

Comox Valley United

YOUTH POLICY AND PROCEDURE

Sept 1st, 2021



COMOX VALLEY UNITED SOCCER CLUB

We are a volunteer organization whose primary goal is:

"To promote the love of, and lifelong engagement in, the sport of soccer."

Comox Valley United Soccer Club oversees our local youth, women, men and masters teams. The organization is governed by a Board of Directors and overseen by the Executive Committee. Within the Youth Division, we have a recreational league for children aged four to 18 years, and a competitive league for children aged 11 to 18.



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1. INTRODUCTION

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1.1. **Establishing Procedures**

In 2000, under the directorship of Rob Moore, the process of establishing policies and procedures for Comox Valley Youth Soccer was started. Ten dedicated volunteers met at ‘Strategic Planning Sessions’ for over 450 volunteer hours to create a mission statement, beliefs and the beginning of fair rules to run a youth soccer program. This process was completed in 2005 by a small group of youth volunteers. Thank you to all those volunteers over the years who have worked tirelessly finalizing a working document. The Youth Policies and Procedures (YPP) will be reviewed on a regular basis to ensure that programs are aligned with the Canadian Soccer Association (CSA) and British Columbia Soccer Association Long Term Player Development Model (LTPD). This youth policy and procedure manual has been updated in 2021 to reflect the growth and development of club programming.

The Comox Valley United Soccer Club (CVUSC) is part of the Upper Island Soccer Association (UISA) District which falls under BC Soccer. Furthermore, CVUSC, at times, interlocks with Lower Island Soccer Association (LISA) District.

1.2. **Mission Statement**

To promote the love of, and lifelong engagement in, the sport of soccer.

1.3. **Beliefs: We believe:**

- Our players needs come first
- There are many different levels of skill and motivation, each should be supported
- Attitude development is as important as skill and knowledge development
- All practice and game experiences should be challenging, positive and enjoyable
- Commitment to high standards of ethics
- Principles of fair play
- Striving for excellence
- Developing and supporting our coaches

1.4. **Competitive Structure**

- Tier 1: Island Based B.C.S. Premier League Vancouver Island Wave
- Tier 2: “A Cup” UISA/LISA Club Based Teams who declare for A Cup
- Tier 3: “B Cup” UISA/LISA Club Based Teams
- Tier 4: Club Based recreational league teams

2. CLUB RULES

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2.1. **Communications**

Newsletters: will be distributed monthly, but at minimum, at the beginning of each season and at least 2 weeks before the last day of play for each season.

Meeting Minutes: will be posted 1 week after each Executive Committee meeting

Website: CVUSC website will include but is not limited to communicating:

- Program and registration information
- Event and volunteer opportunities
- Coach, referee and player development
- Contact information for Club, Staff and Executives
- Meeting minutes, including Annual General Meeting (AGM)
- Changes to YPP, providing membership an opportunity for awareness and input

2.2. **Changes to YPP**

Issues, Suggestions and/or Concerns:

- Must be presented in writing (by letter or email) to the Executive Committee at least one week before the next monthly meeting.

Meeting:

- Proposed changes will be placed on the agenda of the next Executive Committee meeting for discussion.

Adoption:

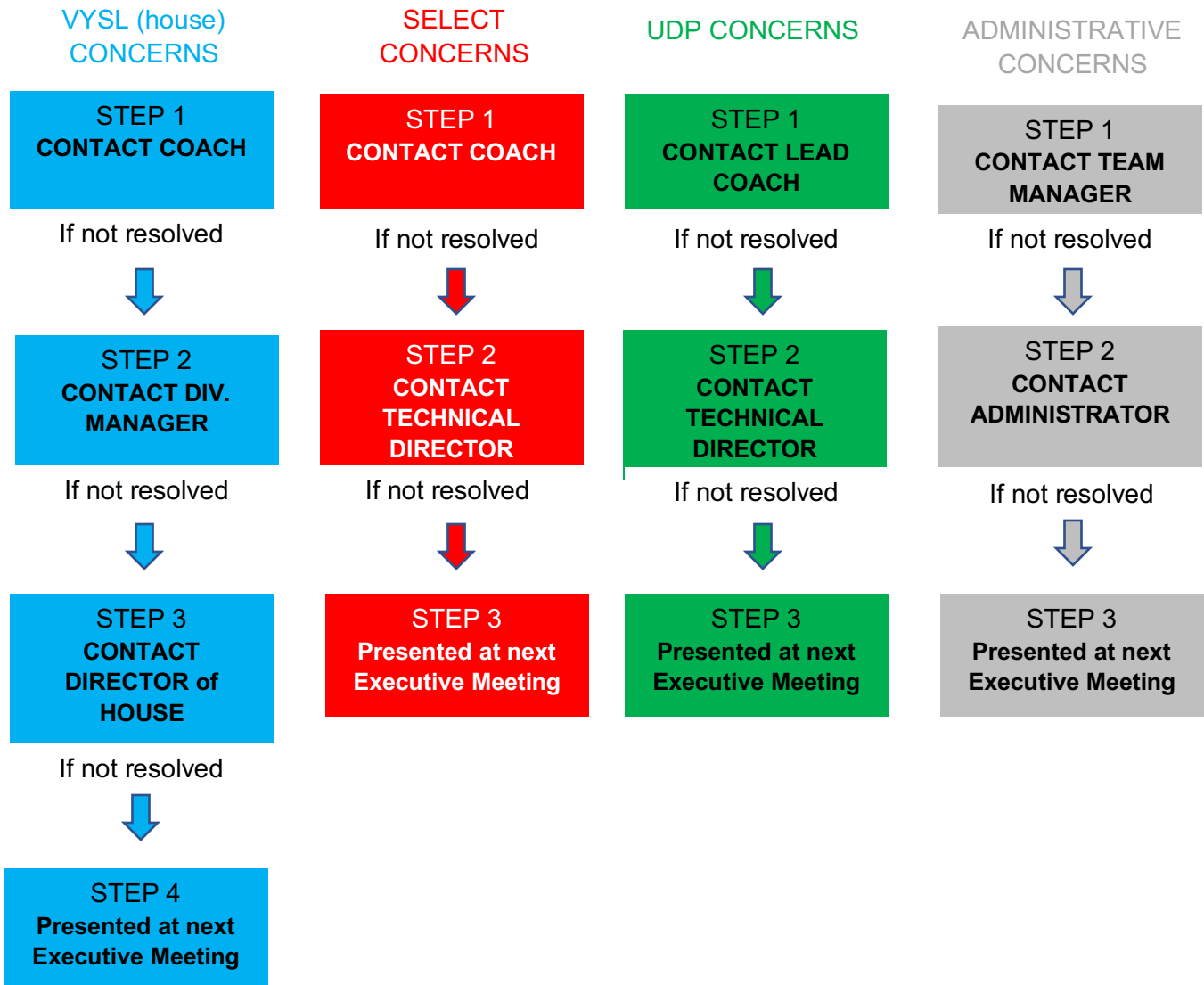
- In order for the change to be adopted in ad hoc form, 60% of the Committee must be present to form a quorum and will be ratified at the next AGM.

2.3. **Lines of Communication**

Our goal is to provide our membership with the best possible process for dealing with any questions, suggestions or concerns regarding, but not limited to our programs, coaches, volunteers, players, etc. Any member who has a concern, suggestion or question should follow the Lines of Communications to make the first attempt in solving any potential issue that may arise. All communication presented will be held in utmost confidentiality



LINES OF COMMUNICATION



2.4. Codes of Conduct

Members will be required to sign a Code of Conduct as deemed appropriate. Offenses by any Club member shall be treated as follows:

- First Offense: verbal warning
- Second Offense: written warning
- Third Offense: written warning and non-compliant person is suspended for 3 games
- Fourth Offense: player is unfortunately removed from the group
- Inappropriate behaviour: In the case of violent, aggressive or inappropriate behaviour, the Club may, at its discretion, suspend indefinitely the non-compliant person and the player, regardless of the number of offenses.



2.5. Criminal Record Checks

- In compliance with BC Soccer Risk Management Policy, all volunteers will be required to complete a Criminal Record Check (CRC).
- Criminal Record Checks applications will be sent to a volunteer by the Club and will be kept on file at the Club office.
- Criminal Records Checks must be completed every 3 years for all volunteers.

2.6. Playing Up

Guidelines:

- As per the BC Soccer Playing-Up Policy, player's wishing to play up must meet or excel the technical, physical, mental and social abilities of other participating players within the age group the player wishes to participate in. A player playing up may be due to a multitude of factors. The CVUSC Technical Lead and/or Technical Staff will have final say in if a player will play up. Continuous monitoring by CVUSC Technical Staff and club coaches will be done to help ensure that players are in the best possible environment.
- Coaches and Division Managers may also identify and recommend player movement to the CVUSC Technical Lead and/or Technical Staff.

2.7. Inter-Club Transfers

- Players will play within their club boundaries to maintain player numbers, program strength and to avoid displacement of a player from an opportunity within their home club.
- Where a club is unable to offer a program, clubs will work together to create a regional team/program to ensure all players have an opportunity to play and develop their skills, with the exception of players below U12.

2.8. Player Pick-Up

- Parents/guardians need to pick up players following soccer practices and games.
- After a 10-minute wait without notification from the parent/guardian, players will be considered abandoned and the Club will be notified.
- Reoccurrence may result in loss of member privileges and/or contact from the Director of House/Select to the appropriate authorities.

3. REGISTRATION

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3.1. Registration Procedure

Dates and Deadlines:

- Registration dates and deadlines for the following season will be confirmed as early as possible and posted on the website and social media platforms.
- All players registered after the final registration dated will be placed on a team if space allows. If space doesn't allow, they will be placed on a waitlist. A \$25 late fee will be applied to late registrants.



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- Players will not be considered registered until they have completed online registration and payment has been received by the Administrator.

Documents and Information:

- Bambinos & all new players are required to provide proof of player's birth date and proof of residence to the Club Administrator.
- Parents will be required to register and complete their child's profile online.

Registration:

- Players will not be considered registered until they have completed online registration and payment has been received by the Administrator.
- Players who are not registered through the soccer club are considered uninsured and are ineligible to participate in any practices, games or BC Soccer sanctioned events.
- Players will play in the same age group for the Fall & Spring seasons, regardless if the players have had a birthday. Girls have the option to play in the boys division upon request at registration.

3.2. **Registration Fees**

- Fees are set by the Club Executive.
- All players registering after the final date will be subject to a \$25 administrative fee.
- Fees include BC Soccer membership, player insurance, T-shirt (Bambinos-U8), team photo, tournament entry fees.

3.3. **Cancellation and Refunds**

- All refunds granted will be less a \$15 Administration Fee.
- Prior to the season commencing, a refund is granted without reason.
- All requests for refunds must be received in writing (letter or email) at the Club by the second week of play.
- Refunds will not be issued after the second week of play.
- Refunds will be issued only for medical reasons or if the player is leaving Comox Valley up to and including the second week of play.

4. VALLEY YOUTH SOCCER LEAGUE (VYSL)

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4.1. **VYSL Structure**

Season:

VYSL will consist of 2 separate seasons:

- Fall Season: Minimum 8 weeks running from September to November
- Spring Season: 10 weeks running from April to June

Coaches:

- Coaches will hold the appropriate training certificate and/or be responsible for obtaining required training certification during the season they have signed up to coach, if they do not fulfill the minimum training requirements.



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- Coaches can be on the field during a game for Bambino to U11 teams for the purposes of player development.
- Coaches will follow the club's player development model/structure created and outlined by CVUSC Technical Staff.
- Coaches will support all team adjustments if there is an obvious imbalance in overall ability of the teams in their division.
- Coaches may delegate parents to assist during the season with the following tasks: team correspondence, snack schedule, equipment set-up.
- A Lead coach will be assigned per division and will:
 - Assist the division manager with development of teams
 - Lead the delivery of training sessions which will be in the Canadian Soccer Association (CSA) preferred training format

Games and Practices:

- Games will be played on Saturdays.
- All teams will hold one practice/week using the CSA's preferred training format, except for Bambinos and Micros.
- Depending on numbers, there could be interlocking play with Campbell River for U11+
- Youth referees will be provided for U9+.

Mercy Rule:

- 3-goal difference for Bambinos to U8: Make changes in a low key manner: Number changes (losing team adds a player); and/or play keep away; and/or three-touch game; and/or make position changes; and/or any creative way to have the game's outcome close.
- 5-goal difference for U10+: make changes in low key manner in order to enforce the Mercy Rule: use an unproven goalie; and/or stronger players back; and/or make position changes; and/or any creative way to have the game's outcome close.
- By playing on twin pitches, the strength of the teams can be altered and manipulated by coaches to help ensure players are getting an enjoyable and competitive experience.

4.2. **VYSL Teams and Players**

Teams:

- Teams will be prepared by the Division Managers with the assistance of the division Lead coach to ensure balanced teams of equal strength in order to provide an enjoyable experience for players of all ages.
- Division Managers/Lead Coaches will form teams based on relative age and make adjustments to the initial draft by using rankings/assessments provided from the previous season coaches. Division Managers may organize a pre-season assessment session to assist with team formation.
- Age group combinations are subject to change based on enrolment.
- Division Managers will attempt to allow players the opportunity to have different coaches each season.
- There are no guarantees that requests for team placements will be honoured.
- Players may change teams at the discretion of the Division Managers, ideally within the first 2 weeks of the season.

Games:

Dependant on numbers and field availability. When 2 age groups are combined, they will play up to the older age groups' guidelines. Games will be conducted in the "split games format"



which will ensure that players are competing against players of similar ability. Players can be moved from one side of a split game to the other on the same day and it is vital that coaches assess the needs of each player as per the 4 aspects of players development (technical, physical, psychological, social).

- U5 (Bambinos) – 2 or 3/side
- U6/U7 (Micros) - 3/side
- U8/U9 (Juniors) - 4/side
- U10/U11 (Juniors) – 5 or 6/side (depending on team size)
- U12+ (Super Eights) 8/side

Players:

- Players will be organized by age and gender into their appropriate divisions. Players may also be placed in an environment that is most developmentally appropriate. This could be playing up, playing down, or playing with the opposite gender.
- Players will have **equal playing** time on house league teams and be given the opportunity to play a variety of positions.
- Players will be guaranteed placement on a team if they register before the deadline. If they register after the deadline, they will be put on a wait list and placed on teams, dependant on numbers, on a first come, first serve basis **and will have to pay a late fee.**
- Players will be notified and given the opportunity to register for all available Club program, as deemed appropriate.
- Players will have the opportunity to receive a team photo and participate in a wrap-up festivity at the end of each season.
- Coaches will submit player rankings after each season, using the form provided and return to their Division Manager.

5. UNITED DEVELOPMENT PROGRAM (UDP)

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5.1. UDP Structure

- 3 Phases
 - Phase 1 – Sept.-Nov.
 - UDP Jamboree for U8-U11 players at the end
 - Phase 2 – Jan.-Mar.
 - UDP Jamboree for U8-U11 players at the end
 - Phase 3 – Apr.-June
 - 'Future Selects' in coordination with Phase 3
 - Players that wish to participate in the Future Selects program must be registered in Phase 2 & Phase 3 at a minimum
 - UDP Jamboree for U8-U11 players at the end

5.2. UDP Jamborees



- UDP Jamborees can be inter-club/program events or 'in-house' events. These jamborees are meant to create a fun environment for players and families as a type of wrap-up to the UDP Phase.
- 5.3. **'Future Selects'**
- This is for any player that wants additional training/competition in the U10/U11 player in the UDP.
 - The purpose of this program is to bridge the gap between the VYSL and Select (full-time) program.
- 5.4. **Players**
- The UDP runs for players U8-U18 (some exceptions for U7 players may be accepted on a case-by-case basis determined by the Technical Lead and/or Technical Staff).
 - To be eligible for UDP, the player must be part of the Valley Youth Soccer League/Select Program (or local club house league/select program).
 - Some exceptions may be granted if there is no house/select programming for the player in their area
- 5.5. **Kit Guidelines**
- Players in the UDP are expected to wear their designated UDP training top to UDP sessions (unless otherwise specified).
- 5.6. **Groupings**
- In the UDP, players will not train or play as 'teams', rather, groups can and will be varied to accommodate player's individual needs. The program gives players a further opportunity to train in a player-centred environment, focusing on the development of the individual.
- 5.7. **Coaches**
- Coaches for the UDP will be selected in a variety of ways including being hand-picked by CVUSC Technical Staff, being recommended, or via inquiries. Coaches in the UDP will be expected to continuously educate and better themselves through formal and informal coaching opportunities.
 - Coaches in the UDP will be receiving remuneration for their services unless they are Board members. If a board member is selected as a UDP coach, their children will not have to pay fees.

6. SELECT PROGRAM

6. SELECT PROGRAM

6.1. **Select Structure Season:**

- Select will consist of one Upper Island Season running from September to March, with an added phase for teams declaring for A-Cup.
- U12-U13 (Development Teams)
 - Sept.-Dec. - Development Phase 1
 - Feb.-Mar. – Development Phase 2



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- U14-U18
 - Sept.-Dec. - Development Phase 1
 - Feb.-Mar. – Development Phase 2/Island Cup (B Cup)
 - Apr.-June – Competition Phase (A Cup)
- Provincial play-off schedules and finals can run into July.
- Most games will be played on Sundays.
- All players are expected to commit to 2 practices/week.

Players:

- U12 to U18 players will have an opportunity to attend placements for Select Teams.
- Each player will be requested to submit a recent photo for a photo identification card required for all Cup Play.
- All Select players and parents/guardian shall sign a Code of Conduct. Failure to do so, could be grounds for dismissal of the player from the team.

Reserve Players:

- Reserves are to play with their VYSL teams and go to their VYSL team practice, in order to maintain their reserve status.
- Reserves are regular members on their VYSL teams and will be granted those privileges.
- They may go to both Select team practices but must commit to one.

Teams:

- Players will be organized by age and gender onto their appropriate teams.
- Girls can tryout and play for boys teams. (BCSA rule 4d) affiliations).

Playing Time:

- League Games: all players will have an opportunity to play and each player will be granted 50% of the game time on the field during development phases.
- Cup Games: playing time is at the coach's discretion so that teams may be competitive.

6.2. Placement and Selection Timeline

Late March to Early April:

- Select Coach Applications: Information on coaches' applications will be posted on all available methods of Club communications (website, newsletter, emails, bulletin board, social media, etc).
- Deadline: A deadline will be set and indicated on the application. Any applications received after the deadline may not be taken into consideration.

Early May:

- Interviews: CVUSC Technical Staff will hold interviews if needed and select Coaches.

Mid May:

- Pre-Season Select Coaches Meeting: Technical Lead/Technical Staff will hold meeting outlining player development, season information, and questions.
- Select Placement Information: Information regarding Select Placement Sessions will be posted on all available methods of Club communications (website, newsletter, emails, bulletin board, social media, etc.) and will remain posted during the summer for newcomers to Comox Valley.



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June:

- Placements: At least 2 sessions (generally 3 sessions) will be held and completed for all teams with the exception of teams that have qualified for Provincials.
- Placements will be conducted by CVUSC Technical Staff, highly qualified coaches/former players, and independent, non-biased individuals.
- Provincial bound teams: Placement for next season will be conducted in August. Final selection must be completed by Aug 15 so that house teams can be formed.
- Registration & Uniform Deposit must be completed prior to player's participation in placement.

End June:

- Technical Staff will form select teams and bring coaches into the discussion for feedback and suggestions.
- Final placement will be emailed to players.

After Placement Sessions:

- Process for newcomers and those with medical reasons may be considered for a position on the team in the fall.
- Parents to contact Technical Lead/Technical Staff if their child is unable to attend Placement sessions in Spring.
- Technical Lead/Technical Staff to contact Select Coach and confirm practice time, date and location.
- A final determination of the player playing with the team will be made by a joint decision from Technical Staff and the coach(es) of the team.

6.3. **Playing-Up**

Please refer to Section 3.5 Playing Up.

6.4. **Development Teams**

Development Teams are considered Select teams with all the benefits and responsibilities of a Select program and will play in the Upper Island Soccer Association.

Players:

- Development Teams are for U12 and U13 players.
- Players will be given the opportunity to play all positions.
- Players can be identified and developed as goalkeepers but will also be given the opportunity to play on the field.
- Swapping players periodically between teams is highly encouraged to create team bonding and spirit.

Teams:

- Development Teams will be formed for both genders.
- Teams will operate as a single group under the management of a head coach or co-coach.
- Teams from same age group and gender will practice together.
- Development Teams will play 8-aside soccer as per BC Soccer Association (BCSA) Rules and Regulations.
- Coaches must undergo the normal Select coaching process.

6.5. **Tournaments**



- Tournament Information should be sought out by coaches, team managers. Club teams can only participate in BCSA sanctioned tournaments, as posted on the BC Soccer website.
- Tournament Registration: It is the coach's responsibility to complete entry forms for the tournaments and submit receipts to the Club.
- Registration Acceptance: upon receipt of registration acceptance, coaches must submit receipt to the Administrator for reimbursement of tournament fees.
- Reimbursement: each Select Team will be able to request up to \$500/team each season to use towards tournament registration fees.

7.COACH DEVELOPMENT

7. COACH DEVELOPMENT

7.1. Requirements

Minimum training requirements must be completed during the season the coach has volunteered:

- U4-U6 Coaches: Active Start
- U7-U9 Coaches: Fundamentals
- U10-U12 Coaches: Learn to Train
- U13-U18+ Coaches: Soccer for Life

8.PLAYER DEVELOPMENT

8. PLAYER DEVELOPMENT

8.1. United Development Program (UDP)

- UDP trains keen players of various level of development from U8-U18.
- The purpose of this programme is to supplement club training in developmentally appropriate groups and further support player and coach development.
- Players participating in the UDP are expected to be registered in either a VYSL or a Select season per calendar year.

8.2. UDP Summer Academy

- The Club, working in conjunction with our technical development staff, will endeavour to offer summer programming for CVUSC registered youth players.
- The specifics of the program will be at the discretion of the Club's Technical Director.