



POLICIES & PROCEDURES
RULES & REGULATIONS

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1.0 INTRODUCTION

- 1.1 The Vernon United FC is a program delivered by the North Okanagan Youth Soccer Association (NOYSA). NOYSA is a member of the BC Soccer, the governing body responsible for the promotion and development of the game in British Columbia.
- 1.2 The Vernon United FC teams play in the Thompson Okanagan Youth Soccer League (TOYSL) in April to June and compete in the BC Soccer “B” Level Provincial Championships in July. Where numbers warrant it boys and girls teams will be fielded from U10, U11, U12 & U13 (Development Program) to U18.
- 1.3 The term “Team Staff” refers to the head coach, assistant coaches and manager of teams.
- 1.4 The term “Board of Directors” refers to the members elected or acclaimed by the NOYSA membership at the Annual General Meeting.

2.0 GENERAL

- 2.1 The North Okanagan Youth Soccer Associations is an incorporated Society which is compliant with the BC Societies Act. NOYSA’s maintains compliance by filing their constitution and annual reports with the Society Act.
- 2.2 The NOYSA Board of Directors has the authority to establish rules, regulations, and policies to guide the operation of the association, including the Vernon United FC program.
- 2.4 The Vernon United FC teams abide by the BC Soccer Rules & Regulations and the Thompson Okanagan Youth Soccer League Rules & Regulations,
- 1.4 The Vernon United FC abide by the BC Soccer, NOYSA and TOYSL Constitutions and the following Canada Soccer and BC Soccer Policies:
Conduct, Ethics and Discipline Standards Policy, and Procedures; Concussion Policy; Criminal Record Check Policy; Discipline Sanction Policy; Playing Up Policy & Regulation; Travel Policy; Privacy Policy; Social Media Policy, Lightning Safety / Severe weather policy, Players Wearing Casts Policy and Insulin Pump Policy.

3.0 FINANCES

- 3.1 Each team will be responsible to set up a bank account with two signatories.
- 3.2 The team treasurer is responsible for the day-to-day collection of revenue and cheque writing for expenses.
- 3.3 No team member may make financial commitments on behalf of the team without the approval of all team officials.
- 3.4 If a team collects money from parents then these funds must be documented on a spreadsheet that includes how much revenue is collected from each player and the expenses that are paid out
- 3.5 If a team ceases to exist the team funds will be returned to NOYSA not to the team parents or players unless proof is provided that a specific amount of money was collected from the parent and that amount remained unused for the reason it was collected.
- 3.6 Vernon United FC team staff are volunteers and do not receive monetary compensation for coaching or managing a team.

4.0 GENDER EQUITY

- 4.1 NOYSA is committed to the achievement of gender equity and recognizes the importance of measuring all its activities against the values of equity and fairness.

- 4.2 We define gender equity as a process of allocating resources and entitlements fairly to both males and females without discrimination based on gender. This also includes redressing any undesirable or inequitable balance in the existing opportunities available to males and females.

5.0 REGISTRATION

- 5.1 A completed online registration and all applicable fees must be received by NOYSA before a player is properly registered and eligible to play with NOYSA.
- 5.2 The first installment of \$150 of the full registration fee will be due at time of the online evaluation sign up. If a player is unsuccessful in making the team the registration fee will be refunded minus a \$25 evaluation fee.
- 5.2 Players shall not practice with or play for a team prior to registering with NOYSA.
- 5.3 It is the responsibility of the coach to ensure that all players are registered before being allowed to practice with or play (exhibition, league games, or cup games) for the team.
- 5.4 A player will not be refused registration for the reason that they cannot pay the registration fee. Applications for financial assistance are available through the NOYSA office.
- 5.5 Registration will not be accepted if the player is in arrears with NOYSA. All delinquent funds must be paid in full by cash, credit card, money order or certified cheque before registration is accepted.
- 5.6 Request for a refund of registration fees due to player cancellation must be in the form of a written request to the NOYSA office. A refund will be honored if a player has moved or has a medical reason. These refunds will be subject to a \$25 administration fee and will be pro-rated based on the time of year.
If a player withdraws and does not have a medical reason or they have not moved then there will be no refund issued.
- 5.7 A player cannot register or play in a younger division. A player can register and play in an older division if it is a combined age group or the NOYSA TD has assessed the player and placed them in an older age group.
- 5.8 Districts will not accept players from out of district that have been rostered to a team unless the District in which the player resides agrees.

6.0 ID CARDS

- 6.1 All players aged U14 and up are required to provide a passport-sized photograph to the team manager for the BC Soccer ID cards.
- 6.2 ID Card template will be provided by NOYSA and teams are responsible to laminate cards. There is a laminator and laminator sheets available for use at the NOYSA office.
- 6.3 All player and team official picture identification cards must be present at each game.

7.0 EQUIPMENT

- 7.1 NOYSA supplies the nets, corner flags, tents, balls, cones, pinnies, ice packs and First Aid kits. U10, U11, U12 and U13 do not need nets or corner flags.
- 7.2 Vernon United FC equipment shall not be lent to any other soccer club or sports organization unless prior authorization has been received from the NOYSA General Manager or Technical Director.

7.3 A team officials(coach/manager) will be responsible for picking up equipment assigned to that team prior to the commencement of the season.

7.4 If field equipment is in a state of disrepair contact the NOYSA office for replacement.

8.0 UNIFORMS

8.1 All Vernon United FC players are required to purchase a jersey, shorts, socks and training shirt. U14 and older must purchase a home and an away jersey.

8.2 Uniform kit can be worn for two seasons as long as it fits properly and is in good condition.

8.3 No logo other than the Vernon United FC sponsor logo is to be attached to the uniform.

8.4 Additional team clothing options should not be offered by teams without NOYSA approval.

9.0 COACH SELECTION & DEVELOPMENT

9.1 The Technical Director has final approval on all coaching positions.

9.2 Parent volunteer coaches are assigned to coach their child's team unless requested otherwise.

9.3 When choosing successful candidates, the Technical Director may use the following criteria:

- Current coaching levels
- Previous coaching experience
- Previous playing experience
- References
- Service to the club
- Parent and player feedback from the Coach Evaluation surveys

9.4 NOYSA provides annual BC Soccer course opportunities and course funding to enable Vernon United FC coaches to become certified under the BC Soccer coaching model.

10.0 PLAYING TIME

	Playing Time Policies	
Division	Exhibition, League and Tournament games	Cup and playoff game
U10, U11, U12, & U13	50% Playing Time on average over the course of the season	As per exhibition, league, and tournament play. Considered "course of season"
U14 - U18	30% of each game on average over the course of the season	

10.1 Should playing time become an issue, coaches have the responsibility of justifying why a player has been played less than the above noted policies. Only injuries, sickness, unaccepted absences from training and/or games, or documented disciplinary action will be accepted as reason for not meeting these requirements. The coaches must give written notice of disciplinary action to the player and NOYSA Technical Director at the time of the incident(s) or as soon as possible thereafter.

11.0 PLAYER EVALUATIONS

- 11.1 Players must register online for the evaluations prior to the evaluations. Players that are not registered will not be permitted to take part in the evaluation.
- 11.2 Players from U10 to U18 in the Vernon United FC program are evaluated.
- 11.3 Evaluations take place in August and September. Dates, times and locations are advertised on the NOYSA website, newspaper and emailed to coaches, parents and players.
- 11.4 The NOYSA Technical Director coordinates evaluators and the evaluation format.
- 11.5 The NOYSA Technical Director &/or Technical Support staff will be in attendance at the evaluations along with the appointed head coach of each team.
- 11.6 All players are evaluated by independent evaluators as well head coaches.
- 11.7 Players must be registered online prior to participating in the Vernon United FC evaluations & all necessary paperwork for Out of District players must be submitted.
- 11.8 If a player is unable to attend one or both of the evaluations due to injury, absence or illness they must inform the Technical Director in writing and the Technical Director will determine if additional opportunities to be evaluated will be provided.

12.0 PLAYER SELECTION TO A TEAM

- 12.1 Player placement on a team will be based on the evaluation data. Prior knowledge of a players abilities may also be used as part of the player evaluation process.
- 12.2 Player selection is at the final discretion of the Technical Director.

13.0 PLAYER DISMISSAL

- 13.1 Players may be released from teams at any time due to the following reasons:
- Discipline issues
 - Commitment issues

The release from the team will be discussed in person with the player before the player is released from the team. The team coaches must receive prior approval from the Technical Director before the release.

- 13.2 Players will not be refunded registration fees if the dismissal is due to discipline or commitment issues.

14.0 FIELDS AND GYMS

- 14.1 All field allocations for Vernon United FC teams will be pre-scheduled by the NOYSA office.
- 14.2 Teams must go through the NOYSA office to book additional fields or gyms.
- 14.3 If a referee cancels a game due to poor field conditions, the teams are not allowed to play on that field.
- 14.4 Coaches will remove all hazards from the field before the start of a practice or game.
- 14.5 If teams would like a field for training and exhibitions games after the TOYSL season is over please email the NOYSA Executive Director.

15.0 TOYSL SCHEDULES

- 15.1 Game fields and times are assigned by at the beginning of the season and are not to be changed by team staff.
- 15.2 All games for the current season are set and listed on the TOYSL website under Schedules at www.toysl.net.
- 15.3 Each team is required to check the website on a weekly basis to ensure their game location, date, or time have not been changed.

16.0 TOURNAMENTS

- 16.1 Teams wanting to participate in a tournament must receive written approval from the Technical Director to ensure the tournament is BC Soccer affiliated and proper registration processes are followed..
- 16.2 Teams planning to travel outside the province to play must fill out a BC Soccer travel form. This should be received prior to commitment and at least three months prior to the planned departure.
- 16.3 Players, officials, relatives and friends should be constantly aware that they are ambassadors of their club, league, and where applicable, their province and country, and behave accordingly.

17.0 TEAM FUNDRAISING

- 17.1 The NOYSA office staff must approve, in advance, all team fundraising activities. The purpose for which the funds will be raised must be provided.
- 17.2 No liquor may be sold or raffled as part of the fundraiser.

18.0 PUBLICITY AND ADVERTISING

- 18.1 Teams must appoint a Media volunteer that will do game write ups and submit weekly to the Morning Star at sports@vernonmorningstar.com.
- 18.2 All teams are to be referred to as the 'Woodsman Group Vernon United FC' followed by the age/gender allocation.

19.0 SPONSORSHIP

- 19.1 The NOYSA secures the program sponsor.
- 19.2 Teams are not permitted to add additional sponsor insignia to the uniforms.
- 19.3 Teams may secure a team sponsor and display the sponsor banner at the games.

20.0 PLAYER SAFETY

- 20.1 In the event of a serious player injury and if a parent is not at the field to make a decision call 911. Report the incident in writing to NOYSA office as soon as possible.
- 20.2 It is mandatory that players wear shin guards at all practices and games.
- 20.3 It is mandatory that players remove all jewelry before all practices and games.
- 20.4 Footwear appropriate for training and match conditions must be worn.

21.0 DISCIPLINE & SUSPENSION

- 21.1 Those participating in sanctioned soccer have a duty and responsibility to conduct themselves appropriately respecting the F.I.F.A. Laws of the Game and as well as the rules of BC Soccer and of NOYSA. These laws and rules are published and readily available. Rule 10 Discipline of the BC Soccer Rules and Regulations clearly lays out BC Soccer's broad responsibility to ensure the proper conduct of all individuals involved in sanctioned soccer.
- 21.2 Disciplinary sanctions and fines are determined by the BC Soccer Conduct Ethics and Discipline Standards Policy and Procedures and the Discipline Sanction Policy.
- 21.3 There is zero tolerance for verbal or physical abuse of referees. Consequences include parental removal from games and fines for anyone engaging in referee abuse.
- 21.4 Team officials are responsible for the conduct of their spectators and players.
- 21.5 Team officials, players, or spectators must not criticize the game officials, other spectators, or players of the other teams at any time.

22.0 RISK MANAGEMENT

- 22.1 As per BC Soccer Risk Management Policy all NOYSA volunteers and staff must have a current Criminal Record Check (CRC) on file.
- 22.2 The link for the online CRC application is provided by NOYSA. All screening results are returned to NOYSA.
- 22.3 All CRC's are valid for 36 months from the date that has been stamped by a BC Soccer approved Criminal Record check provider.
- 22.4 When a CRC comes back with a negative result, the General Manager will contact the volunteer or staff member to find out the nature of the result and then confirm that information with the Police Department.

23.0 INTERNATIONAL STUDENT REGISTRATION

- 23.1 An International exchange student must complete and International Transfer Certificate (ITC) application. International exchange students can only be considered for a Vernon United FC team once an ITC has been completed and approved.
- 23.2 Placement on a Vernon United FC teams will be offered first to district based players that are of the Vernon United FC skill level.

24.0 SCHOLARSHIPS & BURSARIES

- 24.1 The NOYSA and BC Soccer offer the following scholarships and bursaries:
 - i. The BC Soccer Scholarship is available on the NOYSA website and is open to all graduating NOYSA players.
 - ii. The George Stein Memorial Scholarship is available on the NOYSA website. The scholarship is open to all graduating NOYSA players. The funds must be used for post-secondary school education.
 - iii. The Andy Waughman Sport Bursary is available on the NOYSA website. The bursary is open to NOYSA house program players. The funds must be used for registration fees, equipment, travel and/or uniform needs.
 - iv. Seb's Kits for Kids is a uniform assistance program open to NOYSA house program players. The assistance consists of a player kit of shorts, socks, shinguards and soccer cleats.

25.0 TEAM COMMUNICATIONS

- 25.1 Vernon United seeks to ensure communication for teams is effective and transparent.
- 25.2 This policy applies to the team staff as well as parents/guardians/non-parents of Vernon United team members.
- 25.3 Team staff that do not abide by these policies may be replaced.
- 25.4 NOYSA approved methods of team communication are TeamSnap and/ or another format with similar functionality as TeamSnap. TeamSnap offers free platforms for teams. <https://www.teamsnap.com/> (The free version, at minimum allows for managing schedules, sending messages and team chat).
- 25.5 Alternative communication options must be approved by the Technical Director prior to the start of the season.
- 25.6 Fees for additional TeamSnap functionality are to be included team fees.
- 25.7 All teams must include the Technical Director as a non-player contact within the team platform.
- 25.8 TeamSnap profile is to remain with the team and should be transferred to new team staff in the event the volunteer(s) do not continue with the team in the following year.
- 25.9 Communications are to include at least two parties and at least one team staff should be cc'd on all communications when using the team communication platform.
- 25.10 Communications are to be restricted to soccer related activities (scheduling, conflicts, logistics, team events etc.).
- 25.11 Non-soccer related messages must be approved by the NOYSA TD prior to sending out through the team platform.
- 25.12 Additional contacts that are not directly related to the player must be approved by team staff.
- 25.13 All written communication to individual players must include the email of the player's parent/guardian as provided through registration.

26.0 PERMITTING PLAYER TO BCSPL TEAMS

- 26.1 A registered Vernon United FC player may permit to play up in the BCSPL using the following protocol:
- The OUFC TD will request permission from the NOYSA TD for a player to play in a BCSPL game.
 - The NOYSA TD will communicate with the parents/player to confirm acceptance to play and relay confirmation to the OUFC TD.
 - Communication between the OUFC TD and parents/players of Vernon United FC prior to permit approval is not allowed.
- 26.2 As per BCSPL rules:
- Permits will be allowed for league matches and for the BC Soccer Premier Cup. Players from outside the league are allowed to "play down" on permit and with their BCSPL clubs to their true age group.
 - Players under suspension shall not be eligible to play under permit.
 - A permit is valid only for the team, day, and match stated on the permit application form.