



2018 Handbook of Policies and Procedures



Table of Contents

1. Purpose, Vision, and Philosophy of Bulkley Valley Soccer Society	1
1.1 Mission Statement of BVSS.....	1
1.2 The Vision of BVSS.....	1
1.3 Guiding Principles of BVSS.....	1
1.4 Codes of Conduct.....	1
2. Organization.....	1
2.1 Roles and Leadership	2
3. Sponsorship	9
4. Registration	9
4.1 Refund Policy.....	10
5. House Soccer	10
BVSS uses the word House to refer to teams organized for regular BVSS division or league play (not Development or Select teams).....	10
5.1 Divisions and Leagues.....	10
5.2 Season and Schedule.....	10
5.3 Game Formats and Rules	11
5.4 Field Maintenance.....	12
5.5 Policy on Players Moving to Higher or Lower Age Levels (<i>as of April 11, 2016</i>)	15
5.5.1 Older Players Play Down.....	15
5.5.2 Younger Players Play Up	15
6. Academy, Development and Select Programs	16
6.1 Cost.....	16
6.2 Fees for Players on Select Teams and in Development Program.....	16
6.3 Playing Time.....	17
6.4 Player Injuries	17
7. Expectations of Coaches	18
7.1 Clinics.....	18
7.2 Preparation for the Season.....	18
7.3 During the Season.....	18
7.4 Playing Time.....	19
7.5 Coach Code of Conduct.....	20
8. Expectations of Players	21
8.1 Player Code of Conduct.....	21
9. Expectations of Parents	22
9.1 Parent Code of Conduct.....	22



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Table of Contents, continued

10. Officials.....	23
10.1 Game Official Expectations.....	23
11. Discipline Policy.....	24
11.1 Automatic Discipline.....	24
11.2 Informal Discussions	24
11.3 Formal Complaints	25
11.4 Discipline Committee	25
11.5 Discipline Appeals.....	26
12. Safety and Risk Management.....	26
12.1 Accident Insurance	26
12.2 Liability Insurance.....	27
12.3 Lightning.....	27
12.4 Criminal Record Checks	27
13. Role Profiles, BVSS and Smithers/Telkwa	28
14. Timeline for Smithers/Telkwa Season Start.....	48



1. . Purpose, Vision, and Philosophy of Bulkley Valley Soccer Society

1.1 Mission Statement of BVSS

The purpose of the Bulkley Valley Soccer Society (BVSS) is to deliver appropriate soccer programs and opportunities for youth that maximize participation, team building, player development and healthy competition while embracing our core principles of fun and fair play.

1.2 The Vision of BVSS

A safe soccer community of fulfilled, healthy, active people.

1.3 Guiding Principles of BVSS

We value fair play, fun and inclusivity. Our on- and off-field policies and procedures will be guided by safety, fairness, and enjoyment for all participants.

We identify player development, and individual and team achievements, as important stepping stones in personal growth. As a result, we will provide programs and an environment in which this can occur. Excellence rather than perfection will be the aim.

We recognize that life-long love of the game and physical activity are assets for healthy living and longevity, so all efforts will be made to foster continued participation.

Leadership, sportsmanship and athleticism are valued attributes of team sport. Therefore, we will provide opportunities to develop these skills through all means possible.

1.4 Codes of Conduct

The fundamental principles of the BVSS Codes of Conduct are fair play, integrity, and respect. With these principles, the spirit of fun competition can thrive, fuelled by honest effort, respectful rivalries, courteous relations and the gracious acceptance of results.

Sport builds character and shapes attitudes. Adults involved in sport are obliged to help youth develop a positive self-image and promote respect for rules, the role of game officials, and fellow competitors. As mentors and advisors in sport, parents and coaches should encourage in young athletes a healthy and constructive attitude toward competition, build a sense of dignity, provide opportunities to learn new skills, and foster their enjoyable participation. By asking that players, coaches and parents sign a Code of Conduct at the start of the season, it is hoped that the guidelines expressed in the Code become meaningful and effective. Participants acknowledge the rationale the Code describes and agree to do their best to apply it.

2. Organization

BVSS is recognized by the British Columbia Soccer Association (BCSA) as a Youth District Association. BVSS registers with BCSA all players within its catchment, which extends from the Houston area to the Hazelton and their surrounding communities.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Smithers and Telkwa soccer operations are managed by the BVSS Board, including forming of teams, and organization of home games and tournaments. Players on teams created in these communities are enrolled directly by BVSS.

At present within the operating area of BVSS, Houston and Hazelton operate as Affiliate soccer organizations under the BVSS umbrella. BVSS defines Affiliate differently and distinctly from any BCSCA definition of a Club or Association. In BVSS bylaws and policies, an Affiliate enrolls players, forms teams, and organizes home games and tournaments for BVSS leagues. These functions are performed as directed by BVSS, in accordance with BVSS bylaws and operation policies and procedures, and for a community or communities within a geographic area defined by BVSS. Affiliates have their own leadership groups to direct these functions, and the coherent operation of BVSS as a whole relies on good communication between the Affiliate leadership groups and the BVSS Board.

2.1 Roles and Leadership

The business of BVSS is managed by a volunteer Board of Directors made up of a President, Vice President, Secretary, Treasurer, and one to five Directors-at-Large. Collective and individual responsibilities of the Board are described in the BVSS bylaws and summarized in Table 1 below.

Only the first four roles in the table must by definition be Board members. Other roles may be performed by Directors-at-Large but may also be fulfilled by club members who are not Board members. Directors-at-Large do not necessarily hold an assigned BVSS leadership role. However, it is preferred that they have either a BVSS leadership position or a significant role in Smithers/Telkwa or Affiliate soccer operations. Soccer operations roles and their current volunteers are listed in Tables 2 to 4 below.



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Table 1. BVSS Organizational Leadership Roles (Board Roles in **Bold** font)

Role	Activities	Name	Contact
President	Chair Board meetings, represent BVSS in BC Soccer venues and in the media, delegate other tasks	Bill Price	president@bvsoccer.ca
Vice President	Assist and stand in for president	Stewart Dickson	volunteer@bvsoccer.ca
Secretary	Record meeting minutes, coordinate and supervise association communications		secretary@bvsoccer.ca
Treasurer	Prepare budget, manage revenues and expenses, advise Board on financial status and decisions	Joe De Gisi	treasurer@bvsoccer.ca
Director at Large	Participate in decisions related to the management of BVSS activities		
Director at Large	Participate in decisions related to the management of BVSS activities	Louis Moolman	fields@bvsoccer.ca
Director at Large	Participate in decisions related to the management of BVSS activities	Cindy Thummerer	coach@bvsoccer.ca
Registrar	Register players and collect registration fees	Paula Bartemucci	registrar@bvsoccer.ca
Bookkeeper	Maintain financial records of the association, prepare payment for goods and services received	Georgia Mack	treasurer@bvsoccer.ca
Technical Director	Organize and deliver coach training, academies and camps, advise all aspects of soccer operation	Daniel Imhof	imhofdw@hotmail.com
Select Coordinator	Coordinate and organize the delivery of Development and Select soccer programs	Shannon Pearce	select@bvsoccer.ca

Table 2. Smithers / Telkwa Leadership Roles



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role	Activities	Name	Contact
Equipment & Fields Coordinator	Book fields, supervise equipment volunteers	Louis Moolman	fields@bvsoccer.ca
Infrastructure Improvement	Pursue field and clubhouse improvement	Joe De Gisi	treasurer@bvsoccer.ca
Safety and Risk Manager	Implement risk and safety policy and activities	vacant	safety@bvsoccer.ca
Criminal Record Check	Coordinates Individuals completing CRC	Stacy Dupuis	safety@bvsoccer.ca
Referee Coordinator	Coordination of training and activities of officials	Cindy Thummerer	referee@bvsoccer.ca
Coach Coordinator	Coach training and communications	Cindy Thummerer	coach@bvsoccer.ca
Divisions Coordinator	Direct Smithers & Telkwa division coordinators, coordinate with Affiliates U12-U18	Tamara Gillis	divisions@bvsoccer.ca
Division Coordinator	Direct Smithers & Telkwa division coordinators, coordinate with Affiliates U6 - U10	Andrea Lamoureux	admlamoureux@gmail.com
Fundraising Coordinator	Apply for grants and organize other fundraising	Joe De Gisi	treasurer@bvsoccer.ca
Volunteer Coordinator	Manage assignment of volunteer activities	Stewart Dickson	volunteer@bvsoccer.ca
Communications Manager	Oversee mass e-mails, web site and Facebook page	<i>vacant</i>	
U6 Division Coordinator	Manage Smithers & Telkwa U6 Division	Leah Germain	Lkd@live.ca
U8 Division Coordinator	Manage Smithers & Telkwa U8 Division	Carey Pott	ccpott@gmail.com
U10 Division Coordinator	Manage Smithers & Telkwa U10 Division	Georgia Mack	georgiam@shaw.ca
U12 Division Coordinator	Manage Smithers & Telkwa U12 Division	Heather Birch	hambirch@gmail.com
U14 Division Coordinator	Manage Smithers & Telkwa U14 Division	Sara Belanger	6bels.sb@gmail.com



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

U18 Division Coordinator	Manage Smithers & Telkwa U18 Division	Joanne Berarducci	jojoducci@gmail.com
Field lining Coordinator	Train & schedule field lining volunteers	Amy Copland	amy@ravenrescue.com
U6 - U10 Equipment Manager	Equipment to U6, U8, U10 Smithers & Telkwa teams	Anne Marie MacIsaac	macisaacam@hotmail.com
U12 - U18 Equipment Manager	Equipment to U12, U14, U18 Smithers & Telkwa teams	Tanis Groen	tanis99@telus.net



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Table 3. Hazelton Leadership Roles



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role	Activities	Name	Contact
President	Chair meetings, represent HYSA in the media, delegate other tasks	Tim Sullivan	kispioxtim@hotmail.com
Vice-President		Sam Combs	sjcombs@hotmail.com
Treasurer	Manage revenues and expenses; enrol players and collect fees; liaise with BVSS Registrar	Josie Sterritt	josie.sterritt@gmail.com
Secretary		Julia Kokelj	juliakokelj@hotmail.com
Equipment Manager	Manage the acquisition and distribution of equipment		
Fields Coordinator	Book fields	Theresa Jack	Theresa.Jack@cmsd.bc.ca
Coaching Coordinator	Coach training and communications	Rob Harris	tye_tin@hotmail.com
Division Coordinator	Direct Hazelton division coordinators, coordinate with Affiliates	Krista Jay	kristaballs@icloud.com
Registrar	Attend BVSS Board meetings and liaise between HYSA and BVSS	Josie & Jen Walker	jwalker@geraco.ca
Clinic coordinator		John Olsen	skeenablood@outlook.com
U6 Division Coordinator	Alana Wadley		sitkaburnett@hotmail.com
U8 Division Coordinator	Manage Hazelton U8 Division	Natasha Stevens	tashas_11@hotmail.com
U10 Division Coordinator	Manage Hazelton U10 Division	Ashley Regan	ashleyreagan7@gmail.com
U12 Division Coordinator	Manage Hazelton U12 Division	Andrea Mowatt	snoah_14@hotmail.com
U14 Division Coordinator	Manage Hazelton U14 Division	tabled	



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

U18 Division Coordinator	Manage Hazelton U18 Division	Sandra Harris	smharris877@gmail.com
--------------------------	------------------------------	---------------	--

Table 4. Houston Leadership Roles

Role	Activities	Name	Contact
President	Chair meetings	Sarah Opdendries	juicypies@hotmail.com
Vice President	Assist President	Laura Onderwater	jlonderwater@gmail.com
Registrar	Enrol players and collect registration fees,	Ruby Kenzle	kenzle@telus.net
Treasurer		Jacky Hielma King	Rking845@telus.net
Head Coach		Devon Haftner	70haftner@gmail.com
Equipment Coordinator		Jackie Himech	Himech3@telus.net
Ref Coordinator		Melanie Kenzle	mkenzle@telus.net
Field Lining Coord.		Henry Barendregt	henrhon@telus.net
U6-U10 Coordinator		Sarah Vigeaux	Sarah.vigneaux@outlook.com
U12-U18 Coordinator		Laura Onderwater	jlonderwater@gmail.com



2017 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

3. Sponsorship

Sponsors contribute funds towards operating costs and keep registration fees affordable.

Sponsorship of teams in leagues U12 and under is \$350.00; for leagues U14 and U18 sponsorship is \$450. These contributions help defray jersey costs and are acknowledged by the silk-screening of sponsor (business) logos on the jerseys for the period of their regular use.

Other sponsors contribute in a variety of ways and are acknowledged in greater detail on the BVSS web site.

BVSS acknowledges and is grateful for the support of the Province of British Columbia, via a generous Community Gaming Grant.

4. Registration

Registration begins each year at the discretion of the Board, but at the latest by March 1, and ends on or about April 1 to allow time for administrative work to be done before the season starts at the beginning of May. Families register on-line via the link shown on the BVSS web site and pay with a credit card. In extenuating circumstances, the registrar will provide information about how to obtain a printed registration form, to be completed and submitted to the location specified on the form along with payment. Players are responsible to obtain and wear shin pads and cleats at both games and practices.

- Late registrations are only accepted under exceptional circumstances.
- Players from an affiliate area are only assigned to a team formed in that area, unless all teams in the affiliate area are full.
- It is not possible for registrants to request to be on the same team as their friends. The Division Coordinators assign registrants to teams within their division, and every effort is made to create teams that are balanced in terms of player ability and numbers.
- Siblings in the same division are placed on the same team unless requested otherwise.
- Moving players to different teams is additional work for BVSS volunteers and often results in teams of unequal strength. Consequently, BVSS only allows players to change teams if this rectifies an imbalance in team strength or there are exceptional circumstances.



2017 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

4.1 Refund Policy

All refunds are subject to a full refund (excluding processing fees charged to online registration system) before the soccer season begins. After the season has started, a \$25 administration fee will be charged. This covers the BC Soccer fees that have been paid.

Requests for refunds must be received by BVSS in writing, before the player's third scheduled game. The Board may consider refunds after this date only in exceptional circumstances.

All refunds are processed at the end of May.

5. House Soccer

BVSS uses the word House to refer to teams organized for regular BVSS division or league play (not Development or Select teams).

5.1 Divisions and Leagues

All players registered with BVSS are assigned to a House team according to player age (birth year). BVSS uses the word Division to refer to the teams formed at one age level in one of the three operational areas of Hazelton, Houston, or Smithers/Telkwa. For example, Hazelton, Houston, and Smithers/Telkwa each have a U12 Division. The word League refers collectively to the teams at an age level (for example, U12) in the entire BVSS catchment composed of all three operating areas.

The age levels used in BVSS House soccer, skills focus, and characteristics of the practices and games at each level are shown in Table 5 on pages 9 and 10.

House soccer in BVSS is mixed-gender at all age levels.

5.2 Season and Schedule

The current season calendar is available on the BVSS web site (www.bvsoccer.ca) and includes schedules, and dates and times for planned events such as start day, tournaments, and final day, as well as clinics and meetings.



2017 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

The season takes place during May and June for House leagues, with the start date dependent on post-winter grass growth, field conditions and maintenance requirements.

House teams in BVSS practice and play games at the frequency shown in the table below. The U6 to U10 leagues only have scheduled games during the Tournaments; however, most practices for the U6 to U10 age groups include a scrimmage in format similar to an official game. The number of tournaments is shown in Table 5. The older age groups being U12 to U18 have regular, usually weekly, league games in addition to an annual tournament. House league tournaments do not include teams from outside of BVSS.

Tournaments of half or full-day duration include 3 to 4 games for each team. All BVSS teams in the League (at age level) are invited to attend each tournament, although some may choose not to participate. Tournaments may include standings, playoffs, and the award of medals or other prizes, at the discretion of the tournament organizers.

5.3 Game Formats and Rules

BVSS levels U14 and U18 games are played on full-sized fields and in accordance with FIFA, Canada Soccer and BCSA rules, except that unlimited substitutions may be made with referee permission and during stoppage of play.

BVSS levels U12 and younger play small-sided games. Small-sided games are any game with less than eleven players per side and are played on small-sized fields. The objective of the small-sided game is a staircase development approach for young players to grow into the adult game of 11v11. Research has shown that the small-sided game approach significantly improves player development, confidence, enjoyment and retention in the sport, top priorities for all BVSS teams. BVSS small-sided game rules generally follow BC Soccer guidelines as detailed at:

<https://www.bcsoccer.net/files/Referee/ContinuingEducation/BC Soccer Small-Sided Rules Current.pdf>

Each team must field a minimum of 8 players for 11 per side play, and 6 players for 8 per side play.

BVSS players may play only for their designated House team in House league games and tournaments, except under special circumstances and only with the permission of their designated team coach. House players may also play for Development, Select and Adult teams.

BVSS does not presently record results and compile seasonal House Division or League standings.

d compile seasonal House Division or League standings.



**2017 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

5.4 Field Maintenance

To maintain the Chandler fields in the best possible shape, to help to prevent overuse and excessive wear in the goal crease, BVSS recommends that all coaches and players avoid the goal keeper's areas during practice and at the end of games turn around the goals (goal frames)



**2017 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Table 5. Characteristics of BVSS House soccer at age levels U6 to U10

Level	Ages	Practices Per Week	Games Per Week	Tourneys Per Season	Game Format	Game Duration	Field Size In Metres	Ball Size	Rule Notes	Focus*
U6	5, 6	2 x 45 minutes	0	1 (half day) Tournament or last day Fun-day	3 v 3 (no keeper)	2 x 15 minutes	18-22 by 25-30	3	Offside: no Throw in: no (use kick in) Heading: no	-FUN, while learning the basics of the game -Basic movement skills of running, jumping, kicking -Introduce basic soccer skills of passing, shooting, dribbling
U8	7, 8	2 x 60 minutes	0	2 (half day)	5 v 5 (including keeper)	2 x 15 minutes	20-25 by 30-36	3	Offside: no Throw in: yes Heading: no	-Continue to develop basic skills in FUN atmosphere -Work on basic soccer skills of passing, shooting, dribbling -Intro to basic game rules -Intro to goalkeeping
U10	9, 10	2 x 60 minutes	0	2 (half day)	7 v 7 (including keeper)	2 x 25 minutes	30-36 by 40-55	4	Offside: no Throw in: yes Heading: yes	-Further develop skills -Build on basic soccer skills, add more complex exercises -Introduce basic individual moves & principles of play -Knowledge of game rules -Further intro goalkeeping

*Focus includes ABC (Agility, Balance, Coordination) at all levels



**2017 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Table 5 continued. **Characteristics of BVSS House soccer at age levels U12 to U18**

Level	Ages	Practices Per Week	Games Per Week	Tourneys Per Season	Game Format	Game Duration	Field Size In Metres	Ball Size	Rule Notes	Focus*
U12	11, 12	1 x 90 minutes	1	1 (full day)	Super 8	2 x 30 minutes	42-55 by 60-75	4	Offside: 1/3 zone Throw in: yes Heading: yes	-Further development in fun & challenging environment -Continue basic skill development, increasingly complex exercises and drills -Individual skill sets of dribbles moves, fakes, feints -Knowledge of game rules -Goalkeeping specialization -Basic positioning of players
U14	13, 14	1 x 90 minutes	1	1 (full day)	11 v 11	2 x 35 minutes	Full	5	FIFA	-Further development in challenging environment -Continue basic skill development, advance drills -Knowledge of game rules -Goalkeeper-specific drills -Player positioning & tactics
U18	15 - 18	1 x 90 minutes	1	1 (full day)	11 v 11	2 x 45 minutes	Full	5	FIFA	-Further development and refining of skills in competitive environment -Advanced drills, team play & tactics -Goalkeeper-specific drills

***Focus** includes ABC (Agility, Balance, Coordination) at all levels



5.5 Policy on Players Moving to Higher or Lower Age Levels (as of April 11, 2016)

BVSS has a responsibility to ensure the safety and well-being of our athletes, and to make decisions that consider the best interest of the participant and our Association. While BVSS strongly prefers and recommends that players participate in their age-appropriate division, the Association recognizes that from time to time, it may be necessary or strongly desirable for underage players to “play up” an age level or older players to “play down” an age level.

An assessment of whether to move a player to a different age level team will occur if a parent or guardian of a child makes a request outlining the rationale in writing to the BVSS Registrar (registrar@bvsoccer.ca), and there is a space on a team in the receiving age level Division.

Playing with friends or other family members is not considered an adequate reason for moving a player to a different age level team. The decision about whether to move a player to a different age level team will be made by the Player Evaluation Committee and the new Division Coordinator. The Player Evaluation Committee is a sub-committee comprising the BVSS Technical Director and the Coach Coordinator.

Players approved to “play up” or “play down” an age level must wait to be told of their team assignment by the Division Coordinator before playing at the new age level. Failure to abide by this policy may be deemed reason enough to deny a player movement request.

5.5.1 Older Players Play Down

The request for older players to play at a younger age level should include a note from the family physician or other suitably qualified person indicating the rationale and advisability for making this decision. The exception is that youth in grade 12 may participate in the U18 House league without such a note so long as they are no more than one year older than their peers.

5.5.2 Younger Players Play Up

Advancement requests will only be considered where a player’s skills are CLEARLY exceptional in relation to other players in their age level and the player meets all identified criteria (physical skills, mental and emotional development). While the request is being considered, the respective player should only participate in the age appropriate level.

Assessment by the Player Evaluation Committee of whether a player can play up will consider:

- Skills - whether the player has the requisite skills for the higher age level;
- Physicality – whether the player is physically robust enough for the higher age level;
- Mental and emotional maturity, coachability, commitment, and ability to handle greater game and practice requirements;
- Player numbers in the higher age level and whether moving the player to a higher age level, either temporarily or permanently, might limit or reduce opportunities of players in that higher age level.

Younger players have more time to develop in age appropriate level and it is the small steps and details that lead to a solid foundation. The wider the foundation, the taller the tower.



6. Academy, Development and Select Programs

In addition to the House league, players registered with BVSS may also elect to join BVSS winter and summer academy, summer camp, and Development (U10 and U12) or Select (U13 to U18) programs.

In order to play in the Development or Select programs, players must be registered and playing in a BVSS House league during the House league season. Participation in the academy is not restricted to players who participated in a BVSS House league during the previous House league season, so long as the player purchases BC Soccer injury insurance.

Select players are expected to play in House league games but may miss up to half their House league practices if the time commitment for both Select and House league become excessive.

The age levels included in camps, academy and Development programs, and Select teams will be determined by BVSS based on the level of interest and the availability of a dedicated and certified coach. Thus, any of these programs or teams may not exist for all age groups every season.

Coaches interested in the BVSS Development and Select programs should contact the Select Coordinator.

Where numbers warrant, select teams will be formed by tryouts. Select tryouts, practices and games will begin at the discretion of the Select Coach.

Select teams representing BVSS can elect to compete in the Northern Region playdowns for the chance to compete in BC Soccer's Provincial Tournament (B Cup) in July. The Northern Region playdown location varies each year but occurs in early to mid-June.

6.1 Cost

Additional fees will be required to cover academy, camp, Development and Select program expenses. Academy and camp costs will be advertised at the time of registration for these programs.

6.2 Fees for Players on Select Teams and in Development Program

Potential activities and costs associated with Select teams and Development programs can differ greatly, in large part due to varying field and gym rental costs based on location and frequency of practices and games.

Before beginning their activities, Select and Development coaches should prepare an outline of the proposed program and budget for their team with the assistance of the Select coordinator, including expected gym and field rental costs.

Select and Development teams should collect player fees at the beginning of their season and submit them to BVSS. The minimum player fee is \$30. Based on the projected team budget for the



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

year, teams with higher expected expenses should collect greater fees at season start to avoid requesting additional fees from player families later in the season.

Of the fees collected, BVSS retains \$10 per player to pay for administration as well as wear and replacement of BVSS equipment and jerseys. The first priority for remaining funds is projected gym and field rental expenses.

Once facility rental costs are covered, remaining monies may be reimbursed to the coach to cover other costs such as game officials and refreshments.

Teams should pay officials after games and submit a claim to BVSS for repayment. BVSS will only reimburse the team or program for the cost of officials if there is money remaining in the team's account. Money unspent at the end of season will be kept in the Select team and Development program account for future use. Teams are responsible for travel costs, fees and other expenses for away games and tournaments.

6.3 Playing Time

Goals of Development and Select soccer are improving player fitness and skills, learning to train, and experiencing the fun of competition and being part of a team. None of these goals are met when players are made to feel that they are unwanted by the team. Playing time may legitimately vary between players, resulting from differences in distances run based on style of play at position, but unless there are extenuating circumstances every team member should be treated equally at practices and play at least one third of the game.

The only exception to the "one third of the game" playing time rule is if players are penalized for not following team rules regarding attending practice, being on time or other aspects of behaviour. Playing time discipline by the coach, and the reason(s) for it, should be explained to the offender.

BVSS considers team spirit and continued participation in Select soccer next year as far more important goals than winning a particular game. Playing time is key to continued participation,

6.4 Player Injuries

Injured players should rest until fit to play. Players should inform their coach when they are unable to attend games or practices and tell them the reason why.



7. Expectations of Coaches

7.1 Clinics

Coaches are strongly encouraged to attend the BC Soccer clinics sponsored by BVSS relevant to the level they expect to coach:

Division	Clinic name
U6	Active Start
U8	Fundamentals
U10, U12	Learn to Train
U14, U18, Development, Select	Soccer for Life

Coaches of Select teams are required to have taken the Soccer for Life course in order to coach at provincial tournaments.

7.2 Preparation for the Season

In preparation for the season, coaches are expected to:

- attend a pre-season meeting with the Division Coordinator where team rosters are created, reviewed and adjusted to balance team strength and net player ability, in the divisions which hold such a meeting;
- review player medical information for their team;
- review and agree to abide by the Coach Code of Conduct;
- review BVSS Codes of Conduct for players and parents;
- review the BVSS Discipline Policy and acknowledge that it will guide the processes used by the association in the event of a complaint involving the coach;
- complete a Coach registration form; and
- apply for a Criminal Record Check, with any questions directed to the Risk and Safety Manager (safety@bvsoccer.ca).

7.3 During the Season

Using guidance from BVSS materials, at the beginning of the season coaches should clarify with players and parents what is expected of them and what they can expect from the coach.

Coaches should ensure the safety of participants first and foremost, including ensuring that players wear proper soccer attire; shin pads and cleats are mandatory for practices and games. No jewellery or studs are to be worn, and hats should only be worn by the goalkeeper.

Coaches should keep player medical information on hand at practices and games.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Coaches are responsible for player behaviour. A coach having trouble with a player should talk to the parent(s), and/or contact the Division Coordinator for assistance.

Coaches should ensure that after practices and games, players remove belongings and any litter such as food wrappers and beverage containers left on the field and sidelines.

Coaches must ensure that only registered players practice or play with their team. Unregistered players are prohibited due to lack of insurance coverage.

Coaches should be reasonable if scheduling extra games and practices (Select), remembering that young players have other interests and obligations.

Coaches should be familiar with and, if necessary, remind parents to act in accordance with the Parent Code of Conduct. The team parent may be engaged to help with this task. Again, if conversation with the parent does not resolve the situation, contact the Division Coordinator for assistance.

Coaches are reminded that game officials are not to be harassed. All decisions relating to the game, behaviour and actions on the field will be made by the referee. Coaches should shake officials' hand at the end of the game. The officials must be supported and respected if BVSS is to be able to develop and keep effective officials.

Coaches should ensure that any BVSS equipment for which they are responsible is returned at the end of the season.

Complaints and concerns should have addressed via BVSS procedures and policies detailed in this handbook.

Coaches are reminded of the following suggestions for coaching success:

- Direct comments to the performance rather than the person.
- Refrain from public criticism.
- Respect personal boundaries, including physical, emotional, social, and sexual.
- Refrain from using drills as a punishment (for being late, slow, etc.).
- Do not tolerate bullying -- act on it immediately.

7.4 Playing Time

Coaches in the BVSS House league program (not Select or Development) should understand and acknowledge that all participants are entitled to equal game time on the field during regular season play and tournaments, unless there are mitigating circumstances such as:

- goal keepers and stay-at-home defenders getting more playing time than more mobile positions,
- health issues,
- failure to attend practice, or
- mis-behaviour.



For the House league program, difference in playing ability is not a valid reason for difference in playing time.

For age levels U10 and younger, it is suggested that coaches ensure players are rotated through all positions (except goalkeeper where some may prefer not to play), and that a player maximum of three goals per game will encourage passing and avoid running up the score which can demoralize the opponent team.

In Select soccer, ability may be a factor resulting in discrepancies in playing time. However, unless there are strong mitigating circumstances, players on a Select team and selected for a game should play at least a third of the time.

7.5 Coach Code of Conduct

I will seek to give players equal instruction, opportunity to play, and support.

I will attempt to ensure that equipment and facilities are safe and match the players' ages and abilities.

I will remember that team spirit, player welfare, and continued player participation are more important objectives for BVSS than winning.

I will give positive comments that motivate and encourage continued effort.

I will avoid ridiculing or yelling at players for making mistakes or for performing poorly. I will remember that children play to have fun and should be encouraged to have confidence in themselves.

I will embrace realistic expectations. I will seek to remember that child athletes are not miniature professionals and cannot be judged by professional standards.

I will teach my players to play fairly, and show respect for the rules of the game and the officials.

I will not question the official's judgement or honesty in public, and I will encourage all participants to do the same.

I will show respect for opponents, because without them there would be no game.

I will encourage players to resolve conflicts without resorting to hostility or violence.

I will remember that children need a coach they can respect, so I will aspire to set a good example by my conduct.

I will not use inappropriate language, and will avoid harassing players, coaches, and officials. I will not tolerate bullying and will discourage harassment in any form.



8. Expectations of Players

In House league games and tournaments, BVSS players may play only for their designated House team except under special circumstances and only with the permission of their designated team coach. House players may also play for Development, Select and Adult teams.

Players should try to attend all practices and games. Players are letting down their teammates if they fail to show up without a good reason. If unable to attend, players should advise their coach, including the reason for the absence, when possible beforehand.

Players should bring their own water bottle to practices and games.

Players are required to wear shin pads and cleats to practices and games, to comply with insurance conditions.

Players are expected to play fairly within the “Laws of the Game” and abide by the Player Code of Conduct shown in Section 8.1.

Soccer etiquette requires that players are respectful to each other, shake hands after each game and avoid criticism or exchange of trash talk with opposition players, coaches and officials.

Soccer is a team sport, and while individual skills are important, team play is vital and is the objective of the game.

Players are expected to win and lose graciously.

Players are expected to pick up any belongings and sideline litter such food/beverage wrappers and containers after the game.

8.1 Player Code of Conduct

I will play by the rules and in the spirit of the game.

I will control my temper because retaliating, fighting and “mouthing off” can spoil the game for everyone.

I will not use bad language, nor will I harass players, coaches, officials or the spectators. I will not bully my teammates or the opposition.

I will show respect for my opponents, because without them there would be no game.

I will do my best to be a true team player by showing up to practices and games with a positive attitude for myself, my team and my opponent.

I will remember that winning isn’t everything – that having fun, improving my skills, making friends and doing my best are important.

I will acknowledge all good plays and performances – those of my team and my opponent.

I will do my best to be coachable. This means being on time to practices, listening to instruction, and always putting forth my best effort.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I will never question the officials' judgment or honesty.

9. Expectations of Parents

Parents are respectfully asked to adhere to the Parent Code of Conduct shown in Section 9.1.

Parents should remember that referees know the game but may make errors. It is the officials call, not the parents. The decision of the referee is final. BVSS highly values its game officials and will not tolerate any form of harassment or abuse shown toward them.

If parents have a grievance, they should wait at least 24 hrs cooling down period before talking to the coach or other party. If this proves to be unsatisfactory, speak to the Division Coordinator. The final step should be in writing to the Board of directors. The BVSS Discipline Policy (Section 11.3) describes how a complaint should be pursued with the Association.

Parents should be aware that team selection is done by the Division Coordinator, with input from the coaches. Parents should submit player requests (play up/ down, other special circumstances) prior to the Division Coordinator beginning the team selections. The deadline to have any player requests in to BVSS is stated on the registration form (usually April 1). Later request will not be considered except under exceptional circumstances.

Other ideas about constructive soccer parenting are presented in documents on the BVSS web site.

9.1 Parent Code of Conduct

I will not force my child to participate in soccer. I will remember that children play for their enjoyment and gain, not mine.

I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.

I will encourage all athletes to play by the rules and resolve conflicts without resorting to hostility or violence.

I will express to all athletes that doing one's best is more important than winning, so that they will never feel defeated by the outcome of a game or event.

I will help all athletes to be true team players by supporting their commitment to attend practices and games.

I will offer praise for competing fairly and trying hard.

I will never criticize an athlete for making a mistake or losing a competition. I will instead give positive comments that motivate and encourage continued effort.

I will model respect for opponents, because without them there would be no game.

I will not use bad language, nor will I harass or bully athletes, coaches, officials or other spectators.



I will respect the officials' decisions and never openly criticize their performances. I will encourage participants to do the same.

I will show respect and appreciation for the volunteer coaches and others who give freely of their time to provide sport activities for my child. I will not publicly question the coach's judgement.

I will not give instructions to players -- that is the coach's role.

If I am upset by something I will wait 24 hours before discussing the issue with the team coach and will do so in a private and constructive manner.

10. Officials

BVSS highly values its game officials and invests considerable effort in training and development of referees and assistant referees. The association will not tolerate harassment or abuse of its officials, but also expects officials to behave and officiate in a manner that should generate respect from players, coaches and spectators including parents.

The Referee Coordinator schedules officials for games. By the end of each month, all officials must turn in their league game sheets to Dan's Source for Sports where the Referee Coordinator will collect them.

Referees must report all Yellow cards and Red cards to the Referee Coordinator within 24 hours of issuance.

Referees must submit an Injury Report Form to the association's Safety Manager if there is an accident during a game that requires a player to seek medical attention.

The BVSS "Laws of the Game" are as laid out by the world organization for soccer, FIFA, and are generally adhered to in BVSS House and Select programs. However, in small-sided soccer various modifications are made (see House Soccer section 5.3).

10.1 Game Official Expectations

Referees, and Assistant Referees (formerly referred to as linesmen), must follow game protocols:

- Abide and officiate by FIFA, Soccer Canada, BC Soccer and BVSS rules and perform their duties to the best of their abilities.
- Respect the players and coaches and control one's own temper.
- Be at the field at least 15 minutes prior to the game.
- Wear proper referee jersey, black referee shorts and long black socks. Jerseys must be tucked into shorts and socks pulled up.
- Have in possession a whistle, wrist stop watch, cards, pen and a coin at all times during games.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

- Assistant Referee must have an Assistant Referee flag (carried furled), whistle and stop watch at all times during games.
- Officials must do a safety check prior to the start of the game, to scan fields for any potential hazardous objects that can injure players. No bicycles, strollers or any other such equipment should be left anywhere close to the field, and spectators should be a safe distance from the playing area.
- After rules have been explained to both teams and coin has been tossed, Assistant Referees must check the nets before they get into position. When the game is about to start, Assistant Referees unfurl their flags which is a sign they are ready to start.
- Keep a record of disrespectful behaviour by players, coaches and crowd towards Referee and Assistant Referee and towards each other and provide to the Referee Coordinator.

11. Discipline Policy

The fundamental goal of the Association is to provide a positive soccer experience for the BVSS community. At times the conduct of individuals can result in incidents and conflicts negatively impacting the soccer experience. The purpose of this policy is to describe our efforts to informally resolve those issues, and the process for addressing them formally when necessary.

11.1 Automatic Discipline

Behaviour by players and coaches that will result in automatic disciplinary action is as follows:

- a red card, directly or as a result of two yellow cards, shall result in an automatic suspension for the next game;
- three yellow cards accumulated through multiple games will result in an automatic one game suspension;
- if a player is suspended more than once in a season then the Referee Coordinator shall submit a complaint to the President of the Association to initiate the formal discipline process, and the player shall be notified that he/she is not permitted to resume playing, even in the subsequent season, until after a recommendation of the Discipline Committee.

11.2 Informal Discussions

Issues related to team management, coaching, player conflicts, and spectator behaviour have the potential to grow and worsen over time. BVSS contends that concerns are best addressed directly as they arise.

Any issue or concern that cannot be resolved through discussions between the parties involved following an initial 24-hour cooling-off period, should be brought to the attention of the President of the Association. The President will notify the appropriate Coordinator to contact the parties and attempt to work cooperatively with them to resolve the matter informally to the satisfaction of all.



11.3 Formal Complaints

In the event that informal cooperation facilitated by the Coordinator cannot resolve an issue or concern, the President of the Association may assign to the Discipline Committee the disciplinary investigation of any team official, player, parent, supporter or referee in connection with their activities associated with BVSS, whether in the Bulkley Valley or elsewhere.

Formal processes will be triggered by the submission of a letter or e-mail by the complainant, to the President of the Association, including the following details:

- (1) the relevant date, time and field location,
- (2) the teams/clubs involved,
- (3) the names of individuals involved,
- (4) a brief description of the incident being reported, and
- (5) any other information that might be relevant.

11.4 Discipline Committee

The Discipline Committee shall:

- be chaired by the Referee Coordinator of the Association and the President as the alternate;
- include the Vice President and two other members of the Board; a quorum will be all members of the committee;
- be responsible to review, impose probation, suspend, expel from membership, or take other disciplinary actions that may be deemed necessary if BVSS members do not abide by the laws, policies and rules adopted by the association,

Any committee member may recuse himself or herself from consideration of any incident due to familiarity with the persons involved or similar reasons. In the event of a recusal, the President will designate another Board member to serve on the committee.

The Discipline Committee may conduct a hearing, if necessary, to obtain relevant facts and information. The hearing shall be held within ten days of the complaint. If the complaint cannot be resolved, both the complainant and the respondent shall be interviewed and the following principles of procedural due process shall apply:

- fair hearing, non-biased, and with no conflict of interest;
- respondent must be informed of all details of the complaint;
- relevant information must be available to all parties; and
- the complainant and the respondent will have the right to a written decision, have the right to appeal, and will be provided with the appeal process in writing.

Unless invited by the committee, no one other than committee members and the president of the Association shall be permitted to attend committee meetings or to participate in committee deliberations. BVSS appreciates the sensitive nature of reported incidents and complaints and will



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

make every effort to ensure that information received by the Discipline Committee is kept confidential, except to the limited extent necessary to evaluate and respond to reported incidents.

The written notice of decision shall provide a summary of any action taken or to be taken by the association and shall be provided to the parties within three business days after the decision is made. The Committee shall provide a summary of findings and the decision to the Board of Directors at its next scheduled Board meeting.

11.5 Discipline Appeals

A complainant or respondent who is dissatisfied with the decision of the Discipline committee may initiate an appeal within seven days of written notice of the decision of the Discipline Committee, based on any of the following criteria:

- new evidence not used at the hearing is brought forward which might affect the decision that was made;
- evidence is brought forward that due process was not followed; or
- the decision of the Discipline Committee is asserted to have been too severe.

The notice of appeal must be in writing and include grounds for appeal, the facts in support of the appeal and \$100 cash or certified cheque payable to BVSS. If the appeal is upheld, the deposit is forfeited to the Association. If the decision of the Discipline committee is overturned or modified, the deposit is returned. The Appeals Committee shall:

- (1) be chaired by the Coach Coordinator and the President shall be the alternate;
- (2) consist of three members of the association, appointed by the President, where quorum will consist of all members of the committee;
- (3) be responsible to evaluate whether the appeal has merit and if so, conduct a hearing and provider a decision on the appeal.

If sufficient grounds for appeal are found, a notice of hearing shall be delivered to the complainant and the respondent within seven days of the appeal hearing. The principles described for hearings of the Discipline Committee shall also apply to an appeal hearing.

Once the Appeals Committee has made a decision it will notify the parties of its decision within three business days. If sufficient grounds are not found for appeal, the committee will dismiss the appeal and notify the parties in writing of the decision. Any penalty or sanction imposed by the Discipline Committee will remain in effect pending the results of the Appeals Committee.

12. Safety and Risk Management

12.1 Accident Insurance

All youth soccer players, coaches and volunteers registered with BVSS are covered by BC Soccer's insurance for medical expenses resulting from an injury while participating on a BVSS affiliated team in the province of BC. For information regarding BC Soccer's insurance coverage details,



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

please visit the Insurance Page on BC Soccer's website:

<https://bcsoccer.net/insurance>

BC Soccer's Insurance policy offers both Liability Insurance and Sport Accident Insurance. For coverage on certain items, please see the Sport Insurance Information Brochure:

[https://bcsoccer.net/files/MemberService/Insurance/2017AprilSoccer Insurance brochure.pdf](https://bcsoccer.net/files/MemberService/Insurance/2017AprilSoccer%20Insurance%20brochure.pdf)

To file a claim, complete the Athletic Accident Claim Form:

[https://bcsoccer.net/files/MemberService/Insurance/ATHLETIC ACCIDENT CLAIM FORM 2016.pdf](https://bcsoccer.net/files/MemberService/Insurance/ATHLETIC%20ACCIDENT%20CLAIM%20FORM%202016.pdf)

The form also includes instructions for filing. Please note that the insurer must receive notice of your accident within 30 days of the accident date and receive claim documentation within 90 days. Please contact BC Soccer's Member Services Coordinator (presently Ryan McQuillan, RyanMcQuillan@bcsoccer.net) if you have any BC Soccer insurance-related inquiries.

12.2 Liability Insurance

All members of BVSS organization, including executives, managers, coaches, trainers, officials, employees and volunteers while acting within the scope of their duties on the organization's behalf are covered by BC Soccer's liability insurance:

<https://www.bcsoccer.net/insurance>

12.3 Lightning

BVSS seeks to comply with Canada Soccer's lightning policy:

[http://www.canadasoccer.com/files/LIGHTNING Policy.pdf](http://www.canadasoccer.com/files/LIGHTNING%20Policy.pdf)

Soccer practice cancellations will be made 30 minutes before start time based on expected conditions during the scheduled practice period. Lightning which is first observed while practices or games are already underway should trigger the implementation of Canada Soccer's 30/30 rule by coaches and officials.

12.4 Criminal Record Checks

In compliance with our mandate for player and adult protection, BVSS requires that the Board and all coaches must complete a Criminal Record Check and receive clearance. Information about the procedure for obtaining the Check is provided by BVSS (letter) to all volunteers for whom a Check is required. The submission shall be kept in complete confidence and only used to protect each participant should an incident arise. Volunteers will incur no cost to complete this requirement.



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

13. Role Profiles, BVSS and Smithers/Telkwa

Role:	Volunteer Coordinator	
Primary Objective:	<ul style="list-style-type: none"> Oversee volunteer hours for BV Soccer Busy after teams have been set up, and season end (first week in May and last week in June – July) 	
Main Tasks and Timelines:	<ul style="list-style-type: none"> Find/ appoint Division Coordinator and Volunteer Coordinator Meet with Divisions to set guidelines/standards for upcoming season Answer questions throughout the season Provide re-courses to coordinators Collect data at end of season Provide list to Treasurer to cash Volunteer cheques 	
Other support utilized:	<ul style="list-style-type: none"> Volunteer hours allocation information sheet Tracker sheet 	
Obstacles & Recommendations	Communication...too many emails!	<ul style="list-style-type: none"> Have central place for resources and parent communication. Online: “hub” App?
	Too much paper	<ul style="list-style-type: none"> It would be nice to streamline the process and have it in an excel or online database
	Handwritten names not legible	Online submitting program
	The volunteer system is only as good as the volunteer tracker (we still don’t have all the team tracker forms in.) Is it fair to cash all those cheques?	Make this part of BV Soccer Parent driven, they need to go online and fill in what they did for volunteer hours and then have the team tracker (a responsible person) sign off on it.
	Inconsistent Volunteer expectations	<ul style="list-style-type: none"> Create a Policy for reference and post on Website – done in 2016 Telkwa seems to do their own thing!
	Unknown expectations for volunteer positions	<ul style="list-style-type: none"> Add timeframe to the jobs on expectations document and registration form. For example: Division Equipment Helper – last two weeks in April and the last week in June Division Coordinator: April and first two weeks of May intense!
Lessons Learned:	<ul style="list-style-type: none"> Coordinator needs to get the Team list after the teams have been finalized, add this to the division Coordinators list 	
Recommendations:	Needs to be someone who is good at Excel and ok telling people what to do.	
Other Comments:	<ul style="list-style-type: none"> Tracker sheet when it was USED it was really useful was a great resource! 	



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role:	Registrar
Primary Objective:	<ul style="list-style-type: none"> ● Ensure all BVSS players are registered with BC Soccer prior to deadline
Main Tasks and Timelines:	<ul style="list-style-type: none"> ● Update online registration form and paper forms in early February ● Provide up-to-date registration information to the communications person/administrative assistant in early February to ensure that advertising effort is substantial (flyers and posters to all schools in district, newspaper ads, radio, social media, website). ● Respond to email inquiries from families about BVSS ● Collect and receive player registration information and payment throughout the registration period (from the online registration and from those who wish to register with paper registration forms). ● Collect and print out proof of age for new soccer registrants. ● Create a list of players who have requested to play up or down a division from their assigned division (birth year determined) ● Enter, compile and sort player information, parent information and volunteer information into spreadsheet database ● Distribute database information to Division Coordinators, Volunteer Coordinator, Referee Coordinator, Select Coordinator and Board Members prior to start of on-field play ● Prepare a list of monies received (cheques and or cash) and submit to Treasurer for deposit ● Prepare a list of refunds and submit to Treasurer for cheques to be written and sent to families ● Prepare and upload player registration data to BC Soccer's online interface prior to June 1 deadline (Primary Season) ● Update online volunteer duty reporting forms and set up online volunteer reporting system. ●
Other support utilized:	<ul style="list-style-type: none"> ● No volunteers needed but administrative assistant played significant role in producing the advertising materials, and generally assisting the registrar
Obstacles:	<ul style="list-style-type: none"> ● Manual data input of paper registration forms is very time consuming. Online system dramatically decreases workload but adds about 5% processing charges to soccer player fees. ● Telephone messages for registration information was very time consuming and relied on manual recording of information discussed. Email contact only in 2017 and 2018. ● Manual processing and recording of payment was very time consuming but not many people paid by cash/cheque in 2017 or 2018.
Lessons Learned:	<ul style="list-style-type: none"> ● Registration needs to take place sooner in year. ● Do not provide telephone number (email communication only) ● Hard deadline for registrations required (no exceptions)
Recommendations:	<ul style="list-style-type: none"> ● Create a position (preferable Board member) that is responsible for all registration-related communication



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

	<ul style="list-style-type: none">● Setup electronic registration and payment method● Work with Houston and Hazelton to setup a direct registration process with BC Soccer
Other Comments:	<ul style="list-style-type: none">● A hard registration deadline with no exceptions may decrease the number of registrants for the first year implemented. This may prove to be effective for future seasons however!



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role:	Divisions Coordinator (split into 2 positions U6-10/U12-18)	
Primary Objective:	<ul style="list-style-type: none"> ● Oversee ALL Divisions ● VERY busy in last weeks of March, April and first week in May as well as end of June until done! 	
Main Tasks and Timelines:	<ul style="list-style-type: none"> ● Find/ appoint Division Coordinators ● Meet with Coordinators and set guidelines/standards for upcoming season ● Deliver division list to Coordinators to make teams ● Provide resources to coordinators ● Create the “master “contact list <ul style="list-style-type: none"> ○ Liaison with Hazelton and Houston ● Reminders throughout the season ● Provide support for Tournaments <ul style="list-style-type: none"> ○ relay dates, help with format, provide budget, collect budget and follow up reports ● Provide list and gather Info for season wrap up <ul style="list-style-type: none"> ○ Photos to paper ○ Work with Volunteer trackers to finalize list: “cash the cheque” and reimbursement ○ Season evaluation and feedback collection 	
Other support utilized:	<ul style="list-style-type: none"> ● Collected resources from previous years ● Created a timeline for Division planning, season and wrap up checklist/tasks ● Worked closely with Volunteer and Tournament Coordinators 	
Obstacles & Recommendations	Communication...too many emails!	<ul style="list-style-type: none"> ● Have central place for resources and parent communication. ● Fix our email system, have a registrar, division manager, treasure, SEPARATE EMAILS ● App?
	MASTER participant list	<ul style="list-style-type: none"> ● Have a master list that can be updated by all division coordinators...volunteer tasks, wrong contact information, kids who drop out etc. Make it WAY easier next season start up and at the end of the season.
	Not having resources from previous years at hand	<ul style="list-style-type: none"> ● Create a database for resources/checklist/information ● Budgets for what our money is used for
	Season wrap up is SO slow. I feel like I am harassing people	<ul style="list-style-type: none"> ● Everyone is done with soccer and jobs are not complete
	Volunteers not doing what they should	Cash more cheques if not complete?



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Lessons Learned:	Many...
Recommendations:	<ul style="list-style-type: none"> ● Split this Job into at least 3 people <ul style="list-style-type: none"> ○ U6-u10 Division Manager ○ U12-18 Division Manager ▪ Update list for these division, no Fun day, Game schedule, ● Satellite community liaison (Houston/Hazelton)
Other Comments:	<ul style="list-style-type: none"> ● Timeline – needs to be MORE time at beginning of season for set up and to utilize Volunteers at the season set up phase. Registration closing in March. ● Split up work on the executive and have clearly defined roles (thanks for doing this!) meeting minutes published 1 week after meeting. ● Need more contact with some Volunteer positions; for example, Equipment coordinator; ● Have 2-year terms offsetting each other...no mass exit on the executive. Always have a vice-president and president on the opposite cycle when possible ● Have representative for Hazelton and Houston on the executive, ensure polices are even across the board. <ul style="list-style-type: none"> ○ More control and for the Select/Development teams.....very confusing



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role:	President
Primary Objective:	<ul style="list-style-type: none"> ● Enable Board to deliver BVSS programs
Main Tasks and Timelines:	<ul style="list-style-type: none"> ● provide draft agenda and chair Board meetings ● communication with other organizations, especially BCSA ● help where I can
Other support utilized:	<ul style="list-style-type: none"> ● Vice president and all the other members of the Board and others involved in soccer
Obstacles:	<ul style="list-style-type: none"> ● Vast number of volunteers needed to enable 850+ youth to play soccer, by far the most successful recreational organization in the region ● Lack of knowledge amongst volunteers ● Volunteers take on too much and burn out ● Inability to find volunteers to delegate jobs ● Delivery of soccer leaves little time to apply for financial resources enjoyed by louder better-connected groups
Lessons Learned:	<ul style="list-style-type: none"> ● Need to point out that funding should be on a per capita not a per time to apply or per close friend basis
Recommendations:	<ul style="list-style-type: none"> ● Create reference document with information required by volunteers to complete different tasks ● Improve delegation ● More efficient organization ● More guidance to volunteers to assist and reduce confusion and errors and omissions ● Increase length of season ● Improve quality of training for coaches
Other Comments:	<ul style="list-style-type: none"> ● Difficult role to recruit



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role Profile: Secretary

Main duties

- Receive edits from Board for draft agenda mailed out by President prior to Board meeting.
- Attend regular meetings and AGM and record everything that is discussed in minutes.
- Send out minutes to all Board members within three days of Board meeting so action items are clear.
- Follow up on action items with a reminder email two week after Board meeting.
- File the Annual report with BC Registry Services.

Extras duties that need to be clarified annually:

- Occasionally check the post office box (normally dealt with by the treasurer)
- Set up and be involved with signing authority (send in the letter of direction to the bank to take off and put on new signers)
- Make sure registration banners have proper information on them and post one on either end of town to announce things such as registration deadline. The banners must be taken down no later than a couple weeks after registration deadline.
- Respond to all emails coming in and forward onto the correct Board member that it applies to with a response to the sender letting them know their email was received.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role Profile: Field Coordinator

Primary Objective

- Book soccer fields in advance for youth House league and Select team divisions for practises and tournaments only in Smithers / Telkwa. Houston and Hazelton fields are booked by their own local volunteers.
- Communicate confirmed field use schedules to Division Coordinators in Smithers / Telkwa.
- Acts as the liaison between field owners and BVSS throughout the year/season.

Main tasks and Timeline)

1. Ensure all fields have been booked and confirmed for all divisions for practises and tournament dates and times one week prior to the start of the season, which is typically on or close to May 1 of every year.
2. Ensure field billing/invoices are submitted to BVSS Treasurer for prompt payment
3. Attend meetings and keep the Board updated of field and field booking related matters.

Other supports utilized

Field booking agents for School District #54, St. Joseph's School, Town of Smithers staff, Village of Telkwa and BVSS Board members.

Obstacles

Expected and unexpected field closures for maintenance and occasional vandalism.
Subsequent shortage of alternative fields and /or appropriate fields.

Lessons learned

Field booking is based on a well-established, carefully planned schedule and routine which was fine-tuned over the years, with existing fields and predictable demands. The smallest deviation from this schedule can disrupt the schedule for several divisions at the same time, primarily because of barely enough adequate fields for youth and adult soccer leagues in all communities involved.

Planning in advance is of crucial importance.

Communication between all field owners and the Field Coordinator was pleasant and efficient and presented no challenges. This was indicative of people having been in those positions for some time and aware and mindful of soccer schedules, needs and demands.

Recommendations

For the most part, the status quo is sufficient and operates in a productive way.

Note: This document does not address any matters on Field Lining Coordination or Equipment Coordination even though these two volunteer positions historically liaised closely with the Field Coordinator. Their roles may have to be reviewed and reconsidered, as these two noted volunteer



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

positions can easily be stand-alone positions with the potential/possibility for additional Board members.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role:	Referee Coordinator
Primary Objective:	<ul style="list-style-type: none"> ● Ensure that all games have qualified officials.
Main Tasks and Timelines:	<p>Responsible for booking clinics, scheduling officials for league games and tournaments, providing feedback for officials and paying officials monthly and for each tournament.</p> <ul style="list-style-type: none"> ● Book a small sided, entry and refresher clinic through BC Soccer for new and existing officials by the end of January. Based on the needs of the association. ● Advertise for clinics and try to recruit officials prior to the clinic. ● After the clinic is completed compile a list of officials and their contact information. ● Once league schedules are received from the different divisions make up an official's league schedule and a substitute list for the season. Take into account when officials play themselves and what age groups they are capable of officiating. Keep track of any officiating changes that occur. ● For all new officials at the beginning of the season watch their games and provide them feedback. Check on all officials randomly throughout the season to give them feedback. ● For each tournament once a schedule is received from the tournament organizer book officials and request officials pay from the treasurer. Give the officials pay along with the control sheet to the tournament official's liaison. After the tournament get control sheet back to keep for BVSS records as payment received. ● At the end of May and June collect all of the game sheets and timesheets from Dan's Source for Sports and figure out what each official is owed. Request cheques from the treasurer and once they are done drop them off for the officials to pick up. ● Keep track of any red or yellow cards. ● Deal with issues of official abuse or officials behaving badly.
Other support utilized:	<ul style="list-style-type: none"> ● A volunteer booked the referee courses with BC Soccer.
Obstacles:	<ul style="list-style-type: none"> ● The clinics were held after the season started which made it a scramble to do the scheduling. ● The volunteer who booked the clinics could not be there themselves so there was a lot of confusion at first. ● Some league game schedules and tournament schedules needed to be out quicker so that the officials can be organized. ● Another younger age tournament was booked on the same days as the U18 and U14 tournaments which made it difficult to find enough officials as many of the officials are U14 and U18 players. ● The Tournament Officials Liaison position was not put in place prior to the season so it was difficult to find someone to volunteer for that position. ● Deciding how many officials to have on field for the younger ages. ● The rules sheet as to how long each game was for the different divisions and what the age group rules where was outdated.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Lessons Learned:	<ul style="list-style-type: none">● Book the officials clinic myself to avoid any confusion and book it earlier so the officials are in place before the season start date.● Difficult to recruit entry level officials due to the length of the course.● Add the tournament official's liaison volunteer position to the registration sheet along with a description of the position so that people can sign up for it at the beginning of the season.● Make sure that there are no other tournaments held on the same weekend as the U18 tournament and the U14 tournaments.● Make sure that adult officials are recruited well before the U18 tournament.● It worked well to use the U12 games to mentor the new officials.● Officials liked being paid at the end of each tournament and it would be too hard to pay officials at the end of each league game.● Make sure officials know to email the referee coordinator if they have any red or yellow cards.● Set up a discipline committee to deal with any abuse of officials or players who habitually receive cards.● Update the rules sheet I was given as to how long each game was for the different divisions and what the age group rules are.● U18 assistant referees are not making minimum wage. <p>Officials liked having all of the league games booked for the season so that they could plan around them. They also liked having a substitute list that they could use if they were unable to make a game.</p>
Recommendations:	<ul style="list-style-type: none">● Continue to pay officials at the end of each tournament and at the end of each month for league games.● Continue to have at least 2 officials for each U12 game.● Continue to make up and give the officials a full season work schedule and a substitute list.● Put in place a deadline for when tournament schedules need to be given to the referee coordinator i.e. 1 week prior to the tournament.●



**2018 Handbook
of Policies and Procedures**

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role	Equipment Coordinator
Primary Objective:	Responsible for Equipment for either the younger or older age level divisions in Smithers, Telkwa <ul style="list-style-type: none"> • Ensure all equipment is available for distribution and return at the end of season.
Main Tasks and Timelines:	<ul style="list-style-type: none"> • 1 End of June when equipment is returned take an inventory of all equipment and try to fill up all totes & ball bags for the following season. Give to the Board's equipment person a inventory of BVSS equipment with numbers of what needs to be purchased/replaced so they can place an order (usually end of August) for the following season. (approx. balls, bags gloves, goals needed first aid stock etc.) • 2 In mid April the Registrar or Board division person should ASAP let you know the approx. number of teams in each division so you know how many extra totes and ball bags need to be made up before the weekend distribution date. • 3 make sure all bins are stocked with first aid, cones and all ball bags filled. (if done from the previous season this will go more smoothly). Usually have division co-ordinators come the Saturday before start up with 2-3 volunteers and recheck the totes and set up any new totes and ball bags, first aid supplies. This is why it's very important all supplies ordered end of season before start up in May. • 4. End of season (end of June) have Division co-ordinators return all equipment with an inventory list filled out by each team, this makes filling the totes up at the end of season easier.
Other support people/organizations utilized:	<ul style="list-style-type: none"> • 1 - Need equipment volunteers for start up and end of season to ensure everything is counted and restocked.
Obstacles:	<ul style="list-style-type: none"> • 1- Having teams count and inventory their totes and letting equipment coordinators know what is broken and need to be replaced. I stress if its broken throw away and let us know so it can be replaced! • 2 The return of jerseys has always been an issue.
Lessons Learned:	<ul style="list-style-type: none"> • 1 Stress to division equipment co-ordinators to have all teams properly inventory their equipment makes less work for them on the returns. • 2 End of season ask your division equipment coordinators if they will return to this role and what division, it is easier when you have experienced people. Let Board know so they do not appoint other people in these roles. It is so much easier when you work with the same group a couple of years in a row.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Recommendations:	<ul style="list-style-type: none">● 1 Have one Board person be the Community equipment buyer. Lots of people find it intimidating purchasing large amounts of sports equipment. One Board member deals with Dan at the end of the season to purchase for the following season.● 2 Split the role of Community equipment coordinator to 2 people one responsible for U6-U10- locker #70 and the other U12-U18 plus Select teams- locker #67.
Additional Comments:	<ul style="list-style-type: none">● The three tents need to be given out for various tournaments which is a pain. The equipment coordinators always running back and forth to the locker. It would be great if when the tournaments are decided, each tournament coordinator is responsible to deliver the tents to the next tournament coordinator, and the tents returned at the end of season by last tournament people.● This season we had many Select coaches who were not House coaches which meant more ball bags so remember to count on: six additional ball bags for Select teams.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role:	Select Coordinator
Primary Objective:	<ul style="list-style-type: none"> Organize - coordinate and enable - Select program
Main Tasks and Timelines:	<ul style="list-style-type: none"> enable BVSS players to enjoy competitive Select program from Development to U13 and U13 to U18 find coaches that provide skills and tactics to be competitive and for players to enjoy being part of the team Inform coaches of required training, BC Soccer requirements for coach training and contact info for potential players represent BVSS in BC Soccer organization of Northern Cup and declaration for Provincials provide specialized training for coaches and players keep track of progress of Select teams for more info see file – tasks for BV Select Soccer Rep
Other support utilized:	<ul style="list-style-type: none"> large number of successful former coaches who are willing to provide advise
Obstacles:	<ul style="list-style-type: none"> lack of coaches conflict with House league and other recreational activities for limited player time poor treatment of players by previous Select teams
Lessons Learned:	<ul style="list-style-type: none"> see above
Recommendations:	<ul style="list-style-type: none"> Need to develop program that supports goals of BVSS and pay attention to how coaches coach and treat players Need more coaches Need to provide more support to coaches Need to resolve conflict with House league and other recreational activities for limited player time Increase length of season - continue support for BVSS academy Improve training of coaches and players - continued support for Daniel Imhof in his role as Technical Director
Additional Comments:	<ul style="list-style-type: none">

Select Coordinator, Coach and Team Requirements and Actions

Mid –February BC Soccer Teleconference

- Teleconference with Dan Turvill, BC Soccer (danturvill@bcsoccer.net)
- determine dates for team declaration and Northern Cup

March 1st Contact Select Coaches

- Contact coaches from previous year and put out initial call for Select coaches
- Send to coaches' previous year's contact information for players for relevant birth years and gender – for example 1995 boys, 1995 girls, 1996 boys, 1996
- Teams responsible for advertising indoor practice through email and notice to schools



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Mid April, After Registration

- In conjunction with coaches, tentatively decide on Select age groups covered by different coaches.
- Get registrar to send contact information for players organized into the birth years for each gender – for example 1995 boys, 1995 girls, 1996 boys, 1996 girls – and indicating players whose parents said they were in Select soccer
- Forward list to Select coaches.
- Teams should get a team parent who is responsible for advertising indoor practice through email and notice to schools
- Send coaches the dates for team declaration and Northern Cup
- Find coaches for teams needing them.
- Give coaches contact information for referee coordinator and equipment coordinator– balls, jerseys, cones
- Forward information about field times available for Select teams to practice and play games once House league have determined practice and game times. Teams if necessary should share fields for practices.

Responsibility of Team

- Collect Select and Development fees
- Schedule preseason gym and contact Select rep to schedule time
- Contact players
- Schedule games and officials for games

Responsibility of BVSS

- Schedule outdoor practice time
- Provide equipment
- Pay officials for teams that submit Select and Development fees
- Help advertise practices

Team Fees

- Coaches to collect Select and Development fees
- Select fee of \$40 is paid to BVSS per player for teams declaring for Provincial Championship play downs – this covers fields/gym, equipment, half time refreshment, officials for home and away games and uniforms. Does not cover expenses such as travel or tournament fees. Money for these expenses should be collected through an additional fee charged to players by the team. There is generally no fee for zones or provincials.
- Development fee paid to BVSS per player is \$25 – this covers Walnut fields, equipment, half time refreshment, officials for home games, and uniforms. This does not cover expenses such as travel or tournament fees. Money for these expenses should be collected through an additional fee charged to players by the team
- Fees for Select teams that do not declare for Zone Provincial Championship play downs will depend on their expenses.

Team Declaration



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

- Districts wanting to enter teams in Zone Qualification potentially leading to Provincial Championship play downs must submit Team Declaration form identifying teams to BC Soccer.
- Team Declaration form must be received by BC Soccer no later than date set for interior districts.

Mid-May Team Declaration for Zone Qualification and Provincials

- Coaches indicate to BVSS Select Coordinator whether team will declare. Decision to declare requires commitment by team players to compete in Zone Qualifications and Provincials. Bond of \$1000 from BVSS held by BC Soccer. Bond will be forfeit if any BVSS teams that qualify for Provincials do not attend provincials or do not follow rules.
- BVSS Select Coordinator compiles list of teams declaring in the district, one list per district, on District Provincial Championship Team Declaration form and before deadline submits form to Dan Turvill, BC Soccer (danturvill@bcsoccer.net).
- If coaches haven't already, ASAP make hotel reservations.

Mid-May Post-Declaration Teleconference

- Teleconference with Dan Turvill, BC Soccer (danturvill@bcsoccer.net) to determine play down schedule for U18 and confirm Northern Cup
- Remind coaches of dates for U13 to U17 Northern Cup
- U18 coaches need to work out dates for Northern Zones

By June 1st - Zone Team Roster

- See attached document
- Coaches submit Team Roster to BVSS Registrar (registrar@bvsoccer.ca) by May 24th
- BVSS Registrar confirms that players are registered in district (BVSS)
- BVSS Registrar signs and submits to Dan Turvill, BC Soccer (danturvill@bcsoccer.net) by June 1st

Before Zone Play Downs - Player ID Cards

- All players need ID cards
- Team is BV Rapids for all and club is BVSS. For number for BVSS, we use the age group as first two digits and then the jersey number for last two (i.e. if U14 boys and jersey #6 use 1406). Need cards for manager and coaches with ID numbers as well.
- If use second set of jerseys, jersey number on game card must match what they are wearing. Must give manager and coaches ID numbers as well.
- Coaches get in touch with Ryan McQuillan, BC Soccer (ryanmcquillan@bcsoccer.net) regarding how to create player ID cards

Zones and Provincials

- Team's needs to bring Player ID cards and 3 copies of their official roster form to each game at Zone Qualifications and Provincials. Cross off any players who are not playing that game due to injury, suspension, etc. Give one copy to the opponent and one to the referee and keep one for future reference and records.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

- Hand in Player ID cards to organizers who will give to ref. If someone gets red carded, ref will remove their card and thus they can't play until the discipline is done and card returned. Pick up cards from ref after game.
- Player ID cards and Team roster are mandatory. **DO NOT FORGET THEM!**
- Coaches should be aware of tie breaker information.
- Teams to cover logistics and costs.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Primary Role:	Field Lining Coordinator
Primary Objective:	Ensure that lines are correctly placed and always visible and nets are installed and maintained. Walnut U12 (2), Chandler U14/U18 (2), SSS U14/U18 (2), Muheim U10 (3), no lines at St. Joe's
Main Tasks and Timelines:	<ol style="list-style-type: none"> 1. ASAP after registration: Obtain list of volunteers interested in lining. 2. April: Confirm Town of Smithers schedule for mowing the fields. 3. April: Confirm School District 54 schedule for mowing the fields. 4. April: Prepare schedule for lining all fields for entire season (1 week/1 field per volunteer) 5. April: Set up email distribution list for lining volunteers. 6. April: Email instructions and schedule to all volunteers. 7. April: Set up paint and lining machines in easy-to-access location. 8. April: Create a "sign out sheet" to track usage by each volunteer. 9. Late April (weekend before the season starts): Coordinate initial measuring and lining of all fields and installing nets). 10. Weekly (Sunday): Email reminders to lining volunteers for the coming week. 11. May/June: Monitor condition of lines and nets. 12. May/June: Monitor supply of paint. 1. May/June: Respond to occasional requests from Division Coordinators to tell them that no, we can't erase the lines and put different ones on the field for the weekend tournament. 13. May/June: Maintain and fix lining machines as required. 14. Late June: Send list of volunteers who completed their required volunteer commitment to the volunteer tracker at the end of the season. 15. July: Return lining machines and any extra paint to Field Coordinator.
Other support people/ organizations utilized:	<ul style="list-style-type: none"> ● Field Coordinator ● Equipment Coordinator ● Division Coordinators ● Lining Volunteers
Obstacles:	<ul style="list-style-type: none"> ● Getting a list of the actual PERSON who volunteered to do the lining. The list I get usually shows two parents and does not indicate which one wants to do lining. This can create misunderstandings between parents who do not live together (or talk to each other) ● Parents who sign up for lining but then take other volunteer jobs before the schedule is complete. ● Diagrams of lines for U18 and U14 need to be in both units (feet/yards and metres) because measuring tapes are invariably in the units you don't have on your diagram. ● Running out of paint 3/4 of the way through the season is preventable.



2018 Handbook of Policies and Procedures

PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Primary Role:	Field Lining Coordinator continued
Lessons Learned:	<ul style="list-style-type: none"> ● Have asked Board to make improvements to the registration form/process so that it is clear which parent has volunteered for what jobs. ● As soon as I get the list of volunteers who have indicated an interest in lining, email them to let them know that they will be included on the lining schedule and so they should not take on another job. ● Clarify who is putting up nets at Chandler and Walnut. This can be part of the initial lining set up session ... but it would be helpful if the nets were brought to the fields by the Equipment Coordinator. ● Order more paint at least 3-4 weeks before it is required. Or just order more paint than last year ... it doesn't go bad.
Recommendations:	<ul style="list-style-type: none"> ● Make improvements to the registration form/process so that it is clear which parent has volunteered for what jobs. ● Buy a 400' tape measure. ● Order approximately 25% more paint than last year. It doesn't go bad.
Additional Comments:	<ul style="list-style-type: none"> ● It's a big job but can easily be done by one organized person. The bonus is ... no meetings required. :-) ● I will pass along all forms to my successor in 2019.



2018 Handbook of Policies and Procedures

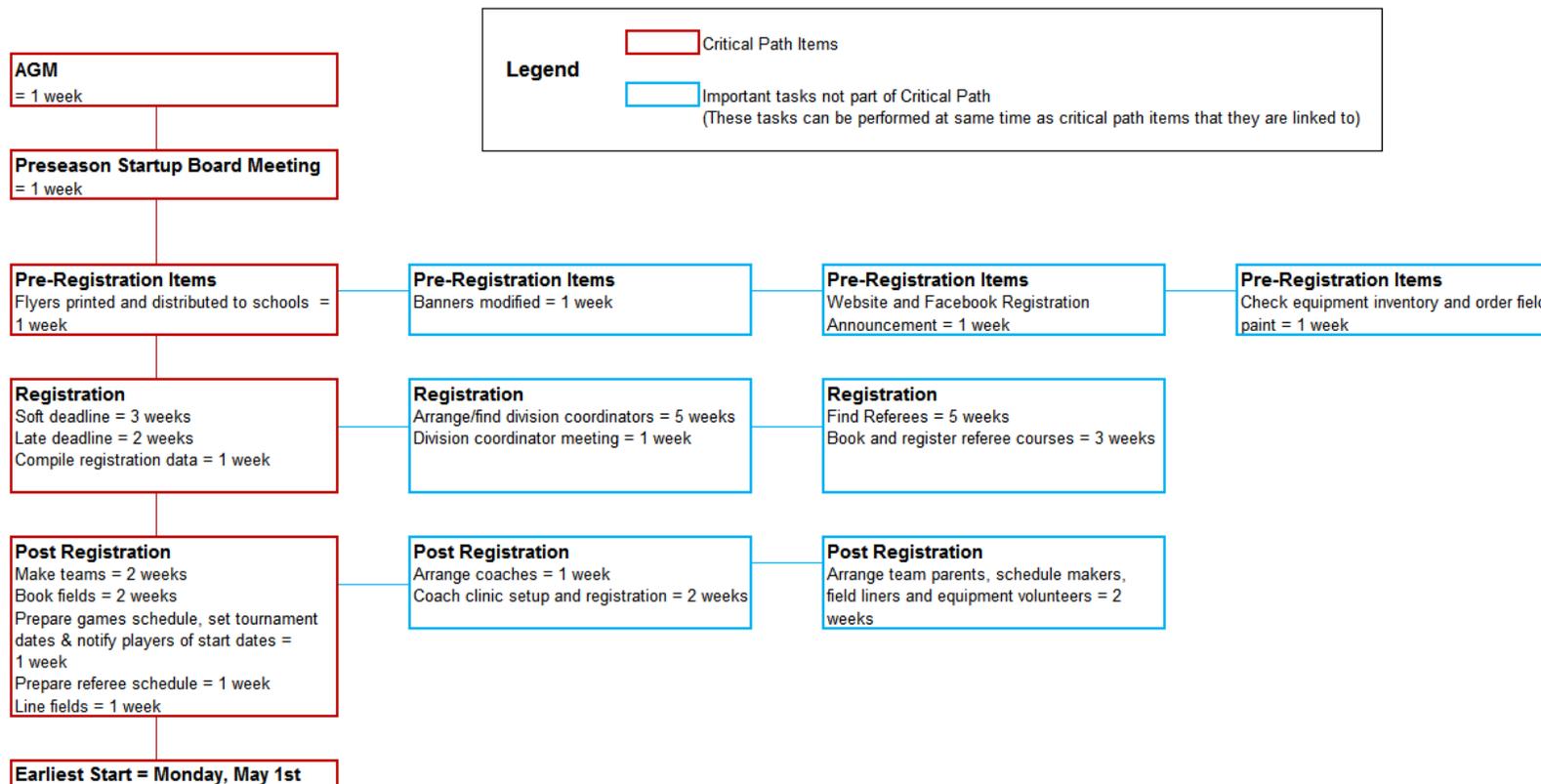
PO Box 4210
Smithers, BC V0J 2N0
www.bvsoccer.ca

Role:	Field Representative for Chandler Park
Primary Objective:	<ul style="list-style-type: none"> ● Ensure Chandler Park upgrades and maintenance are adequately informed and conducted with the proper materials and methods and occur in a timely manner
Main Tasks and Timelines:	<ul style="list-style-type: none"> ● Review upgrades and maintenance plans and the resulting work ● Communicate with Town Council and staff ● Field complaints about field maintenance and forward them to Roger Smith of the Towns Work Department ● Develop plans and budgets for additional upgrades and apply or lobby for funding
Other support utilized:	<ul style="list-style-type: none"> ● Joe De Gisi is current representative for Youth Soccer on Town's Chandler Field Committee and applies for funding. Men's and Women's leagues also have reps on Town Field Committee ● Steve Kerbrat, groundskeeper at golf course is a main source of technical and practical advice ● Town staff - Roger Smith, field maintenance, and Mark Allen, manages upgrade contracts
Obstacles:	<ul style="list-style-type: none"> ● Years of damage and neglect ● Smithers Town Council want to minimize resources devoted to affordable recreation and provide little or no financial support and prematurely terminated Field Committee ● Specialized knowledge required of soil physical properties such as particle size and compaction, soil drainage, turf growth, fertilization, and turf grass and field maintenance plant nutrition and turf grass ● Town staff charged with doing work have limited resources and time and are sometimes challenged technically ● Devil is in the details
Lessons Learned:	<ul style="list-style-type: none"> ● Need to pay attention to details and check every stage of the process to make sure upgrades and maintenance are adequately informed and conducted with the proper materials and methods and occur in a timely manner
Recommendations:	<ul style="list-style-type: none"> ● Need to develop plans and apply for funding to complete the removal of the track, levelling section along Third Ave and Alberta St and install fencing. ● Need to move Vancouver Street towards Chandler Park so fields can be expanded. ● Need greater support by Council. ● Need better communication with soccer players and families
Additional Comments:	<ul style="list-style-type: none"> ●



14. Timeline for Smithers/Telkwa Season Start

Critical Path to Season Start



*Critical Path to Season Start = 16 weeks
AGM no later than November 24, 2017*