



## **SENIOR TEAMS POLICY MANUAL**

### **1) INTRODUCTION**

- 1) This policy manual only addresses issues specific to Senior Teams. This manual periodically references the PSA Youth Policies where those policies are applicable to Senior teams. Youth policies do not apply to Senior teams unless specifically referenced within this manual.
- 2) Peninsula has men's teams and women's teams of all ages and levels, which allows graduating youth players to pursue their soccer into adult life at their home club. The Senior Soccer Program is run by volunteers, including the Club Senior Director, and committee of Coaches and team Managers.
- 3) This manual is created and maintained by the PSA Board of Directors to provide assistance to senior players, coaches, and volunteers

### **2) ORGANIZATION**

- 1) Peninsula Soccer Association (PSA, the Club, or the Association) is affiliated with the Lower Island Womens Soccer Association (LIWSA), the Vancouver Island Soccer League (VISL), and South Vancouver Island Classics Association (SVICSA). The VISL and LIWSA are affiliated with the B. C. Soccer Association (BCSA), which, in turn, is a part of the Canadian Soccer Association (CSA).
- 2) Through CSA and BCSA, we are governed by the rules of the international soccer organization FIFA (Federation Internationale Football Association).
- 3) Registration fees paid to PSA include an assessment that is, in large part, for the purpose of insuring members against injury. The assessment is shared by LIWSA, VISL, SVICSA, and BCSA.
- 4) Senior teams play under the PSA name and colours, use the fields and facilities, and are members of Peninsula Soccer Association, both operationally and financially. It is hoped that graduating players and senior team members will coach or otherwise assist with the youth soccer program of the Club.

### **3) SENIOR TEAM OBLIGATIONS TO CLUB**

1. Senior teams are expected to either; sponsor a youth team or volunteer a minimum of 5 players for the annual PSA youth jamboree.

2. Teams will have until October 1st to decide, sponsorship funds will be due at this time.
3. A monetary penalty will be levied against the team if they fail to comply with *sect. 1*
4. In accordance with *section 3*:
  - The monetary penalty will be the total amount of the sponsorship cost.
  - Failure to pay the penalty or comply with PSA executive rulings will result in the team unable to play for PSA next season.

#### **4) EXECUTIVE AND GENERAL MEETINGS**

As per PSA Youth Policy.

#### **5) CODES OF CONDUCT**

1) Players, coaches, team managers, and parents are expected to co-operate with each other and with Club and game officials in assuring that appropriate standards of behavior and conduct are followed at all times. Unacceptable behavior will not be tolerated.

##### Players Code

- I will arrive at all practices and games on time. I will inform my coach if I cannot attend or will be late.
- I will bring proper equipment to each game and practice.
- I will treat my coaches with respect, and try my best to learn all I can from them. I will play the positions assigned to me.
- I will be attentive and work hard in practice, and always try to give my best in the games.
- I will treat my teammates with respect, and support them on and off the field.
- I will treat the officials with respect, never arguing calls or abusing them in any way.
- I will treat my opponents with respect, and always play according to the rules.
- I will support the Association's Mission Statement.

##### Coaches Code

- I will treat the all players in a positive and supportive manner; helping them develop high self-esteem and making all players feel part of the team.
- I will try to conduct myself in a courteous and controlled manner at all times.
- I will endeavor to restrict my 'sideline coaching' to tactical advice and positive encouragement.
- I will teach soccer fundamentals appropriate to the age of my players.
- I will endeavor to attend a coaching clinic each year.
- I will provide a safe environment for my players by doing the following:
  - 1/ Ensure the player's equipment conforms to club safety standards.
  - 2/ Complete the risk management process as required by the club.
  - 3/ Arrive at practice on time.
- I will respect the game officials and not dispute their calls, or abuse them in anyway.
- I will follow the club guidelines regarding playing time.
- I will support the associations mission statement.

## **6) HARASSMENT AND ABUSE**

Harassment Prevention Committee - There are different kinds of harassment – all provide serious setbacks to a participant's enjoyment of sport.

Harassment is behaviour including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group, including, but not limited to:

- Written or verbal abuse or threats;
- physical assault;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;

- practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- hazing or initiation rites;
- leering or other suggestive or obscene gestures;
- intimidation;
- condescension, paternalism, or patronizing behavior which undermines self respect or adversely affects performance or working conditions;
- conduct, comments, gestures, or conduct of sexual nature that are likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of sexual nature on any opportunity for selection, training or advancement
- Abuse
- Physical- where a person is intentionally injured or made to do exercises as punishment
- Sexual- where a person is exposed to, or invited to participate in, sexual contact, activity or behavior;
- Emotional/Verbal where a person is made fun of, criticized, discriminated against, or put under an unrealistic pressure to perform;
- Neglect: An example for Youth teams would be where a child is not provided an appropriate level of care and supervision.
- Harassment and abuse may occur in relationships where power is a factor.

The following are examples:

- coach to athlete
- board member to coach
- athlete to athlete
- coach to coach
- parent to coach
- parent to parent
- parent to athlete
- coach to official

## **7) RISK MANAGEMENT**

1) Over the past decade public awareness and sensitivity to harassment has increased dramatically. There has been considerable concern by parents as to the past history of adults who are in charge of minors.

2) All Coaches, Assistant Coaches, and Managers of senior teams, (with the exception of the O50 men's teams who are exempt due to age restrictions of players), are required to complete a Volunteer Disclosure Statement.

3) The PSA Director of Senior Soccer coordinates this process.

## **8) PERFORMANCE BONDS and FINES**

- 1) Any new senior team is required, in their first year of play, to post a bond to either LIWSA or VISL, this bond will be paid for by the Club when the team is declared. If the new team is created from within the Club this is the only bond required, however; if the new team is already and is accepted into the PSA, that team will be required to post a \$500.00 bond to PSA for a term of two years.
- 2) The O50 Men's team does not post a bond to SVICSA but a new team coming in would be required to post a \$500.00 bond to PSA.
- 3) Coaches and Managers are required to understand the conditions of this bond and are required to operate within its guidelines. If the actions of any PSA member or team result in a fine against the performance bond, the PSA member or team must repay the amount to PSA before the end of the current season.
- 4) The Senior teams committee will have several meetings throughout the year, typically pre-season, mid-season, pre-cup play, and post season. Other meetings may be called as required. Teams **MUST** send one representative to attend every meeting or they will be fined \$25.00 payable to the Club.

## **9) FINANCES and REIMBURSEMENT (Travel, Clinics, Tournament)**

- 1) The Club's financial year runs from March 1 to Feb 28/29. The Financial Director maintains detailed records of moneys received and spent. The Executive must approve major, non-routine expenditures before being made. No member, coach, team manager or Director may make a financial commitment on behalf of the Club without the prior written approval of the Executive. Members may be held responsible for expenditures not previously approved.
- 2) A general outlook of expected expenditures and revenues for the next season and an accounting of the moneys received and disbursed is given to all members by the Financial Director at each Annual General Meeting. Monthly reports are given to the Directors at each Executive meeting. Separate reports on the revenues and expenditures of each major fundraising activity are also submitted to the Executive.
- 3) Costs incurred by members of the Executive or by coaches or team managers while on Club business may be reimbursed by the Club, at the discretion of the Executive, when reasonable and justified.
- 4) Subject to the availability of funds, the Club will reimburse members of the Club for registration fees for attendance at Coaching Clinics, Referee's Courses, and the like. Approval must be obtained before attending the course in order to ensure reimbursement. The intention is that the Club must benefit from the expertise gained by

its members, and reimbursement may be withheld until the individual has refereed for the Club, or continued to actively coach, or the like.

5) The Club will reimburse reasonable travel costs for regularly scheduled league games on Saltspring Island. Subject to the availability of funds, the Club will contribute towards the travel expenses of a team traveling out of town to represent the Club in B.C. Cup playoffs. Payment is at the discretion of the Executive, but will normally be granted if funds are available. The Club does not cover other team travel expenses.

6) Subject to the availability of funds, the Club will contribute towards one tournament fee per year, per team. The Executive establishes a "tournament fee maximum contribution amount".

7) Claims for Tournament Fees and Travel Expense reimbursement may be submitted to your Director of Senior Soccer who will forward it on the Financial Director. All other requests would be made in writing to the Financial Director.

## **10) SPONSORS**

1) Teams may use sponsors to offset incurred costs. Any new sponsors must be approved by the PSA Executive in order to avoid potential conflicts. If logos are used they can go on the chest of the jersey but must be no larger than 3x9 inches. All logo's must be approved in writing by the PSA Executive. Teams should submit sponsor names and actual size logo designs to the Director of Senior Soccer.

2) Teams are responsible for tracking their own financial support from sponsors and may be required to disclose amounts to the PSA Director of Finance for the purpose of the Annual Report.

## **11) REGISTRATION**

### **1) General Information**

a) Player registration is necessary to enable the Club, LIWSA, VISL, and SVICSA to keep track of players and to insure them. Players must register with their affiliated league as well as with Peninsula Soccer Association.

b) The responsibility for registration of players is that of the Director of Senior Soccer, Team Managers and the PSA Registrar. These people will register players and maintain player and team records. Team Managers will be the main contact for Coaches and players for registration related matters.

### **2) Registration**

Registration will take place prior to July 31. All players must complete on-line registration and submit registration fees by July 31 of the current year. Team

assignment is contingent on the coaches approval of that players ability to compete and play within that level of soccer for that year. [Reference 13(a)]

Teams may decide to add a surcharge to registration fees for team expenses but Coaches may not surcharge players for personal remuneration.

### 3) Registration Fee Setting

The PSA Executive will establish registration fees for the next season as soon as it is known what the fees will be from VISL and LIWSA.

### 4) Fees Coverage

Fees include costs for team photograph, medical insurance, payment of league and provincial fees, player forms, referees, use of uniform (jersey) for one year, equipment, and awards night.

### 5) Payment of Registration Fees

Players must pay the required fees *by **July 31***, by submitting individual player cheques along with completing on-line registration. Teams not completing club registrations and signing waiver will be denied membership and access to practice and game fields until registration is complete.

### 6) New Players

Players added to teams after the initial registration period will not be added unless the full on-line registration process and fees are submitted .

### 7) Number of Registered Players

The number of players for each team is capped at 20 for the season unless:  
An application to exceed 20 players is made in writing by the requesting team's manager or coach to the director of senior soccer.

### 8) Exemption for Registration Fees

Players who are the "head coach" for a youth team will have their registration fees waived for the year although they will still be responsible to pay for their player form (VISL and LIWSA) and any special levies currently in place.

### 9) ID Cards.

PSA complies with BCSA's requirements for players ID cards.

#### 10) League/Cup Games

LIWSA and VISL rules require that players be registered at least one day prior to taking part in any league game and at least seven days prior to any Cup game. No player shall be allowed to be registered or play for more than one team.

#### 11) Insurance.

a) Insurance coverage for PSA and the leagues is for a fiscal year from the issuance of the respective policies. Senior players in tryout situations are covered for injury, teams playing non-sanctioned games or holding non-sanctioned tryouts are not covered.

b) Coaches cannot allow players to play or practice without being registered, (unless the player is trying out for the team), as this might leave the coach and/or Club liable in the case of injury. Coaches not following these rules are subject to Club discipline.

#### 12) Refunds

No refunds will be made after October 31<sup>st</sup>. Requests for refunds should be made through the Senior Director. Refunds will be reduced by the amount paid to VISL or LIWSA for player forms for that player.

#### 13) During the season.

a) Players registering from November 1<sup>st</sup> - January 14<sup>th</sup> will pay 75% of the current year's registration fee. From January 15<sup>th</sup> - March 31<sup>st</sup>, players will pay 50% of the current registration fee.

b) If a player transfers from one senior team to another, within Peninsula, they must pay the transfer fee as imposed by LIWSA or VISL. Players transferring from another Club or independent team, onto a Peninsula team, must follow the same fee structure as a new player, as well as pay the transfer fee.

### **12) BOUNDARIES**

There are no boundaries for Senior Soccer.

### **13) TEAM FORMATION and SEEDINGS**

a) Teams are formed after tryouts in August. Tryout Sessions are run in an open format so players can try out for several teams at once. Players are selected by coaches and offered positions on teams according to their ability.

b) It is the Peninsula Soccer Association's philosophy that only one team play in each division. This is to ensure strength at each level and so the Club can provide a place for graduating and new players commensurate with their skills and abilities

## **14) TEAM PROMOTION and RELEGATION**

- a) Teams within the VISL and LIWSA may be promoted or relegated according to their standings at the end of the playing year. The Club will review promotions and relegations each year as the potential exists to end up with 2 teams in one division.
- b) If this situation arises a Senior Committee and the Director of Senior Soccer, will meet to determine the best course of action, every effort will be made to include team players and coaches in discussions. The committee will make their recommendation to the PSA Executive through the Director of Senior Soccer; the final decision, however, rests with the PSA Executive. Decisions must be made no later than June 20<sup>th</sup> because women's teams must be declared to LIWSA by June 30<sup>th</sup> and men's teams must be declared to VISL by July 15<sup>th</sup> in order for them to be eligible to play in September.

## **15) TECHNICAL DIRECTOR**

The Technical Director position at Peninsula at this time and duties currently would only cover youth activities. At some time in the future the Executive may decide to expand the Technical Director's responsibilities.

## **16) COACH SELECTION:**

- 1) Women's teams must be declared to LIWSA by June 30<sup>th</sup> and men's teams must be declared to VISL by July 15<sup>th</sup> in order for them to be eligible to play in September. By selecting Coaches prior to team sheets being submitted they can be declared along with the team and be actively involved with team planning and tryouts for the following year, both with the Club and with their respective leagues.
- 2) The SVICSA does not require teams to be declared but the O50 team should still be actively involved with Club planning.
- 3) Existing coaches do not need to apply each year, however, by April 30 they must contact the PSA Director of Senior Soccer, to confirm they would like to coach the following season. There is, however, no guarantee that the coach of a team one year will be the coach of that team the following year. If the existing coach has not made his/her intentions known by April 30<sup>th</sup> the position will assumed to be vacated and a replacement will be sought.
- 4) Applications for vacant or occupied coaching positions will be reviewed by the Technical Committee who will make a recommendation to the PSA Executive. The Senior Soccer Committee can put forth a recommendation to the Technical Committee but ultimately the final decision rests with the Technical Committee.

5) Appeals are directed to the Director of Senior Soccer.

## **17) TEAM UNIFORMS and EQUIPMENT**

1. Each player receives a jersey for use during the season. Jerseys are for games only.
2. All jerseys are provided by the Club and are red, blue and white, unless the senior team wishes to provide their own jersey subject to *section 17(5)*.
3. Team Managers/Coaches will collect post-dated cheques (\$100)?? from players for jerseys.
  - a) If the jersey is provided by the PSA the team is responsible for it's return.
  - b) The team is financially liable for replacing jersey's that are not returned to the PSA.
4. Senior teams must hand in PSA issued jerseys without sponsorship logo's.
5. Senior team jerseys may differ in style, fabric and design from the youth program of Peninsula Soccer if:
  - a) The jersey color remains consistent with PSA uniform policy (red, blue, white)
  - b) The Director of Senior Soccer approves of the jersey design and submits the intention to the PSA executive. The final decision rests with the PSA executive.
  - c) The jersey will be consistent for all senior teams in that particular gender;
    - i) Jerseys are consistent for all women's senior teams.
    - ii) Jerseys are consistent for all men's senior teams.
    - iii) men's and women's senior teams do not have to have the same style jersey.
    - iv) The over 50's teams are exempt from section 17(5)(c).
  - d) That the Peninsula Soccer Association logo is displayed on the front of the uniform.
  - e) That the senior team's pay for the jerseys without PSA funds.
6. Shorts and socks are not provided by the club.
  - a) They are to be purchased by the players through the Club (through the PSA Director responsible for uniforms).
  - b) Shorts are blue and socks are red.
7. All warm-up apparel purchased by teams must be predominately red, blue and white.
8. Equipment is handed in each year and re-issued in early August in time for Seniors tryouts.

9. The PSA Equipment Manager will have a list of the number and sizes of jerseys assigned to each team. The Director of Senior Soccer should will a list of all keys as well as the jersey list issued to Senior teams.

## **18) PLAYER SAFETY**

As per PSA Youth Policy.

## **19) FIELDS**

As per PSA Youth Policy.

## **20) FIELD EQUIPMENT**

As per PSA Youth Policy.

Exception: Senior teams must travel to away games with one net and two corner flags.

## **21) PRACTICES (FIELD/GYM ALLOCATIONS)**

As per PSA Youth Policy.

## **22) GAMES (DURATION, FIELDS and HOME TEAM RESPONSIBILITIES)**

As per PSA Youth Policy.

## **23) REFEREES**

- Referees for games are supplied by LIWSA, VISL, and SVICSA.
- The SVICSA do not currently include referee costs in their league fees charged to the Club, these costs are paid on a game by game basis by the teams themselves

## **24) AWARDS**

None exist at this time.

## **25) TOURNAMENTS**

1) The Club will pay one registration fee (to a maximum set by the Executive) per year for each team in each division for entry into a tournament. Receipt for tournament fees may be submitted to the Director of Finance.

2) Players, officials, relatives and friends should be constantly aware that they are ambassadors of their Club, district and, where applicable, their province and country, and behave according to the Rules for Teams Traveling. As good participants at tournaments, pins or crests are often exchanged with out-of-town teams. Teams are encouraged to contact PSA Executive for Club pins to exchange with out of town teams.

## **26) TEAM FUNDRAISING**

1) Teams may want to raise funds for a number of reasons, including team travel, tournament entry fees, club jackets or warm up gear. Excess funds may be used to hold a team party at the end of the season, although this activity cannot serve as the purpose for fund raising.

2) Teams planning to fundraise must notify the PSA Executive, a statement of the purpose for which the funds will be raised must be given. As teams are representatives of the PSA, 10% of the funds raised must go back to the Club, although the team may make a request in writing for a reduction or exemption of this fee.

3) It is recommended that senior teams create a “management committee” to manage their team accounts. Please see the PSA Youth Policy for a good description on how to use the management committee to manage funds.