

**Lakehill Soccer Association**

**Senior Teams Policy and Procedures Manual**



**Revised May 2008**

# Senior Teams Policy and Procedures Manual

## INTRODUCTION

This policy and procedures manual addresses issues specific to Senior Teams. This manual periodically references the LSA Youth Policies and Procedures Manual where those policies are applicable to Senior teams. Youth policies do not apply to Senior teams unless specifically referenced within this manual.

Lakehill 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's Program is run by volunteers, including the Director, Division Managers, Coaches, and Team Managers.

Throughout this guide, the term "parent" will mean a parent or guardian, as appropriate.

This manual is maintained by the Director, Policy Development. The following manuals, created and maintained by LSA, also provide assistance to coaches, players and directors during their membership in LSA:

Name of Manual/Guide	Purpose	Custodian
Lakehill Soccer Association Constitution and Bylaws	Defines the rules governing Lakehill Soccer Association	Director, Policy Development
Directors Manual	Details the duties of each LSA Executive	Director, Policy Development
Coaches Manual	Provides coaching tips for LSA coaches, parents and players	Director, Coaching
Coaching Code of Conduct	Outlines LSA's rules for coaches	Director, Coaching
Youth Teams Policy and Procedures Manual	Outlines policies and procedures for LSA Youth Teams	Director, Policy Development

## ORGANIZATION

Lakehill Soccer Association (LSA, 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).

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Through CSA and BCSA, we are governed by the rules of the international soccer organization FIFA (Fédération Internationale de Football Association).

Registration fees paid to LSA include an assessment that is, in large part, for the purpose of insuring members against injury. The assessment is shared by LIWSA, VISL, LIWSA, SVICSA, and BCSA.

Senior teams play under the LSA name and colours, use the fields and facilities, and are members of Lakehill 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.

Organization	Acronym	Web site
Lakehill Soccer Association	LSA	<a href="http://www.lakehillsoccer.com">www.lakehillsoccer.com</a>
Lower Island Womens Soccer Association	LIWSA	<a href="http://www.liwsa.com">www.liwsa.com</a>
Vancouver Island Soccer League	VISL	<a href="http://www.visl.bc.ca">www.visl.bc.ca</a>
South Vancouver Island Classics' Soccer Association	SVICSA	<a href="http://www.svicsa.com">www.svicsa.com</a>
British Columbia Soccer Association	BCSA	<a href="http://www.bcsoccer.net">www.bcsoccer.net</a>
Canadian Soccer Association	CSA	<a href="http://www.canadasoccer.com">www.canadasoccer.com</a>
Fédération Internationale de Football Association	FIFA	<a href="http://www.fifa.com">www.fifa.com</a>

### SENIOR TEAM OBLIGATIONS TO CLUB

Senior teams are expected to either sponsor a youth team or volunteer a minimum of 8 players (not Coaching Staff who already volunteer) from their team for one of the annual jamborees or tournaments that the Club hosts. Teams will have until October 1st to decide their preference. Sponsorship funds will be due at this time.

### EXECUTIVE AND GENERAL MEETINGS

As per LSA Youth Teams Policy and Procedures Manual.

### CODE OF CONDUCT

As per LSA Youth Teams Policy and Procedures Manual.

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## **HARASSMENT AND ABUSE**

As per LSA Youth Teams Policy and Procedures Manual.

## **RISK MANAGEMENT**

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.

All Coaches, Assistant Coaches, and Managers of senior teams, with the exception of the O30 women's, O35 men's, and O50 men's teams who are exempt due to age restrictions of players, are required to complete a Volunteer Disclosure Statement.

The Director, Public Relations, coordinates this process.

## **PERFORMANCE BONDS and FINES**

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 established and is accepted into the LSA, that team will be required to post a \$500.00 bond to LSA for a term of two years.

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 LSA.

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 LSA member or team result in a fine against the performance bond, the LSA member or team must repay the amount to LSA before the end of the current season.

Senior teams 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.

## **SPORTSMANSHIP AND CONDUCT REVIEW BOARD (SCRBoard)**

As per LSA Youth Teams Policy and Procedures Manual.

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

As per LSA Youth Teams Policy and Procedures Manual.

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## SPONSORS

Teams may use sponsors to offset costs incurred. New sponsors must be approved by the Executive in order to avoid potential conflicts. If logos are used they can go on the sleeve of the jersey but must be no larger than 3x3 inches unless approved in writing by the Executive. Teams should submit sponsor names and actual size logo designs to the Director of Seniors.

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

## REGISTRATION

### A) General Information

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 Lakehill.

The responsibility for registration of players is that of the Director of Seniors, Division Managers and the Registrar. These people will register players and maintain player and team records. Divisional Managers will be the main contact for Coaches and players for registration related matters.

### B) Registration

Registration will take place after team tryouts in August. All players must complete and sign both registration forms and registration fees must be paid by September 15<sup>th</sup> of the current year. Teams may decide to add a surcharge to registration fees for team expenses but Coaches may not surcharge players for personal remuneration.

### C) Registration Fee Setting

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

### D) 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.

### E) Payment of Registration Fees

Players must pay the required fee by September 15<sup>th</sup>. Teams may pay the Club from their team account or by submitting individual player cheques along with registration forms. Teams

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not completing registration will be denied access to practice and game fields until registration is complete.

### F) New Players

Players added to teams after the initial registration period will not be added unless **all** forms and fees are submitted at the same time.

### G) Number Of Registered Players

There is no cap on the number of players that can register for a team. Each player pays the same registration fee based on their date of registration.

### H) 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.

### I) ID Cards.

LSA complies with BCSA’s requirements for player ID cards.

### J) 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.

### K) Insurance.

Insurance coverage for LSA 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.

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.

### L) Refunds

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

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## M) During the season.

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.

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

## **BOUNDARIES**

There are no boundaries for Seniors.

## **TEAM FORMATION and SEEDINGS**

Teams are formed after tryouts in August. 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.

It is the Seniors, and Club, philosophy that only one team play in each division. This is to ensure strength at each level and so that the Club can provide a place for graduating and new players commensurate with their skills and abilities.

## **TEAM PROMOTION and RELEGATION**

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.

If this situation arises, the Seniors Committee and the Director, Coaching 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 Executive through the Director, Seniors and Director, Coaching; the final decision, however, rests with the 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.

## **TECHNICAL DIRECTOR**

The Technical Director is a paid position at Lakehill and duties currently cover youth activities. At some time in the future the Executive may decide to expand the Technical Director's responsibilities.

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## COACH SELECTION

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.

The SVICSA does not require teams to be declared but the O50 team should still be actively involved with Club planning.

Existing coaches do not need to apply each year, however, by April 30 they must contact the Director, Seniors to confirm they would like to coach the following season. There is 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.

Applications for vacant or occupied coaching positions will be reviewed by the Technical Committee, who will make a recommendation to the LSA Executive. The Seniors Committee can put forth a recommendation to the Technical Committee but ultimately the final decision rests with the Technical Committee.

Appeals are directed to the Director, Public Relations.

## TEAM UNIFORMS and EQUIPMENT

A substantial percentage of the Club's annual expenditures go towards uniforms and equipment.

Each player receives a jersey for use during the season. Jerseys are for games only. All jerseys are provided by the Club and are red and white. It is strongly advised that team Managers/Coaches collect post-dated cheques from their players for jerseys as the team is responsible for replacing any that are lost.

Shorts and socks are not provided by the club, but are to be purchased by the players through the Club (through the Director, Operations). Shorts are black and socks are red. According to FIFA regulations, any shorts worn under the uniform that are visible must be of a matching color, namely red or black. Uniforms worn for away games must conform to the Club uniform.

In the interest of Club uniformity, all warm-up apparel purchased by teams must be predominately red, white and black.

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Senior teams do not hand in jerseys as many of them have sponsorship logos. Equipment is handed in each year and re-issued in early August in time for Seniors tryouts.

The Equipment Manager should have a list of the number and sizes of jerseys assigned to each team. The Director, Seniors should have a list of all keys issued to Senior teams.

### **PLAYER SAFETY**

As per LSA Youth Teams Policy and Procedures Manual.

### **FIELDS**

As per LSA Youth Teams Policy and Procedures Manual.

### **FIELD EQUIPMENT**

As per LSA Youth Teams Policy and Procedures Manual.

Exception: Senior teams must travel to away games with one net and two corner flags. Teams are responsible for purchasing their own equipment for this purpose.

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

As per LSA Youth Teams Policy and Procedures Manual.

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

As per LSA Youth Teams Policy and Procedures Manual.

### **PLAYING TIME**

Coach's discretion. There are no minimum playing time requirements for Senior teams.

### **REFEREES**

Referees for games are supplied by LIWSA, VISL, and SVICSA. Assistant referees are supplied for home games by Lakehill and are assigned by the Referee Manager.

The SVICSA does 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. The Club will reimburse the O50 men their portion of the referee costs upon submission of a schedule showing their games. The schedule should be submitted to Director of Finance through the Director of Seniors or the Division Manager.

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## AWARDS

Each year the Club provides funds for 2 awards per senior team, an MVP award and a Coach's Choice award. Awards will be presented at the end of year wrap-up party. Coaches/Managers should submit names for awards to the Senior's Director by March 1<sup>st</sup>.

## TOURNAMENTS

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. Claim forms for Tournament fees may be submitted to the Division Manager who will forward it on to the Director, Financial Planning. All other requests should be made in writing to the Director, Financial Planning. Also see "FINANCES and REIMBURSEMENT (Travel, Clinics & Tournaments)"

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 of Team Traveling (below). As good participants at tournaments, pins or crests are often exchanged with out-of-town teams. Teams are encouraged to contact LSA Executive for Club pins to exchange with out of town teams. Pins for team exchange are provided at no cost to LSA teams.

## TEAM FUNDRAISING

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.

Teams planning to fundraise must notify the Executive. A statement of the purpose for which the funds will be raised must be given. As teams are representatives of the LSA, 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.

It is recommended that Senior teams create a "management committee" to manage their team accounts. Please see the LSA Youth Teams Policy and Procedures manual for a good description on how to use the management committee to manage funds.