



# **Pitt Meadows Soccer Club**

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# **POLICY & PROCEDURES MANUAL**

UPDATED: MARCH, 2006



**Pitt Meadows Soccer Club  
POLICY & PROCEDURES MANUAL**

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## PITT MEADOWS SOCCER CLUB POLICY AND PROCEDURES MANUAL

### 1.0 LEAGUE PHILOSOPHY

It is the policy of the Pitt Meadows Soccer Club that discrimination based on race, color, creed, sex, and national origin is strictly prohibited.

#### 1.01 Non-Competitive League:

The primary purpose of the Pitt Meadows Soccer Club Non-Competitive Program is to teach the fundamentals of soccer and participation in a team sport. All teams U-5 up to and including U-11 are considered non-competitive. Pressing players to win, solely for the sake of winning is strongly discouraged and will not be tolerated by the Association. On the other hand, playing for the fun of the sport is strongly encouraged.

The Non-Competitive Program has no player experience or qualification requirement. Specifically, any player with the consent of a legal parent or guardian shall be allowed to register and play in division structures and age groupings established by club officials.

#### 1.02 U-11 Development Program:

Our club has been provided with the opportunity to form U-11 development (select) teams for both the boys and girls teams. Although tryouts are conducted for these teams they are still considered non-competitive and will be treated as such.

#### 1.03 Competitive Program:

The primary purpose of the Pitt Meadows Soccer Club Competitive Program is for the advancement of player skills through competitive team play. All teams from U-12 up to and including U-18 are considered competitive. Each team, its coaches, its players, and its parents are charged with representing the Pitt Meadows Soccer Club with competitive play and an exemplary display of good sportsmanship and fair play. This level of sportsmanship and fair play is expected before, during and after league or tournament play.

#### 1.04 General Conduct and Ethics of League Volunteers:

Any Pitt Meadows Soccer Club team official assaulting a player, member of an opposing team or an official of the game, will be removed from the Pitt Meadows Soccer Club immediately. This would include practices, scrimmages, league, interlock and tournament games. If a parent is involved with assaulting a player, another parent, member of an opposing team or an official, that parent will be barred from all future Pitt Meadows Soccer Club related activities.

#### 1.05 General Conduct:

Coaches are responsible for ensuring that there are at least two adults present during all team functions. If the coach is male coaching a girls team one of the adults present must be a Carded female Representative.

If, at any time, the conduct of a league official, team coach, a player or a parent of a player is determined to be detrimental to the Pitt Meadows Soccer Club or the good of soccer, such persons shall be subject to suspension from participating in the PMSC soccer program.

#### 1.06 Coaches Responsibility:

Coaches shall be responsible for their own conduct, as well as, the conduct of their team players and supporters from the time they enter the area of the playing field, practice field or other facility until the time they depart the area. This includes the parking area in or near the facility. Improper conduct on the part of the coaches, players or spectators may result in penalties against the individual, including expulsion from the field or facility, forfeiture of a game or suspension as stated in the above paragraph.

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- 1.07 Referee Jurisdiction:  
Officiating a soccer game is a difficult task, which requires split second judgment and decisions by the referee. The referee is the only person to make these decisions during a soccer match. The coach and spectators are not permitted to question the referee's call during or after a game. This type of behavior is disruptive and does not set a good example of good sportsmanship for our players. Argumentative discussions are especially improper when addressed to a youth referee. All referees, including youth referees, have had special training and have earned the right to officiate a game. PMSC will not tolerate disrespectful treatment of any referee or game official. At the field or facility, the referee has full jurisdiction in accordance with Federation International de Football Association (FIFA) rules.
- 1.08 Referee Abuse (District Discipline Committee):  
As a member of both the Alouette District Soccer Association and the North District Soccer Association, we support the decision of the appropriate discipline committees recommendations and rulings. A review may also be conducted by Pitt Meadows Soccer Club Rules and Discipline Committee.
- 1.09 Individual Fines:  
Any fine assessed against PMSC will be reimbursed to PMSC by the offending team's coach before the team will be allowed to participate in any future PMSC activity (e.g. league or exhibition games, tournaments, etc).
- 1.10 Team and/or Coaches Fines  
Any fine assessed against PMSC will be reimbursed to PMSC by the offending team. If the fine is assessed at the end of the season, the team will not be allowed to register the following season until the fine is paid. If the team does not form the following season each registered player will be assessed an equal share of the fine.
- 1.11 Pitt Meadows Soccer Club Rules and Discipline Committee:  
The Pitt Meadows Soccer Club rules and Discipline Committee's main function is to Review and Rule on any "In Club" issues that involve any coach, player or spectators involved with the Pitt Meadows Soccer Club. The R&D Committee, consisting of four members, must complete its investigation of an incident within two weeks of receiving a written complaint.
- 1.12 Volunteer Compensation:  
The Pitt Meadows Soccer Club volunteers are truly volunteers and are not remunerated for any service(s) they perform on behalf of the association. This includes but is not limited to the following:
- No insurance coverage,
  - No paid coaches,
  - No club payment for any coaching license not required by the association,
  - No reimbursement for any unauthorized purchase or expenditure by a volunteer.
- Note - some exceptions would include field lining and referees.
- 2.0 **LEAGUE STRUCTURE**
- 2.01 Personnel:
- 2.01.1 Board of Directors  
The Board of Directors is comprised of 9 elected members who serve two-year terms. The terms are staggered such that four or five directors' terms shall expire each year. The membership of PMSC votes at the Annual General Meeting each year for individuals running for open Board positions.

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At the first meeting of the Board after the Annual General Meeting the positions of President, Vice-President and Secretary are chosen by the voting members of the Board. The departing President will call the meeting to order and accept nominations from the voting members of the Board for the position of President. A quorum must be present. A nomination must have a second. Upon indication that there are no further nominees for the position, the departing President will open the floor to discussion of the nominees, upon indication of no further discussion, the President will request a vote by the voting members of the Board. Upon determination of a majority vote a new President will be determined. The departing President will then relinquish control of the meeting to the newly elected President. The newly elected President will then facilitate the election of the Vice-President and Secretary. The Board functions in accordance with the PMSC Bylaws. Board meetings are open to the PMSC membership and held at a designated time and place each month.

### 2.01.2 President

The duties and responsibilities of the President include the following: The administration of the Club's philosophies set forth by the Board of Directors. Reporting the status of Club operations to the Board of Directors on a routine basis. Recruiting Club members to serve in the capacity of Club Volunteers and present those volunteers to the Board of Directors for approval. Recruiting and appointing Club Volunteers based on the operating demands placed on the Club. The president shall create those positions necessary to operate the club on a daily basis. Managing the Board approved budget to ensure that all moneys (income and expenditures) are handled in accordance with PMSC's policies and procedures. Conducting basic negotiations with contractors for paid services on behalf of the Club (e.g., Referee Assignment, Coaches Training, Specialty Player Training, etc.). Serve as the interface with other Clubs and PMSC (e.g. compliance with PMSC requirements, coordinating joint projects with other Clubs and associations, etc.).

### 2.01.3 Vice-President (competitive)

The duties and responsibilities of the vice-president include the following:  
The Vice-President works in conjunction with the President in performing the duties and responsibilities stated above. The Vice-President(competitive) is responsible for overseeing all aspects related to the competitive soccer program. This includes but is not limited to registration of players, selection of coaches, selection of teams, assignment of gyms and fields, assignment of referees, completion of schedules, maintenance and purchase of equipment. The Vice-President(competitive) shall step in for the President should the President be unable to fulfill his/her duties and responsibilities.

### 2.01.4 Vice-President (mini-soccer)

The duties and responsibilities of the vice-president of mini soccer include the following:  
The Vice-President works in conjunction with the President in performing the duties and responsibilities stated above. The Vice-President is responsible for overseeing all aspects related to the non-competitive soccer program. This includes but is not limited to registration of players, selection of coaches, selection of teams, assignment of gyms and fields, assignment of referees, completion of schedules, maintenance and purchase of equipment. The vice president shall be responsible for creating positions and recruiting the appropriate volunteers to complete these duties.

### 2.01.5 Secretary

The duties and responsibilities of the Secretary include the following: The Secretary shall attend all meetings of the members and all meetings of the Board of Directors and maintain a record or minutes of all proceedings of such meetings in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of meetings, and shall perform such other duties as may be prescribed by the Board of Directors.

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### 2.01.6 Treasurer

The duties and responsibilities of the Treasurer include the following: The Treasurer shall have custody of the Club funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Pitt Meadows Soccer Club. The Treasurer shall deposit all moneys and other valuable effects, in the name and to the credit of the Club in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the corporation as may be ordered by the President or the Board of Directors, taking proper vouchers for such disbursements. The Treasurer shall render to the President and the Board of Directors, at its regular meetings, or when the Board of Directors so requires (at least once per quarter), an account of all transactions made as treasurer and of the financial condition of the Club. The Treasurer shall also supervise and coordinate Fund raising activities and shall assist in purchasing, cost cutting, and general budget. The Treasurer shall ensure all checks drafted for distribution shall contain the signatures of at least two persons officially authorized to sign checks. The Treasurer shall regularly perform these duties and responsibilities subject to the guidance and direction of the PMSC president.

### 2.01.7 Registrar (competitive and non-competitive)

The duties and responsibilities of the Registrar include the following: Setting up public registration dates and scheduling locations at which the registrations will be conducted. Establishing and administering the mail-in registration program. Tracking the updating of the PMSC registration database current. Reporting club registration information and statistics to PMSC. Compiling Volunteer Lists. It is the responsibility of the Registrar to develop and coordinate seasonal registrations and fulfill the PMSC registration requirements.

### 2.01.8 Referee Coordinator

The duties and responsibilities of the Referee Coordinator include the following: The Referee Coordinator shall keep a current listing of all certified referees belonging to PMSC. The Referee Coordinator shall provide the Referee Assignors with the names of all certified referees available for game assignments. The Referee Coordinator shall ensure appropriate training and certification of PMSC registered referees. The Referee Coordinator shall provide all PMSC registered referees with current information regarding their certification and the requirements thereof. The Referee Coordinator shall provide for training and certification of all PMSC referees by a certified referee instructor or associate referee instructor. The Referee Coordinator shall supervise the timely payment of all PMSC referees. The Referee Coordinator shall receive all referee reports and inquiries from PMSC referees regarding the laws of the game, including recent changes in the laws. The Referee Coordinator shall receive all referee evaluation report forms, and shall bring relevant information contained therein to the attention of the PMSC board as the Coordinator deems necessary.

### 2.01.9 North District and Alouette District Representatives

The duties and responsibilities of the North District and Alouette District Representatives include the following: The North District and Alouette Representatives are the main line of communication between the respective districts. The Representatives are responsible for the coordination and communications between PMSC and the respective districts. The Club Representatives are responsible for ensuring that PMSC's position is clearly stated on all PMSC questions or policies. The North District and Alouette District Representatives are responsible for attending each meeting to represent PMSC on matters of policy and vote on all issues brought forward.

The Representatives are responsible for serving as communication links between the various clubs, PMSC and North District and Alouette District respectively. The Alouette and North District Representatives are responsible for ensuring that all team entries are filled out properly, signed and delivered to the appropriate district Registrar with all fees before the closing date for registration.

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and entries. The North District and Alouette District Representatives are responsible for ensuring that all other forms that are required are submitted and updated in a timely manner. The Representatives are responsible for distributing rules and procedure manuals to each coach or team manager. The Representatives are responsible for the dissemination of information sent by the various Districts to each coach or manager. The Representatives are responsible for ensuring that each player is properly carded with their appropriate District and all registration is completed. The Representatives are responsible ensuring that each player is properly registered with PMSC and all team/player fees are collected and paid to PMSC.

### 2.02 Referees (competitive and non-competitive)

Both Competitive and non competitive League Referees shall receive their game assignments from the appropriate Referee Assignor. Payment - Referees receive monetary compensation from PMSC for each recreational league and/or PMSC sponsored tournament game that they referee. FIFA Rules - Referees must abide by FIFA rules and regulations and/or the Modified Laws of the Game according to PMSC rules.

## 3.0 NON-COMPETITIVE PROGRAM

### 3.01.1 Coach Selection

The policies and procedures for selecting coaches for the Non-Competitive Program are as follows: PMSC's directors will select head coaches from those people who have volunteered to coach a team for that season. If there are not enough head coach volunteers, assistant coach volunteers will be asked to assume a head coach position on a team. If there are still unfilled head-coaching positions open, other parent volunteers will be asked to volunteer their services as a head coach. If coaching positions are still unfilled, parents of registered players will be asked to coach a team. In this case, depending on the coaching experience of these parents PMSC may assign an experienced coach to help/mentor the new parent coach. PMSC reserves the right to not form teams in any age group for which volunteer coaching support can not be obtained. The directors will review all potential coaches and disqualify any coach that is known to not follow the Club's philosophy. This includes parent feedback information received on registration forms and questionnaires.

### 3.01.2 Head Coach Rules and Guidelines

- To improve and expand each player's knowledge of the game of soccer.
- To promote and develop team play.
- To be fair and impartial in the personal treatment of all players.
- To maintain team discipline and good conduct at all times, to recognize that each team represents the Pitt Meadows Soccer Club and the Pitt Meadows Community and to realize that head coaches are not only instructors and leaders, but also examples that will be exemplified by your team. To effectively administer the team via active parental support, participating and communication.
- To develop and refine individual player skills.

### 3.01.3 Coach Removal

The Board of Directors has the authority to remove at anytime with or without cause any head coach.

## 3.02 PLAYERS

### 3.02.1 Playing Time

The PMSC Policy for playing time is as follows: All team members should play an equal amount of time. Each player must play a minimum of one half of each game. If roster size does not permit team members to play equally in each game, those players playing lesser time should be rotated each game.

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By the end of the season all players should have played approximately an equal amount of time. If a player is being disciplined for an infraction of league or association rules then this rule does not apply. No player in the Non-Competitive League shall play as goalkeeper more than one half each game.

### 3.02.2 Playing Up (non-competitive teams)

A child must play on a team where his/her birthday falls within the parameters of the age groupings as set forth by PMSC. Requests to "play up" are discouraged at the non-competitive mini-level. All requests to play for an older age group team for the next season must be submitted in writing to the PMSC Board of Directors on or before March 1st of each year. Dispensation will be granted to players who wish to apply after March 1 as a result of a change of residence, whereby they move to Pitt Meadows/Maple Ridge after the deadline. The request must be signed by the player's parent or legal guardian. Requests to "play-up" must be made every year (there is no "grandfather" clause). The PMSC will not permit a player to accelerate more than one year (i.e. from U-9 up to U-11). The PMSC Mini-Registrar may, at his or her discretion, arbitrarily move players into an older age group if deemed in the best interests of the club.

### 3.03 Players' Equipment

The PMSC policy for player equipment is as follows: Players are required to wear a PMSC's approved jersey as their uniform. They should not wear anything that is dangerous to themselves or others (e.g. earrings, necklaces, watches, rings, etc.), or anything else which, in the judgment of the referee, poses a potential hazard. Footwear can either be tennis shoes (sneakers) or soft cleat soccer shoes (highly recommended). PMSC will provide team equipment including, but not limited to, soccer balls, first aid kit, cones. This equipment remains the property of PMSC and will be returned at the end of each season. All players must wear shin guards. Goalkeeper jerseys are supplied to each team in order to distinguish the goalkeepers from the other players and the referees. Each player should bring a water bottle to practices and games.

#### 3.03.1 U5-U7 Age Groups

Mini soccer teams in the U5-U7 program are not permitted to wear alternate uniforms when playing in league/house games while representing the Pitt Meadows Soccer Club. The club provided uniform is to be worn to club pictures and all activities sanctioned by the club.

#### 3.03.2 U8-U18 Age Groups

The Pitt Meadows Soccer Club uniform will be made available to all players registered to play for the Club. The uniform provided will include one of each of the following: a jersey, a pair of shorts and a pair of socks. The colours of the Club uniform will be determined by the executive board. If any team deems the uniform provided by the club to be unacceptable, for any reason, that team must purchase and use the club-approved alternate colour jersey. The club-approved alternate jersey and jersey colours shall be determined by the executive of the club. This will be the club uniform in an alternate colour. Alternative shorts may be worn by the player at his or her discretion, provided they are black in colour and are of soccer style. If an entire team is proposing to wear alternate shorts, the team coach or manager must advise the Club equipment manager, in writing. No club-approved alternative jersey can have any form of advertising, other than that of the manufacturer. The Club crest/logo must be displayed on any alternate jersey. The Pitt Meadows Soccer Club executive board will have the final decision in any and all matters relating to the uniforms worn by any player playing for the Club, regardless of where any and all games are played. The executive board decision will be binding and final. This decision will be based on the executive board's perception of the best interests of the majority of the Club. The club-provided uniform is to be worn for all official club pictures and activities sanctioned by the club.

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### 3.04 TEAM FORMATION

#### 3.04.1 Player Eligibility

All players must play in the age grouping as specified by PMSC. Players will not be allowed to play up or down unless it is deemed necessary for the formation of teams for age groups that do not have sufficient numbers of players to form independent divisions.

#### 3.04.2 Player Evaluation

Each coach in the U-7 and U-8 divisions shall evaluate each of the players on their team against the balance of the players in their division, at the completion of a season. It is strongly encouraged that all of the coaches in a division work on evaluations together to obtain the best evaluation for each player.

#### 3.04.3 Team Size

The team size shall be determined by the guidance of the PMSC Board of Directors and conform to the minimum requirements of BCSA.

#### 3.04.4 Team Draw Process

Teams going into the U-9 boys and girls divisions shall be drawn prior to the beginning of each season using the player evaluations as the main guideline. The teams shall be drawn anonymously to be as equal as possible. Coaches and Assistant Coaches child will be assigned to the team that the parent is coaching. Twin players may be assigned to the same team if requested by the parents. No other special request will be allowed in the Draw process. The actual draw may be done manually or by computer as long as the net result of a fair and equitable result is maintained. The number of teams will be determined by the number of players registered at the time that team draw is done. Allowances shall be taken for late player registrations that will be received after the draw is completed.

#### 3.04.5 Additions and Deletions

The Registrar adds late registered players using the same criteria as in team formation Section. There shall be every possible effort to maintain the equitable and numeric balance among the teams within a division.

#### 3.04.6 Playing Up - Registration Based.

Allowances shall be made when there are not enough players registered in an age group to combine two age groups to make a reasonable division of competitive teams.

#### 3.04.7 Adult Teams

PMSC encourages its coaches and parents to participate in any type of soccer activity. PMSC sponsors an adult program and provide facilities and space in the same manner that it provides for the youth players. Some separate charges will be assessed for field usage.

### 4.0 COMPETITIVE DIVISION

#### 4.01 Team Selection

The PMSC Board of Directors will determine if a new team shall form in a specific age group according to the following criteria:

- Number of players in the player pool.
- Numbers of existing competitive teams(in that age group).
- League requirements for placement of new teams in specific age groups.

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### 4.02 Procedure for Competitive Team Formation

The initial Team Formation Process will begin prior to the completion of current playing season.

#### 1. Form Competitive Coach Selection Committee:

- This committee is to be composed of a representative body of the Pitt Meadows Soccer Club: One PMSC Officer, One Past Competitive Coach, One Past Recreational Coach, One Recreational League Parent, and One Competitive team Parent.
- If the selection process were for the replacement of a coach of an existing team steps 2 and 3 would not be applicable.
- The term for each Competitive Coach Selection Committee shall run from March 1st to February 28\* of the following year.

#### 2. Public Announcement of the Pitt Meadows Soccer Club intent to form a Competitive Team or Teams in Various Age Groups: This notice would be "Notice of a Public Meeting" for all Parents who have children who are potential candidates for the forming team(s). There would be three major themes/concepts covered during these meetings:

- Statement of PMSC's Philosophy
- Overview of Competitive Soccer
- How the Coach Selection Process works

#### 3. Competitive Committee Candidate Review/Selection

#### 4. Pitt Meadows Soccer Club Board of Director's Interview:

- Hear Committee Recommendation of Candidate. Board votes to accept or reject candidate.

#### 5. Club President Makes Formal Announcement

### 4.03 Head Coach Placement or Replacement

The Competitive Coach Selection Committee solicits interested applicants for the position of head coach for a competitive team. New coaches are recruited via public announcements as well as other appropriate means. It is not necessary for the applicant to have a child involved in the PMSC program. The Competitive Coach Selection Committee will interview the interested applicants and evaluate the applicant's qualifications and make a recommendation to the executive board. In applying for the position, the applicant must complete an application for head coach and agree to abide by all PMSC bylaws and Competitive Division Rules. The PMSC Board of Directors will approve or disapprove the selection to fill the head coach position using the information forwarded from the Competitive Coach Selection Committee. The Board of Directors shall vote to approve or disapprove the selection to fill a head coach position. The Board of Directors shall conduct at least one joint meeting with the Competitive Coach Selection Committee, to receive recommendations for reappointment of head coaches of existing competitive teams. The Board of Directors shall vote to approve or disapprove of the reappointment of each existing head coach. In the case of a new coach selection the board shall give cause if it disapproves a Competitive Coach Committee recommendation. In the case of reappointment of a head coach of an existing competitive team, the Board of Directors may conduct an inquiry before it disapproves the reappointment. If the board does not approve a reappointment, it shall give cause.

### 4.04 Annual Competitive Coach Review

The PMSC procedure for conducting the annual review of Competitive Coaches is as follows:

- The Board of Directors shall conduct a review of each Competitive coach and their team once each year.
- The Board of Directors may schedule individual interviews with each Competitive coach.
- The Board of Directors may ask the coach about the feedback provided by the team parents on the coach's evaluation form. If there are issues raised on the coaches evaluation form that need to be addressed the coach will be provided with an opportunity to discuss any plans he or she may have for addressing the problem with the Board of Directors. If the issues raised by the parent evaluations of the coach are of significant concern to the Board of Directors the Board of Directors

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shall schedule a team meeting with the parents and coach in an attempt to mediate the problem. If team problems and or issues cannot be resolved the Board of Directors shall in its best judgment take whatever actions may be necessary to resolve the problem (i.e., dissolve the team, remove the coach, appoint an interim coach, etc). If there are no issues with the team or the coach, the Board of Directors will vote to renew the coach's' position as head coach for one year.

### 4.05 COMPETITIVE TEAM GUIDELINES

#### 4.06 Competitive Practice Rules and Regulations

These Rules apply to all Pitt Meadows Soccer Club Competitive Teams. They are meant to clarify and further define the current Bylaws and Policies and Procedures as applies to practice. Failure to abide by these rules may result in fines of (but not limited to) \$100.00 per incident at the sole discretion of the executive officers. Practices will be held only in the designated areas and at the designated times for each individual team. Any practices on private facilities will be at the sole responsibility of the individual team and it's members. No team will practice on public facilities when fields are closed. Each individual team is responsible for confirming fields status prior to each practice. Anyone practicing on public facilities while fields are closed will be subject to PMSC fines plus will bear sole responsibility for any fines or penalties that are imposed by third parties. No paint or otherwise permanent markings will be allowed, on the soccer field unless part of the original playing field. All team members must abide by the Policies and Procedures during practices and games.

#### 4.07 Playing Time

The PMSC policy for Competitive League playing time is as follows: Each player who attends at least the majority of practices will play at least half of the game. The head coach determines the amount of playing time in each half. If this rule is violated the executive should be notified immediately. If a player is being disciplined for an infraction of league or association rules, then the previous paragraph of this rule does not apply. The only exception to this rule is during cup play. The coach may at his discretion play a player for as little as one quarter of a game (although this is strongly discouraged) during Cup Play.

#### 4.08 PLAYING UP (Competitive teams)

A child should play on a team where his/her birthday falls within the parameters of the age grouping as set forth by PMSC. All requests to play for an older age group team for the next season must be submitted in writing to the PMSC Board of Directors on or before March 1st of each year. Dispensation will be granted to players who wish to apply after March 1 as a result of a change of residence, whereby they move to Pitt Meadows/Maple Ridge after the deadline. Requests to "play up" will be signed by the player's parent or legal guardian. Requests to "play-up" must be made every year (there is no "grandfather" clause). To be considered eligible to move up a year, a player must be considered one of the top eleven (11) players at the tryouts used to determine teams for the following season. The PMSC will not permit a player to accelerate more than one year (i.e. from U-12 up to U-14). Teams will be limited to carrying three "under-age" players each season. The PMSC Competitive Registrar may, at his or her discretion, arbitrarily move players into an older age group if deemed in the best interests of the club.

#### 4.09 Player Try Outs

Each head coach will hold a minimum of one tryout between the spring and fall seasons to select the most qualified players for the team. The time and place of the try outs will be advertised in the local media at least two weeks prior to the event.

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### 4.10 Player Notification

It is the policy of the Competitive program that all tryout candidates or parents or guardians will be notified (either individually or as a group) of their team status within 7 days of the last tryout for the age group. If approved by the Board of Directors, the notification time can be extended a maximum of one week. Once Teams have been selected no players can be played up or moved without prior consent of the Board of Directors.

## 5.0 LEAGUE OPERATIONS

### 5.01 Standing Committees:

The directors are responsible for establishing committees to assist the Board in meeting its responsibilities:

### 5.02 Team Selection Committee:

The Team Selection Committee shall develop a plan for team selection and assignment based on the ages and experience of the youth registered in the soccer program. The plan shall be presented to the Board of Directors for review and approval. The plan should include recommendations for the make up of divisions (age groups) and the method of team assignments. The Team Selection Committee shall be responsible for conducting team selections based on the plan approved by the Board. Team selections will be conducted at a pre-announced time. The Board of Directors shall appoint the chairperson of the Team Selection Committee. The Team Selection Committee shall include at least one board member along with an appropriate number of approved volunteers.

### 5.03 Rules and Discipline Committee:

The Rules and Discipline Committee shall include at least one board member along with an appropriate number of board approved volunteers. The members of the Rules and Discipline Committee shall serve for one calendar year beginning on January 1 and ending on December 31. The Rules and Discipline Committee shall be responsible for reviewing and adjudicating any violation of PMSC policy and procedures.

### 5.04 Fund Raising Committee:

The Fund-Raising Committee shall be composed of one member of the PMSC Board of Directors and approved volunteers. The Fund-Raising Committee shall be responsible for the review and selection of appropriate fund raising activities for PMSC. The Board of Directors shall appoint the chairperson of the Fund Raising Committee.

### 5.05 Registration

A registration form must be signed by either a parent or legal guardian prior to any player participating in practices and/or games. A new form must be submitted each season. Registration fees shall be recommended and approved by the Board of Directors. A late registration fee will be charged to players registering after the registration deadline. The amount of the late registration fee will be announced in conjunction with the normal registration information.

### 5.06 Non-Competitive Team Formation

Divisions and teams will be made up of children in the same age group whenever possible. After classification based on age and experience, placement on teams will be conducted in such a way as to assure an equitable team (i.e., teams with similar player talent). Notice of team selection shall be sent to each coach. Participating coaches are invited to attend team selections. Head coaches for Non-Competitive teams shall be chosen by the Board of Directors from the list of parents who may volunteer to coach.

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### 5.07 Parent Participation

Parent's Code ~ Parents should remember:

- Children have more need of example than criticism.
- Make athletic participation for your child and others a positive experience
- Attempt to relieve the pressure of competition, not increase it.
- Be kind to your child's coach and to officials. The coach is a volunteer giving of personal time and money to provide a recreational activity for your child. The coach is providing a valuable community service, often without reward other than the personal satisfaction of having served the community.
- The opponents are necessary friends. Without them your child could not participate.
- Applaud good plays by your team and by members of the opposing team.
- Between the exuberance of the winner and the disappointment of the loser we find a person called a referee. All of them follow the same creed: To call the game to the best of his/her ability. Do not openly question his or her judgment and never the honesty. Game officials are a symbol of fair play, integrity and sportsmanship.
- Accept the results of each game. Encourage your child to be gracious in victory, and turn defeat to victory by working towards improvement. Parental evaluation carries a great deal of weight with the pre-adolescent. The attitude shown by parents towards their child, the opposing team, the officials and the coach influence the child's values and behavior in sports. Criticism, disrespect for officials and opponents by over-zealous or over-protective parents bent on immediate success rather than long range benefits undermines the purpose of sport and brings into the game stresses beyond those of competition.

### 5.08 Sideline Etiquette

To accomplish the goals of the Pitt Meadows Soccer Club there must be a cooperative effort on the part of the parents and the coaches. Parents can expect for the coaching staff to avoid criticism of the players and have a positive attitude at all times. During practices and games parents are also expected to be positive, encouraging, and supportive of the coaches and the players. Children learn best by example, not from criticism. During soccer games high spirits and abundant enthusiasm expected. Applause is encouraged, but please refrain from coaching and decision-making from the sideline. This confuses the players. If you have a criticism of the referees, coaches, players, parents or any aspect of the game, please contact the coaches at a time where it can be discussed without having a negative influence on the children and without disrupting the game or practice. Officiating a soccer game is a difficult task that requires split second judgment decisions. The referee is the only person to make these decisions during a soccer match. The coach and spectators are not permitted to question a referee's call during or after a game. This type of behavior is disruptive and does not set a good example of sportsmanship for our players. Argumentative discussions are especially improper when addressed to a young referee. All game officials, including youth referees, have had special education to earn the right to officiate a game. They do not deserve and will not tolerate disrespectful treatment. Many arguments stem from a lack of understanding of the Laws of the Game.

### 5.09 Fund Raising

Individual teams are authorized to conduct fund raising events provided that: It does not conflict with a fund-raising program sponsored by the Pitt Meadows Soccer Club. The Pitt Meadows Soccer Club shall, at its discretion, sponsor at least one fund-raiser annually. All teams are encouraged to participate in all Pitt Meadows Soccer Club fund-raising activities or donate funds in place of their participation.

### 5.10 Use of Sponsors

An individual team may elect, with the approval of two thirds of the parents of the players on the team, to have a sponsor or sponsors (reference article 3.03.2).

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### 5.11 Financial/Accounting

A review or audit of the accounts of the Pitt Meadows Soccer Club shall be conducted annually under the direction of the Board of Directors. Such review or audit shall be made available to all of members of the club at the Annual General Meeting, or upon special request. The PMSC Treasurer shall provide the Board of Directors with a financial report on all club finances on a quarterly basis. Investment of the funds of the Pitt Meadows Soccer Club shall be limited to deposits in one or more insured depository institutions. All investments must be approved by the Board of Directors.

### 5.12 Club

The formation of any new team(s) shall be approved by the Board of Directors of the Pitt Meadows Soccer Club.

### 5.13 Field Administration

During inclement weather, the manager of fields shall review the field condition one (1) hour prior to the first game to determine if the fields are playable. Thereafter, a game may be canceled or suspended at the discretion of the referee. Games should not be played in heavy rain, snow, and during extremely cold and/or windy weather. Rescheduled games: Competitive games canceled or suspended due to inclement weather must be replayed in their entirety. Practice fields: the daily availability of the practice areas or fields will be the responsibility of the fields manager and any decision not to practice on a given area or field must be observed.

### 5.14 Rules and Discipline Committee

There shall be a four member Rules And Discipline Committee. The committee shall include:

- One member of the Board of Directors;
- One Non-Competitive league representative appointed by the president
- One Competitive league representative appointed by the president
- One parent of either a Competitive or Non-Competitive team

The Rules and Discipline Committee shall elect its own chairperson. Members of the Pitt Meadows Soccer Club shall direct any written complaint, signed by the complainant, to the board of directors. Said complaint shall first be reviewed by the Board prior to referral to the Rules And Discipline Committee. When a written complaint is brought against a coach, player, parent or spectator, alleging action detrimental to the Pitt Meadows Soccer Club and the matter is referred to the rules an discipline committee, the committee shall investigate the complaint, make findings of fact and recommend disciplinary action to the board of directors. The rules and discipline committee shall conduct a hearing, and the person or group against whom allegations of misconduct are made shall have the following entitlements:

- At least five days notice of the hearing
- Entitlement to copy of the committee's intended hearing agenda and a copy of the bylaws and/or Policy and Procedures of the Pitt Meadows Soccer Club
- Entitlement to a copy of the written complaint against him or her or a group, and the specific provision of the bylaws he or she or the group is alleged to have violated
- Entitlement to file a written rebuttal to the complainant, within three days of the hearing, a copy of-which shall be forwarded by the committee to the plaintiff
- Entitlement to submit written materials from other parties
- Entitlement to submit suggested questions, in writing, which the rules and discipline committee may use.

The person making the written complaint has the following rights:

- At least five days notice of the hearing
- Entitlement to a copy of the committee's intended hearing agenda and a copy of the by-laws and/or Policy and Procedures of the Pitt Meadows Soccer Club

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- Entitlement to a copy of the written rebuttal to the charges, within at least two days of the hearing
- Entitlement to submit written materials from other parties
- Entitlement to submit suggested questions, in writing, which the rules and discipline committee may use

The chairperson of the Rules and Discipline Committee shall prepare an agenda for the hearing, and announce the rules of procedures at the outset of the hearing. The Rules and Discipline Committee shall interview both parties, and shall provide both parties an opportunity to make a statement not to exceed ten minutes in length. If both parties have been present during the hearing, the committee may, in its discretion, allow both parties to make a concluding statement. The rules and discipline committee may, at its discretion, allow both parties to be present during the hearing, if neither party objects. The parties shall not be allowed to question one another directly, and the committee may remove any party from the hearing for what the Committee considers a breach of decorum. The Rules and Discipline Committee may adjourn its hearing to a certain date if deemed necessary, and may vote to hold a subsequent meeting to consider its findings and any recommendation of appropriate action to be taken by the Committee. The Rules and Discipline committee shall make a written report of its findings, and shall submit the report, together with its recommendation of discipline to the individual and to the board of directors. The actions recommended by the Committee shall be reviewed by the Board of Directors, who shall be solely responsible, by majority vote, for carrying out the directives approved by the Board. The Board of Directors may, by majority vote, entertain an appeal, a quorum being present for that vote. If the appeal is granted, the Board of Directors may conduct a further hearing on the appeal, and establish procedures for its hearing. A decision by the Board of Directors, to affirm, so set aside and order a new rules and discipline committee hearing, or to reduce or modify any disciplinary action shall be final, and shall not be subject to further review or reconsideration. If the original written complaint is against any member of the rules and discipline committee, the Board of Directors shall temporarily replace him/her as a member of the Rules and Discipline Committee.

### 6.0 LAWS OF THE GAME

#### 6.01 Non-Competitive

Pitt Meadows Soccer Club, as a member of the British Columbia Soccer Association, and through affiliation with the Canadian Soccer Association, shall follow the Federation Internationale De Football Association (FIFA) Laws of the Game, which may be modified for club play at the developmental and intermediate levels. Modifications to the Laws of the Game will be in the coaches manual or competition regulations provided to each coach for their respective age group.

#### 6.02 Competitive

All competitive league games are played in accordance with the rules, regulations and policies of the Alouette District (boys) or North District (girls), unless other rules, regulations and policies are approved by the PMSC for inter-club or inter-district league competitions, or superceded by the rules, regulations and policies of the BC Soccer Association.

### 7.0 NO-SMOKING POLICY

7.01 The Pitt Meadows Soccer Club subscribes to the belief that smoking in the vicinity of children and individuals participating in sport activity is inappropriate and ill-advised. The PMSC is therefore proud to declare itself a non-smoking club, which bans the smoking of any product in close proximity to practice fields or where a soccer game is being played. The PMSC asks that all members take responsibility for ensuring that all coaches, parents and/or spectators respect the club's policy and refrain from smoking within 100 metres of any soccer or athletic activity.

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- 7.02 In the event that an individual is reported for continual violation of the PMSC's no-smoking policy, the board of directors shall be entitled to invoke disciplinary measures in an attempt to stop the guilty party from flagrantly violating the policy. These measures can include a written reprimand, suspension, the withdrawal of a parent's child from membership in the club, or any other actions deemed appropriate by the board of directors to deal with the matter.