

Lakehill Soccer Association

Youth Teams Policy and Procedures Manual



Revised May 2008

Youth Teams Policy and Procedures Manual

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INTRODUCTION and CLUB PHILOSOPHY

The Lakehill Soccer Association (LSA) has been in existence since approximately 1957.

Facilities and equipment have greatly improved over the years. In association with Braefoot Community Association (BCA), we have a modern clubhouse, dressing rooms and lighted fields. We have uniforms for all players as well as a substantial investment in equipment. We offer a full program from ages 3 to 18 for both boys and girls and several senior teams which will allow graduating players to pursue their soccer into adult life.

We have a strong volunteer organization, ranging from coaches and team managers, and other team workers, to a highly committed Executive, as well as many other supporters and helpers dedicated to the Association and its goals.

The **Club's Philosophy** is to ensure enjoyment of and participation in the sport of soccer (formally known as Association Football) for all members, along with promoting the development of high quality teams, players and coaches. We strive to produce winning teams, highly skilled players, quality coaching and a sense of belonging for all. We try to instill the qualities of commitment, good sportsmanship and teamwork in all players, coaches, parents and club officials.

This manual is maintained by the Director, Policy Development and describes policies and procedures for our youth teams. LSA Members are encouraged to read it and make use of it as the need arises. Suggestions for improvement are always welcome. For our Senior teams, there is also a Senior Teams Policy and Procedures manual.

The following manuals, created and maintained by LSA, also provide assistance to coaches, parents 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
Senior Teams Policy and Procedures Manual	Outlines policies and procedures for LSA Senior Teams	Director, Policy Development

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

LSA’s web site is at www.lakehillsoccer.com. It contains useful information and links to many other useful sites, and is maintained by the Director, Public Relations.

ORGANIZATION

The Club operates under the Society Act of B. C. and the Club Constitution, as filed with the Registrar of Companies. Under the Club Constitution, the Executive has the authority to establish rules, regulations and policies to guide the operation of the Association.

Lakehill Soccer Association (LSA, the Club, or the Association) is affiliated with the Lower Island Soccer Association (LISA). LISA is affiliated with the B. C. Soccer Association (BCSA), which, in turn, is a part of the Canadian Soccer Association (CSA).

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 LISA and BCSA.

We have agreements with senior teams, who play under the LSA name and colours. These teams use our fields and are members of Lakehill Soccer Association, both operationally and financially. Senior teams provide a place for our graduating youth players to continue their soccer at their home club. It is hoped that graduating players and senior team members will coach or otherwise assist with the youth soccer program of the Club.

The Club also has an affiliation agreement with Braefoot Community Association (BCA) that defines the relationship between the two associations and ensures that each operates with the mutual benefit of the other in mind.

Organization	Acronym	Web site
Lakehill Soccer Association	LSA	www.lakehillsoccer.com
Lower Island Soccer Association	LISA	www.lowerislandsoccer.com
British Columbia Soccer Association	BCSA	www.bcsoccer.net
Canadian Soccer Association	CSA	www.canadasoccer.com
Fédération Internationale de Football Association	FIFA	www.fifa.com

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EXECUTIVE AND GENERAL MEETINGS

Executive meetings are held monthly, on a regular date as established by the current members of the Executive. The meetings are not open and guests must be invited. Minutes of the meetings are sent to all members of the Executive and are posted on the LSA web site.

In camera policy

LSA has an “in camera policy” designed to protect the privacy of individuals and the interests of LSA while ensuring that the Executive acts in as open and transparent a manner as possible. The following types of items are offered as examples of issues that would be discussed in camera:

- Legal matters, such as litigation or potential litigation and receiving advice that is subject to solicitor-client privilege;
- Personnel matters;
- Matters that involve a commercial or financial interest of the Club, where disclosure would be harmful to the Club’s negotiation position;
- Disciplinary matters that are under investigation or appeal; and
- Selection of award recipients.

In camera items may be scheduled at any time, or as the need arises, during an Executive meeting. A motion is required to move discussion in camera and again to move discussions out of in camera.

No guests may be in attendance during the in camera portion of the meeting, other than those specifically invited in regard to an in camera agenda item.

The Director, Administrative Services will record the minutes for the full Executive meeting. When the minutes are posted on the website, a notation of “in camera agenda items” will be substituted for that portion of the minutes.

The Chair of the meeting is responsible for ensuring that this policy is followed.

Annual General Meeting

All members (as defined in the Constitution) of the Club receive notice of the Annual General Meeting at least two weeks prior to the meeting. The AGM is usually held in the Spring.

Club Structure

Teams are run by volunteer coaches, team managers and parents. The Association is run by an elected Executive, the Directors, who are also volunteers. A detailed list of the Directors duties is found in the Directors Manual and in the Lakehill Soccer Association Constitution. Some of the Executive positions and a brief description of their responsibilities are as follows:

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President - provides direction and leadership of all club activities and chairs Executive meetings;

Past President - provides advice and continuity to the Executive as a whole, and to the President in particular;

Director, Financial Planning - manages the Association's financial affairs, including receiving and disbursing funds, keeping financial records and dealing with a bank; responsible for all fund raising activities carried out in the name of LSA. Also responsible for the following:

- Financial Planning & Fund Raising Committee
- periodic committees created as required for special projects or objectives.

Director, Administrative Services - maintains the minutes of the Association and its files, and attends to both incoming and outgoing correspondence, issues notices of meetings, has custody of all records and documents of the Society except those required to be kept by the Director, financial planning;

Director, Registration - conducts player registration and maintains player and team records, as well as maintaining liaison with Division Managers and Lower Island Registrars;

Director, Policy Development – responsible for ad-hoc committees, as and when required, to develop policies and conduct strategic and business planning.

Director, Coaching - helps to secure and arrange training and other assistance for coaches; responsible for related resource material. Also responsible for the following:

- **Technical Committee** – Led by the Technical Director, the Technical Committee is responsible for promoting and supporting player, coach selection, coaching and referee development; acting as a resource to the Executive and identifying areas of required development, improvement and research; providing a forum for discussion on related issues and exchange of information with the Club.
- **Awards Committee (Chair)** – The Director, Coaching is the chair of the Awards Committee. The Awards Committee is responsible for soliciting nominations for awards, reviewing the nominations and recommending award winners to the Executive.

Director, Operations – carries out the duties of the President during his absence. Also responsible for the following:

- **Player & Team Equipment Manager** - manages, purchases and distributes Club uniforms and other team equipment, and maintains records for uniforms, balls, and other equipment;

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- **Field Equipment Manager** - manages and checks the condition of all equipment that is associated with the three Home Fields for LSA (goals, including net anchors, corner flags and nets)
- **Referee Manager** - organizes and assigns referees, arranges for training for new and ongoing referees, and is responsible for turning in referee and disciplinary reports to Lower Island representatives;
- **Fields Manager** - designates the use of all fields and co-ordinates and schedules fields for games and practices;
- **Lower Island Representative** - represent the Association at LISA meetings, and communicate LISA information to the Executive, coaches and team managers of the Club;
- **Division Managers** - provide liaison between teams and the Executive. They communicate team information to the Executive and pass on Executive decisions to affected teams or individuals. These individuals deal with any problems that relate to teams, in consultation with team coaches and managers. They are the primary contact for parents. They are involved in all decisions and other matters that come before the Executive and that affect a team or player in their division. Coaches and managers run teams but Division Managers are the team and player representatives on the Executive. When a coach, team manager, parent or player has a concern that they feel requires Executive attention, or has questions that can't be answered by team officials, they should contact their Division Manager.
- Sportsmanship and Conduct Review Board (SCRBoard) – See section in this Policy Manual.

Director, Seniors – responsible for the development, management and administration of the seniors program and for representing LSA at the Vancouver Island Soccer League (VISL) and lower Island Women's Soccer Association (LIWSA).

Director, Public Relations - responsible for internal and external communication, liaison with BCA, liaison with sponsors, conflict resolution, team photos, and screening coaches and others in accordance with regulatory bodies. Also responsible for the following:

- Public Relations Committee – formed as necessary and required by the Director.

CODE OF CONDUCT

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 behaviour will not be tolerated.

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Courtesy of The Coaches Association of British Columbia.

Fair Play Code for Athletes

- I will participate because I want to, not just because someone else wants me to.
- I will play by the rules, and in the spirit of the game.
- I will control my temper – fighting and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to try to be a true team player.
- I will remember that winning isn't everything - that having fun, improving my skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performance – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play Code for Coaches

- I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials and opponents.
- I will ensure that all athletes get equal instruction, support and playing time that is consistent with club policy.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.

Fair Play Code for Officials

- I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the athletes.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward officials, athletes, spectators or myself.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the athletes before and after the game.

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- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.

HARASSMENT AND ABUSE

What is it?

There are differing degrees of abuse and harassment. All provide serious setbacks to a participant's enjoyment of sport.

Harassment as per Sport B.C. (Preventing Harassment in Sport - Continuing the Vision - 1998)

Behavior 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, offense, 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 as per Sport Safe (Guidelines to Creating a Safer Environment for Sport and Recreation: Coaches Game Plan)

- **Physical** - where a person is intentionally injured or made to do exercises as punishment; for example, "You guys sucked out there. Hit the track for an hour!"
- **Sexual** - where a person is exposed to, or invited to participate in, sexual contact, activity or behaviour; for example, "It was just a little pat on the bum, but don't tell anyone."
- **Emotional/Verbal** - where a person is made fun of, criticized, discriminated against, or put under an unrealistic pressure to perform; for example, "OK Darrell, I guess you'll have to play with us... you're the only one left."
- **Neglect**: An example for Youth teams would be the lack of provision of an appropriate level of care and supervision; for example, "I've got to go, but you wait here until your parents pick you up."

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Who is at Risk?

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

If abuse of a physical or sexual nature is suspected, it must be reported to the police and / or local Ministry for Children and Families. These professionals will ensure any investigations are handled confidentially, sensitively and ensuring the proper procedure is carried out.

Lakehill has a member on the Executive entitled Harassment Advisor who has had some training in this area. Concerns, questions or complaints on any harassment or abuse matter connected with Lakehill Soccer should be directed to the Harassment Advisor. All matters will be dealt with sensitively and in confidence.

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 their children.

In order to allay the concerns of parents, the British Columbia Soccer Association (BCSA) has developed a Risk Management program. A major part of this program includes a procedure whereby all volunteers within the member soccer organizations are required to complete a Volunteer Disclosure Statement.

LSA, through its affiliation with BCSA and LISA, is bound by this process for all of its volunteers including coaches, assistant coaches, managers, executive members and referees. The intent of this program is to ensure the protection of both the child and adult.

Maximum confidentiality will be maintained. All completed forms at the Club level will be placed in a sealed envelope by the applicant and forwarded directly to BCSA in Vancouver.

The Director, Public Relations coordinates this process.

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PERFORMANCE BONDS and FINES

LSA, as a member of LISA, is required to post Performance Bonds in accordance with current LISA rules. Coaches and Managers are required to understand the conditions of this bond and are required to operate within its guidelines. Failure to do so will result in sanctions by LISA and/or LSA. Contact LSA Executive or LISA for more information on Performance Bonds and Fines. 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.

SPORTSMANSHIP AND CONDUCT REVIEW BOARD (SCRBoard)

Purpose

The purpose of the Sportsmanship and Conduct Review Board (SCRBoard) is to investigate and take action on any reports of unacceptable behaviour by players, coaches, team managers or members of the Club and fairly bring incidents involving LSA club members to a timely and appropriate conclusion.

The SCRBoard is a standing committee of the LSA executive made up of:

- Director, Operations (Chair)
- Director, Coaching
- an appropriate Division Manager
- One other LSA Director (not directly involved with the situation)
- Director, Public Relations

In the event of a conflict of interest, or where the discipline involves one of the members of the Committee or a player related to them, the President will serve on the committee in place of that member. Anyone who has a connection with the person being disciplined, e.g. a Division Manager who is also the manager of a team whose coach is being disciplined, should consider themselves in a conflict of interest position.

Scope

The scope of the SCRBoard will encompass all club members while they are participating in soccer activities within the jurisdictions of the Lower Island Soccer, Vancouver Island Soccer and Lower Island Women's Soccer Association. The definition of club members shall include all players, parents, coaches, referees, division managers, and executive members of the LSA. The definition of youth soccer activities shall include all practices, games, tournaments, or clinics regardless of whether the regular soccer season is in effect or not.

In the event of an incident involving a club member outside the jurisdiction of the Lower Island Soccer, Vancouver Island Soccer and Lower Island Women's Soccer Association, the LSA will only become involved if directly requested by the BC Soccer Association and the LSA executive agrees to comply with that request.

The LSA takes very seriously its commitment to maintaining good relations within the LSA, with the other soccer clubs, and with the Lower Island Soccer, Vancouver Island Soccer and Lower

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Island Women's Soccer Association Leagues in general. The LSA will take whatever action is necessary in order to fulfill our membership responsibilities and maintain good relationships within the soccer community as a whole.

Procedures

The following procedure will be used in the event of a formal complaint being submitted to the LSA executive:

- 1) The complaint must be made formally in writing and signed by the individual(s) responsible. Further, the complaint must sufficiently detail the date, location, people involved, and circumstances of the incident. Any complaint, which does not fully satisfy these criteria, will not be considered valid by the LSA executive. All complaints will be handled in a confidential manner.
- 2) A valid complaint will be acknowledged by the LSA executive in writing to the individual(s) responsible. Where appropriate, the LSA executive will seek "alternative routes" through which the matter can be resolved. If the alternatives prove unproductive, the SCRBoard will be convened to investigate.
- 3) The SCRBoard will contact the individual(s) responsible for lodging the complaint, all LSA club members who are implicated, and any other outside witnesses as deemed necessary. LSA club members may be required to submit a written statement detailing their version of the events. Failure by LSA club members to co-operate and/or help the SCRBoard create an atmosphere conducive to solving problems will result in sanctions being applied.
- 4) The SCRBoard will present its conclusions to the LSA executive. The LSA executive will then vote on the SCRBoard recommendations or some modification thereof. If the motion carries there will be no appeals. The LSA executive will take action, notify the parties involved, and impose desired remedies. Failure by LSA club members to comply with LSA executive decisions regarding misconduct will result in more serious sanctions being applied.

Sanctions

While the Lakehill Soccer Association hopes that the use of sanctions will never occur, there will be occasions when no other choice is possible. Possible sanctions which can be imposed include, but are not limited to, the following:

- **players** - Suspension for one or more league games, suspension from Lakehill soccer activities or games for a defined period, suspension from Lakehill Soccer activities or games for the remainder of the season (with no refund), and (in extreme cases) total suspension from the Lakehill Soccer Association.
- **parents** - Suspension from attending one or more league games, suspension from attending any Lakehill Soccer activities or games for a defined period, suspension from attending any Lakehill Soccer activities or games for the remainder of the season, and (in extreme cases) total suspension of the PARENTS AND THEIR CHILDREN (with no refund) from the Lakehill Soccer Association.
- **coaches** - Probation, suspension from coaching one or more league games, suspension from coaching any Lakehill Soccer activities or games for a defined period, replacement by appointing another coach for the remainder of the season, and (in extreme cases) total suspension from coaching within the Lakehill Soccer Association.

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- **referees** - Suspension from refereeing one or more league games, suspension from refereeing any Lakehill Soccer activities or games for a defined period, suspension from refereeing any Lakehill Soccer activities or games for the remainder of the season, and (in extreme cases) total suspension from refereeing within the Lakehill Soccer Association.
- **managers** - Replacement by appointing or electing another division manager, and (in extreme cases) total suspension from holding any executive positions within the Lakehill Soccer Association.
- **executive members** - Replacement by appointing or electing another executive, and (in extreme cases) total suspension from holding any executive positions within the LSA.

CLUBHOUSE

The Braefoot Activity Centre is jointly operated by the Braefoot Community Association (BCA) and the Municipality of Saanich. LSA is a tenant of BCA. There is an affiliation agreement between BCA and the Municipality, and an agreement between BCA and LSA; each agreement stipulates the responsibilities of each body to the other. The President of LSA and a representative of BCA sign this agreement each year.

Members wanting to use the clubhouse are to contact the President of LSA for rates and availability and are responsible for ensuring its proper use and for cleaning up after use.

FINANCES and REIMBURSEMENT (Travel, Clinics, Tournament)

The Club's financial year runs from April 1 to March 31. The Director, Financial Planning, 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.

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 Director, Financial Planning 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.

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.

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

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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.

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.

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".

Claims for Tournament Fees and Travel Expense reimbursement may be submitted to your Division Manager, who will forward it to the Director, Financial Planning. All other requests should be made in writing to the Director, Financial Planning. Claim forms for reimbursement for expenses are available through the Director, Financial Planning.

CONCESSION

BCA has granted LSA the right to operate the concession for the purpose of raising funds for LSA. Each year the LSA Executive solicits for, and/or receives proposals from, parties interested in running the concession. Each proposal is reviewed and the LSA Executive grants the concession operating rights to the proposal that results in LSA receiving the most benefit for that year. Multi-year proposals are not accepted.

SPONSORS

Over the years, Lakehill Soccer Association has been fortunate to find willing sponsors for its teams. These businesses pay a fee set by the Executive to allow their name to be associated with one of the Club teams and the Association. They also receive a team picture to display in their place of business. We encourage members to support our sponsors by taking business to them whenever possible and by encouraging others to do so as well.

No member, team, coach or team manager shall approach Club sponsors for any funding, donations, services or other benefits. Additionally, any funding donations, services or other benefits received from a Club sponsor, by virtue of a voluntary contribution, may accrue to the Club and must be reported to the Executive.

The Executive must approve team sponsors. The coach and/or manager of a team may discuss sponsorship with a potential sponsor - typically, the parent or a relative of a player on the team may be interested in supporting that team through his or her business - but a sponsor can only be assigned by the Executive through the Financial Planning & Fund Raising Committee. This policy must be adhered to in order to avoid potential conflicts.

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REGISTRATION

A) General Information

Player registration is necessary to enable the Club and LISA to keep track of players and to insure them, and in order to place them in the proper division.

The responsibility for registration of players is that of the Registrars and Division Managers. The Registrars will register players and maintain player and team records. Divisional Managers will be the prime contact for coaches and players for registration related matters.

If a player is not registered, they cannot participate in any LSA activities.

B) Registration sessions

Club registration will take place as set by the Director, Registration. The registration deadline for those full field players wanting to attend evaluations will be established each year by the Executive.

C) Registration Fee Setting

The Executive will establish registration fees for the next season in January, at the same time as the registration dates are set.

D) Fees Coverage and Family Plan discount

Fees include costs for individual and team photographs, medical insurance, payment of district and provincial fees, and the use of a uniform for one year.

A family plan discount will be applied. It will apply to each player after the first player is registered at full fee.

Any player registering after the March registration date will be required to pay a higher fee, as determined by the Executive. As well, the family plan discount will no longer apply.

E) Payment of Registration Fees

These policies are in place to strongly encourage players to re-register in March, since this greatly facilitates the tasks of the Registrars and Division managers in organizing teams. Note that cheques post dated to May 31st will be accepted during the March and June registration.

Players must pay the required fee at the time of registration, except when a post-dated cheque is given at the time of early registration. A player will not be refused registration for the reason that they cannot pay the registration fee. The President on the recommendation of the Director, Registration and/or Division Manager can make a waiver of fee in this circumstance. Players may apply to the KIDSPORT Fund for Registration Funding. See the Director, Registration for application forms.

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F) Player Placement in Divisions

LISA complies with Rule 702 from Chapter 7 of Lower Island Soccer Association's Administration Manual - Rules, Regulations and Policy for Registration. Players are placed in Divisions based on their playing age as of the December 31 that falls in the middle of our season. For example, in the 2008-2009 season, it is the player's age as of December 31, 2008 that determines their playing division. If a player is 10 years old as of December 31, 2008 - i.e. they were born in 1998 - then they will be playing in U11.

Under no circumstances will a player be allowed to play in a division of players who are younger than those in the player's FIFA-designated division.

In truly exceptional circumstances, a very small number of players may be allowed to play above their age level, that is, in a division of older players. A parent is not permitted to directly approach the Executive, or Coach or Technical Director for such approval.

The Technical Director, with the agreement of the Executive, will decide on any players moving up to a higher division.

G) New Players

Players who have not previously registered with LISA are required to submit a photocopy of their birth certificate upon registration. If a birth certificate is not presented, the registration cannot be accepted.

H) ID Cards

As per LISA Rule 707, Regulations and Policy for registration, 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 specific instances as noted in the manual. Club registrars shall be responsible for the preparation of ID cards for those club players and officials who require them.

I) League/Cup Games

LISA 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, except where the second team is a select or school team.

J) Insurance

Players practicing with or playing for teams prior to registering with the Club and LISA are not insured. Insurance coverage is valid for one year from the time of registration. It is the responsibility of coaches to ensure that all players are registered before being allowed to practice with or play for the team. Coaches cannot allow players to play or practice without being registered, 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.

If a player is not registered, they cannot participate in any LISA activities.

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K) Refunds

No refunds will be made after October 31. Requests for refunds should be made to the Registrar through the player's coach. If a player requesting a refund has already been registered with LISA, any refund will be reduced by the amount paid to LISA for that player.

L) Updates during the season

Division Managers and coaches must keep the Registrar informed of players joining, leaving or transferring to or from teams as the season progresses. As well, the Registrar must be notified of any movement of a team within a division during the year. For more information on player movement, please see Player Selection Process.

BOUNDARIES

LISA's boundaries are as described in Article 13 of the LISA Administrative Handbook, Constitution and Bylaws. They can also be found at LISA's website www.lowerislandsoccer.com. The following map illustrates the official definition:



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OUT OF AREA PLAYERS and PLAYER RELEASES.

LISA follows the transfer and release rules as described in Article 13 of the LISA Administrative Handbook, Constitution and Bylaws. This includes the process the Club will follow when there are insufficient numbers within LISA to form a team in a particular division. More information can be found at LISA's website www.lowerislandsoccer.com

TEAM FORMATION & PLAYER EVALUATION: Non-Seeded

(including Minis & some Super 8's)

U5 (3 - 4 year olds)

Players will be placed on teams randomly with a maximum of 6 to 8 players per team. Players are not formally evaluated at this level.

U6 Sandblasters (Co- Ed)

The following are placement guidelines for SandBlasters:

- Teams are established by player registration, with 6-8 players per team.
- Coaches are then found (see COACH SELECTION). The coach's own children will normally be placed on his or her team.
- Players who have registered prior to the start of the season will be placed by means of a lottery. This is to be done by the Mini-Registrar and the Division Manager.
- Players must be selected by some random method.
- Late registrants will be allocated to teams in a manner that will ensure continued balance of the teams.

At the end of the season, coaches will evaluate each player, using the "Scale for Player Evaluation". (These forms are available from the Director Administrative Services.) Evaluation forms will be given to the Division Manager who in turn will forward them to the Mini-Registrar, who will store these forms until the next season, when they will be used for the formation of new teams.

U7 and above (non-seeded)

For players in Divisions U7 and above, all teams will be balanced. This means that all teams will be reformed each year, with a lottery system used in order to allocate players to these teams, the objective being that each team will have about the same number of equally skilled players. Details of how this will be accomplished now follow.

The following are placement guidelines for Divisions U7 and above (non-seeded):

- Coaches will be selected following the "COACH SELECTION" process outlined within this manual. Once each coach has been selected, his or her team shall normally include his or her own children at that age level. It is to be noted that there is only one coach per team for allotment purposes.
- For existing players, using the evaluation forms (completed at the end of the previous season), from the previous year, all players shall be grouped according to their rating. Then, by random selection (for example, drawing names from a hat), each player in each

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group will be placed on a team. This will start with the most highly evaluated players, and proceed, group by group, to end with the new entry players. This will be done rotationally by coach, and should ensure teams of similar ability.

- New players entering the Club will be evaluated based on the number of years they have played soccer, information which is available from registration.
- The number of players on each team is dependent upon the number of coaches and registered players available.
- Team placements shall be done prior to the beginning of the season by the Technical Director, with assistance from the Division Manager and the Director, Coaching .

At the end of the season, coaches will evaluate each player, using the “Scale for Player Evaluation”. These forms are available from the Director, Administrative Services, from the Lakehill web site. Evaluation forms will be given to the Division Manager who in turn will forward them to the Registrar, who will store these forms until the next season, when they will be used for the formation of new teams.

TEAM FORMATION AND PLAYER EVALUATION: Seeded

(include some Super 8's & Full Field)

Older boys and girls teams are seeded according to playing ability and skills:

- Strong and highly competitive players, generally with several years' experience, play at gold level.
- Good players who are moderately competitive or recreational or inexperienced players play at a silver, bronze or copper level.
- Seeding can change from year to year.
- There are no guarantees that all levels will be available within a given division in any given year.

Criteria considered in seeding players will include ball control, ball skill, endurance, competitiveness, listening skills, the ability to get along with teammates and the ability to follow instructions.

The procedure for placing boys or girls on teams can be involved and will include evaluation sessions and consultation with the **Selection Committee**. It will also depend on the number of players registered for each division.

It is a Club policy to field the strongest teams possible at the gold level.

- All players wishing to participate in evaluations shall be notified by the Division Manager of the appropriate division, regarding the evaluation dates. All players registered in the division will be given the opportunity to participate.
- Any division with enough registration to form more than one team shall conduct a minimum of 3 evaluations to evaluate placement of players, prior to the end of June. A player must attend a minimum of 2 evaluation sessions to be considered for a gold team.
- The Division manager will co-ordinate with all Division coaches evaluation dates and times. Participation of all coaches with the evaluations is expected.

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- Previous experience on a gold team does not guarantee continued placement on that team.
- Selection of players shall be performed by the “**Selection Committee**”. The committee shall be selected by the Technical Director and approved by the Executive.
- At least two members of the Selection Committee must attend the evaluations.
- Time Line – Evaluations, selections and Team Rosters will be made prior to the start of LISA’s league start. Specific dates depend upon availability of the Selection Committee.

In the process of selecting teams for players in divisions, we expect that each Selection Committee member will:

- be honest and sincere with all players involved;
- avoid singling out individual players in front of their peers when making cuts;
- inform all players personally as to their team assignment; and
- not make any promises to individual players until the entire team has been set and informed.

All players will be notified by letter of their placement in that Division.

LSA TEAM SEEDINGS

The Technical Committee decides the number of teams placed in any one category (gold, silver, bronze, copper) and communicates this information with the Registrar, who liaisons with LISA. Appeals to the team ratings should be raised to LISA’s Executive via the Technical Director.

TECHNICAL DIRECTOR

LSA will appoint a Technical Director to lead the Technical Committee and work in conjunction with the Selection Committee during evaluations to establish the required gold, silver and bronze teams. He/she will also organize full field integration for Boys and Girls moving to full field the next year, and is responsible for leading training and development sessions for all youth playing levels within LSA.

FULL FIELD INTEGRATION

The Technical Director shall organize and conduct a series of training sessions for approximately 2 months (February and March) to help prepare those boys and girls moving to full field next season.

COACH SELECTION

The Association strives to select coaches at the end of the previous season so that they can be actively involved with player evaluations as early as possible.

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- For non-seeded teams, coaches are selected by the Technical Committee based on a parent or guardian's interest as indicated on the child's registration form, or as suggested by the Divisional Manager.
- For seeded teams (gold, silver, bronze, select) coaches are selected by the Technical Committee, by matching the applicants' credentials to the requirements of the team. Consideration will be given to specific credentials that BCSA has for coaches of specific tiers or in specific competitions. The following criteria will also be used during the selection process of Gold team coaches:

Experience – Coaching	Experience – Playing
Knowledge of Soccer – Technical	Leadership skills
Coaching Certification	Commitment
Motivation	Genuine Interest in Youth

Coaches interested in coaching a specific team apply through an open invitation on the LSA web site (generally posted in January). Existing coaches do not need to apply each year, however, there is no guarantee that the coach of a team one year will be the coach of that team the following year. Applications for vacant or occupied coaching positions will be reviewed by the Technical Committee who will make a recommendation to the LSA Executive.

Appeals are directed to the Director, Public Relations.

PLAYER DEVELOPMENT TEAMS & SELECT/POOL TEAMS

A minimum of 2 months notification is required for any request for enrichment or player development programs involving Lakehill participants. The notification shall be in writing and be directed to the LSA Executive through the Director, Coaching or the Technical Director. The Executive must approve all LSA player development and select/pool teams.

TEAM UNIFORMS and EQUIPMENT

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

Each player receives a jersey (or T-shirt for some age groups), for use during the season. Jerseys are for games only. All jerseys are provided by the Club and are red and white. T-shirts provided by the club can be any colour.

Socks are provided by the club each year, shorts are provided every other year, or upon first registration. 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.

In the interest of Club uniformity, and in order to avoid possible peer pressure by some teams buying their own uniforms, the Club policy is that teams are not permitted to purchase their own

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uniforms unless approved by the Executive. All apparel purchased by teams must be predominately red, white and black.

Uniform deposit cheques, required each season, post dated to April 30th at the end of the season & payable to LSA, will be collected during registration. Coaches and team managers are responsible for returning uniforms to the Club at the end of the season. Players whose uniforms are not returned by April 30th at the end of the season, will have their deposit cheques cashed. Special arrangements will be made for uniforms of those players in District or Provincial Finals who require their uniform beyond the April 30th deadline.

At the beginning of each season, and after teams have been formed, coaches should contact the Player & Team Equipment Manager to set a time and date for issuing uniforms, cones, first-aid kits, pinnies and balls, as well as to receive keys (if appropriate) for dressing rooms, field lights and the net storage room. The coach or team manager must complete and sign an equipment form, which lists all equipment issued along with the name, address and telephone number of each player. This procedure allows the Player & Team Equipment Manager to keep an accurate record of equipment issued and uniforms not returned.

At the end of the playing season, the same procedure is basically repeated, with the coach or team manager returning equipment to the Equipment Manager.

PLAYER SAFETY

Under FIFA and CSA rules, it is mandatory that players wear shin guards at all practices and games. Under FIFA and CSA rules players must remove all jewelry before any practice or game or cover or tape the jewelry to the body (i.e. pierced earrings that cannot be removed). It is highly recommended that players wear protective athletic supports at all times. Cleated boots provide better traction and it is recommended that they should always be worn.

Referees, Coaches and/or managers must conduct an examination of the playing, practice and/or change room areas that will be used during a practice or game. It is in everyone's best interest to ensure that fields and change rooms are free of broken glass and other hazardous objects.

All goals must be anchored. Climbing or hanging from any goal is not permitted.

FIELDS

The Club uses fields provided by the Municipality of Saanich and located at Beckwith Park, Reynolds Park and Braefoot Park. Each year, the Club must obtain permits for the use of these fields and associated facilities. These permits contain regulations which the Club must follow in order to ensure continued good relations with the Municipality. In particular, we cannot allow use of the fields by teams in the Club outside the periods of validity of the permits. The permits are

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not valid in the summer (roughly mid-April until early September), and are not valid during weekdays, except in the evening.

It is the responsibility of the Club to ensure that the fields are not improperly used. The fields may be closed from time to time, either by the Municipality or by the Club. In the case of the Club, this decision is made by the Field Manager, or the Director, Operations. All members of the Club are asked to be tolerant in this matter, for it is often a difficult decision to make and requires judgment to balance the wish for all players to play against our responsibility to use the fields in a reasonable fashion. This is especially so since it often depends on outguessing the weather a day or two in advance.

The Club normally requests and receives permits for the use of certain school fields in the late summer so that teams may practice before the season begins. Coaches wishing to practice must contact the Field Manager regarding field availability.

The Club does not allow use of fields for which it holds permits by any other group, unless that group has signed an affiliation agreement with the Club, or unless there are very special circumstances. Such permission requires a decision of the Executive.

The Club maintains a telephone message system for club inquiries as well as opportunity for players/members to access current field status information. The number is 721-1911. Information is also updated on the LSA web site at www.lakehillsoccer.com.

FIELD EQUIPMENT

Nets, corner flags and portable goal posts are supplied by the Association. At Braefoot Park, nets and corner flags are kept in a locked storage room on the east side of the Clubhouse. At Reynolds, the nets and flags are in the storage room located on the east side of the park, between the tennis courts and the bowling greens. At Beckwith, they are in the building at the northwest corner of the park.

Each coach is responsible for returning nets and corner flags to storage after each home game, unless another game immediately follows.

At no time are players or spectators permitted to use the large or small portable goals for sitting on or for gymnastic purposes, as our insurance limits us to coverage during soccer games and practices.

Goals should not be left between fields 1 and 2 at Braefoot because of the risk of injury. They should be placed well to the other side of each field.

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PRACTICES (FIELD/GYM ALLOCATIONS)

The allocation and scheduling of practice fields is the responsibility of the Field Manager.

All teams will be assigned at least one practice time on a lighted field. Practice field assignments are made in an attempt to balance the wear on the fields. A team may request a second practice time, and although it is often possible to accommodate such a request, a second practice time cannot be guaranteed.

Practice days and times are assigned considering game days and player ages. There will be no bias towards levels (gold, silver, bronze), ages, or genders when assigning practice fields, days and times. All teams will be treated equally.

Assignments are the result of compromise and must be adhered to. All practices are to be finished on schedule.

The 18-yard box should be avoided during practice. For shooting drills, the portable goals should be moved to the sidelines.

The care of the fields is the responsibility of all members of the Club. Field closures must be respected, and any misuse of the fields should be reported.

Recorded field Status updates are available through the club telephone 727-1911. The Field Manager maintains these taped messages. Information is also maintained on the Club's web site at www.lakehillsoccer.com.

The School District has requested that the Lakehill Soccer Club coordinate all their school gym requests through one club contact, therefore each year the Club asks for a volunteer to coordinate gym allocations. Teams are requested not to call the School Board directly. A meeting will be scheduled by the gym coordinator and at that meeting gyms will be allocated and teams are required to pay the cost of the gym rental. The gyms are primarily for the minis and are in high demand; gym practices are not guaranteed.

Coaches are responsible for ensuring that equipment used complies with the school board terms of use.

GAMES (DURATION, FIELDS AND HOME TEAM RESPONSIBILITIES)

At the beginning of the season, each team is assigned a home field. Most home games will be played on that field. Since the Club frequently has more teams than can be accommodated, some conflicts may be unavoidable in assigning home fields. These may require occasional reassignment by the Field Manager of a home game to a different field and/or time.

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All members of the Club should participate in field set-up and clear-up for each home game. Misuse of equipment will not be tolerated.

LISA dictates the duration of games for all inter-locking games (games between Clubs). The Executive, based on recommendations from the Technical Director, determines the duration of all in-house games (games within the LSA).

The home team has the following responsibilities:

- Supply the game ball and ensure that the nets and corner flags are properly in place.
- Supply the referee if necessary. (Referees are allocated by the Referee Manager)
- Change team colour if necessary. This applies when playing another Lakehill team or when another club has virtually the same colour of uniform.
- Clear nets and corner flags from the field at the end of the game when there is no team playing immediately afterwards on the field (which may be checked on the posted schedule next to the Concession window).
- (Mini-teams) Move the mini-goals well clear of the playing fields.
- Clean out the dressing rooms (both home and visitors) after the game.
- (Division U-19 to U-12) Inform the designated score recorder of the game score.

Coaches are responsible for understanding their responsibilities for league play. Contact your Divisional Manager for help in this regard.

Teams playing inter-locking games (with opponents from clubs other than Lakehill) are responsible to comply with LISA rules regarding forfeit and game abandonment.

PLAYING TIME

All players are entitled to a minimum playing time.

- Full Field players must be played at least 1/3 of each game.
- Players in all other Divisions must be played at least 1/2 of each game.

These requirements apply to all games played by a team, including exhibition games, regularly scheduled games, Cup and other playoff games and tournament play. Coaches have the responsibility of justifying why a player has been played less than these times. Only injuries or documented disciplinary action will be accepted as reasons for not meeting these requirements. Written notice of disciplinary action should be given to the Division Manager by the coach.

Coaches not following these rules are subject to discipline by the SCRBoard.

REFEREES

The Referee Manager assigns referees to games.

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Referees are responsible for:

- Making sure all nets are anchored or the game will not proceed
- All players are properly dressed and equipped
- Inspecting the field prior to the start of play
- Administering the laws of the game. Their interpretation is not to be questioned during the game. If there is a dispute over an interpretation of the rules, a protest may be lodged promptly through LISA.

The referee has the authority to eject players and team officials from the game for:

- Two cautions (yellow cards) in one game;
- Dissent, foul or abusive language or actions (red card);
- Violent conduct or serious foul play (red card).

The referee also has the authority to eject players and team officials from the game for objectionable behaviour, or to suspend the game if an ejected player, coach or spectator refuses to leave the player area.

The Club will not tolerate any form of abuse of referees, verbal or otherwise, whether the referee is from our own Club or another. Violations of the rule will be dealt with, by the Discipline Committee, and taken very seriously. Sanctions will likely result.

If a game is canceled or rescheduled, the Referee Manager must be informed so that the referee may be notified. The Club policy is to pay referees who are not notified of a cancellation.

Under no circumstance is a referee to be assigned to a game where he or she has any direct family connection with any player, coach or manager of one of the teams.

Boys or girls 14 years of age or more may qualify for a Youth Referee Ticket. Players are encouraged to write for their ticket during the season in which they turn 14, or as soon as possible thereafter. The Referee Manager should be contacted for further information.

Payment rates for referees are determined each year by the Executive and are available from the Referee Manager.

Parents, coaches and team managers wishing to improve their familiarity with the game may obtain a copy of the official FIFA rules from the Club, LISA or from BCSA.

Mini-soccer and Euro-soccer are subject to certain special rules. A copy of these rules may be obtained from the Director, Coaching or Director, Operations.

AWARDS

Each year the Club provides awards to acknowledge certain achievements by some members. These awards are handed out an annual awards banquet.

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Every LSA member is encouraged to nominate members or teams they feel deserve special recognition under the following categories:

Coach of the Year – Boys	Coach of the Year – Girls
Player of the Year – Boys	Player of the Year – Girls
Team of the Year – Boys	Team of the Year – Girls
Referee of the Year – Youth	Referee of the Year – Senior
Most Improved Team – Boys	Most Improved Team – Girls
Goalkeeper of the Year – Boys	Goalkeeper of the Year - Girls

Nominations are to be sent to the Awards Committee Chair. The Awards Committee evaluates the nominations and makes winner recommendations to the LSA Executive.

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)”

All teams intending to participate in a tournament outside of the Lower Island district must receive prior permission first from LSA, then from the LISA. Permission may also be required from BCSA or CSA depending on the destination of the team. There are a number of conditions and timelines that must be met with respect to these “travel applications”. An outline of the rules is available from the LISA.

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 contact the Executive for permission. A statement of the purpose for which the funds will be raised must be given. By doing this, the Association will be able to maintain some control of how many times the residents in the local district are being solicited. Every team must give LSA 10% of the funds raised.

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LSA Executive recommends the following process for managing teams funds:

A Management Committee should be established for the team account(s). The Executive, through the Division Manager, may request names of the members of the Management Committee at any time throughout the year.

The Committee will consist of at least two parents (not related to each other) and may also include the team manager and/or a coach. Parents not functioning as coach or team manager must form a majority of Committee members.

All funds raised must be apportioned as credits to individual team members. Coach(es) and the team manager may also have individual credit accounts, although the use of these funds will be limited to the payment of travel costs.

A record of credits for individual team members (and coaches and team managers) will be maintained by the Management Committee and be open to inspection by parents of individual team members upon request.

Credits for each individual will be determined in accordance with the contribution of each player (and family) to the fundraising activities. The apportionment of credits will be approved by the Management Committee and each team member (and parents) will be informed. Funds raised in "general activities" will be apportioned equally to each credit account.

Disputes over apportionment of funds, if not resolved by the Management Committee, will be resolved at a meeting of parents of team members. A majority of team members must be represented at any such meeting. If such a meeting cannot resolve a dispute, it must be taken to the Executive for resolution.

Expenditures from team accounts require the approval of the majority of members from the Management Committee.

Frequently, funds will be raised for a specific purpose that has been approved in advance by the Committee. Such funds cannot be used for any other purpose without permission of the Executive.

Signing authority for the team account(s) will be held jointly by two members of the Management Committee, at least one of whom will not be a coach or team manager. Note that both must be required to sign.

A written report on income and expenditures and the status of the team account may be requested by the Executive at any time during the year. This report is to be submitted through the Division Manager.

Normally, funds will be expended in the season in which they were raised.

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If funds are to be carried over from one season to the next:

- Parents of team members must agree to the raising of funds for more than one season;
- The Executive must approve the carrying over of funds;
- A statement of individual credits must be given to the parent(s) of each team member at the end and beginning of each season;
- Credits of individual team members who do not return to the team must either be divided between the credits of the remaining team members or the funds must revert to the Association; the choice is that of the parents of the player in whose name the credits are held.