

Comox Valley United

YOUTH POLICY AND PROCEDURE

June 6 2015



COMOX VALLEY UNITED SOCCER CLUB

We are a volunteer organization whose primary goal is:

"To promote the enjoyment of, and participation in, the sport of soccer."

Comox Valley United Soccer Club oversees our local youth, women, men and masters teams. Each division has it's own VP with the overall organization of the club overseen by the President. Within the Youth Division, we have a recreational league for children aged five to 18 years, kindergarten through Grade 12, 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. After taking over the original notes, combing through old club minutes, meeting with the VP Development and using more than 150 volunteer hours, this draft Policies and Procedures Manual for Comox Valley United Soccer Club (CVUSC) is ready. Thank you to all those volunteers over the years who have worked tirelessly finalizing a working document. The Youth Policies and Procedures will be reviewed on a regular basis to ensure that programs are aligned with the Canadian Soccer Association and British Columbia Soccer Association Long Term Player Development Model.

1.2. **Mission Statement**

To promote the enjoyment of, and participation 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
- Heart of Youth Division is in our House League
- 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" Vancouver Island Premier League Franchise Teams
- Tier 3: "B Cup" UISA/LISA Club Based Teams
- Tier 4: Club Based house league teams

2. COMMITTEES

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2.1. **House Committee**

Members:

- Vice-President of House
- Youth Secretary



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- Division Manager Liaison
- Division Managers
- Volunteer Coordinator

Meetings:

- Attendance will consist of House Committee, President, Equipment Manager, Referee-in-Chief, VP Development, Scheduler and Administrator
- Regular meetings will be scheduled for the 1st week of each month, except for January and July, or as needed to accommodate Youth House business
- Agenda will be prepared by the VP of House and/or Secretary
- Prior to each season's start, Division Managers will meet with the VP of House, Division Manager Liaison and Administrator to prepare season start-up

2.2. **Select Committee**

Members:

- Vice-President of Select Girls and/or Boys
- Select Team Managers
- Select Team Coaches

Meetings:

- Attendance will consist of the Select Committee, President and VP Development
- Scheduled meetings will be held as needed to accommodate Select Business.
- Agenda will be prepared by the VP of Select
- Prior to each season's start and at the end of each season, Team Managers and Select Coaches will meet with the VP of Select

2.3. **Competitive Stream Committee**

Members:

- VP Development
- Competitive Stream Division Managers
- Competitive Stream Coaches
- Competitive Stream Team Managers

Meetings:

- Attendance will consist of the Competitive Stream Committee
- Scheduled meetings will be held on the same day, after House meetings
- Agenda will be prepared by the Competitive Stream Division Managers
- Prior to each season's start, Competitive Stream Division Managers will meet with the VP of Development and Administrator to prepare season start-up

3. CLUB RULES

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3.1. **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 Youth 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 AGM
- Changes to YP&P, providing membership an opportunity for awareness and input

3.2. **Changes to YP&P**

Issues, Suggestions and/or Concerns:

- Must be presented in writing (by letter or email) to either VP House, VP Development or VP Select, accordingly
- Must be presented a minimum of 3 days prior to the scheduled Youth Committee meeting for consideration

Meeting:

- Proposed changes will be placed on the agenda of the next respective Youth Committee meeting for discussion
- All issues and proposed changes will be given the floor in the first 1/2 hour of each Youth Committee meeting.
- Members are welcome to attend the Youth Committee meeting during this period for discussion.

Adoption:

- A written report must be prepared by VP of House, Development, Select and Administrator, accordingly.
- 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.

3.3. **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

3.4. **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



LINES OF COMMUNICATION

YOUTH HOUSE CONCERNS

**STEP 1
CONTACT COACH**

IF NOT RESOLVED

**STEP 2
CONTACT DIVISION
MANAGER**

IF NOT RESOLVED

**STEP 3
CONTACT DIVISION
MANAGER LIAISON**

IF NOT RESOLVED

**STEP 4
CONTACT VP
YOUTH HOUSE**

IF NOT RESOLVED

**STEP 5
CONTACT VP
DEVELOPMENT**

IF NOT RESOLVED

**STEP 6
Presented at next
Youth Committee
Meeting**

YOUTH SELECT CONCERNS

**STEP 1
CONTACT COACH**

IF NOT RESOLVED

**STEP 2
CONTACT VP
SELECT**

IF NOT RESOLVED

**STEP 3
CONTACT VP
DEVELOPMENT**

IF NOT RESOLVED

**STEP 4
Presented at next
Executive
Committee Meeting**

COMPETITIVE STREAM

Regarding:
Technical & Player
Development

PROCEDURE

**STEP 1
CONTACT COACH**

IF NOT RESOLVED

**STEP 2
FORWARD TO CS
DIV. MANAGERS**

IF NOT RESOLVED

**STEP 3
FWD TO VP DEV. &
TECH. DIRECTOR**

IF NOT RESOLVED

**STEP 4
FORWARD TO
CLUB PRESIDENT**

COMPETITIVE TEAM RELATED

Regarding:
Fundraising, Events,
Team, Kits, Travel

PROCEDURE

**STEP 1
CONTACT TEAM
MANAGER**

IF NOT RESOLVED

**STEP 2
FORWARD TO CS
DIV. MANAGERS**

IF NOT RESOLVED

**STEP 3
FORWARD TO
ADMINISTRATOR**



3.5. Criminal Record Checks

- In compliance with BC Soccer Risk Management Policy, all volunteers will be required to complete a Criminal Record Check.
- 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.

3.6. 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.
- Coaches and Division Managers may also identify and recommend player movement to VP's for assessment

Assessment:

- A written Request for Assessment must be submitted to the VP of House and VP of Development, in order for a player to be assessed to move up to an older age division.
- VP House, VP Development, Development Staff, VP Select Boys or Girls and Technical Director will use the BC Soccer Playing Up Policy as their guideline, combined with their own observations and discussions with other coaches to determine whether an individual would benefit or not from such a move
- Players selected to play up will need to undergo annual assessments, every September

3.7. 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.

3.8. Pick-Ups

- 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 VP House to the appropriate authorities.

4. REGISTRATION

4. REGISTRATION

4.1. Registration Procedure

Dates and Deadlines:

- Registration dates and deadlines for the following season will be confirmed before the end of the current playing season and posted on the website.



- All players registered after the final registration dated will be placed on a waitlist and placed on a team only if space allows.
- 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.

4.2. **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

4.3. **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.

5. HOUSE TEAMS

5. HOUSE TEAMS

5.1. **House Structure**

Season:

House will consist of 2 separate seasons:

- Fall Season: 10 weeks running from September to December
- Spring Season: 10 weeks running from April to June



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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.
- Coaches can be on the field during a game for Bambino to U11 teams for the purposes of player development.
- Coaches will strive to educate players on the merits and needs of each position
- All players need to be encouraged to be a team player.
- Coaches need to help develop team play with passing and 2 or more touches to the ball
- 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

Games and Practices:

- Games will be played on Saturdays
- All teams will hold one practice/week at the discretion of the volunteer coach
- 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

5.2. **House Teams and Players**

Teams:

- Teams will be prepared by the Division Managers, to ensure balanced teams of equal strength in order to provide an enjoyable experience for players of all ages.
- Division Managers will form teams based on rankings/assessments provided from the previous season coaches. Division Managers may organize a pre-season assessment session to assist with team formation
- 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.



Team Size:

Dependant on numbers and field availability. When 2 age groups are combined, they will play up to the older age groups' guidelines.

- U6 (Micros) - 3/side
- U7/8 (Fab Fours) - 4/side
- U9/10 (Super Sixes) - 6/side
- U11/12 (Super Eights) 8/side
- U13+ - 11/side

Players:

- Players will be organized by age and gender into their appropriate divisions
- 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
- 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.

6. COMPETITIVE STREAM (CS)

6. COMPETITIVE STREAM

6.1. **CS Structure**

Season:

- CS will consist of an 11-month season running from July to May
- An annual outline schedule will be made available at the beginning of every season
- CS Players will be required to register and participate in 1 season of House during the CS season they wish to play

Evaluations:

- Player evaluations will be held at the beginning of June by CS Team Coaches.
- Coaches will use CVUSC Field Assessment Form for each of their team's players
- All players must be registered prior to participating in the Player Evaluations.
- All registered players will be accepted and will receive a welcome via email by their CS Team Coach prior to the beginning of the CS Season.

Players:

- Players will be invited to participate by CS Division Manager prior to the end of Spring House Season.
- U9 to U11 players of both genders will have an opportunity to register for the Competitive Stream
- Players will be organized by age and gender onto their appropriate teams.



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- Any players wishing to play up, must follow the Playing Up procedure, as outlined in section 3.5.
- Inter-transfer players from other Clubs below U12 will not be accepted, in order to support the development of their own community programs.
- All training, jamborees, tournaments and events for CS players are optional

Coaches:

- Coaches will be invited to participate by CS Division Manager prior to the end of Spring House Season
- 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
- Coaches are required to complete the Criminal Record Check

Team Management Volunteers:

Required volunteers to assist CS Coaches with the team:

- Team Manager
- Bank Account Team (Treasurer and Bank Signors)
- Fundraising Coordinators

6.2. **Roles and Responsibility**

Everyone:

- All CS players and parents/guardian must sign a Code of Conduct and failure to do so, could result in temporary suspension of the player from the team
- Team volunteers must complete their Criminal Record Checks as outlined in Section 3.4
- Team Volunteers will have the option to maintain their position for as long they choose and/or at the Coach's discretion to request a replacement.

CS Division Managers:

- Maintain and share all CS team schedules
- Prepare CS calendar with coaches and submit tentative jamboree dates to CVUSC for approval and field booking
- Transmit / funnel information from CVUSC and other entities approached
- Receive all events, jamborees and fundraising from teams to include on shared calendar
- Assist new CS Teams with set-up and all CS teams as needed, including responding to inquiries regarding events, fundraising, team issues, etc.
- Share updates and info on events as received from VP Development and Lead Coach
- Schedule and organize monthly CS meetings (with House Division meetings)
- Ensure all Codes of Conduct for Coaches are signed and received by September 3
- Remind team managers to have all Codes of Conduct for parents & athletes by September 3



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Coaches:

- Plan and supervise age appropriate training sessions
- Communicate schedule of all practices, games, tournaments and jamboree with Team Manager who will book events
- Prepare teams for all events
- Prepare CS Jamboree schedule and teams
- Ensure equipment and fields are ready for games, as required
- Monitor the performance of each player and select teams accordingly
- Approve all decisions in the team's best interest
- Request items/equipment, as deemed necessary for the Team
- Obtain proper training and continue to upgrade coaching skills, in accordance to CVUSC policies and procedures
- Sign and adhere to Code of Conduct for Coaches
- Complete Criminal Record Check

Team Manager:

- Prepare event schedules for coaches & submit all ideas to coaches for approval
- Submit team rosters and team volunteer contacts, including date of births to the Club Administrator
- Maintain contact information for team, coaches & CVUSC
- Communicate with CVUSC Administrator and ensure all registration fees & kit payments are received by July 31
- Organize and submit all kit orders for the team according to CVUSC colours, as registered with BC Soccer (see Kit Guidelines)
- Communicate information to team in regards to events, travel, schedules, new players
- Organize all requirements for events and obtain approvals/permits, as applicable (or delegate)
- Organize and schedule travel arrangements (or delegate)
- Ensure team staff complete criminal record checks, as per CVUSC procedure
- Ensure all Codes of Conduct for athletes, parents and coaches are signed
- Forward all signed Codes of Conduct for Coaches to CS Division Managers
- Prepare Fundraising Budget for Coaches and Club review and approval.
- Forward all fundraising events and any other event to CS Division Managers

Bank Account Team:

Bank Accounts should be created by the first week of September.

Bank Treasurer

- Account reconciliation, account summary, bookkeeping
- Deposit and Withdrawals
- Forward a monthly account summary to Team Manager
- Provide info and updates, as requested
- Maintain receipts/invoices, etc

Bank Signors (minimum 3)

- Deposit and withdrawals
- Submit receipts to Bank Treasurer



Fundraising Committee:

- Receive and compile all ideas from the team in regards to fundraising
- Ensure all fundraising ideas are within the Fundraising Guidelines and Budget
- Forward all ideas to Team Manager. Athletes should be aware what they are fundraising for.
- Coordinate planning and execution for fundraising events
- Submit receipts/invoices/payments to Bank Account Team
- Rally parents to run a concession as 1 of your team's fundraisers at the yearly 1-day CS Jamboree
- Coordinate 2 team functions: non-soccer related (ie: parade, swimming, bowling, rent the ice & go skating etc)
- Coordinate 1 charitable function that gives back to the community (ie: food bank drive, sponsor a Christmas hamper) The community gives to us through fundraising, we need to be aware & give back to the community in some way also

6.3. **Coach Application**

- Interested coaches will be required to complete a CS Coaching Application.
- Coaching Applications must be submitted to the VP Select by the end of April or as scheduled by the VP Select for the season they would like to coach.
- Coaches will be notified via email of the approval of their CS Coaching Application.

6.4. **Player Registration**

Registration:

- Parents will be required to register and complete their player's online profile
- Players will not be considered registered until they have completed online registration and payment has been received by the Club 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.
- Registration must be complete by July 31 on an annual basis. Non-compliance will result in the temporary suspension of the player from the team.

Registration Fees:

- Fees will be reviewed and set on an annual basis by VP of Development
- Fees include up to \$20/player reimbursement to cover socks and shorts and tournament fee up to \$250/team of 10 players per season

Late Registration:

- Late registrations will be accepted by House players all year around. Non-House players will not be accepted, as they are not insured.
- Late players will be required to contact the CS Team Coach and Administrator, in order to open the online registration.
- Full fees and online registration will be due prior to the late player's participation in any CS training, event, jamboree or tournament.

Refund:

- Registered players may request refunds 2 weeks after CS season start



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- All requests for refunds must be received in writing (letter or email) by refund deadline (2 weeks after CS season start)
- All refunds granted will be less a \$15 Administration Fee.
- Refunds will not be issued after refund deadline.

House Participation:

- Players who wish to play Spring House season only, must register and pay for Fall House prior to Fall House registration deadline to ensure the BCSA player insurance is paid for at the beginning of the season.
- Players will be asked to notify their Team Manager prior to registration deadline of their intentions to play Spring House only and the Club Administrator will then apply a credit towards their participation in the spring program.

Code of Conduct:

- Players, Coaches and Parents will be required to sign and abide the Code of Conduct, prior to the beginning of the season, accordingly.

6.5. Kit Guidelines

- Our Club colours registered with BC Soccer are red and black.
- Our primary jersey colour is red and alternate is white.
- Kit models and brand will be decided by Coaches and Team Managers
- CS players should wear their team kit when fundraising or public team events

Adidas Regista 14 Jersey (White or Red)

- Logo: Size 3.25" high - Placement on left chest - Application method is athletic ink - Colours CMYK
- Number: Size 8" high - Placement on full back - Application method is athletic ink - Colours 187C
- Last Names: Size 2" high - Placement on back shoulder - Application method is sport film - Colours Red

Adidas Regista 14 Short (Black)

- No print or embroidery required

Adidas Copa Sock (Black)

- No print or embroidery required

Adidas Condivo 14 Training Jacket (Red)

- Logo: Size 3.25" high - Placement on left chest - Application method is embroidered - Colours CMYK
- Last Name: Size 1" high - Placement on back shoulder - Application method is embroidered - Colours White

Adidas Core 11 Rain Jacket (Red)

- Logo: Size 3.25" high - Placement on left chest - Application method is embroidered - Colours CMYK
- Last Name: Size 1" high - Placement below logo - Application method is embroidered - Colours White



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Adidas Tiro 13 Training Pant (Black)

- Number: Size 2" high - Placement on right leg near pocket - Application method is embroidered - Colours White

Adidas Estadio Backpack

- Logo: Size 3.25" high - Placement on centre - Application method is embroidered - Colours CMYK
- Initials: Size 3" high - Placement on centre below logo - Application method is embroidered - Colours White

6.6. **Meetings**

- CS Division Manager will hold meetings at the same time as House Division Managers, or as needed.
- End of season CS Meetings will be held to discuss the following topics, but not limited to: player evaluations; end of season summary; new team procedures; tournament and jamboree schedule; annual outline
- CS Coaches and Team Managers will be invited to attend all meetings.

6.7. **Training**

- VP Development will outline training schedule, including turf time, quantity of training sessions and program for all CS teams
- CS Practices may be limited during House season. CS teams will hold a 1 weekly practice and no extra training that can interfere with House practices.
- Away tournaments are exempt. CS teams can hold a maximum of 2 weekly practices during House season in preparation for an away tournament. Jamborees are not included.

6.8. **Jamborees**

Participation:

- CS Teams will hold 1 Jamboree per age group to a maximum of 6 Jamborees each season. Jamboree dates will be chosen by CS coaches at a meeting.
- All players will have an opportunity to play
- When an age group is short of players, younger aged CS players can be invited to participate
- Select Teams from our Club may be invited to participate.
- Teams from other Clubs may be invited at no cost to the invited Club, other than referee fees.

Procedure:

- Invite: send out an email to all CS coaches and team managers to confirm number of teams
- Permits: apply for park use and food permit (more information under Concession)
- Referees: Hosting team must book their youth referees for the Jamborees
- Volunteers: invite your team to volunteer to help manage the concession & event
- Field: ensure fields are lined and sufficient equipment is available
- Schedule: prepare game schedule and release to all the teams



Format:

- Format: Jamborees will be 6v6, unless otherwise agreed upon by Coaches and/or VP Development
- Schedule: When House is in season, Jamborees will be played on Sundays. When House is not in session, Jamborees will be held on Saturdays. Scheduled Jamboree dates will not be changed unless otherwise conflicting with a Club event/program
- Location and Date: will be dependant on field availability and Club approval
- Bench Mom: all teams must have a bench mom present during the games

Referees:

- Youth referees must be paid \$15/game promptly upon their last game
- Referee availability may be limited on Sundays during Select season from September to April
- All participating teams are responsible for covering referee fees, including teams from other Clubs. CS Teams must pay the referee fees on the day of the Jamboree

6.9. **Tournament**

Participation:

- Playing time is at the coach's discretion so that teams may be competitive. There may be some tournaments/games that not all players will be able to attend.
- When an age group is short of players, younger aged CS players can be invited to participate
- Ensure that all CS Teams have the opportunity to attend tournaments as a whole CS Stream
- CS Teams will attend 2-3 away tournaments per season.
- CS Teams will only attend BC Sanctioned tournaments.

Procedure:

- Information: CS Division Manager will share information with all CS teams
- Registration: Team Manager will complete entry forms for tournaments
- Roster: Submit rosters of players and coaches attending the tournament. Coaches must have completed their Criminal Record Check prior to the tournament
- Receipt: Submit receipt to the Administrator for reimbursement
- Reimbursement: Each team will be able to request up to \$250 for teams of 10
- Bench Mom: Each team must have a bench mom present during games

6.10. **Bank Account**

Procedure:

- Bank Team: Elect a bank treasurer and bank signor (3 total). Review roles and responsibilities
- Bank Options: Research bank options and services options and choose the best one for your team
- Bank Account Name: Choose a bank name that has the year of birth of the team. For example: Comox Valley United 2005 CS Girls
- Team Meeting: hold a team parent meeting and keep minutes, including topics listed below.



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- Bank Meeting: Schedule an appointment with the bank of your choice and bring your meeting minutes. Signors will need to be present at the bank meeting to open the team account. Debit cards are not permitted for use on team bank account.
- Records: Establish ledgers and appropriate financial records

Team Meeting:

Include the following topics in your parent team meeting:

- Bank Team: Inform the team of the bank account team and their roles and responsibility
- Bank Info: share the account name and bank choice
- Bank and Fundraising Guidelines: rules, guidelines, money handling and refunds.

Criminal Record Check:

- All parent signors need Criminal Record Check, covered by that are specific to handling team money.
- Names and date of birth of all bank signors / bank account team must be forwarded to the Administrator to be submitted to BC Soccer and Criminal Record Checks.

Financial Records:

- Bank Account Team will maintain current financial records of all our ins/outs
- All Team Bank Accounts have the potential of being audited. Please ensure records are current and that you are staying within guidelines set forth as a non-profit organization
- Club can request account activity at any time

Management of Funds:

- All money raised in the team name will be used for team players (not parents or siblings)
- Kit items, as approved by the Coach
- Team Equipment (bench, balls, tent, pinnies and any items, requested by the Coach)
- Ferry cost for Players and Coaches (does not include vehicles, parents, siblings)
- Registration Fee for Tournaments
- All funds must be used during the current season the money was raised. Funds cannot be carried over.
- Receipts for all items paid out must be kept and submitted to your Team Manager. This will be required should your team get audited.
- Team money cannot be placed in personal bank accounts
- In the event, a team player decides to leave or cannot continue on the team, they will not be reimbursed for money fundraised, as this was raised for the team
- Signors are the only ones allowed to tally and keep monies in their possession until a deposit can be made. 2 signors should be present when tallying money.

6.11. Fundraising

Concept:

- Raise funds to offset kit, ferry for players, registration fees and other coach approved costs



Comox Valley United Soccer Club

- Try to always maintain minimum of \$500 in the account and not more than double the amount required to cover team costs, up to a maximum of \$3,000 / year.
- Create fundraising opportunities meant to build team spirit and belonging and ensure equivalence and accessibility to all dedicated players
- Coordinate 2-4 fundraising events per year; 2 team non-soccer related functions; 1 charitable function that gives back to the community

Procedure:

- Team bank accounts must be opened prior to fundraising.
- Coaches will advise Team Manager's of any equipment/events costs required at the beginning of the season
- Team Manager will then prepare and submit a Fundraising Budget to Coaches, CS Division Managers and Club for approval. Once approved, this can be shared with the team.
- Fundraising Coordinators will organize events deemed appropriate to raise the required funds, following the Fundraising Budget.
- Fundraising Coordinators will compile all team fundraising ideas to be submitted to Team Manager. Team Manager will present the ideas to the Coach(es) for approval
- Once approved, CS Division Manager must be notified of fundraising events to be included on the shared CS Calendar, in order to avoid overlap between teams.
- CS Division Manager will submit all fundraising events to Club Administrator.
- CS Teams need to make it clear they are fundraising for their team, not the Club and the reason they are fundraising for.
- Final statements must be submitted to Coaches, CS Division Managers and Club

Rules:

- Any event at the Club or on Club fields will require Club approval, as well as City approval and any other relevant permit/approval.
- CS Teams are not permitted any fundraiser that require gaming licenses, including 50/50 draws are not permitted
- CS Teams cannot submit grant applications.
- CS Teams must adhere to the Club's Sponsorship Policy

6.12. **Concession**

Each team will have the opportunity to hold 1 concession when hosting their Jamboree as a Fundraiser.

Procedure:

- Temporary Food Permit: submit an application to VIHA 14 days prior to the event.
- Park Permit: permission to host the jamboree and concession must be booked
- Keys: obtain gate and bathroom keys through parks department
- Equipment: tents, tables, garbage bins and bags, recycling bins, coolers,
- Volunteers: invite volunteers to help manage BBQ, concession, set-up, clean-up
- Food Permit: display Temporary Food Permit at the Jamboree and ensure all food service requirements are available
- Cash: ensure you have a float. Non-Signor parents can accept cash and watch over the cash float during the Jamboree, but at the end of the fundraising event, 2 signors must collect and tally the money



Food Service Requirements:

- Food Safe Operator: minimum of 1 person with Food Safe Level 1 is required to be onsite
- Temporary Handwash Station: Dispenser should be filled with warm water and wastewater should be emptied in the bathroom
- Probe Thermometer: must be available to check temperatures
- Cleaning solution: dependable cleaning solution and hand soap
- Baked Goods: must be individually wrapped at home to avoid handling onsite. Ingredients should be readily available.
- Food Storage: use coolers to maintain foods cold
- Serving: use disposable cutlery, plates, napkins, paper towels, disposable gloves

Sale Items:

- Beverages: water, coffee, hot chocolate, pop, juice
- Snacks: baked goods, popcorn, chips, freezies
- Lunch: hot dogs, hamburgers, pizza

7. SELECT (B CUP)

7. SELECT B CUP

7.1. **Select Structure**

Season:

- Select will consist of one Upper Island Season running from September to March
- 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:

- U14 to U18 players will have an opportunity to tryout 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 House teams & go to their House team practice, in order to maintain their reserve status.
- Reserves are regular members on their House 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
- Cup Games: playing time is at the coach's discretion so that teams may be competitive

7.2. **Tryout and Selection Timeline**

Late March to Early April:

- Select Coach Applications: post on all available methods of Club communications (website, newsletter, emails, bulletin board, etc)
- Select Committee: VP Select and VP of Development to choose 3 people to form Select Committee
- Deadline: set deadline to receive Select Coach applications.

Early May:

- Interviews: Select Committee to hold interviews with Select Coaches.

Mid May:

- Select Coaches Meeting: VP Development and VP of Select host meeting with chosen select coaches to finalize dates for try-outs; review tryout and selection process procedures and Youth Procedure and Policy Manual
- Select Tryout Information: post on all available methods of Club communications (website, newsletter, emails, bulletin board, etc) and will remain posted during the summer for newcomers to Comox Valley

June:

- Try-outs: to be held and completed for all teams with the exception of teams that have qualified for Provincials
- Provincial bound teams: select teams for next season 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 try-outs.

Selections:

- Minimum of 15 players to be selected per team.
- Each candidate will be notified at the Coach's discretion by email or by phone.
- Select Coaches will have final say as to who is confirmed on their roster with the Youth Select Committee & VP Development supporting their decision.

After Tryouts:

Process for newcomers and those with medical reasons may be considered for a position on the team in the fall

- Parent to contact VP Development
- VP Development to contact Select Coach and confirm practice time, date and location
- VP Development to form Evaluation Team, made up of 3 qualified persons: 1 being a Select Coach of the team, who will attend try-out session and determine if athlete is suitable for placement on team.



7.3. **Playing-Up**

Please refer to Section 3.5 Playing Up.

7.4. **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 give 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-side soccer as per BCSA Rules and Regulations
- Coaches must undergo the normal Select coaching process

7.5. **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.

8. VANCOUVER ISLAND PREMIER LEAGUE (A CUP)

8. VANCOUVER ISLAND PREMIER LEAGUE (A CUP)

CVUSC fully supports and encourages player participation in the VIPL.

8.1. **Rules and Guidelines**

- U14 to U18 players will have an opportunity to participate in VIPL.
- Rules, regulations and player policies: administered by a collaboration of the Upper Island Soccer Association and the Lower Island Soccer Association.



8.2. **Tournament Fees**

Reimbursement of \$500/team each season for tournament fees will be prorated to reflect Comox Valley players on the roster, following the tournament fee procedure (Section 7.5)

9. COACH DEVELOPMENT

9. COACH DEVELOPMENT

9.1. **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

9.2. **Priority**

- Developing coaches within our Youth Programs is a priority and will be coordinated by the VP of Development
- VP of Development will ensure coaches receive both on field mentorship and appropriate certifications through BCSA coaching course
- The Club will continue to work toward the goal of having all youth coaches participate in coaching courses, workshops and other related activities.

10. PLAYER DEVELOPMENT

10. PLAYER DEVELOPMENT

10.1. **United Development Program (UDP)**

- Training keen players of various level of development from U7-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 House, Select, or VIPL season per calendar year.

10.2. **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.