

LISA ADMINISTRATION MANUAL

Chapter 7

Rules, Regulations and Policy for Registration



Update October 2010



Chapter 7 – Registration Rules, Regulations and Policy

Rule 700 Registration and Team Formation: The following rules, regulations, and policies apply to the registration of players and team officials, and to the formation of teams within the District.

Rule 700.1 Interfaces: The main responsibility for the registration Program rests with the Club Registrars. The chain of communication and data submittal is from the Club Registrar to the LISA Registrar to the BCSA Registrar.

Rule 700.2 LISA Registration Committee: The Registration Committee is a standing committee of the Board of Directors and is chaired by the LISA Registrar or a designated LISA Director. Club Registrars form the membership of the committee. The committee shall meet at least twice in each season in order to monitor the registration program and to review the registration procedures, rules, regulations and policies and to make recommendations for changes.

Rule 700.3 Proprietary Rights: All registration data provided by member clubs concerning players and/or teams within a club is considered proprietary. The information may only be used for the purposes of confirming compliance with the various rules and regulations of the LISA and the BCSA. The release of data beyond that point, or for any purpose other than approved in this section, must first be approved by the Board of Directors of the Club concerned.

Rule 701 District Zoning and Club Boundaries: The following policies apply to the rules as outlined in the LISA Bylaws, Article 13.

1. Clubs registering players must comply with the rules of zoning. Zoning means that each club has a vested interest in the players who reside within their territorial boundaries. The District Board is the responsible authority administering the zoning rules as outlined in the District Bylaws (Article 13).
2. Players who play outside their home club territorial boundaries are considered transfers unless they have been declared otherwise by the Board.
3. **Poaching** Any team, which, through its responsible officers or representatives (e.g. parents, scouts) attempts to induce a registered player of a team under the jurisdiction of the LISA to:
 - a. leave his or her team before the completion of the team's league, cup or provincial cup commitments, or
 - b. leave his or her home club to join another club as a transfer player,shall be deemed to have committed an offence and shall be dealt with by the Board.

Rule 702 Policies Applied to Zoning Bylaws (Refer to Constitution and Bylaws Section 13.2 for full text of Boundaries and Zoning Rules).

1. **Transfer Notice:** When a player registers to play at a club other than their home club, they must complete a "Notice of Transfer" form unless they have received an exemption from the Board. There is a \$10.00 annual fee for processing and filing in-district transfer forms. This form continues to apply after the October 15 deadline when BCSA transfer forms become applicable for the transfer of players between teams.
2. **Grandparented¹ Player Status:** In order to qualify for "grandparent" status, a player must make application on the approved form. Application for this status must be completed and processed before the player plays in any league or cup games. Once the status has been approved, there is no need to reapply until there is either further change in

¹ Grandparented Player is a common term used to describe an "Out of Boundary" player as defined in the Bylaws, Section 13.3(b)(i) and (ii).



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address or a break in continuous playing time (e.g. parents on temporary transfer out of the District).

3. **Coaching Exemption:** The Board must be satisfied the Coach is the bona fide “head coach” of the team. A signed application for exemption must be received before beginning the season and the application must be submitted in each playing season.
4. **General Exemption:** The Board will not consider either distance, travelling time, school affiliation, friendship or kinship as sufficient reason, in and of itself, to justify granting an exemption from transfer status.
5. **Home-stay Exemption:** The Board may grant an exemption to a home stay or visiting student (who might otherwise be a transfer) to allow them to play in the club in which their home stay parent is a member. A written application for exemption must be submitted to the LISA.
6. **Player Releases:** The LISA Board, on accepting a released player for placement on another team will not place that player on a Gold team in another club.

Rule 702

Player Age Divisions: Age limitations applied during a playing season:

U-18 player has not reached 18th birthday on or before December 31

U-17 player has not reached 17th birthday on or before December 31

U-16 player has not reached 16th birthday on or before December 31

U-15 player has not reached 15th birthday on or before December 31

U-14 player has not reached 14th birthday on or before December 31

U-13 player has not reached 13th birthday on or before December 31

U-12 player has not reached 12th birthday on or before December 31

U-11 player has not reached 11th birthday on or before December 31

U-10 player has not reached 10th birthday on or before December 31

U-09 player has not reached 9th birthday on or before December 31

U-08 player has not reached 8th birthday on or before December 31

U-07 player has not reached 7th birthday on or before December 31

Rule 703

Registration of Players:

1. **Registration of Players:** All teams that are formed using players from the Lower Island Youth District that intend to play in exhibition, league, cup or tournament matches must comply with the rules, regulations and policies as established and approved by this Board or the Board of BCSA. This includes all teams formed for “in-season” or our “out-of-season” play.

All players must be properly registered before they may participate in any tryout, exhibition, league, cup, or tournament play.

Players and teams from this jurisdiction, or players and teams from any other jurisdiction wishing to play in this jurisdiction, must be properly affiliated. This includes participation in any Provincial, National or International program or event.

2. **Residential Qualification:** The residency of the player is determined by the residence of the parent. For the purposes of these regulations the parent of the player is:
 - a. either parent where both parents have a common residence or if there is only one surviving parent, such surviving parent, and,



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- b. in the event that the parents are living apart, the parent who has custody of the player, or if both parents have custody, the parent with whom the player habitually resides or if the player does not habitually reside with either parent, then either parent, and
 - c. in the event both parents are deceased, the person who is the loco parentis to the player.
3. **Females on Male Teams:** Females are permitted to compete for and play on otherwise all-male teams. A team on which at least one male is registered shall be designated a “boys” team and all players on the team shall be subject to these rules, regulations and policies.
 4. **Girls vs Boys Teams:** Boys and girls teams shall not be placed in competition between one another in league, cup or tournament play. This rule does not prohibit practice matches between girls and boys teams.
 5. **Coach Responsibility:** The Coach of a team is the responsible authority to ensure all players on his or her team are properly registered and are qualified to play with the team. Failure to exercise due diligence in this regard may result in disciplinary action and loss of game points.
 6. **Competitions Outside Canada:** No player registered with the BCSA shall be entitled, during the period of such registration, to compete in any competition for any club outside Canada without first obtaining permission from the BCSA. Any violation of this rule will result in the immediate cancellation of registration and render the player ineligible to compete again in Canada during the current playing season.
 7. **Registration Expiration:** Player registrations expire each year after the player has completed his or her last game in league, cup or tournament play. For most players this will occur near the end of March or in early April of each playing season. Players of teams who continue in Cup play, or current season club teams that travel to tournaments, will remain registered until completion of their cup or tournament games.
 8. **Insurance Coverage:** After a player’s registration has lapsed, as noted above, only those who have registered for a new season will be covered by the BCSA insurance policy. This includes all games played during out-of-season play (spring and summer) and shall include all tryouts, practice games or tournaments played by “new season” teams or players.
 9. **Late Registrations:** Players registering after the team registration forms have been filed with the district registrar shall be processed using the LISA “Late Registration Form”. No fee is to be attached to the form.
 10. **Deletion of Players:** Players who have quit should be deleted from team lists. This is important when registering new players to ensure the team does not exceed the 18 player maximum.
 11. **Registration Deadlines:** If players are registering after the season has begun and after the deadline imposed for the filing of team registration forms with the District Registrar, the registration must first be submitted to the District Registrar. New players may register up to one day before the last league game of the season of the team on which they wish to play. The following deadlines apply:
 - a. One (1) day before participation in a league game, or
 - b. Seven (7) days before participation in a cup game and,



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- c. In order to be eligible for cup play, a player must have participated in one “regular season” league game.

Rule 704 Transfer of Players

1. **Transfer Deadlines:** The following rules shall apply to all transfers:
 - a. After the deadline for submitting team registration forms and prior to and including October 15 of each playing season, players must receive permission from the District Registrar in order to transfer from one team to another.
 - b. After October 15 of each playing season, players may only move from one team to another (including “in-club”) by means of a BCSA Transfer. The appropriate fee, payable to the BCSA, must be attached to the transfer form.
 - c. The last day for a transfer is January 15 of each playing season. Transfer forms, along with the cheque, must be in the hands of LISA registrar in time to meet the 11:59 p.m. deadline for the notification of the BCSA Registrar. Notice of the transfer should be given to the registrar in order to ensure ability to meet the deadline.
2. **Youth to Senior Single Game Permits**
 - a. A registered youth player shall be allowed to play up any number of times with a senior team in any one season providing the player has the consent of the affiliated youth team and the approval of the Senior League. This is done on the appropriate form that must be submitted to the BCSA office at least 48 hours prior to the game for which the permit is to be issued. Discipline rules are reciprocal.
3. **Youth to Youth Single Game Permits**
 - a. A “Team” may permit up to 3 players per league game.
 - b. All permits are for one game only
 - c. No teams may use permitted players for “Cup “games (District cup as well as A,B,C cup) or inter district games
 - d. Permitted player must be a registered player within Team's own Club
 - e. Player must have played at least one league game before player may be used as a permitted player
 - f. Club must complete the form on behalf of team requesting permitted players, and submit it to the district before the day of the game, the district will **NOT** send back confirmation of eligibility .
 - g. Team must have permission of Coach of the team player is registered
 - h. Team must have permission of Club's representatives
 - i. Players are limited to play in a higher division in same age group or equal/higher division **and** older age group (example: A U13 Silver player may play U13 gold ,U14 silver and U14 gold but not U14 Bronze ,U14 silver cannot play U14 silver on another team)
 - j. Teams must submit two copies of permit(s) to referee with team lists (one for referee and one for opposition
4. **Senior to Youth Transfers and Reinstatement**
 - a. To “transfer” to a senior team a youth player must make application on the appropriate form and must do so prior to January 15 of each season.



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- b. To “reinstate” from a senior team to a youth team, a youth player must make application on the appropriate form. Reinstatements must take place prior to January 15 of the playing season. There is a seven-day waiting period from the date the forms are filed with the District Association Registrar.

Rule 705 Team Registration

1. **Maximum Team Size:** No team shall be permitted to register more than eighteen (18) players at any given time. If players are dropped from a team the District registrar must be advised immediately.
2. **Minimum Team Size:**
 - a. A “Team” in U12 through U18 shall be recognized when a minimum of eleven (11) players is registered under one team name.
 - b. A “Mini Team” shall be recognized when a minimum of six (6) players is registered under one team name.
3. **Team Registration Forms:** Team registration forms must first be submitted to the District Registrar in Hard Copy form. The hard copy must be followed by the submission of an electronic copy that is due immediately following the deadlines for the hard copy lists.

Commencing in the 2001-2002 season, Club Registrars shall, to every extent possible, use the ACCESS DATA BASE system developed by the BC SA REGISTRAR.
4. **Player Information:** The following information must be supplied to the District Registrar when filing team lists.
 - a. **Name:** Last Name, First Name and (Initial – optional)
 - b. **Age:** Date of Birth (DD/MM/YY) as requested by the Provincial Registrar.
 - c. **Proof of Age:** District Registrars are the responsible authority to ensure proof of player age has been obtained by the time the player reaches U11. Any player joining for the first time at U11 or thereafter must provide proof of age before the registration will be accepted. Proof of age may be taken in the form of a birth certificate, baptismal certificate, citizenship papers, passport, or other evidence acceptable to the District Registrar. *Affidavits may only be considered with multiple pieces of corroborating documentation acceptable to the District Registrar.* A Club or District Registrar may at any time require a player to provide proof of age.
 - d. **Address:** Address must be complete with Street Address, City and Postal Code – a Post Office Box may not be used as an address, unless the actual address is supplied with the list. (See “Residential Qualification” Rule 703(2)).
 - e. Phone Number
 - f. **Players ID** For preparation of the ID number refer to Rule 705(7) following.
5. **Coaches and Managers Information:** Every coach, assistant coach and manager on a team must be registered with the team.
 - a. A maximum of four team officials may be registered with a single team. One team official must be registered as the “Head Coach”.



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- b. Each team must have at least one team official who is of the same sex as players on the team. For example, if a team has one female player on the team, then at least one team official must be female.
 - c. Details for team officials are the same as for players minus the need for age and Birth Certificate number. The District Registrar will issue team official ID numbers.
- 6. Team Information**
- a. Club Name
 - b. Division Number (e.g. U06, U12, U18, etc.)
 - c. Tier (Copper, Bronze, Silver, Gold, Select)
 - d. Name of Team (Raptors, Eagles, Wolverines, etc.)
 - e. If entering Provincial Cup, list either “A” or “B”.
- 7. Player Tracking (ID) Number:**
- a. **Players:** Every player shall be assigned a player tracking number based upon the BCSA number issued to the players **home club**. This number shall be comprised of the player’s birthday and the home club number in the form YY/MM/DD/CCC. The following club numbers (CCC) have been assigned by the BCSA Registrar:
 093: Sooke 094 Salt Spring 095 Prospect Lake 096 Peninsula
 097: Lakehill 098 Juan de Fuca 099 Gorge FC 100 Gordon Head
 101: Cowichan Valley 102 Cordova Bay 103 Bays United
 As an example a player with a birth of November 10, 1987, whose home club is Lakehill shall have the following number assigned: 871110097. It does not matter with which club the player plays, the number shall reflect his or her home club. Select League players will use their “home club” number. Grandparented players shall use their “home club” number.
 - b. **Coaches:** Coaches shall have a number assigned by the District Registrar.
- 8. U11 and Mini Team Registration Forms:** The same information as on the U12-U18 forms minus the Tier and Cup entry. Player Tracking (ID) numbers will be assigned by the club registrar in the usual form.

Rule 706 Team Registration Deadlines: The deadlines for the 2002 – 2003 season shall be as follow:

- 1. U12 – U18 Gold - September 13, 2001
- 2. U12 – U18 Silver, Bronze and Copper - September 20, 2001
- 3. U11 Teams - September 27, 2001
- 4. Mini Teams - October 18, 2001

Note: Team officials may not arbitrarily move players from one team to another, or “tryout” new players, without the explicit approval of their club registrar.

Rule 707 Identification (ID) Cards:



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1. By agreement of District Clubs, all players and officials that participate in league or cup play within the District need not possess or produce an ID card except for the following players and team officials:
 - a. Select League teams in Regular Season or Cup Play;
 - b. Provincial “A” or “B” teams in Cup play against any team from outside the Lower Island District;
 - c. Teams participating in the Island Invitational Cup matches;
 - d. At tournaments or other competitions where ID cards are deemed mandatory by the sponsoring agency, and;
 - e. At any other time required by the District Registrar.
2. Preparation of ID Cards: Club registrars shall be responsible for the preparation of ID cards for those club players and officials who require them. Blank cards, stickers and sleeves will be supplied by the district registrar.



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Appendix A – Registration Administration - Forms -

Application to Play Out of District (BCSA):any player that lives in the LISA District and seeks to play in another district (e.g. Nanaimo) must complete this form.

Coaching Exemption Application (LISA)²:must be completed by every head coach who seeks to have his child exempted from transfer status by reason of the fact the parent is the head coach of the child's team.

Grandparented Player (LISA):completed by a parent of a player that seeks to apply for an exemption from transfer status either by having played in a club in the 1992-1993 season, or on having moved from within the boundaries of their home club to within the boundaries of another club.

In-Province Travel Program (BC Government)submitted by the teams that are travelling more than 200 kms (one way) within the province. The form must be submitted by a Club (for a club team) or by the District (for a district team).

Insurance Claim Form (AllSport Insurance)completed by parent, submitted to club and then to district in each instance a player may wish to make a medical insurance claim.

Official Line-Up and Referee's Report (BCSA):must be completed by each team participating in a Provincial "A" or "B" Cup match at the Provincial Finals.

Provincial Team Roster Sheet (BCSA):must be completed for each team that will be participating in the Provincial "A" or "B" cup finals.

Provincial Cup Player Pickup Request:to be completed by a coach who seeks to pick up a player for the Premier "A" or Challenge "B" cup.

Senior to Youth Reinstatement (BCSA):must be completed by any youth player playing in the Senior League that desires to transfer services back to the Youth League.

Tournament Application (BCSA):must be completed by a Club (or team) seeking to hold a tournament. There is a \$20.00 fee payable to the BCSA.

Transfer Player (LISA): completed by a parent of a player that is playing with a club other than

Transfer Player (BCSA): any player that desires to change teams after October 15 in each season

Travel Application (BCSA):must be completed by a team (for team travel) or by a player (for player travel) for each time they desire to play in locations outside of the Province of British Columbia. This includes travel to Washington State. There is significant advance notice required for travel outside continental North America.

Youth to Senior One Game Permit (BCSA)must be completed by a Youth League player that seeks to play a single game (one permit per game) in the Senior League.

Youth to Youth One Game Permit (LISA) must be completed by a Club that seeks to play one of its players in a higher team within its club.

² All LISA Forms are available electronically.