the players club and team officials.
- (d) Any team official involved with a program team, or any person acting on their behalf, is prohibited from recruiting players from a club team following completion of the program team tryouts and selections.

Rule 608 Provincial Team Identification Camps

608.1 Provincial Teams

- (a) During the course of each season, the BCSA will offer an opportunity for U14 – U18 age players to tryout for provincial teams. To accomplish this a series of “identification camps” will be held in the district. The dates of these camps will be announced by the provincial head coach.
- (b) For a player to be recommended to attend a provincial camp they must first attend the district identification camps. **There is no other route to a provincial or national team.** The district program director and president will sign off the list of those being recommended for further screening at the provincial camps.
- (c) There is no maximum nor minimum number of players who may be identified and being identified within the district will be based solely upon merit.

608.2 District Identification Pre-Screening

- (a) The program team tryout sessions held each spring shall be used as one step in the lower island identification process.
- (b) Club and program head coaches shall provide a list of players being recommended for attendance at the local ID camps. **A player does not need to be on a metro or select team to receive a recommendation nor will players on a metro-select team necessarily receive a recommendation.** Recommendations will be made from the pool of all players who attended the program tryout sessions and others as recommended by club head coaches. This process does not preclude other players from attending the local camps whether or not they have received a recommendation.
- (c) Coaches should make recommendations on those players they think have the ability to provide a credible challenge at the local ID camps. All should bear in mind that whereas it is a step up from silver to gold, and a further step to the metro/select program, it is still another step to a provincial team level.
- (d) There is no obligation for any player to attend the district identification camps. Non-attendance at an identification camp shall be without prejudice.



- (e) At district camps the Provincial Head Coach, assisted by local coaches will identify those who will be recommended to attend the provincial ID camps held later in the spring. The final list of players from the district camps shall be approved and signed by the program director and district president. A copy of the list shall be circulated to the district clubs.
- (f) The provincial head coach encourages local coaches who have been involved in the identification of players to assist in the selection process.

608.3 Local Commitment and Support to Provincial and National Teams

- (a) Players who are successful in obtaining a position on a provincial or national team must continue to fulfill their commitment to their district or club teams, however when conflicts arise the provincial and national teams program may take precedence. Coaches at all three levels should try to make accommodations for players who experience conflicts (Ref section 605.2(c)(iv)).
- (b) District coaches, by word and deed, shall encourage players whose attitude and skills demonstrate the potential to play at the provincial or national level to enter the identification process.

Rule 609 Failure to Complete Team Commitment

- 609.1 Players who have signed to a program team are expected to complete their commitment to the team through to the provincial or national finals if necessary. Players who find they cannot complete their season commitment must provide to the program director a written outline of the reasons for this failure. The director in consultation with the committee will determine whether the player will be released from the program “without prejudice”. The release or refusal to release shall be given in writing.
- 609.2 Players who have left a team during the course of a season and either failed to apply for a release or left after being denied a release by the committee, shall not be eligible to participate on a district, provincial or national team for one full season following the season in which they left the team.
- 609.3 Any player who has been denied access to a district team or who has been denied a recommendation to attend a provincial or national camp based on failure to complete a commitment in the previous year may appeal the decision to the board. The board decision shall be final.

Rule 610 Discipline

- 610.1 Discipline at Games: Program team officials, players and parents shall maintain a respectful manner and professional decorum while on the field of play or on the sidelines at any game. Specifically:
 - (a) Coaching from the sidelines – giving direction to one’s own team on points of strategy, position and matters of discipline – is permitted, providing:
 - (i) Neither mechanical nor electric devices are used;
 - (ii) The tone of voice is informative and not a harangue;
 - (b) Each coach, substitute, or player is to remain within the “technical area” (1 meter behind the touchline, and within 1 meter of the half line and no more than 1 meter from the end of the bench or team equipment OR as otherwise defined by the BCSA at Provincial Cup competitions.
 - (c) No coach, substitute, player or spectator is to make derogatory remarks or gestures to the referees, other players, substitutes or spectators.
 - (d) No coach, substitute, player or spectator is to use profanity.
 - (e) No coach, substitute, player or spectator is to incite, in any manner, disruptive behaviour of any kind.



- (f) It shall be the responsibility of each team to maintain proper spectator conduct. The head coach shall be held primarily accountable for the conduct of spectators for or from their respective teams.

610.2 General Behaviour

- (a) Players must abide by the conditions set out in the “Player Participation Agreement” that was signed as a condition of being placed on a team.
- (b) Members of the Coaching Staff must abide by the Coaching Agreements signed as a condition of being named a team official on a team.
- (c) Parents and Guardians must abide by the Parents Code of Conduct as distributed by the Sports Services Branch.

610.3 Disciplinary Hearings

- (a) A panel of three persons shall be named by the program director to conduct inquiries into complaints about the behavior of any program participant. The panel shall follow the general rules as applied to disciplinary hearings.
- (b) In the event a member of the coaching staff or a lower island team spectator is ejected from a game, a written report shall be provided to the program director. The program director may require that person to appear before the disciplinary panel.
- (c) A record shall be kept of all red and yellow cards issued to program players. In addition to any other discipline that may be given by the league, the program director may require player to appear before the disciplinary panel.
- (d) Any program participant (e.g. player, coach or spectator) who has conducted him/herself, at any time, in a manner that could tend to bring discredit upon the program or upon the Lower Island district may be required by the program director to appear before the disciplinary panel.

Rule 611 Player Information Forms and ID Cards

- 611.1 Players and parents or guardians will be provided with a package of forms and general information related to the operation of the metro and select leagues by July 20 of each season. These forms must be completed and returned to the head coach or team manager no later than July 30.
- 611.2 Medical history forms must be available at every practice and game. Information contained on the form is “confidential” and may only be used for reference purposes in the event of a medical emergency involving the player.
- 611.3 Every player, on first entering the program, shall provide a copy of his/her birth certificate or other proof of birth as satisfactory to the district registrar.
- 611.4 Any team official or player knowingly providing false information on any form or document submitted to the LISA, the Metro or Select League committee or to the BCSA shall be immediately suspended from the program pending a disciplinary hearing.
- 611.5 All ID Cards must be returned to the district registrar after the final game of each playing season.

**Rule 612 Private Soccer Schools**

- 612.1 Any team head coach or other member of the coaching staff who conducts or has a financial interest (e.g. act as a paid coach) in a private training program for which a training or participation fee is charged, shall provide written notice to the director outlining the nature of the interest.
- 612.2 There shall be no direct or implied inducement made to any player suggesting there will be a greater opportunity of being named to a program team, or once on a team, a greater opportunity for participation by reason of having joined a private training session.
- 612.3 A player's opportunity to be selected for, or once selected, to fully participate in and receive full benefits from a program team, shall be based upon merit and not be contingent upon joining any private training program or academy.

Rule 613 Complaints and Appeals

- 613.1 The program chair and committee members shall exercise vigilance regarding issues which may give rise to disruption or discontent within the program or within a program team.
- a) Complaints of harassment shall be dealt with as outlined in Chapter 3 of the Rules and Regulations.
 - b) Complaints of a general nature that involve the manner in which the program is administered shall be addressed in writing to the program chair.
 - c) Complaints, other than those outlined in (a) or (b), by a player or parent regarding how a coach or member of the coaching staff conducts the affairs of the team, shall be dealt with in the first instance in a private, informal manner between the coaching staff and party concerned. If the matter cannot be resolved informally, the complainant may choose to reduce the complaint to writing. Any written submission should indicate what informal steps have been taken to resolve the matter. Written complaints should be submitted to the program chair in a timely manner.
 - d) The President of the LISA shall be immediately informed of any written complaints.

Rule 614 Program Fees and Refunds

- 614.1 Player Registration Fees
- (a) Registration fees for participation in the program will be set yearly by the program committee and approved by the LISA board.
 - (b) Players shall provide a \$50.00 cheque as uniform deposit. The cheque shall be post-dated to May 30 at the end of the season. If the uniform is not returned by that date or by the end of the season for the team if they are involved in the Provincial Cup, the cheque will be cashed in order to cover the cost of uniform.
 - (c) The aim of the program is to be self-supporting based on registration fees, donations, fund-raising and sponsorships.
 - (d) LISA board support for district teams will be part of the board budgeting process.
 - (e) The LISA board will actively work toward developing fields and facilities for program teams.



- (f) Insurance coverage is provided by the BCSA for players, coaching staff and committee members through the team registration process.
- (g) Players/parents will be required to defray all costs involved with travel, accommodation and other expenses related to their individual needs when travelling to league, cup games or tournaments.

614.2 Refunds

- (a) A player leaving the team on or before October 15 will be entitled to a prorated refund of their registration fees.
- (b) A player leaving the team after October 15 will only be refunded registration fees considered appropriate by the committee.

614.3 Head Coach Expenses

All travel expenses of the Head Coach (eg, ferry, bus, hotel) will be paid by the team.

Rule 615 Team Equipment

615.1 Each team will be provided with the following equipment:

- (a) One game ball
- (b) One practice ball per player
- (c) One pump and needles
- (d) One ball bag
- (e) Practice cones
- (f) One first aid kit or replenishment kit as necessary;
- (g) Two goal nets
- (h) Four corner flags
- (i) Grounding attachments for 2 goals
- (j) One set of pinnies
- (k) an alternate uniform

615.2 Serviceable equipment must be returned to inventory after the conclusion of the last game of the year.

615.3 The team manager shall be responsible for players' medical forms and/or cards. Medical forms must contain written permission from parents to treat players in case of emergencies.

615.4 At all games players must wear one of the official uniforms (jersey, shorts, socks) issued by the program director.

Rule 616 Meetings

616.1 Head Coach and Assistant Coach Meetings

- (a) There shall be at least three meetings convened by the program chair each season. All head coaches and assistant coaches will be encouraged to attend. There should also be representation from the technical committee. The meeting shall provide a general forum for the coaching staff to provide an assessment of the program and to provide recommendations to the committee and board. These meetings shall be scheduled for:

- (i) Mid-July to mid-August to discuss league start-up and housekeeping items.



- (ii) November to discuss player identification programs and housekeeping items.
- (iii) February/March to provide general tryout information and introductory information to all new coaches.

616.2 Managers Meetings

- (a) Team managers shall meet with committee members as required to carry out the planning processes necessary to ensure each team is meeting the district and provincial requirements with respect to the registration of players, preparation of ID cards and any other details necessary to properly and efficiently administer the program.

616.3 GMSL and BCYSSL League Meetings

- (a) The program committee shall endeavour to have a member of the committee attend all GMSL and BCYSSL meetings. If attendance in person is not possible, arrangements shall be made to participate in the meetings by electronic means.

616.4 General Parent/Guardian Meeting

- (a) There shall be two meetings of the general parent/guardian population in each season:
 - (i) March or April to discuss league operation and to provide an opportunity to suggest improvements to the program.
 - (ii) August of each season to provide start up information and to seek out volunteers to work within the program.

Rule 617 Sponsorship and Fundraising Guidelines

617.1 General guidelines regarding sponsorships is contained in Chapter 1 (Rule 106).

617.2 General Rules

- (a) Team generated sponsorship (all) and fundraising proposals are encouraged;
- (b) Funds raised through sponsorship or by fundraising shall in the first instance be applied toward the general team benefit.
- (c) No player or group of players shall be eligible to receive a refund of any funds by reason of the fact that they are leaving the team or the team is disbanding;
- (d) Every team shall, at the end of the season, submit an income and expense summary to the program committee.
- (e) Each year the LISA board will recognize sponsors by listing their names in general handouts or pamphlets produced for the association. In addition, a letter of appreciation will be sent to every sponsor.

617.3 Crests and Logos

- (a) A sponsor logo or name may be attached to a Lower Island supplied uniform jersey or article of clothing provided:
 - (i) all logos and sponsorship names/placement have prior approval of the committee;
 - (ii) the sponsor agrees to a minimum three-year sponsorship period;



- (iii) sufficient funds from the first year of sponsorship must cover the cost of replacing the jersey or article of clothing on which the sponsor's name appears. These funds are to be held in trust by the committee to replace the jersey or article of clothing when the sponsor ceases to be a sponsor;
- (iv) the jersey or other article of clothing shall be retired from use upon the sponsor ceasing to be a sponsor, and;
- (v) sponsorship funds must be received before any jersey or other article of clothing is engraved with the sponsorship logo or name.
- (vi) cresting of the sponsor's logo must be on a sleeve of the jersey and may not be larger than the official lower island logo.
- (ix) sponsor names may be tastefully displayed in block letters however the district and program name shall predominate in the lettering scheme, that is, in a ration of no less than 2-1 as in the following example.

Lower Island Metro

The Soccer Supply Store

First Pacific Bank

Lower Island Selects

- (b) Players personal names or nicknames may not be added to any uniform. They may be placed on articles of personal clothing purchased by the team.