



ALDERGROVE YOUTH SOCCER CLUB
Registered as the Aldergrove Soccer Society

OPERATING MANUAL

- INCLUDING -

CONSTITUTION & BY-LAWS

POLICIES & PROCEDURES

www.aldergrovesoccer.com



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

FOREWARD

PURPOSE OF THIS MANUAL

This manual has been prepared as an aid to the many volunteers who willingly give their time and expertise to provide the youth of Aldergrove with the opportunity to enjoy the game of soccer.

Since its inception in 1977, the Club has shown steady growth. Along with this growth in club membership, the matter of adequate communication has become more and more of a challenge. Some information found its way down to the members, whilst still more disappeared en route.

There is an ever present need to fully familiarize our members with regards to the Club Constitution, Bylaws, Policies and Procedures, as well as those groups and organizations with whom we are affiliated.

The Executive and volunteers from the club have prepared this manual for that purpose and hopefully you will find it both helpful and informative.

Each member shall have access to this manual via our website at www.aldergrovesoccer.com. Updates will be done automatically and notice of such will be posted to our website. It is the responsibility of each Manager and/or Coach to update their copy of the manual as revisions are made.

It is each member's responsibility to become acquainted with the contents of this manual and that of the team officials to keep it in safe custody.

This manual remains the property of the Aldergrove Youth Soccer Club and shall be returned upon request, or when the team ceases to operate.

For information about whom to contact or to find out what's happening within the club, please logon to our website at www.aldergrovesoccer.com

It is intended then, that this manual be used as an information guide towards:

- explaining the organization of the Aldergrove Youth Soccer Club;
- introducing and familiarizing readers with the constitution, by-laws, policies and procedures of the Aldergrove Youth Soccer Club;
- indicating the roles and responsibilities of members of the Club;
- assist in providing answers to questions or problems that individuals within the Club might have.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

COMMUNICATION

All Members of the Board, holders of Special Portfolios, and Age-level Coordinators make themselves available to members of the Club. A complete Club Directory is available on the Club's website at www.aldergrovesoccer.com. When you have questions and comments, please refer to the problem solving procedure below as an appropriate course of action. Most often, team officials will be able to address issues directly.

You are encouraged to communicate with club volunteers by e-mail so they are able to respond to you at a time that works within their schedules. Also, allow them sufficient time to get back to you: remember that they have responsibilities that go well beyond the Club, including their professions, families, and their children's soccer and other activities.

PROBLEM SOLVING PROCEDURE

Bearing in mind that this is a volunteer organization and everyone is working toward a positive soccer experience for all players and members, the Club recommends that you take the following steps to resolve any conflict or difficult issue that may occur during the soccer season. Please act maturely and respectfully, and try to see both sides.

Try to address the issue at the team level with the coaches and manager. Failing a resolution...

Contact the Mini, Developmental or Traveling Coordinator, as appropriate, to advise them of the problem and to try to settle it. Failing a resolution . . .

Having followed this procedure without satisfaction, you may ask the Executive Board to address your concerns at its next scheduled meeting by providing a letter that outlines your concerns and the steps taken toward finding a resolution to the problem. They will advise you of their final decision.

ANNUAL GENERAL MEETING

The Aldergrove Youth Soccer Club holds its Annual General Meeting in April each year. All club members (parents and guardians of registered players) are encouraged to attend, participate, and vote. Notice of this meeting posted on our website. In accordance with the Society Act, the Executive Officers provide reports on the activities of the past year and their plans for the new one at the AGM. It is also a time for the election of officers. Nominations for new officers are pursued to provide new perspectives for the Executive Board and greater contact with the teams. Re-elected officers provide continuity. Officers need not be team officials.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

VOLUNTEERS

The Aldergrove Soccer Club Executive is continually debating the issue of a volunteer fee much like is administered in other organizations. It is hoped that more people will step forward and offer to help so as this process does not need to be implemented.

Coaches or assistant coaches at the younger levels are always needed. Most teams could use assistance with administrative duties such as phoning or organizing half time oranges. Fields have to be lined every week and nets and corner flags put up. The concession at Brown Park is going to need help

These are jobs that are normally left for the coach who is already doing his or her part in helping your child play soccer. Executive members are doing everything from managing the day to day operations of the club to organizing the year end dance to coaching a team. All of our coordinators could use some help. Talk to your coach or e-mail the club offering your help to make the Aldergrove Youth Soccer Club a better place for your son or daughter to enjoy the game of soccer.

Thank-you in advance for your help.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

CONTENTS

Reference

Foreword

Part 1 – Overview of Youth Soccer

The World of Soccer	A-10
FIFA	A-10
Canadian Soccer Association	A-10
British Columbia Soccer Association	A-10
Fraser Valley Youth Soccer Association	A-10
Central Fraser Valley Girls Soccer Association	A-10
District Leagues	A-10
Aldergrove Youth Soccer Club	A-10

Part 2 – Club Constitution & By-Laws

Club Constitution & By-laws Overview	B-10
Club Constitution	B-15
Club By-Laws	B-20

Part 3 – Club Policies & Procedures

Communication

Club Polices and Procedures	C-10
Membership	C-10
Club Meetings	C-15
Contact Lists	C-20
Club Website	C-25
Calendar of Events	C-30
Club Discipline	C-35
Risk Management	C-40

Registration

Player Registration and Fees	D-10
Financial Assistance	D-10
Registration Procedure for New Players	D-15
Year of Birth Eligibility per Division	D-20

Mini and Developmental Soccer

Mini & Developmental Soccer	E-10
Mini Soccer	E-10
Formation of Mini-Soccer Teams	E-10
Formation of Developmental Teams	E-10
Mini & Developmental Schedule	E-10



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

CONTENTS

Reference

Traveling Teams

Traveling Teams	F-10
Traveling Teams Schedules & Standings	F-10
Playoffs and Cup Play	F-10
Eligibility for League and Cup Games	F-15

Team Formation

Assigning of Teams	G-10
Evaluation Committee	G-15
Formation of 11-a-side teams leaving Developmental	G-15
Formation of Representative Teams	G-20
Representative Team Coach and Manager Selection	G-20
Internal Player Transfer Procedure	G-25

Coordinators, Duties and Responsibilities

List of Club Coordinators	H-10
Duties of the Club Coordinators	H-15
Fraser Valley Representatives	H-20

Team Affairs

Function of a Team Coach	I-10
Coaches Code of Conduct	I-15
Players Code of Conduct	I-20
Appointment of a Team Manager	I-25
Duties of a Team Manager	I-25
Team Parent	I-30
Conduct of Parents and Spectators	I-35
Parents Code of Conduct	I-40
Playing Time	I-45
Practices	I-50
Team Photographs	I-55
First Aid	I-60
Insurance	I-65

Fields and Gyms

Assignment of Fields and Gyms	J-10
Locations of Fields and Gyms	J-15
Field Closures	J-20
Floodlit Field Usage	J-25
Nets, Corner Flags & Lining of Fields	J-30
Usage of School Gyms	J-35

Games and Scheduling

Game Scheduling and Starting Times	K-10
Games Postponed Due to Bad Weather	K-15
Colour Clashes	K-20
Officiating	K-25
Team Officials Position at/or on the Field	K-30
Substitutions and Substitution Slips	K-35
Game Scores	K-40
Mid-Season Breaks	K-45



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

CONTENTS

Reference

Equipment

Club Crest	L-10
Club Colours	L-15
Game and Practice Balls	L-20
Team and Club Jackets	L-25
Uniforms and Equipment	L-30
Equipment Issue and Return Procedure	L-35
Equipment Requisition Form	L-40
Annual Inventory and Damage Report	L-45

Rules of the Game

Mini and Developmental Rules	M-10
U6-U8 Mini-soccer Rules	M-15
U9 Mini-soccer Rules	M-20
U10 Mini-soccer Rules	M-25
Abridged Rules for Mini-soccer	M-30
FIFA Laws of the Game	M-30
Game Duration	M-35

Resources and Clinics

Referee Clinics	N-10
Coaching Clinics	N-15
Books, Films, etc.	N-20

Fund Raising

Sponsors	O-10
Donations	O-15
Tournaments	O-20
Bank Accounts for Teams	O-25

Misc.

Scholarships	P-10
Dance	P-15

Enclosures

Referee Performance Report	
Player Contract	



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Part 1

Overview of Youth Soccer



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: A-10

Date Issued: April 6, 2005

THE WORLD OF SOCCER

Soccer is the largest organized youth sport in the world. How does the Aldergrove Youth Soccer Club (AYSC) fit in? What are all those other organizations? Here is an outline of the soccer hierarchy. The AYSC operates under the auspices and rules of FIFA through its affiliations with CSA, BCSA, FVYSA, CFVGSA and is governed by the constitutions, by-laws, rules, policies and procedures of the CSA, BCSA, FVYSA, CFVGSA and our own.

FIFA

FIFA is the international governing body of soccer that, among other things, administers the World Cup and Olympic soccer. Most importantly, FIFA defines and revises the "Laws of the Game", which are the rules governing worldwide soccer for the U-11 age group and onwards. A current copy of FIFA's rules of the game can be found on FIFA's website at www.fifa.com

CANADIAN SOCCER ASSOCIATION (CSA)

"CSA" is the governing body for soccer within Canada. It is directly affiliated with FIFA and organizes the Canadian National Teams at the World Cup, Olympic and Youth (U21) levels. A current copy of CSA's constitution, by-laws, policies and procedures can be found on CSA's website at www.canadasoccer.com

BRITISH COLUMBIA SOCCER ASSOCIATION (BCSA)

Directly affiliated with the Canadian Soccer Association, "BCSA" is the governing body for amateur soccer in BC. It divides the province into Districts within which teams play in leagues at the divisional levels, and between which divisional provincial championship play is conducted. A current copy of BCSA's constitution, by-laws, policies and procedures can be found on BCSA's website at www.bcsoccer.net.

The BCSA is also responsible for maintaining discipline within the framework of their Constitution in conjunction with District disciplinary committees.

Each Manager and Coach should have a current copy of the BCSA Constitution and be fully familiar with the working of our parent body.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: A-10
Date Issued: April 6, 2005

FRASER VALLEY YOUTH SOCCER ASSOC. (BOYS) (FVYSA)

Organizes leagues and divisions for boys U-11 through U-18. The boy's leagues are the Fraser Valley District, 5 District, And 9 District and Metro. Further, it deals with matters related to player registration, coach and/or team discipline, and protests and appeals of league and cup games at the Divisional level. A current copy of FVYSA's constitution, by-laws, polices and procedures are available upon request from the Secretary, AYSC.

FRASER VALLEY DISTRICT (BOYS)

The Fraser Valley District is for U-11 through U-13 boys playing in Red and Bronze leagues. The clubs involved are Abbotsford, Aldergrove, Chilliwack, and Langley.

FIVE DISTRICT (BOYS)

The Five District Interlock League consists of the Fraser Valley District, Surrey Metro District as well as Delta, Alouette and Westminster Districts. The 5 District consists of two levels of play, Red U-14 to U-16 and Bronze from U-14 to U-18.

NINE DISTRICT (BOYS)

The Nine District consists of the Fraser Valley District, Surrey Metro District, Delta District, Alouette District, and Westminster District. The age groups are from U-12 to U-18 with Silver and Gold Divisions.

METRO BOYS

The metro league consists of the entire Greater Vancouver as well as the Sunshine Coast and Vancouver Island. This is the top league available to boys.

CENTRAL FRASER VALLEY GIRLS SOCCER ASSOCIATION (CFVGSA)

Organizes leagues and divisions for girls U-12 to U18. The leagues are Central Fraser Valley Girls, 5 District, and Metro. A current copy of CFVGSA's constitution, by-laws, polices and procedures are available upon request from the Secretary, AYSC.

CENTRAL FRASER VALLEY GIRLS DISTRICT

Organizes leagues for girls U-i2 through U-14 at the silver level. The clubs involved are Aldergrove, Abbotsford, Chilliwack, Langley Girls and Mission.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: A-10

Date Issued: April 6, 2005

FIVE DISTRICT (GIRLS)

The Five District League consists of teams from the Central Fraser Valley, North Shore, South District (Surrey/ Delta), North District (Pitt Meadows, Burnaby, New Westminster), and Vancouver/Richmond. The teams play from U-12 through U-18 in silver and gold divisions.

METRO GIRLS

The Metro League consists of Greater Vancouver as well as Vancouver Island. This is the top league available to girls.

ALDERGROVE YOUTH SOCCER CLUB

The Aldergrove Soccer Society, known within the community as the Aldergrove Youth Soccer Club is a duly registered non-profit society operated by volunteers. An Executive Board of Officers administers the organization with the assistance of many volunteers who hold special positions with the Club. In addition, coaches, managers, age group coordinators, and many involved parents are crucial to the successful operation of the Club. Parents and/or guardians of all registered players form the membership.

The Club develops, promotes and organizes community soccer for boys and girls in the U-6 through U-18 age groups that live in the Aldergrove area. Again, the club operates under the auspices of FIFA through its affiliations with the CSA, BCSCA and the FVYSA and/or CFVGSAA. A current copy of the AYSC constitution, by-laws, policies and procedures are following. Additional copies are available upon request from the Secretary, AYSC or from our website at www.aldergrovesoccer.com



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Part 2

Club Constitution and By-Laws



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: B-10

Date Issued: April 6, 2005

CLUB CONSTITUTION AND BY-LAWS

The club is registered under the "Societies Act" of British Columbia and will operate as a non-profit organization.

The registered club name is the Aldergrove Soccer Society; however, the club operates within the community as the Aldergrove Youth Soccer Club.

A copy of the club constitution is included in this manual and should be read and understood by all members. The by-laws of the Society are an integral part of this manual and should likewise be familiar to the membership.

The method by which the constitution and by-laws may be altered is described in By-Law 13 of the By-Laws.

The by-laws of the Aldergrove Soccer Society are fundamental regulations to which all members must adhere, however, for operational purposes, as some of these regulations may require further clarification and/or interpretation, the society has included and keeps on file with the club secretary a published guide entitled 'Aldergrove Youth Soccer Club Operating Manual including the Constitution & By-Laws and Policies & Procedures' to further explain the rules in which the club governs its members.

EXECUTIVE

The Executive is the body which governs the day to day operations of the club. Members of the club who have been members in good standing for a minimum of one season are eligible for nomination to executive positions. Executive members are elected at the Annual General Meeting, held in April of each year.

The make up of the Executive is fully described in the Constitution and By-Laws along with the duties of each officer. The Executive has the authority to appoint members to positions as coordinators and to form special committees to assist them in their duties.

BOUNDARIES

The Club boundaries are generally recognized as outlined in the Constitutions and By-laws of the FVYSA and CFVGSA, both of which are available from the Secretary of the Aldergrove Youth Soccer Club.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: B-15
Date Issued: April 6, 2005

ALDERGROVE SOCCER SOCIETY **CONSTITUTION AND BY-LAWS**

Adopted at the 2005 AGM

CONSTITUTION OF THE ALDERGROVE SOCCER SOCIETY

ARTICLE 1 – Name

This organization is registered as the Aldergrove Soccer Society, but will operate within the community as the ALDERGROVE YOUTH SOCCER CLUB.

ARTICLE 2 – Objectives

- A) To promote the game of soccer in the Aldergrove area.
- B) To provide for an exchange of ideas relating to the game of soccer.
- C) To enforce the Articles and By-laws of the British Columbia Soccer Association, the Fraser Valley Youth Soccer Association, the Central Fraser Valley Girls Soccer Association and the Aldergrove Soccer Society in the best interests of the game of soccer.

ARTICLE 3 – Operations

The operations of this Society will be carried on chiefly in the Aldergrove area of the Township of Langley, in the Province of British Columbia.

ARTICLE 4 – Legal Responsibility

As a registered society with the Province of British Columbia, the Aldergrove Soccer Society is governed by the 'Societies Act' and must continuously comply with the laws of said act including but not limited to the filing of all applicable annual documentation.

ARTICLE 5 – Dissolution

Upon termination or dissolution of the society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the termination or dissolution of the society shall be distributed to such registered non-profit youth organization or organizations within the Province of British Columbia having a similar purpose. This provision shall be unalterable.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: B-20

Date Issued: April 6, 2005

ALDERGROVE SOCCER SOCIETY **CONSTITUTION AND BY-LAWS**

Adopted at the 2005 AGM

BY-LAWS OF THE ALDERGROVE SOCCER SOCIETY

BY-LAW 1 – Membership

Terms under which a person may be admitted to the Society

- A) Open to individuals, 16 years of age and over, who are actively participating in the objectives and activities of the Society.
- B) Application for membership shall be made on forms provided by the Registrar. Applications must be accompanied by the membership fee. Annual dues will be due and payable no later than June 30th of each year. Players that have not paid their annual dues by June 30th of each year will be placed on a waiting list.
- C) The fees and dues for parents and/or guardians applying for membership will be considered to have been paid with the payment of their child's registration.
- D) Individuals wanting to become a member of the society that do not have children playing in the society may do so by requesting membership and receiving approval from the Executive providing said individuals applying for membership actively participate within the society to the satisfaction of the governing Executive.

Rights of members

- E) Members are entitled to all privileges, including the right to vote, to hold office and to attend meetings.

Duties of members

- F) It is the duty of each member, in order to remain in good standing within the Society, to comply with the By-laws of the Society and pay when due, the membership fee for the current year.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 3

By-Laws Con't.

BY-LAW 2 – Termination of Membership

Conditions under which membership in the Society Ceases

- A) Any member who desires to withdraw from membership in the Society, may notify the Executive in writing to that effect and upon receipt by the Executive of such notice, the member shall cease to be a member.
- B) Members shall be suspended when their dues are three (3) months in arrears.

Conditions under which a member may be expelled from the Society

- C) Upon the Executive receiving a signed written complaint of conduct on the part of any member, which is likely to reflect unfavourably upon this Society, such member may be expelled by a four/fifths vote of the Executive. Any member complained of, shall have the right to be heard on his/her own behalf.

BY-LAW 3 – Meetings of the Membership

- A) Regular meetings to be held at such time and at such place as the Executive shall designate.
- B) The Annual General Meeting shall be held no later than the last day of April each year.
- C) Special meetings may be called at any time by the Executive.
- D) Executive meetings shall be determined by the chair.
- E) Notice of any special or annual meeting shall be given in writing (by letter, newsletter, regular mail, e-mail or posted to the societies web site) to the members at least seven (7) days before the meeting and shall state the nature of business of the meeting.

The failure of a member to receive notice of a general, special or annual meeting, shall not affect the proceedings of such a meeting, or any resolutions passed.

- F) All meetings will be conducted efficiently and with fairness to the members present.

Quorum

- G) The number of members present at any general, special or annual meeting of this society shall constitute a quorum for the transaction of business providing at least three (3) of which are EXECUTIVE OFFICERS.

At all meetings of the Executive, three (3) EXECUTIVE OFFICERS shall constitute a quorum for the transactions of business.

Voting rights of members

- H) Only paid up, registered members in good standing shall have the right to vote at any meeting of this Society.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 4

By-Laws Con't.

BY-LAW 4 – Executive

Election of the Executive

- A) The Executive Officers of the Society shall be elected by the members present at the Annual General meeting for a two (2) year term, except in the first year where the President, Senior Vice-President, Registrar and Equipment Manager will be elected for one (1) year and the Vice President, Secretary and Treasurer will be elected for two (2) years and thereafter all officers will be elected for a two (2) year term to overlap as follows:

The Vice President, Secretary and Treasurer together in the first year and subsequent odd numbered years.

The President, Senior Vice-President, Registrar and Equipment Manager together in the second year and subsequent even numbered years.

The Executive shall be formed from members who have been members in good standing for at least one (1) year prior to election.

Vacancies

- B) Any elected executive officer may resign at any time by written notice to the President.
- C) Any vacancy occurring within the Executive may be filled through appointment by the remaining Executive, by a majority vote, until the next election.

Removal

- D) Executive officers may, by a majority vote, at any special meeting called for the purpose, remove any elected executive officer before the expiration of the term of office and may appoint another member to complete the term.
- E) The membership at large may, by a majority vote, at any special meeting called for the purpose, remove any elected officer before the expiration of the term of office and may appoint another member to complete the term.

Remuneration

- F) Elected officers of the Society shall receive no remuneration for the performance of duties required in their official capacity.

Officers of the Society

- G) The elected officers of the Society shall consist of the:

- President
- Senior Vice-President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Equipment Manager



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 5

By-Laws Con't.

BY-LAW 4 – Executive Con't.

Duties and powers of the Executive body

- H) The management and administration of the affairs of the Society shall be vested in the Executive and it is the role of the Executive to support and enforce the by-laws, policies and procedures of the Society. In addition to supporting and enforcing the by-laws, policies and procedures, the Executive shall have full power to make additions or revisions that enhance the Society as a whole or improve upon the day to day operations of the Society providing such changes are not inconsistent with the Constitution and By-laws of the Society.

Duties and powers of individual officers

I) PRESIDENT

- Shall, as the chief executive officer of the Society, supervise and coordinate the affairs and activities of the Society and consult with the volunteers and members at large regularly.
- The president shall preside at all meetings of the Society.
- Shall delegate or appoint special committees as are deemed necessary.
- Shall call his full Executive into meeting as deemed necessary and shall call general or special meetings as deemed necessary during the playing season.
- Shall not hold the position of President for more than two (2) terms consecutively.
- The president shall have been a member in good standing for a minimum of one (1) year within the Society prior to being elected as President.
- Shall, in addition to his/her vote as a member of the Society, have a casting vote at any meeting at which he/she presides.
- Ensure an annual plan is prepared and presented to the society at each AGM.
- Ensure that an annual report including a copy of the elected executive, our financial statement and the minutes from the AGM are filed with the Province of BC each year.
- Shall be a signing officer of the Society.
- Perform other duties as required by the Society.

J) SENIOR VICE – PRESIDENT

- Shall be an advisor to the President and shall be available to represent him/her at functions or meetings when requested.
- Shall work with the President on such internal matters as the organization of membership, teams and finances.
- Shall be involved, delegate and oversee the activities of either the boys **or** girls division within the Society (as determined by the Executive). In the event of no Vice-President being elected, the Senior Vice-President will assume the responsibilities of both the boys and girls divisions.
- Shall, in the event that the President is unavailable to administer Society affairs, be vested with all the Presidents powers.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 6

By-Laws Con't.

BY-LAW 4 – Executive Con't.

Duties and powers of individual officer's con't.

J) SENIOR VICE – PRESIDENT CON'T.

- Shall be one of the Society's nominated members for election to the board of either the FVYSA or the CFVGSA and shall act as the Society's spokesperson on all matters relevant to the Society if so elected.
- Shall be a signing officer of the Society.
- Perform other duties as required by the Society.

K) VICE – PRESIDENT

- Shall be an advisor to the President and shall be available to represent him/her at functions or meetings when requested.
- Shall work with the President on such internal matters as the organization of membership, teams and finances.
- Shall be involved, delegate and oversee the activities of either the boys **or** girls division within the Society (as determined by the Executive). In the event of no Senior Vice-President being elected, the Vice-President will assume the responsibilities of both the boys and girls divisions.
- Shall, in the event that the President and Senior Vice-President are unavailable to administer Society affairs, be vested with all the Presidents powers.
- Shall be one of the Society's nominated members for election to the board of either the FVYSA or the CFVGSA and shall act as the Society's spokesperson on all matters relevant to the Society if so elected.
- Shall be a signing officer of the Society.
- Perform other duties as required by the Society.

L) SECRETARY

- Shall give the required notice of all executive and general meetings to those members concerned and written notice (by letter, newsletter, regular mail, e-mail or posted to the societies web site) to all members of special and annual general meetings.
- Shall prepare agendas for executive meetings for general, special and annual meetings in consultation with the President.
- Shall record and keep the minutes of all meetings of the Society.
- Shall receive and generate all general correspondence within the Society, as well as keeping adequate records of all such correspondence.
- Shall keep an accurate up to date copy of the Aldergrove Soccer Society's Constitution and By-Laws, Polices and Procedures and Operating Manual.
- Shall keep respective up to date copies of the BCSA, FVYSA and CFVGSA Constitutions and By-Laws.
- Shall be a signing officer of the Society.
- Perform other duties as required by the Society.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 7

By-Laws Con't.

BY-LAW 4 – Executive Con't.

Duties and powers of individual officer's con't.

M) TREASURER

- Shall keep all the financial records of the Society.
- Shall be responsible for the accounts of the Society and the dispersing of funds as authorized by the Executive.
- Shall issue receipts for all monies received, which shall be deposited in a recognized financial institute in the name of the Society.
- Shall pay out all accounts over \$5.00 by cheque, which will be signed by the appropriate officers of the society.
- Shall maintain a petty cash fund to pay all accounts of less than \$5.00 providing that a proper receipt is presented for all such monies paid.
- Shall, prior to the commencement of each fiscal year, prepare and present a budget for the forthcoming season and will monitor the financial activities of the Society within the terms of the budget.
- Shall insure that a financial report including a balance sheet, statement of income and expenses is duly certified by an auditor appointed by the Executive and is present at each Annual General Meeting and is circulated to all members present, prior to the start of the meeting.
- Shall provide monthly financial statements for executive and general meetings using the services of an outside third party accountant appointed by the Executive.
- Ensure that another signing officer has access to the appropriate financial records and materials in the event of his or her absence so as the day to day financial operations of the Society are not disrupted.
- Shall be a signing officer of the Society.
- Perform other duties as required by the Society.

N) REGISTRAR

- Shall set the dates for registration.
- Shall ensure that registration dates are published.
- Shall ensure that registration stations are adequately staffed.
- Shall compile and maintain adequate records of all registered players and members of the Society.
- Shall be responsible to the Society for all registration fees received, for which a receipt will be issued.
- Shall be responsible, together with the league coordinators, for properly registering teams and players of the Society with the appropriate governing bodies.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 8

By-Laws Con't.

BY-LAW 4 – Executive Con't.

Duties and powers of individual officer's con't.

O) EQUIPMENT MANAGER

- Shall arrange for the purchase of all supplies, with the exception of stationery, subject to the approval of the Executive.
- Shall maintain a distribution ledger and distribute all equipment to teams in accordance with the policy of the Society.
- Shall take and inventory of all equipment at the close of each season.
- Shall be empowered to appoint a committee to assist in his/her duties, subject to the approval of the Executive.
- Shall, in conjunction with the Executive, ensure that adequate storage and insurance is available for equipment during the closed season.

BY-LAW 5 – Borrowing

No borrowing will be undertaken by the Aldergrove Soccer Society.

BY-LAW 6 – Financial Status of the Society

Each year, the annual operating budget will include a contingency fund of 15% of the registration income to a maximum amount not greater than 50% of the previous year's total income. The total contingency fund must not exceed the maximum allowable as regulated by the Province of British Columbia's Gaming Policy and Enforcement Branch. The purpose of this fund is to continue to operate the society in the event that registration income in a given year falls below the proposed budget for the same year. The registration fees and/or operating budget for the following year will be adjusted to correct the shortfall.

BY-LAW 7 – Audits of the Accounts of the Society

The Executive shall present before members of the Society, at the Annual General Meeting, a financial statement showing the income and expenditures of the Society during the preceding fiscal year. The said financial statement shall be signed by two (2) or more members of the Executive and by the Society's auditor.

BY-LAW 8 – Execution of Documents

Deeds, transfers, licenses, contracts and engagements on behalf of the Society shall be signed by either the President, Senior Vice-President or Vice-President and by the Secretary, and the Secretary shall keep a copy on file for the Society.

Contracts in the ordinary course of the Society's operations may be entered into on behalf of the Society by the President, Senior Vice-President, Vice-President, and Treasurer or by any other person authorized by the Executive.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 9

By-Laws Con't.

BY-LAW 8 – Execution of Documents con't.

The President, Senior Vice-President, Vice-President, Secretary or Treasurer or any of them, or any person or persons from time to time designated by the Executive, may transfer any and all shares, bonds, or other securities from time to time transferred to the Society, and may make, execute and deliver any and all instruments in writing necessary for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.

BY-LAW 9 – Maintenance of Minutes and other Books and Records

The Executive shall see that the minutes of members meetings and all other necessary books and records of the Society required by the By-Laws of the Society, or by any applicable statutes of law are regularly and properly kept.

BY-LAW 10 – Inspection of the Records of the Society

The books and records of the Aldergrove Soccer Society shall be available at all general meetings and may be inspected by Society members.

BY-LAW 11 – Signing Authority

The signing authority of the Society for the disbursement of funds shall be two of the following: President, Senior Vice-President, Vice-President, Treasurer or Secretary. Disbursement of funds will only be executed when a receipt has been provided for the expenditure of the funds and said receipt has been approved by a majority vote of the Executive.

BY-LAW 12 – Policies and Procedures

In addition to the Constitution and By-Laws of the Society, all members will furthermore be governed by the Policies and Procedures of the Society as outlined in the Operating Manual although said Policies and Procedures will not be on file with the Province of British Columbia. Amendments to the Policies and Procedures can be done in an Executive, General or Special Meeting, by a majority vote of sixty six and two-thirds of those members present.

BY-LAW 13 – Amendments to the By-Laws

Amendments to these By-Laws may be made at any Annual General Meeting or Special Meeting, by a majority vote of sixty six and two-thirds of those members present, upon notice of such amendment having been given to each member twenty-one (21) days in advance of the meeting. Proposed amendments will be circulated to the members of the Society by the Secretary, along with the notice of the Annual General Meeting or Special Meeting (by letter, newsletter, regular mail, e-mail or posted to the societies web site). Members wishing to propose an amendment must do so by submitting their proposal in writing to the Secretary no later than March 1st in each year.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

ALDERGROVE SOCCER SOCIETY CONSTITUTION AND BY-LAWS

Page 10

By-Laws Con't.

BY-LAW 14 – AGM Agenda

Following is the Agenda for the Annual General Meeting, Which will also serve as the basic format for General meetings:

- A) Roll call
- B) Reading of the minutes of the previous AGM
- C) Communications
- D) Review of Financial Statement
- E) Review and Approval of upcoming season's Budget
- F) Officers reports
- G) Constitution and By-Law amendments
- H) Proposals or nominations for office
- I) Election of officers
- J) Nominations of 2nd FVYSA and CFVGSA representatives
- K) Appointment of Volunteer Positions
- L) Unfinished business
- M) New business
- N) General
- O) Adjourn



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Part 3

Club Policies & Procedures



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: C-10
Date Issued: April 6, 2005

CLUB POLICIES AND PROCEDURES

The club has provided the following policies and procedures to help all members further understand how the Aldergrove Youth Soccer Club operates, provide an overview of the volunteer positions and provide further explanation of the policies and procedures with the club.

Amendments to these Policies and Procedures may be made at any Executive, General or Special Meeting by a majority vote of sixty six and two-thirds of those members present.

MEMBERSHIP

Refer to the Constitution and By-Laws of the Aldergrove Youth Soccer Club, as follows:

BY-LAW 1 – MEMBERSHIP

- A) Open to individuals, 16 years of age and over, who are actively participating in the objectives and activities of the Society.
- B) Application for membership shall be made on forms provided by the Registrar. Applications must be accompanied by the membership fee. Annual dues will be due and payable no later than June 30th of each year. Players that have not paid their annual dues by June 30th of each year will be placed on a waiting list.
- C) The fees and dues for parents and/or guardians applying for membership will be considered to have been paid with the payment of their child's registration.
- D) Individuals wanting to become a member of the society that do not have children playing in the society may do so by requesting membership and receiving approval from the Executive providing said individuals applying for membership actively participate within the society to the satisfaction of the governing Executive.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: C-15
Date Issued: April 6, 2005

CLUB MEETINGS

Executive Meetings

These meetings are called by the Club President, who may call all or part of the Executive into meeting as he/she deems necessary.

The purpose of executive meetings is to administer the day to day activities of the club, to plan strategy for the expansion of the membership base, to search for new ways to make our organization more cost efficient, to organize the activities of our club internally and as they relate to other clubs and organizations with whom we are affiliated.

General Meetings

The purpose of these meetings is to allow the membership to meet with the Executive and receive direction regarding club activities and to allow for an exchange of dialogue regarding the concerns or suggestions of the membership at large. These meetings are usually held monthly during the playing season and members are notified of the date, time and location.

Special Meetings

Special meetings may be called by the Executive for specific purposes that require that the Executive and/or the general membership be included. In such cases, members are notified of the date, time and location as well as the reason for the meeting.

Annual General Meeting

This meeting is traditionally held the first week of April in each year. The purpose of the AGM is to allow the membership to meet with the Executive to receive reports on the annual progress of the club from individual officers, to review the clubs financial position and expenditures, to ratify or defeat proposed amendments to the clubs constitution or by-laws, to nominate club members for election to the board of the local District and finally to nominate and elect new officers to the Executive of the Aldergrove Youth Soccer Club.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: C-20
Date Issued: April 6, 2005

CONTACT LISTS

Club Directory

This is a list the executive members, the coordinators, volunteers, special committees, and any other position requiring publication.

Coach's Directory

The coach's directory is a listing of all club teams together with their coaches, managers and assistant coaches, their phone numbers and e-mail addresses.

Both directories will be compiled in time for the start of each season from data received by the executive and posted to the clubs website at www.aldergrovesoccer.com

We suggest that all team data be available no later that August 15th in each year for inclusion in the directory.

Subsequent additions and deletions must be made known to the club secretary immediately so that amendments to the directory can be submitted to the membership.

District Directory

This is a list of all member clubs, their teams, team officials and phone numbers; it is available to all clubs within the district at www.bcsoccercentral.com



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: C-25
Date Issued: April 6, 2005

CLUB WEBSITE

The club website is to communicate to the members; giving details of special events and a timetable of club activities. The website can be accessed at www.aldergrovesoccer.com

Included will be updates from executive members, from coordinators, from affiliated organizations and/or governing bodies. Hopefully we will also obtain some input from teams, players, parents or any other persons wishing to contribute.

This website can be used to promote team activities to other club members, to report specific achievements of teams or players and for much needed inter-club dialogue.

The club will communicate to its members on matter of importance via the website.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: C-30

Date Issued: April 6, 2005

CALENDAR OF EVENTS

Each season, no later than the first members meeting in September, the Executive will distribute a Calendar of Events which will be a schedule of those events such as member meetings, dances, referee and coaching clinics, etc., for all or part of the forthcoming season.

Members should contact the Club Secretary if they have suggestions they would like to have the club consider.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: C-35

Date Issued: April 6, 2005

DISCIPLINE

The BCSA regulation on discipline is contained in their constitution and by-laws. This provides the BCSA with the authority to terminate the membership of players or officials for serious offences.

The BCSA in conjunction with Disciplinary Committees from its Districts is the primary body to deal with offences against the rules governing soccer. Any player or official obtaining a "Red" card (This is instant dismissal from a game) is automatically suspended from the next game played by that team. They then have to report to either the BCSA offices in Burnaby or their District League office during the week following the week of the card issue, to see if further penalty is assessed as a result of the infraction.

The acquisition of a number of "Yellow" cards (warnings of ones conduct) also is justification for suspension. At the moment 3 yellow cards is equal to a one game automatic suspension.

Failure to adhere to the disciplinary rulings of the BCSA will result in an automatic "Indefinite Suspension" of the player or official. Such suspension can only be set aside when the individual concerned abides by the ruling of the governing body.

The Aldergrove Youth Soccer Club Executive has the authority to discipline players, officials, or teams for a breach of the rules governing soccer in "House Leagues" which are the same as those governing soccer in general. The club can also discipline those same individuals or groups for conduct unbecoming members of the Aldergrove Youth Soccer Club.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: C-40

Date Issued: April 6, 2005

RISK MANAGEMENT

As the AYSC is governed by the BC Soccer Association; this is an excerpt from their document about risk management:

"The BCSA thanks you for volunteering your time to assist the Youth of BC in playing and learning the game of soccer. Due to the alarming number of incidents involving adults and youths under their direct supervision, the Board of Directors has devised a procedure under the Risk Management Policy whereby all volunteers are required to complete the Volunteer Disclosure Statement. The intent of this procedure is to ensure the protection of our volunteers and our youth. Please be assured that maximum confidentiality will be maintained."

Every AYSC volunteer who at any time could be expected, in the performance of his/her duties, to be alone with any registered player (other than his/her own child) for any length of time must complete the form. This includes any program administrator (club officer, director, coordinator, and program director), coach, assistant coach, manager, or any other adult. Forms for the current season must be completed regardless of whether or not forms have been submitted in the past.

The required forms are available from at www.aldergrovesoccer.com or from your Age-level Coordinator. Please put your completed form in a sealed envelope, sign across the seal, and label the envelope on the top right-hand corner with your name, role, team name with age level, and the club name. Team-related volunteers are to hand their envelopes in to their Age-level Coordinators. All other volunteers are to deliver their envelopes to the Executive.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: D-10
Date Issued: April 6, 2005

PLAYER REGISTRATION & FEES

Each December, the Executive will review and determine the Player Registration Fees for the following season.

No player will be registered without the fee being paid. No player who has not been properly registered can be assigned to a team and permitted to play, as to do so is against not only our club policy, but is against the policy of the BCSA. To play a player who is not properly registered renders the team for whom he plays liable to sanction. They will have to forfeit any points earned or honours gained during the period the player was playing.

Furthermore, players who are not properly registered are not covered by the club insurance policy against accident or injury.

Cash is **NOT** accepted for Registration Fees, AYSC accepts cheque or money order only as method of payment.

There will be a \$10.00 processing fee on any N.S.F. cheques.

A Birth Certificate or any other acceptable proof of birth date, along with the appropriate registration fee and wallet size head shot picture if the player is entering U-12 or U-16 is required to complete registration.

- 1) Whenever possible players will be placed on teams as close to their residence as possible, as well as into a level of competition relevant to the players ability.
- 2) Refunds on registrations can only be made as follows:
 - a) When a player relocates prior to the start of the season.
 - b) When injury prior to the season prevents playing.
 - c) When a player is not placed on a team.
 - d) By appeal to the Executive for reasons other than a), b) or c).
- 3) The minimum age requirement is that a player attains their 5th birthday no later than December 31st of the current season.
- 4) The maximum age is a player who has attained their 17th birthday on or before December 31st of the current season.

Any player who registers after November 30th in each year will be required to pay only 50% of the annual registration fee.

Any player requesting a refund prior to the first league game will be assessed a \$10.00 administration fee from their refund.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: D-10

Date Issued: April 6, 2005

PLAYER REGISTRATION & FEES CON'T.

Each year the club has a registration table set up at Brown Park during the mini and developmental wind up. Coaches and managers of traveling teams are asked to have their players register at year end for the next season. Early registration greatly assists the club Executive in forming teams, organizing leagues, and ensuring that we have enough uniforms and equipment for our teams. Most parents do not realize that Aldergrove Soccer Club must inform district schedulers of the number of registered players as early as mid July to guarantee placement within district leagues. As well uniforms must be ordered well in advance to ensure delivery by the start of the season. Numerous headaches for the Executive could be avoided by having players registering early.

FINANCIAL ASSISTANCE

The club is able to provide financial assistance to families who are unable to afford the yearly fees. A letter requesting assistance must be sent to the Executive. It is hoped no child in Aldergrove will be denied the opportunity to play soccer because of financial hardship.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: D-15
Date Issued: April 6, 2005

REGISTRATION PROCEDURE FOR NEW PLAYERS

New players are usually introduced to the club by:

- 1) Association with players or officials already attached to the club.
- 2) Newspaper or store window advertising.
- 3) Notification forms circulated in schools.

For items 1 and 2 above, the applicant should phone the club registrar at the number given through a team official or in the respective advertisement. Registration forms will be sent out upon request and must be returned with a copy of the players Birth Certificate or any other acceptable proof of birth date, along with the appropriate registration fee and wallet size head shot picture if the player is entering U-12 or U-16.

The applicant will be assigned to a team if a vacancy exists; otherwise the player will be placed on a waiting list until an opening is found. Unless a waiting list is unusually large, players will be placed on teams prior to the start of the season. Should the new registration be during the playing season, we will endeavour to place the person at the earliest possible moment.

Should there be no vacancy, or the player finds a spot on another team in another club during the waiting period, the registration fee paid will be refunded in full.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: D-20
Date Issued: April 6, 2005

YEAR OF BIRTH ELIGIBILITY PER DIVISION

All players should be in their proper age group in Divisions U-6 through U-18. There may be some cases where players will be allowed to play a year up, but no player can possibly play a year down among younger players.

In Divisions U-6 through U-10 there is a little more flexibility based on ages and the number of registered players in each age group, but by Division U-11 all players should be in their correct age bracket. Players as young as 4 years of age are allowed into Division U-6 which also becomes a two year eligibility area. Divisions U-6 through U-10 may have different names, for instance in our club they are called "Mini Soccer and Developmental Soccer".

Listed below is a quick reference chart:

<u>Division</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
U-18	1986	1987	1988	1989	1990	1991	1992
U-17	1987	1988	1989	1990	1991	1992	1993
U-16	1988	1989	1990	1991	1992	1993	1994
U-15	1989	1990	1991	1992	1993	1994	1995
U-14	1990	1991	1992	1993	1994	1995	1996
U-13	1991	1992	1993	1994	1995	1996	1997
U-12	1992	1993	1994	1995	1996	1997	1998
U-11	1993	1994	1995	1996	1997	1998	1999
U-10	1994	1995	1996	1997	1998	1999	2000
U-9	1995	1996	1997	1998	1999	2000	2001
U-8	1996	1997	1998	1999	2000	2001	2002
U-7	1997	1998	1999	2000	2001	2002	2003
U-6	1998	1999	2000	2001	2002	2003	2004
	1999	2000	2001	2002	2003	2004	2005

The burden of proof of age rests with the parent or guardian and the Club will not register a player in any age group without a Birth Certificate or some other acceptable proof of age.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: D-25

Date Issued: April 6, 2005

IDENTIFICATION CARDS

Photo ID cards are required for all players in the U12 to U18 age levels, as well as all coaches and managers. These cards must be in the coach's possession by October 1st. The purpose of the cards is to ensure that the coaches and managers are on record as actually running the teams, and have completed the necessary safety checks. (See Risk Management C-40). Player ID cards are used to identify players as members of a team.

ID cards must be presented to the referee at the start of each game, beginning on October 1st. If the team does not have at least 7 players with cards, they must forfeit the game.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: E-10
Date Issued: April 6, 2005

MINI & DEVELOPMENTAL SOCCER

Mini & Developmental Soccer is meant to foster enjoyment, and provide players with basic skills. Mini & Developmental players from U6-U10 play on neighbourhood teams. The teams are formed by the Age Group Coordinators with the aim of balancing team strength and mixing school participation. Requests to play with friends will be considered, but the final selections will be based on the needs of all players and teams. For the most part, teams stay together throughout Developmental play.

MINI SOCCER (U6 & U7)

The Concept of Mini-Soccer was introduced to the club to allow younger players a better opportunity to improve their basic skills. Prior to Mini-Soccer, there were many complaints about 11-a-side games, revolving around them being played on full size fields, the number of players on a team and so on. By introducing Mini-Soccer, the Executive solved many of the problems faced by younger players.

The main reason for adopting Mini-Soccer was to improve the skill level of each player. Experience has shown that if we subject younger players to larger fields, with large numbers of other players, the number of times they handle the ball is very limited. This makes skill development quite difficult, for, if they are to improve their techniques, they must see the ball more often.

The main fundamental differences between Mini-Soccer and the traditional 11-a-side game are as follows:

- 1) They play on smaller fields.
- 2) The goals are smaller for young goalkeepers.
- 3) Up to 9 players only per team are on the field.
- 4) Simplified rules to make the game easier:
 - a) No offside.
 - b) Opposing players not allowed in the goal area.

These and many other rule changes keep the game simple and aid in player development. The accent is on skill improvement, not on rules. Fun is the name of the game, so results are not tabulated.

More details on the differences between Mini-Soccer and the traditional 11-a-side game are available through the Executive.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: E-10

Date Issued: April 6, 2005

FORMATION OF MINI-SOCCER TEAMS – COMBINED BOYS & GIRLS

Mini-Soccer covers the area classified as U-6 and U-7, which encompasses the ages of 5 and 6 years. Teams will be formed in accordance with the year of birth of registered players, their address or school attended, or in the case of pre-schooler's, the school they will probably attend.

Teams will be formed from players who will attain the maximum age of 6, on or before December 31st each year. Players can be registered if they reach the age of 5 by December 31st in a particular season.

If a player turns 7 after January 1st in any season, the following season that player will move into Development Soccer, all others remain in Mini-Soccer.

FORMATION OF DEVELOPMENTAL SOCCER TEAMS

Developmental Soccer covers what is classified as U-8 through U-10 and is similar in many ways to Mini-Soccer.

Teams will be comprised of players who have attained the minimum age of 7, on or before December 31st in any year.

Teams will be formed in accordance with the year of birth of registered players, their address and the school they attend. Club registrations will be the determining factor in the mix of teams, but attempts will be made to form teams with an even distribution of ages.

If a player turns 10 after January 1st in any year, they will move up into Division U-11 for the season commencing in that year, all other players of appropriate age will remain in developmental soccer.

Developmental soccer is classified as one of our "House" leagues.

At the U-8 Division the Mini-Soccer teams are split into boys and girls teams. The boys will remain playing in an Aldergrove League until U-11, unless the club decides to interlock with other clubs. Once U-8 girl's teams are formed they typically interlock within league play with other girls clubs and continue to do so thereafter.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: E-10

Date Issued: April 6, 2005

MINI & DEVELOPMENTAL SCHEDULE

The soccer season runs from September (usually the third weekend after Labour Day) to early March, with a break from mid-December to mid-January. No games are held on Thanksgiving Weekend. Games are played on Saturday mornings at Brown Park (240th & 51st).

All U-7 teams have a 9:00 kick-off followed by all U-6 teams kicking-off at 10:15. Boy's developmental teams playing at the U-8, U-9, and U-10 level have kick-off times either at 9:00, 10:15 or 11:00. Parents are encouraged to get their kids to the field in plenty of time to prepare for the game. Older developmental teams may play in an interlocking schedule with neighbouring club teams. This usually involves traveling one or two Saturday mornings to a field in Langley or Abbotsford. Practices are held one night a week in school gymnasiums in the Aldergrove area.

There are no playoffs or cup draws for developmental teams.

TEAM TROPHIES

All registered Aldergrove players in the U-6 to U-10 age groups receive a participation trophy or medal at year end. Trophies or medals are included in your registration fees.

SEASON WIND UP

To end the playing season all developmental as well as some traveling teams will participate at Brown Road Park in an Aldergrove Soccer Club sponsored wind up event. This will involve each team playing some games as well as other club sponsored events. The wind up is held in mid March.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: F-10
Date Issued: April 6, 2005

TRAVELING TEAMS

Traveling teams continue the philosophy gained in developmental soccer to foster enjoyment, and provide players with ongoing individual and team skills. Traveling players from U11 - U18 play on teams with players of similar skill. The teams are formed by the Traveling Coordinators through a tryout process. Requests to play with friends will be considered, but the final selections will be based on the needs of all players and teams. For the most part, teams stay together, however there is some movement of players between seasons based on the results of the annual tryouts and coaches input.

All traveling teams are advised to familiarize themselves with their league guidelines. These may be found on the internet at www.bcsoccercentral.com Follow the links through boys or girls, then league information, then guidelines.

TRAVELING TEAMS SCHEDULES & STANDINGS

Traveling team schedules as well as standings, cup draws, tournaments, etc are posted on the internet at www.bcsoccercentral.com

PLAYOFFS AND CUP PLAY

Traveling teams have cup play within their league and district as well as coastal and provincial play downs culminating with national finals.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: F-15
Date Issued: April 6, 2005

ELIGIBILITY FOR LEAGUE AND CUP GAMES

In Mini and Developmental Soccer, where teams are playing strictly “In House” games, that is, under the jurisdiction of the Aldergrove Youth Soccer Club, the need to register the team players on BCSA affiliation forms is required.

For those teams taking part in District or Inter-district League and/or Cup play, all players must be registered with the BCSA on the forms provided by the provincial association, on or before the due date in each season.

We should remind all team officials that you run the risk of forfeiting any games in which an unregistered or ineligible player participates. For your convenience we list below the appropriate portion of the BCSA by-laws:

BCSA BY-LAW 12 – (Player Registration)

- (f) Players must have played in at least one league game before they are eligible to play in any cup competition.
- (g) Players must be registered at least one day prior to taking part in any league game.
- (h) The Postmark will be the acceptable proof of mailing.
- (i) No player transfers will be accepted after such date according to the rules of the BCSA in any given season.

For your further protection, you should ensure that any player you are signing to a BCSA form has not already signed one with another team. It is not a good idea to accept the word of the player, make a phone call to the Provincial Registrar to confirm there is no problem. If you accept the player's word, then find out the player is ineligible, you could forfeit any points gained, or cup games won, for the sake of a single phone call.

If you discover that the player requires to be transferred, or you wish to transfer a player already registered with the BCSA for another team, you must do so on the proper Provincial Transfer Form, properly signed by the coach of the team he is leaving, as well as an official of the team he is joining. The waiting period for a transferred player's eligibility is seven (7) days for both League and Cup games.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: G-10

Date Issued: April 6, 2005

ASSIGNING OF TEAMS

The club Executive will determine which level of competition and in which leagues our teams may be assigned. In making that determination the following factors will be taken into consideration:

- 1) Team performance in the preceding season.
- 2) Continuity of coaching staff.
- 3) The number of players re-registered from the preceding season and the calibre of the replacements.

In Mini and Developmental Soccer, the Executive decision is final. In district competition however, the club can only recommend at what level they want their teams to play. The final decision is made by vote at a pre-season meeting between all club presidents and the district board. Each club president and district executive member has a vote to determine the make up of each division and each section within a division.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: G-15
Date Issued: April 6, 2005

EVALUATION COMMITTEE AND THE FORMATION OF 11-A-SIDE TEAMS LEAVING DEVELOPMENTAL SOCCER

A big concern for players and parents is the transition between developmental soccer and the placement on a traveling (or divisional) team. This involves selecting the teams through a process in an effort to place the players on a team with team mates of a similar skill level. The teams will then be placed in a league that will enable the players to enjoy the sport at a level they are comfortable with. The players are evaluated by their current developmental or traveling coach as well as by try-outs usually in March shortly after the season ends. The players are run through a series of drills and small sided games. These try-outs as well as their coach's assessment will place them on a team.

Objective:

To form 11-a-side teams in Division U-11 for those players who are in the following categories:

- 1) Currently playing developmental soccer.
- 2) Newly registered players in the appropriate age group.

Types of teams:

- 1) Representative teams.
- 2) "BRONZE" Medal teams.
- 3) "RED" or "BLUE" House teams.

Definition of teams:

- 1) REPRESENTATIVE TEAM: A team of selected players representing the club in inter-district competition.
- 2) "BRONZE" TEAM: A team of high calibre players, selected via team trials, which will compete in the "BRONZE" division of their district.
- 3) "RED" or "BLUE" TEAMS: A team of players, selected via team trials placed either in a "RED" or "BLUE" team, playing in a district league.

Teams will ideally consist of 14 or 15 players, but rosters can run as high as 18 players per team, which is the maximum allowed by the BCSA by-laws.

Every year all traveling teams hold try-outs offering every player within the club the opportunity to advance to a higher level. All children develop at different rates so an adequate opportunity will be provided for any player looking to advance.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: G-20
Date Issued: April 6, 2005

FORMATION OF REPRESENTATIVE TEAMS

Representative teams (Rep Teams) as they are called, will be selected each season and players chosen will be so selected for the term of one year.

The club reserves the right not to form a Rep team in any division where it feels the calibre of players available does not warrant it.

The Executive will appoint the coach of the team through a coach evaluation, also for a one year term, who may recommend a person to act as the team manager. The manager must be approved by the Executive, who also reserve right to appoint a manager for the team.

Once the team officials have been selected, a pool of players will be invited to trial by the Head Coach and a panel of selectors will be appointed to grade the players in a manner determined by the Executive, using forms provided for that purpose. Upon completion of the trials, a list of players and their grading results will be presented to the team coach(es) who will choose the team roster. It is not mandatory that the top 14 or so players be chosen, the Executive realizes that they could all be forwards or defensemen, therefore such things as position played, team blend and player attitude will also be taken into consideration. However, the reason(s) for selecting a particular player should be made known to the Executive to prevent any bias on part of the coach.

No player may be moved from one team to another without the consent of all parties involved.

REP TEAM COACH AND MANAGER SELECTION

The coach for a rep team is appointed for a term of one season from a list of applicants. Each season coaches will be notified that we are accepting applications for coaches and interested parties should apply in writing to the Executive, listing their experience and qualifications, their choice of age group and indicate if they are the parent or guardian of a player in the age group of their choice. In the case where there is more than one applicant, interviews will be conducted to choose the coach. The procedures for selecting managers are the same as for coaches.

The Executive reserves the right not to select a Rep team coach from the list of applicants, when, in their opinion, the applicants do not fulfill the requirements needed to coach a Rep team.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: G-25

Date Issued: April 6, 2005

INTERNAL PLAYER TRANSFER PROCEDURE

The Executive is responsible for the placement of players on teams and after teams have been established at the start of each season, only extenuating circumstances can justify the transfer of a player from one team to another.

Some circumstances warranting transfer are:

- 1) A player moving residence.
- 2) Serious conflict with team players and/or officials.
- 3) Disbanding of a team.

One other possibility for transfer could arise where a player not selected for a Rep team prior to the season, is recommended for evaluation to such team by his coach.

In all cases of transfer, the Executive will decide to which team a player is relocated.

When requesting a transfer, the player or the players parents, **must apply in writing** to the Executive outlining the reasons for the request. If the circumstances warrant it, a special executive meeting may be convened, or the request could be tabled for discussion at the next scheduled meeting.

In cases where the player is registered not only with the club, but with the BCSA, a transfer fee determined by the BCSA must be paid to that body. Such payment should accompany a properly completed provincial player transfer form. This is also true when a player moves from club to club, as once the player is registered provincially for a specific team, playing for another team without being properly transferred is against the BCSA by-laws and the team playing the ineligible player will be sanctioned.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: H-10
Date Issued: April 6, 2005

CLUB COORDINATORS

- 1) Head Coach
- 2) Head Referee
- 3) Referee Assigner
- 4) Mini & Developmental Equipment Coordinator
- 5) Fields & Gyms Coordinator
- 6) Traveling Boys Coordinator
- 7) Traveling Girls Coordinator
- 8) Developmental Boys Coordinator
- 9) Developmental Girls Coordinator
- 10) Mini Soccer Coordinator
- 11) Clinic Coordinator
- 12) Bingo Coordinator
- 13) Dance and Banquet Coordinator
- 14) Concession Coordinator
- 15) Website Coordinator
- 16) Picture Coordinator
- 17) Trophy Coordinator



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: H-15

Date Issued: April 6, 2005

DUTIES OF CLUB COORDINATORS

1) Head Coach

- a) Shall compile and maintain a list of all qualified coaches within the club. Such list will indicate the type of coaching qualification and/or coaching experience of each coach.
- b) Shall encourage all members to obtain coaching qualifications.
- c) Shall arrange for coaching clinics and trainers clinics to be held as required and arrange for invitations to be sent to all members of the club.
- d) Shall be responsible for all communications between the club and local, provincial or national coaching authorities when such communications are deemed necessary to the proper function of the office.
- e) Shall, prior to the start of each season, hold meetings with new coaches and managers to instruct them on the organization of practices and games, as well as the demonstration of basic skills.
- f) Shall be available throughout the season to conduct or arrange for specialized instruction to players and coaches upon request.
- g) Shall be available to assist new coaches in the Mini-soccer area of the club either in conjunction with item 5) above or separately if required.

2) Head Referee

- a) Shall compile and maintain a list of all qualified referees within the club. Such list will indicate the type of qualification, experience, age (youth players only) and which age level of competition they should be assigned.
- b) Shall encourage all members as well as players in all divisions to obtain refereeing qualifications.
- c) Shall arrange for referee clinics as required and arrange for invitations to be sent to all club members.
- d) Shall be responsible for all communications between the club and local, provincial and national referee organizations, when such communications are deemed necessary to the proper function of the office.
- e) Shall, prior to the start of each season, hold separate meetings with the coaches and managers on Mini-soccer and 11-a-side soccer, to explain the rules governing play and the club requirements as it relates to the conduct of club members, players, parents and spectators.
- f) Shall arrange for suitable records to be kept for each referee and/or linesman used by the club and inform the Executive monthly of these facts so that payment can be made to those referees and/or linesmen eligible for same.
- g) Shall be in receipt of all complaints of discipline from referees and/or linesmen, or about referees and/or linesmen appointed by the club and to report immediately to the Executive regarding same.
- h) Shall be responsible for appointing referees and/or linesman for all games the club is required to cover and shall provide a list of designated referees to the local association as required.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: H-15

Date Issued: April 6, 2005

DUTIES OF CLUB COORDINATORS CON'T.

2) Referee Assignor

- a) Gather schedules from both the Senior Boys and Girls Coordinators.
- b) Get field assignments from the Fields & Gyms Coordinator.
- c) Get registered referee listing from Head Referee and identify referees team if a player.
- d) Assign referees and linesmen to games as required.
- e) Keep a log of dates and games/divisions each referee has refereed.
- f) Submit log to Head Referee for payment.
- g) Other duties as required.

4) Mini & Developmental Equipment Coordinator

- a) Coordinate the equipment and uniforms for all mini and developmental soccer teams.
- b) Arrange times for equipment and uniform pick up and drop off.
- c) Be available for all mini and developmental coaches throughout the season to deal with equipment and uniform related issues.
- d) Other duties as required.

5) Fields and Gyms Coordinator

- a) Coordinate the gym practice schedule with the Langley School Board and the mini and developmental coaches within the club.
- b) Coordinate the field playing time and practice times with the Township of Langley and the traveling coaches.
- c) Attend the Township of Langley fields meeting annually to secure the necessary fields for our club.
- d) Other duties as required.

6) Traveling Boys Coordinator

- a) Shall coordinate the registration of our traveling teams with the FVYSA, or such league the teams shall opt to play in.
- b) Shall attend the meetings of the FVYSA and those of any other organization with which our teams are affiliated.
- c) Shall obtain a schedule of games and ensure the distribution of them to the teams concerned.
- d) Should coordinate all traveling boys' tryouts.
- e) Other duties as required.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: H-15

Date Issued: April 6, 2005

DUTIES OF CLUB COORDINATORS CON'T.

7) Traveling Girls Coordinator

- a) Shall coordinate the registration of our traveling teams with the CFVGSA, or such league the teams shall opt to play in.
- b) Shall attend the meetings of the CFVGSA and those of any other organization with which our teams are affiliated.
- c) Shall obtain a schedule of games and ensure the distribution of them to the teams concerned.
- d) Should coordinate all traveling girls' tryouts.
- e) Other duties as required.

8) Developmental Boys Coordinator

- a) Shall provide all coaches with a schedule of games to be played.
- b) Shall be the liaison between the developmental boy's team officials and the Executive on all matters pertaining to the everyday running of mini-soccer.
- c) Shall ensure that all developmental boys' teams are provided with uniforms and equipment.
- d) Shall ensure that arrangements are made to line fields on game day.
- e) Shall arrange with the Head Coach and Head Referee to have all new team officials briefed regarding their duties.
- f) Other duties as required.

9) Developmental Girls Coordinator

- a) Shall provide all coaches with a schedule of games to be played.
- b) Shall be the liaison between the developmental girls' team officials and the Executive on all matters pertaining to the everyday running of mini-soccer.
- c) Shall ensure that all developmental girls' teams are provided with uniforms and equipment.
- d) Shall ensure that arrangements are made to line fields on game day.
- e) Shall arrange with the Head Coach and Head Referee to have all new team officials briefed regarding their duties.
- f) Other duties as required.

10) Mini-Soccer Coordinator

- a) Shall provide all coaches with a schedule of games to be played.
- b) Shall be the liaison between the mini-soccer team officials and the Executive on all matters pertaining to the everyday running of mini-soccer.
- c) Shall ensure that all mini-soccer teams are provided with uniforms and equipment.
- d) Shall ensure that arrangements are made to line fields on game day.
- e) Shall arrange with the Head Coach and Head Referee to have all new team officials briefed regarding their duties.
- f) Other duties as required.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: H-15
Date Issued: April 6, 2005

DUTIES OF CLUB COORDINATORS CON'T.

11) Clinic Coordinator

- a) Sourcing and selection of appropriate coaches, player and referee clinic formats for AYSC to utilize.
- b) Communicate with the AYSC Executive as to the best options for the current season.
- c) Coordinate the clinics as agreed upon by the AYSC Executive.
- d) Contact the coaches and referees to coordinate player and/or coach's participation so as to maximize the clinics intent.
- e) Report back to the AYSC Executive on clinic progress throughout the season.
- f) Coordinate a list of alternative clinics, camps, etc. to make available to all coaches for those parents and players that are looking for more.
- g) Other Duties as required.

12) Bingo Coordinator

- a) Attend two meetings per year with Abbotsford Bingo.
- b) Report back to the AYSC Executive as necessary.
- c) Keep volunteer list of Bingo volunteers with phone numbers, etc.
- d) Supply volunteers to the Bingo Hall as required.
- e) Other duties as required.

13) Dance and Banquet Coordinator

- a) Coordinate the annual AYSC coach's appreciation dinner dance. Includes the sourcing of a hall, booking the hall, sourcing, determining menu and booking the caterers, sourcing and booking the DJ, sourcing decorations and decorating the hall.
- b) Communicate with the Dance volunteers.
- c) Communicate with the AYSC Executive.
- d) Manage ticket sales and distribution.
- e) Solicit and gather door prizes.
- f) Other duties as required.

14) Concession Coordinator

- a) Coordinate all activities of the Brown Road concession including the purchasing of food and related supplies.
- b) Organize the proceeds from the concession towards the Mini and Developmental Wind Up.
- c) Other duties as required.

15) Website Coordinator

- a) Maintain the Aldergrove Soccer Website, post the updates as required, keep all links, etc. up to date.
- b) Other duties as required.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: H-15
Date Issued: April 6, 2005

DUTIES OF CLUB COORDINATORS CON'T.

16) Picture Coordinator

- a) Coordinate the annual picture day with the AYSC Executive for approval.
- b) Source a competitive firm to do the pictures and submit to the AYSC Executive for approval. The club will request tenders from at least three (3) photographers each season, giving the following data to the bidder:
 - c) The number of players per team
 - d) The number of team officials per team
 - e) The number of sponsors per team
 - f) The date photographs will be taken
 - g) The date when tenders close
 - h) The date the club requires the pictures to distribute
 - The Executive will determine which tender is accepted and the lowest bidder will not necessarily be accepted.
 - i) Set up and coordinate an outdoor location for the pictures and an indoor alternative in the event of rain.
 - j) Get team lists from the AYSC coordinators, create schedule and advise coaches of their teams' picture time.
 - k) Set up re-take day and communicate with the AYSC executive.
 - l) Be on site to oversee all activity on picture day and to field questions, etc.
 - m) Other duties as required.

17) Trophy Coordinator

- a) Sourcing and selection of individual player participation trophies or medals for all teams interested.
- b) Retrieval of perpetual trophies for annual engraving.
- c) Solicit coaches' votes for perpetual team trophy winners.
- d) Contact all coaches for confirmation of whether trophies are required and if so, solicit applicable names and advise cost of trophies and collection dates.
- e) Coordination of all trophy engraving including the collection of correct names, collection of payment for trophies, etc.
- f) Distribute all trophies to coaches prior to or on wind-up day.
- g) Keep a list of perpetual trophy recipients' names and phone numbers for easy retrieval the following season.
- h) Other duties as required.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: H-20
Date Issued: April 6, 2005

FRASER VALLEY REPRESENTATIVES

Fraser Valley Youth Soccer Association Representatives

Two members from the AYSC will be nominated for election to the board the FVYSA and shall act as the AYSC spokespersons on all matters relevant to the AYSC if so elected. These members will also each be required to be responsible for an additional role within the FVYSA.

Central Fraser Valley Girls Soccer Association Representatives

Two members from the AYSC will be nominated for election to the board the CFVGSA and shall act as the AYSC spokespersons on all matters relevant to the AYSC if so elected. These members will also each be required to be responsible for an additional role within the CFVGSA.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-10

Date Issued: April 6, 2005

FUNCTION OF A TEAM COACH

The role of a coach is extremely important, in addition to imparting soccer knowledge and skills to young players, **the coach is influential in the character building of the player.** Players are in the presence of their coach a substantial amount of time, with regards to adults, probably only their parents and school teachers spend more time with them than their coach. It is therefore imperative that the conduct of a coach be exemplary.

All coaches are required to fill out the coaching application form on the club web site. The position of a traveling team coach is determined by the traveling boys or traveling girl's coordinators. Developmental coaching positions are always available. Please contact the club age group coordinators if you are interested.

The club encourages all coaches to become certified and to continuously improve their coaching skills. Any coach who completes and passes a certified coaching program may apply to the Board of Directors for reimbursement.

All coaches should report courses attended to the registrar so records can be updated within our club.

The club recommends Community Coach Youth or Senior, certification for all coaches. Completion of both Youth and Senior certifications make a coach eligible for the Community Coaching Badge. There are two Community Coaching designations,

Community Youth Certification for coaching youth up to U13

Community Senior Certification for coaching youth over U14



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: I-10
Date Issued: April 6, 2005

FUNCTION OF A TEAM COACH CON'T.

A coach:

- 1) Will teach the players the skills, strategies and rules of soccer.
- 2) Shall set a model of sportsmanlike behaviour to the players at all times and will teach the players sportsmanship.
- 3) Will teach the players the benefits of teamwork and cooperation with their fellow players.
- 4) Will show the players, by personal example, proper conduct on and off the soccer field.
- 5) Will arrange for others to conduct the practices or the games if unable to attend.
- 6) Will ensure that no player is left on her own while he or she is waiting for a ride home after a game or practice.
- 7) Will advise any parents who may be interfering with the game or the referee that they are in serious violation of the rules of soccer, and that they could be asked to leave the field of play.
- 8) Will understand that every child should be given the opportunity to play in all practices and games regardless of ability; therefore, any youngster who attends practices regularly be allowed to play at least one-half of every game (mini & developmental) and at least one-third of every game (district play) or a reasonable amount of time (Rep team).
- 9) Will look for strengths in every player, and encourage and support growth in every player.
- 10) Will show a deep interest in the players and have a genuine enthusiasm that can be passed on to the players.
- 11) Shall ensure that all players are properly attired in the uniform provided by the club.
- 12) Shall recommend to the Executive the suspension of a player for unsportsmanlike conduct or for missing an excessive number of games and/or practices without reasonable cause.
- 13) Must notify the team manager in reasonable time if unable to attend a game or practice.
- 14) Shall attend club meetings, coaching schools, referee clinics and trainer's clinics organized by the club.
- 15) Coaches are subject to the approval of the Executive.
- 16) The coach's selection of a team is to be done in conjunction with the evaluation committee.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-10

Date Issued: April 6, 2005

FUNCTION OF A TEAM COACH CON'T.

A coach:

- 17) Shall ensure that all scheduled games are fulfilled.
- 18) Is responsible to the Executive for team selection, training methods and the conduct of the players at or on the field of play.
- 11) Is responsible for pick up and return of all team uniforms, equipment, player registration cards and any and all other equipment supplied by the club.
- 12) Is responsible for setting up their fields (goal nets, corner flags, lining, etc.) and dismantling and putting away all field equipment after their games.
- 13) Is responsible for keeping fields clean before and after their games and practices, i.e. removal of all garbage, etc.
- 14) Fulfills the duties of a Team Manager if no Manager appointed.
- 15) A good coach wears many hats -- the coach is a father/mother, educator, friend, disciplinarian and psychologist to the players.
- 16) Shall be responsible for the discipline and conduct of the players at all times.

When a person assumes responsibility to coach a team, the individual also accepts a responsibility to the team, to the players, to their parents, to the club and to the game of soccer.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: I-15
Date Issued: April 6, 2005

COACHES CODE OF CONDUCT

- Soccer is a game of fun.
- The laws of soccer should be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break.
- Visiting teams and spectators are honoured guests.
- No advantages, except those acquired through superior skills, should be sought.
- Officials and opponents should be treated and regarded as honest in intention.
- Official decisions should be accepted without anger, regardless of how unfair they may seem.
- Winning is desirable, but winning at any cost defeats the purpose of the game.
- Losing can be a triumph when the team has given its best.
- The Ideal must be the greatest good for the greatest number.
- In soccer, as in life, treat others as you would have them treat you.
- To participate in competition in a mature manner requires that you:
 - (a) resist frustration,
 - (b) face stress with logic, and
 - (c) accept failure intelligently.
- Be gracious in victory as well as defeat.

IF THE CHILDREN ENJOY THE GAME, WE ARE ON THE RIGHT TRACK



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-20

Date Issued: April 6, 2005

PLAYERS CODE OF CONDUCT

- Play the game for the game's sake.
- Be generous when you win.
- Be gracious when you lose.
- Be fair no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of game officials with grace.
- Believe in the honesty of your opponents.
- Conduct yourself with honour and dignity.
- Honestly and wholeheartedly applaud the efforts of your team-mates and opponents.

THE RULES OF THE GAME ARE RULES FOR LIFE. THEY DEMAND DISCIPLINE AND A SENSE OF HUMOUR. OUR OPPONENTS ARE, AT THE SAME TIME, OUR TEAMMATES, WHO JOIN US IN OUR ENJOYMENT OF THE GAME.

OUR OPPONENTS ARE NECESSARY FRIENDS -- WITHOUT THEM, THERE WOULD BE NO GAME.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: I-25
Date Issued: April 6, 2005

APPOINTMENT OF A TEAM MANAGER

Initially, when teams are formed, the Executive allows the appointed coach to choose the team manager. In doing so, it is anticipated that the coach will select a person with whom he is compatible and considered capable enough to carry out the functions of a team manager. The selection must be approved by the Executive.

In the event that the managerial duties are not being performed adequately, the Executive reserves the right to assign a manager to any team.

In the event that there is no team manager, then the duties will be assumed by the coach.

DUTIES OF A TEAM MANAGER

- 1) Shall be responsible for team communication.
- 2) Shall obtain the game schedule(s) and advise the team.
- 3) Shall verify the game time, park schedule, referee and/or linesmen for home games and transportation for the players.
- 4) Shall be responsible for reporting all accidents or injuries to the club secretary within 24 hours of the incident.
- 5) Schedule parents for team refreshments for games -- oranges and or hot chocolate.
- 6) Arrange for field lining of home fields if the field has not already been lined.
- 7) Pass on to team members and their parents any information regarding cancelled games, re-scheduled games, and events such as tournaments, club events such as team photos, dances, newsletters and meetings. In addition, he or she should advise interested parties about coaching and or refereeing clinics and other similar events. The manager is also responsible for ensuring that registration forms are transmitted to the club registrar, and that any necessary BCSA registration requirements are completed.
- 8) Pass on to opposing team coach and manager any information regarding scheduling such as: cancelled games, re-scheduled games, time and field changes. This must occur before noon on the day previous to the game.
- 9) Distribute at the beginning of the season, and retrieve at the end of the season, team equipment, which includes:
 - complete set of strip for each player: jersey, shorts and socks (socks need not be retrieved)
 - goalkeeper's shirt
 - practice and game balls
 - club equipment such as practice cones



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-25

Date Issued: April 6, 2005

DUTIES OF A TEAM MANAGER CON'T.

- 10) It is imperative that this equipment, which is assigned to your team for use only by your team, be returned in whole and in re-usable condition at the end of each season.
- 11) Both the manager and the coach are expected to advise any parent that may be interfering with the game and or the referee that he or she is committing a serious infraction of the rules of soccer, and that the parent could be requested to leave the field of play.
- 12) Shall coordinate all executive approval for fund drives.
- 13) Shall attend all applicable club meetings.
- 14) Shall be responsible for reporting the score of each game to the club scorekeeper by 5:00 PM game day – win, lose or draw.
- 15) Shall notify the club registrar of all changes in team organization or playing staff within 24 hours of such change.
- 16) Shall maintain adequate communication with all parents of players, the recruiting of parents to assist in the duties of manager, i.e. phone committee, transportation committee, etc.
- 17) Shall ensure that all parents and spectators are aware of their responsibilities and conduct during games.

THE MANAGER IS ENCOURAGED TO OBTAIN HELP FROM THE TEAM PARENTS FOR THE ABOVE DUTIES; IT IS NOT EXPECTED THAT HE OR SHE ATTEMPT TO PERFORM THEM WITHOUT ASSISTANCE.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-30

Date Issued: April 6, 2005

TEAM PARENT

It is recommended that each team should have a team parent. Some of the primary areas in which these persons could assist are as follows.

In the event that there is no team parent, then the duties will be assumed by the coach.

- 1) The purchase of refreshments for Half-time and/or Full-time.
- 2) To maintain a fund from monies received from each player's parents to purchase those refreshments required in item 1) above.
- 3) To assist the team manager in implementing a phone committee for team communications.
- 4) To assist the manager in the appointment of a transportation committee for team players.
- 5) To assist the team manager in the distribution of fund raising material.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: I-35
Date Issued: April 6, 2005

PARENT CODE OF CONDUCT

- Do not force an unwilling child to participate in sports.
- Remember that children are involved in organized sports for THEIR enjoyment, NOT YOURS.
- Encourage your child to play by the rules.
- Teach your child that honest effort is as important as victory, so that the result of the game will be accepted without undue disappointment.
- Children have a greater need for example than criticism.
- Make athletic participation for your child and others a positive experience.
- Attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.
- Recognize the value and importance of volunteer coaches. They give of their personal time and money to provide recreational activities for your child.
- Treat the coach as being sincere in his intent to be working on behalf of every member of the team, and the team as a whole.
- Voice any and all concerns directly to the coach. This will be done outside of game time, unless it involves an immediate safety or health issue.
- Opponents are necessary friends; without them, your child could not participate meaningfully.
- Applaud good plays and effort by members of your team and by members of the opposing team.
- Support all efforts to remove verbal and physical abuse from youth sporting activities.
- Never ridicule or yell at your child for making a mistake or losing a competition.
- Accept the results of the game. Encourage your child to be gracious in victory. Turn defeat into victory by helping children work towards improvement.
- Between the exuberance of the winner and the disappointment of the loser, we find a person called an **Official**. All referees strive for the same objective: to watch every move of every player, and to call the game to the best of his or her ability. Do not publicly question the officials' judgment, and never question their honesty. They are a symbol of fair play, integrity and sportsmanship. Remember, referees are not gods, and they can and do make mistakes.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-40

Date Issued: April 6, 2005

CONDUCT OF PARENTS AND SPECTATORS

The club has adopted a zero tolerance policy towards officials and the referee has the authority to request that a player, parent, coach, team official or spectator be removed from the immediate vicinity of a game. In the event that such removal is not accomplished, the referee may abandon the game.

Parents are responsible for:

- 1) Ensuring that players get to practice on time and for transporting them home afterwards.
- 2) Ensuring that players get to games at least 15 minutes before kick-off, or earlier if so requested by the coach, plus transporting them home afterwards.
- 3) Ensuring that players are properly dressed in the equipment provided by the club; shirt, socks and shorts.
- 4) Ensuring that club uniforms are worn only for games or club functions.
- 5) Ensuring that the uniforms are properly washed and kept in a good state of repair.
- 6) Ensuring that soccer related accidents or injuries are reported immediately to the team manager.
- 7) Encouraging players to actively participate in club and/or team fund raising activities.

At games, parents and spectators should:

- 1) Refrain from criticizing officials.
- 2) Refrain from criticizing players of either team.
- 3) Refrain from standing behind the goal area.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-45

Date Issued: April 6, 2005

PLAYING TIME

All players must pay a registration fee and in return they receive coaching to improve their skills and game time to demonstrate the skills they have acquired.

Therefore, the club's policy regarding the amount of game time a player should receive is as follows:

- A) Mini-Soccer – Half a game minimum
- B) Developmental – Half a game minimum
- C) District play – One third game minimum
- D) “REP” or “A” – Where a player turns out to practices and games consistently, they will be played and be allotted a reasonable amount of time.

Those teams playing in District and Inter-district “Rep” or “A” competition should seek exhibition games to give more time to those players receiving a small amount of playing time in League and Cup games. **They will not improve if they are not given the opportunity to play.** Only under game conditions can they “test” their improved skill level and application of this policy will give all players a chance to develop and become more valuable to the team.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-50

Date Issued: April 6, 2005

PRACTICES

Developmental teams are assigned a one hour indoor practice time each week, with the younger teams being placed in earlier time slots. Traveling teams are assigned out door practice times in one and a half hour blocks. After every team has been assigned a practice time, additional times may be requested. Coaches or managers must submit Request Forms to the Field or Gym Assignors, as applicable, who will endeavour to reserve a preferred day and time for each team. Gym and Lighted Field Practice Time Request forms are available through the web site. Aldergrove Soccer Club may require teams to cancel or relocate their practice location/ time to accommodate clinics, or special functions.

Prior to the start of and during the early part of the season, it is advisable to practice more than once per week.

Practices are intended for the improvement of soccer related skills and conditioning, therefore practices should be soccer oriented. If a coach has difficulty in developing adequate practice content, the Head Coach, or his designate, will be able to assist in this area.

All players should attend regular scheduled practices and any player who will not be there **MUST NOTIFY THE COACH OR MANAGER BEFORE THE PRACTICE COMMENCES.**



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-55

Date Issued: April 6, 2005

TEAM PHOTOGRAPHS

The Club's Team Photo Coordinator arranges for team photos early in the soccer season. Each player registration includes the cost of an individual and a team photo. Additional photos or photo packages may be purchased from the photographer at the time the photos are taken. See your coach or team manager for order forms. Please ensure your son or daughter is in full Aldergrove Youth Soccer Club uniform for pictures. Copies of the team picture are also made available to the coach and his or her club registered assistants, the manager and the sponsor or sponsors of the team.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: I-60
Date Issued: April 6, 2005

FIRST AID

The club would like someone on the coaching staff to have first aid training, and that each team have at each practice and game an emergency kit that contains the following:

- A list of player names, with both medical and emergency contact information
- Spare change to make phone calls with if necessary or a cell phone
- A basic first aid kit (see notes below)

The Sports Medicine Council of BC states that a first aid kit should contain the following items, no medicines, rubbing alcohol or hydrogen peroxide should be included.

- Disposable vinyl gloves
- Clean white towel (to apply pressure to a wound)
- Gauze pads (to control bleeding)
- Antibacterial soap (to clean wounds)
- Antibiotic ointment
- Cotton tipped applicators (to apply ointment)
- Telfa pads (to cover exposed cuts and abrasions)
- Band-aids in assorted sizes
- Adhesive tape
- Scissors
- Tensor bandages
- Triangular bandages (to be used as a sling)
- Vaseline (to apply to areas of friction, where blisters may develop)
- Instant ice packs or zip lock bags to hold ice

Emergency procedures

This section is provided only to give information. Please seek medical attention if you have any question about an injury or condition.

If a major or serious injury should occur, the coach should adopt a steady and support policy.

1. **Immediately dial 911**
2. Support the player by making them as comfortable as possible until help arrives
3. **DO NOT MOVE THE INJURED PLAYER - DO NOT REMOVE ANY EQUIPMENT**



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-60
Date Issued: April 6, 2005

FIRST AID CON'T.

St. John's Ambulance recommends the following for minor injuries:

Use **RICE** for injuries to bones, joints and muscles

- Rest
- Ice
- Compression
- Elevation

Rest means stopping the activity that caused the injury. If you've twisted an ankle, knee or elbow, don't try to "work it out".

Ice should be applied to the injured area once immobilized. It will reduce swelling by narrowing the blood vessels. Apply ice 15 minutes on - 15 minutes off.

Compression means using a bandage to apply pressure to the injury. This will help limit swelling.

Elevation is getting the injured part elevated to make it easier for fluids to drain away from the injury.

Use RICE while waiting for medical help. Even the most minor injuries will benefit from RICE.

RICE Warnings

- Don't put ice directly on the skin. Always have a layer of fabric as a barrier.
- Do not apply cold compresses to open wounds.
- Don't use compression on a fracture.

Note:

A player that is bleeding shall not participate in the match until the bleeding has stopped, and any blood on his / her clothing is covered or removed.

Safety on the field is the first responsibility of every coach, referee, and all other club officials. Players may not wear any earrings, bracelets, watches, barrettes, or any object that could possibly cause injury to him/herself or another player to practice or to a soccer game. Pierced earrings should be removed or must be covered by tape.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: I-65

Date Issued: April 6, 2005

INSURANCE

BC Soccer carries accident and liability insurance to cover all registered players, coaches and team officials. If there is a soccer related injury which is not covered by private medical insurance in whole or in part, some compensation may be obtained from the policy carrier.

All members of Aldergrove Youth Soccer Club, including players, executives, managers, coaches, trainers, officials, employees and volunteers while acting within the scope of their duties with our club are insured by BC Soccer's insurance carrier, All Sport Insurance. Claim forms are available from the club secretary.

Any potential claims **MUST** be reported to the club through an executive member, preferably the Club Secretary, within 24 hours of the incident.

Contact information for All-Sport Insurance is:

Tel (604) 737-3018

Fax (604) 737-3076

www.allsportinsurance.ca



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: J-10
Date Issued: April 6, 2005

ASSIGNMENT OF FIELDS AND GYMS

Each season the club receives from the municipality an allocation of times on specific fields within our boundaries. From this allocation the Executive determines which fields will be used during specific times for scheduled games.

The balance of the time is held by the Field and Gym Coordinator, who can allocate any such times, as are not already in use, for exhibition games, etc. **No team can block book time slots**, allocations will be made on a first come, first served basis and the allocated time must have been used before another can be reserved.

Fields are usually allocated to the club for the period from September 1st through March 30th of the following year. Some fields may also be assigned for use during the summer months.

When a "Home" field is assigned to a team, it is anticipated that all of that teams league and cup "Home" games will be played on it. However, scheduling may require a team to play their "Home" game on some other field within our boundaries.

Having a field assigned as your Home field does not mean you can use it whenever you wish. Any use of the field outside of your scheduled games, including using the field before or after a game or using the field for an unscheduled practice, should first be cleared through the Field and Gym Coordinator.

Gyms are allocated in much the same way as the fields, through your Field and Gym Coordinator. They will be allocated from Division U-6 through U-10, as it is imperative that all our younger teams have assigned practice facilities. As we go higher by division, it will come to a point where a team is too old to have a gym and they will be allocated a slot on our "Floodlit" field(s) by the Coordinator. The team coach should approach the players to determine the best time for all concerned, that time requirement should be passed on to the Field and Gym Coordinator who will attempt to meet each teams requirements. Again we will assign from U-11 and up, so have alternative times in mind when submitting your requirements. Remember, we can only allocate the times we have, if you cannot obtain the time slot you prefer, please try and work within the time frame you are assigned.

All applications for lit field and gym times must be received no later than September 15th of each season in order to be considered.

Fields, gym size and time slots will be determined by the age of the team.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: J-15
Date Issued: April 6, 2005

LOCATION OF FIELDS AND GYMS

Outdoor floodlit practice field locations

Brown Park	240th St. & 51 st Ave.
Betty Gilbert	26845 27th Ave.

Indoor school practice gyms

Aldergrove	27032 Fraser Hwy	604-856-8763
Betty Gilbert	26845 27th Ave.	604-856-8178
County Line	26345 62nd Ave.	604-856-2270
North Otter	5370 248th St.	604-856-3355
Otter	3825 244th St.	604-856-8426
Parkside	3300 270th St	604-856-7775
Shortreed	27330 28th Ave.	604-856-4167

Game field locations (Aldergrove)

Brown Park	240th St. & 51st Ave.
Parkside (east & west)	32nd Ave & 270th St.
Steel Park	½ Block north of 54th on 248th
South Aldergrove Park (north & south)	26770 29th Ave.
South Aldergrove Park (east & west)	End of 27th past Betty Gilbert

For field locations in other areas check B.C. Soccer Central's website at www.bcsoccercentral.com



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: J-20
Date Issued: April 6, 2005

FIELD CLOSURES

The Township of Langley's Parks Department will review the grass fields on Thursday. A decision is made by Friday morning to keep the fields open, close individual fields, or close all fields for the weekend. The Parks Department will then contact the Recreation Field Allocator so he or she may put a message on the phone message system. The users can phone this number after 3pm Friday in order to find out if the fields are closed. PHONE: 604-533-6111

In the event that fields are closed by the Township, **no Aldergrove Youth Soccer Club team or official shall use those fields until such time as they are reopened.**

To violate a "CLOSURE" order by the Township is strictly against not only club policy, but in violation on the Township regulations that accompany the field assignments to the club. **Groups found playing on closed fields may be subject to the loss of field permits and/or fines.** Those teams violating the terms of closure will be dealt with severely and the coach(es) and manager may be expelled from membership in the club.

If during a period when a field is open the weather turns bad, such as snow, frost and thaw, heavy rain or hail, the coaches and the referee are asked to use good judgment and not proceed with the game, to avoid damage to the field.

All weather fields will be used as alternatives when grass fields are closed. The all-weather fields will stay open unless there is snow, deep frost or thawing, and these fields become unplayable. This happens very rarely, but the Parks Department may close those fields also.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: J-25

Date Issued: April 6, 2005

FLOODLIT FIELD USAGE

The club receives from the municipality each season, an allocation of time slots on floodlit fields. These time slots will be assigned by the Field and Gym Coordinator as practice time slots in lieu of a gym practice slot.

Any time slots not utilized for practice will be held by the Field and Gym Coordinator and may be allocated for exhibition games on a first come, first served basis. **No team may block book**, they can only reserve one time slot at a time and cannot book another until the original slot has been used.

This will allow all interested teams an equal chance to utilize these facilities to their fullest.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: J-30

Date Issued: April 6, 2005

NETS, CORNER FLAGS AND LINING OF FIELDS

The club will endeavour to provide nets and corner flags for all fields other than Mini-soccer, and these should be erected for all league and cup games.

Nets and corner flags are not used in Mini-soccer, but it is still essential that the fields be lined.

Brown Park (240th St. and 51st Ave.) is the location of all mini & most developmental games. At the beginning of the season a club official will measure and mark out the fields with orange paint. The fields will be lined initially by a work party organized by the club. After this, the developmental fields at Brown Park need to be lined every Saturday morning throughout the playing year. A representative from both teams playing the first game of the U-8, U-9, and U-10 schedule, as well as a representative from all U-7 teams must be at Brown Park 45 minutes prior to the scheduled first kick-off time. U-6 Coaches are given a one year reprieve; however they more than make up for it the following year. The concession stand will be open and this is generally a good time to get to meet fellow coaches.

At all of the Aldergrove parks used by the traveling teams there is a locked box containing field liners, corner flags and nets. Please ensure that all contents are returned and the box is secured, Check with the Equipment Manager for keys. All Aldergrove home teams must ensure that their fields are lined.

Each field's user teams must devise a system for erecting the nets, installing the corner flags and lining the fields prior to the first game being played and for removing the nets and corner flags after the last game of the day.

Two suggestions for accomplishing this are as follows:

- 1) One person in close proximity to the field could be assigned the task of putting up the nets, installing the corner flags and removing both after the last game. Either this person, or some alternative, will have the duty of lining the field prior to the first game being played. The storage of nets, flags, lime and field lining machine should be in the storage container at each field.
- 2) A member from the first game of the day collects the nets, corner flags, lime and field lining machine from the storage. After carrying out their assigned task of preparing the field, they must return the liner and remaining lime to the storage facility. A member of the last team playing on the field must take down the nets, remove the corner flags and restore both to the storage facility. If there is no team waiting to play on your field when your game is over, you must remove the nets and corner flags and return them to the storage lock-ups.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: J-35

Date Issued: April 6, 2005

USAGE OF SCHOOL GYMS

As gym time is at a premium, some basic guidelines for their use should be observed, in order to maintain our present bookings.

They are as follows:

- 1) Do not enter the gym before your allotted time and make yourself known the custodian on duty.
- 2) Leave on time and ensure all participants are out of the building.
- 3) Do not deface school property.
- 4) If players need to leave the gym for any reason, see that they are supervised and leave only in groups of no more than two.
- 5) Do not allow players to enter classrooms or play in hallways.
- 6) If any accidental damage is sustained to school property, ensure the damage is reported to the school Principal as well as our Field and Gym Coordinator.
- 7) Be courteous to school staff, including janitorial personnel.
- 8) Do not leave the school area without ensuring that all players have transportation home.
- 9) Non-marking shoes MUST be worn when using the gyms.

The coach and manager are responsible for the behaviour of players using school facilities and any abuse of the terms of usage of the facility could result in our being prevented from using the gym in the future. Ensure that your practices are planned in advance and refrain from allowing players to constantly kick balls against the gym walls, this is one of the main objections Principal's have against our practicing indoors.

Any coach or manager not adhering to the terms of usage of a facility may lose their time slot and are responsible to the Executive for their actions.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: K-10
Date Issued: April 6, 2005

GAME SCHEDULING AND STARTING TIMES

There are two ways of scheduling in common use, one is the “Date” system where each game will be played on the date it is scheduled and in the event of a complete postponement of games, the games will be rescheduled at a later date. The same goes for individual games postponed for whatever reason.

Another system which has been in common use in the Fraser Valley districts is the “Day” system. Under the “Day” system the first game of the season is “Day 1”. If for any reason the whole schedule is cancelled and previously we had played, for example, up to and including “Day 5”, then the next scheduled “Day” will be “Day 6”, no matter how many weeks we had been shut down.

With games being played Inter District, it is possible that the FVYSA and the CVFGSA will revert to the “Date” system.

No matter which system we are running with, **ALL GAMES MUST BE PLAYED AS SCHEDULED**. A coach and/or manager does not have the right to rearrange or cancel scheduled league or cup games, that can only be done by consultation with the appropriate scheduling secretary.

On days where play looks hopeless, unless you receive a call to the contrary, you **MUST** show up ready to play the game. Even though the weather in your area may be awful, it may well be clear and sunny at the field you are scheduled to play on. If you arrive at a field and find it unplayable, **ONLY THE REFEREE HAS THE AUTHORITY TO CANCEL THE GAME**.

Because of the large numbers of games played on our fields, it is imperative that **all games start on time**. The coach should instruct players to be at the field, ready to play, 15 to 30 minutes prior to the scheduled kick-off time.

Teams, who do not have the required minimum number of players to start a game after a grace period of 15 minutes after the scheduled game time, will default the game. The minimum required number of players to start a game is **7** in 11-a-side soccer. **In Mini and Developmental Soccer** the number of players required to start a game varies from club to club.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: K-15
Date Issued: April 6, 2005

GAMES POSTPONED DUE TO BAD WEATHER

Inevitably, each season, our game schedule is interrupted when poor weather deteriorates our fields to the point where they have to be closed. Every effort is made to decide on the postponement of all, or part of a schedule no later than Friday in any given week. Periodically, weather conditions deteriorate on a Friday, or even overnight, forcing a complete shutdown. In the event of a complete closure, this is the usual procedure:

- 1) Phone call directly from your Coordinator or his designate, to the team manager (for Mini & Developmental Teams).
- 2) Phone call from the team manager, or his designate, to team members.
- 3) Phone call from team manager to team manager of opposing team, confirming closure (for Traveling Teams).

The Referee Coordinator MUST be informed of the field closure by the coach and in turn the referee will be informed of the closure by the Referee Coordinator.

In the event of inclement weather on game day, yet no cancellation notice has been passed on to you, PLEASE PHONE YOUR COORDINATOR to see if you are playing or not.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-20

Date Issued: April 6, 2005

COLOUR CLASHES

In the event of a colour clash between opposing teams, it is usually the responsibility of the "Home" team to change colour of their shirts. The referee may not require this to be done, but usually one team or the other objects to the colour clash, forcing the referee to request the change.

Usually, certain clubs play in certain colour combinations; these are usually known to most team officials with some previous experience. In the case of first year team officials, it is a little more difficult. However, if you get into the very good habit of touching base with an official of your next opponent, it is very easy to avert this problem.

If you find you are to be playing a team with colours close to yours, you could either use a set of club bibs to cover your existing uniform, or request that your players wear a white shirt instead of the club issued one. This is the only justifiable time a team can wear other than club issued uniforms.

Another point is your goalkeeper. It is against the accepted policy to allow your keeper to wear a shirt that is the same colour as that of your opponent's team, or that is close to the colour worn by your team. In the former case, the phone call to your opponent will prevent this, in the latter case; the club does not issue goalkeepers shirts that are close to the colour of the team.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-25

Date Issued: April 6, 2005

OFFICIATING

Respecting the referee

It is very important that coaches, players and parents show complete respect for the referee at all times. Any physical or verbal abuse will NOT be tolerated. Coaches should understand that it is their responsibility to control both their players and any spectators on the sidelines.

In the rare event that there is a significant problem with the officiating which is dangerous to the players, the coach may politely and calmly approach the referee at half time or after the game. Neither players nor parents should approach the referee.

Referees are often young boys and girls who have taken the necessary referee training classes but may lack experience or confidence. It is very important that we support and encourage our young referees, since we want them to enjoy the experience and to continue to support our club by officiating games.

Referee Assignment

Aldergrove Soccer Club endeavours to assign referees for most U-8 to U-10 games at Brown Road. These are young and inexperienced referees fresh out of their first referee clinic. Coaches and spectators must understand that these referees are getting the experience they need to learn how to referee. They are in the developmental stage much as the players. The club will endeavour to have a senior referee assess and assist these younger referees. **Under no circumstances will it be tolerated by Aldergrove Soccer Club if any referee is verbally or physically abused. Not only will the individual be dealt with by Aldergrove Soccer Club, but possible action may be forthcoming from B.C. Soccer.** For traveling teams, referees will be assigned by the club of the home team.

Team Lists for the Referee

Team lists are not required in Mini or Developmental soccer. However, all players should be properly registered and the dues paid.

In all District and Inter-District competition, team lists are mandatory and should be given to the referee no later than half-time. The referee will retain one copy and sign the other; the signed one will be given to the opposing team coach and/or manager.

Anyone found guilty of playing unregistered players in any level of competition, may be suspended from the club for the balance of the season. In addition there will be sanctions from the District and BCSA level and all points or cup games won with the unregistered player taking part will be awarded to the opposing team.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-25

Date Issued: April 6, 2005

OFFICIATING CON'T

Referee no-shows

If a referee fails to show for one of the traveling team's games they have two options. Either the game will be abandoned to be made up at a later time, or if both teams agree to let a coach or parent referee (either half a game per team, or one person handling the whole game) the game can proceed. The result of the game stands as if an assigned referee were present.

For no show divisional referees on weekends, call the Aldergrove Youth Soccer Club Head Referee

Referee performance reports

Coaches are encouraged to submit a referee performance report after each game. They assist us in referee assessment, as well as developing our referee training programs. Usually the club only hears when there is a complaint; it is beneficial as well as encouraging to have complimentary reports as well. The referee performance report can be found later in the handbook.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-30

Date Issued: April 6, 2005

TEAM OFFICIALS POSITION AT OR ON THE FIELD

In Mini and Developmental soccer, the coach is allowed into the field of play whilst the game is in progress. However, they should refrain from entering the goal area, nor should they interfere with the progress of the game.

In District and Inter-district play, or where the club has traditional 11-a-side House Leagues, NONE of the team officials can enter the field of play when the game is under way. The team officials MUST remain on the sidelines, not behind the goal or the end of the field or goal line. The referee will insist you move if you persist in standing behind the end line or goal.

The practice of shouting instructions to players during a game is not permitted under FIFA rules; however, it is a privilege which is extended to a coach of juvenile soccer teams AT THE REFEREE'S DISCRETION. Any coach or manager who becomes abusive to the referee, other officials, players or spectators, may be asked to leave the vicinity of the game. The game will only be restarted when this request is complied with, failure to abide by the referee's request may result in the game being abandoned. Furthermore, the club may take disciplinary action against the team official involved.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-35

Date Issued: April 6, 2005

SUBSTITUTION AND SUBSTITUTION SLIPS

In normal league play in “House” or “District” play, an unlimited number of substitutions may be used. Substitution slips are not required for players coming into the game, however, where there are official linesmen in attendance, it is required that you notify them of your intent to substitute, they will get the referees attention and all players leaving the field must exit the field of play BEFORE your replacement players can enter.

The rules for District Cup play are as above.

In Inter-District competition, substitutions are unlimited; the method of substitution is as above. In cup play, substitutions are unlimited with substitution as above. If Substitution Slips are deemed necessary, the player coming into the game should go directly to the referee and give him the substitution slip. However, some referees delegate this responsibility to authorized linesmen and the player would pass their slips to these officials. It is not the responsibility of game officials to keep track of substitutions made.

In cases where there are no official linesmen, the coach must gain the referees permission before making a substitution. Your player must still exit the game before the replacement may enter.

Substitutions cannot be made on the fly; the game must be stopped when substitutions are made, usually on a dead ball situation. Prior to the game, ask the referee for the ground rules for substitution, most referees require that you substitute on your possession. This prevents abuse of the substitution privilege to slow the game down, or interrupt another team’s rhythm.

Where substitutions are limited, the use of more than the allowable maximum number of substitutions is subject to protest. Protests will be upheld and the game may be forfeited or have to be replayed.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-40

Date Issued: April 6, 2005

GAME SCORES

Mini and Developmental game scores are not recorded. Traveling teams must report their game scores win, lose or tie. To report your game score, it is the responsibility of the team manager to phone in their team score on the day of the game. Failure to do so could result in your game score not being recorded and reflected on your standings. It is not enough to report only your "Home" game score, ALL scores in league and cup play should come to the appropriate scorekeeper.

In the case where teams are scheduled for Sunday play, please ensure that your score is given to the appropriate scorekeeper no later than 5:00 pm, in order that the club scores can be forwarded to the central statistician.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: K-45

Date Issued: April 6, 2005

MID-SEASON BREAKS

The season does shut down for a few weeks over the Christmas and New Year holiday season. The exact date of closure is flexible and dependent upon the actual days the feast days fall on.

The re-opening of competition will commence on the next scheduled "Day" under the "Day" system, or the "Date" of the game in your schedule under the "Date" system.

Mini-Soccer and Developmental soccer is governed internally, as would be any traditional 11-a-side "House" leagues; therefore, the closing and reopening of the season will be the responsibility of the respective Coordinators, in consultation with the Executive. It is expected however, that such closures would follow closely those of District and Inter-District play.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: L-10

Date Issued: April 6, 2005

CLUB CREST

The Aldergrove Youth Soccer Club official crest consists of a shield, partially obscuring a soccer ball, the name of the club is within the two scrolls running diagonally across the face of the shield.

The club crest should be displayed on the left breast portion of the club uniforms and team jackets.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: L-15

Date Issued: April 6, 2005

CLUB COLOURS

The club colours shall be Royal Blue and White whenever possible. The Executive reserves the right to authorize the use of an alternate colour combination if required.

In the event that a prospective sponsor requests that a team play in a colour combination other than the official club colours, the request will be referred to the Executive, who will study the request and may authorize the change of colour as indicated in paragraph 1 above.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: L-20

Date Issued: April 6, 2005

GAME AND PRACTICE BALLS

Soccer balls are one of the biggest items of expenditure in our annual budget. It is essential that team officials take good care of them. To assist in this the club will supply a ball net to each team to prevent ball loss.

Soccer skills can only be developed with a soccer ball, therefore the club will supply as many to a team as is economically viable. The aim is to increase a team's ball count gradually until each player has one to practice with.

Players should be encouraged to purchase a soccer ball of their own, in order to continue to practice specific skills at home between practices.

Replacements for balls will only be authorized where a ball is defective, in those cases we will exchange the defective ball for a good one. **In other words, we do not replace lost balls.**

GAME BALLS:

Game balls will be issued by the club as required. **Game balls must only be used on grass fields, for games only.** Partially deflating your game ball after each game is advisable, and then bring it back to the required inflation rate just prior to game time.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: L-25

Date Issued: April 6, 2005

TEAM AND CLUB JACKETS

Team and/or club jackets should conform to the official Club Colour policy, namely Blue and White whenever possible.

Ideally the jacket will be Blue with some white trim, but as long as the predominant colour is Blue, the trim colour can vary.

The club crest should be worn on all team jackets, placed on the left breast portion of the jacket front. Sponsors crests are permitted to be worn on the jacket, however, we suggest they be of the sewn on variety, just in case a team changes sponsors with plenty of life left in the jacket issue.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: L-30
Date Issued: April 6, 2005

UNIFORMS AND EQUIPMENT

The Aldergrove Soccer Club maintains a large inventory of uniforms and equipment in a rented storage locker.

An elected equipment manager and his/her assistants are responsible for distributing and collecting the uniforms and equipment, as well as for ordering and receiving new inventory each year, which requires a considerable time commitment.

In the spring, return uniforms and equipment to the return location on the dates communicated each season. It is important for the coaches to know which players did not return their uniforms at the end of the season and that equipment and uniforms are returned ON TIME.

Equipment

The Club supplies each team with practice and game balls, and cones. In addition the Traveling teams have access to goal nets, corner posts and flags. This equipment is located at the fields in locked containers. Contact the equipment manager to obtain a key. Please ensure all game equipment is returned and locked after use. Return any equipment you have that is no longer required. Especially, don't hang onto balls that are too small for your team: pass them back so another team can get a year of practice out of them. Balls that are not usable should be returned to the equipment manager as some can be returned for a refund. Note that U-9 teams begin playing with size 4 balls and U-14 teams begin playing with size 5 balls.

Uniforms

The Club provides each player with a complete uniform (a jersey, shorts and socks) at the start of the season through their team manager.

At the end of the season, the jersey and shorts must be returned. Everyone can help the Club by taking good care of the uniforms throughout the season to reduce the number of new uniforms required in the following year. Where the coach or manager is unable to collect uniforms from the players on their team the names of these players must be submitted to the Equipment Manager. These players' names will be referred to the Equipment Manager who will be authorized to cash the uniform deposit cheques. In any event all uniforms must be returned by April 30. A team participating in tournaments or Cup play may request to keep their equipment until their season ends. Please inform the equipment manager to receive permission.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: L-30
Date Issued: April 6, 2005

UNIFORMS AND EQUIPMENT CON'T.

The colours of the Aldergrove Youth Soccer Club are royal blue and white with the exception of our Mini and Developmental teams. ALWAYS wear the Club uniform when playing as an Aldergrove Youth Soccer Club team. NEVER wear the Club uniform to practices, school or elsewhere. Please be aware that the Club expects all player members, at all levels, to wear the Aldergrove Youth Soccer Club jersey, shorts and socks provided. This assures that our player Club members conform to Club Bylaws, and are easily recognized when playing away games. To comply with FIFA regulations and maintain coaches' insurance, team uniforms must never be shared with unregistered individuals.

Return Policy

Any individual returning their uniform damaged and/or unclean will have their uniform deposit cheque cashed.

Personal equipment

Shin pads are MANDATORY for all players and must be worn to all practices and games. Players do not have to have cleats at all -- athletic shoes are fine, especially for younger players. If you buy cleats for your child, be sure to purchase soccer cleats. Each player should come to practices and games equipped with proper footwear and shin pads. Club issued jerseys, shorts and socks should not be worn to practice. Teams practicing inside school gymnasiums should ensure that everyone is wearing non-marking runners or face the wrath of the school janitor.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: L-35

Date Issued: April 6, 2005

EQUIPMENT ISSUE AND RETURN PROCEDURE

Each new team formed will be issued a basic equipment package consisting of shirts, shorts, socks, ball nets and balls.

The issue will be made on a Stock Requisition form and will be signed for preferably by the team manager, or coach.

At the end of each season, the team manager will be issued with a stock inventory sheet and as they collect the equipment from the players, they should identify the equipment on the form along with a condition report. The club will request that the equipment be returned for inspection, replacement and storage at the end closed season.

Lost equipment or equipment damaged due to neglect should be charged back to the person or persons responsible at the then current replacement value, as we expect each player to take reasonable care of the uniform issued.

BLEACH SHOULD NOT BE USED FOR WASHING UNIFORMS.

Numbering of uniforms is mandatory in some divisions, in the case where numbered uniforms are issued, the equipment report should indicate which numbered shirts are in need of repair or replacement.

SOCKS NEED NOT BE RETURNED AT THE END OF THE SEASON, BUT REPLACEMENT OF SAME WILL ONLY BE MADE WHERE NECESSARY.

IMPORTANT!

- **Only Coaches and Managers** (no parents please) are allowed to “sign out”, exchange and return uniforms and equipment.
- **Parents, PLEASE work through your coach or manager** to contact the equipment manager.
- If you have equipment or uniform requests, the equipment manager requires a week to ten days notice to comply.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
 P.O. Box 582, Aldergrove, BC V4W 2V1
 Phone: 604-856-5839 · Fax: 604-856-5851
 www.aldergrovesoccer.com

Reference: L-45
 Date Issued: April 6, 2005

ANNUAL INVENTORY AND DAMAGE REPORT

TEAM NAME DIVISION PLAYERS

DATE MANAGER

TYPE OF EQUIPMENT	ISSUED	RETURNED	CONDITION
GAME BALLS			
PRACTICE BALLS			
BALL NET			
BALL PUMP			
GOAL NETS			
CORNER FLAGS			
FIELD LINERS			
LIME			
PLAYERS SHIRTS			
PLAYERS SHORTS			
PLAYERS SOCKS			
REFEREE SHIRTS			
REFEREE SHORTS			
REFEREE SOCKS			
REFEREE FLAGS			
REFERENCE MANUAL			
OTHER (SPECIFY)			

INVENTORY CONFIRMED CLUB REPRESENTATIVE



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: M-10

Date Issued: April 6, 2005

MINI & DEVELOPMENTAL RULES

The following rules are to be used by the Aldergrove Youth Soccer Club for developmental teams, in order for players to develop soccer skills and knowledge of the game.

When the rules are applied, several circumstances must be recognized.

First, younger age groups often find the interpretive aspects of the technical rules very difficult to follow, and also need assistance to learn the basic rules of play. Second, the aim of developmental rules should be to gradually introduce players to the more technical aspects of the game as the players master the basic skills. To this end, the rules should be structured to allow the game to proceed as smoothly as possible with minimal interference.

This does not mean infractions of the established rules should be over-looked. The referee alone makes the decision.

It must also be borne in mind that all players, whether at the bronze, silver or gold level, which continues into divisional play, will then be subject to the full FIFA rules as interpreted by the BCSA. *It is therefore counterproductive to team and individual player development to design developmental rules that run counter to FIFA rules.* Accordingly, any rule variations should be taken with the understanding that the players will eventually play by FIFA rules.

All players must play equal time.

Players must be rotated through different positions.

No default wins; if necessary mix teams and play anyway.

Please try to keep the pace of the game going - quick throw-ins, goal-kicks; have subs ready for exchange at stoppage of play and minimize whistles, however dangerous play must be corrected.

Games are played rain or shine.

Coaches please bear in mind that developmental soccer is designed to give every player the chance to develop their individual and team skills as well as to experience the game of soccer. Players grow and develop at tremendously different rates during these age groups. It is expected that no player within the Aldergrove Soccer Club is denied their chance to participate and develop to their fullest potential.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: M-15
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part I

Simplified Rules for Mini-soccer

Mini-Soccer primarily follows FIFA laws of the game, except for the following. The Mini-Soccer rules (exceptions to FIFA) are broken down by age group, and are simplified for the benefit of the referees, coaches and players required to use them. In the event of conflict between Part I and Part II, Part II shall be deemed correct. For any rules not covered, FIFA rules shall stand.

U6-U8 Mini-soccer Rules

- 4 a side U-6(no goalie) 5 a side U-7 (includes goalie) 6 a side U-8 (includes goalie)
- 2 x 25 min halves
- use a mini soccer ball, (referee will check the ball and spare before the match)
- all free kicks will be indirect; no direct free kicks, absolutely no penalty shots,
- all offensive free kicks, for offences occurring in the penalty area, to be taken from outside of the penalty area, in line with where infringement took place,
- for kick off, goal kicks, corner kicks and free kicks opponents must be 6 meters from the ball (see abridged rules – part II),
- no offside calls,
- unlimited retakes of throw-ins by the same player will be allowed until, in the referee's opinion, the throw-in is correct. No substitutions allowed between retakes,
- no goalkeepers for U-6 teams
- U-7 and U-8 goalkeepers may only handle the ball in their own penalty area
- No slide tackling is permitted.
- one coach per team may coach on the field, (staying well out of the way), but never in either penalty area, (U-8 Coaches off the field after Christmas)
- Coaches may not manhandle the players,
- No parent permitted behind goal line (except U-7 goalie with obvious problems)
- unlimited substitutions during stoppage of play, with referee's permission only,
- all players must play equal time each game,
- players must be rotated through all positions,
- goalkeepers must not play more than one half per game,
- no overtime or shoot-outs, ties are fine,
- if one team is short players, mix teams and play,
- all games are for fun, please keep all comments from parents and fans positive,
- parents shouldn't put pressure on the kids to win,
- keep the pace of the game going, e.g. quick throw-ins, goal kicks and substitutions,
- have substitutes ready before stoppage of play,
- play will be stopped for injuries,
- games to be played in rain (may be shortened or cancelled due to really bad weather or poor field conditions),
- All teams playing the first game of the day to line the fields.
- U-6 and U-7 goal kicks are to be taken from a spot midway between the goal line and the centre line, in the centre of the field



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: M-20

Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part I

U-9 Mini-soccer Rules

- 7 a-side including goalkeeper,
- 2 x 30 min halves
- use a size 4 ball, (referee will check the ball and spare before the match)
- all free kicks outside the penalty box will be indirect
- Major penalties within the penalty box are awarded a penalty kick
- for kick off, goal kicks, corner kicks and free kicks opponents must be 6 meters from the ball (see abridged rules – part II),
- no offside calls except deliberate goal sitting, in which case – warn the player to stop,
- Maximum of one retake on throw-ins by the same player; after retake, other team takes the throw. No substitutions between retakes
- goalkeepers may handle ball inside penalty area only,
- 6 second rule applies but goalkeepers should only be warned not penalized unless deliberately wasting time,
- No slide tackling is permitted.
- Coaches may not manhandle the players,
- no coaches or parents behind goal line from corner flag to corner flag,
- unlimited substitutions during stoppage of play, with referee's permission only,
- all players must play half of each game
- players should be rotated through all positions
- goalkeepers must not play more than one half per game
- no overtime or shoot-outs, ties are fine,
- if one team is short players, mix teams and play,
- all games are for fun, please keep all comments from parents and fans positive,
- parents shouldn't put pressure on the kids to win,
- keep the pace of the game going, e.g. quick throw-ins, goal kicks and substitutions,
- have substitutes ready before stoppage of play,
- play will be stopped for injuries,
- if one team is ahead by 3 goals the opposing team may insert one player until the deficit is reduced to 1
- No Coaches on field.
- All teams playing the first game of the day must line the field.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: M-25
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part I

U-10 Mini-soccer Rules

- 8-a-side including goalkeeper
- 2 X 30 minute halves
- use a size 4 ball (referee will check the ball and spare before the match)
- all free kicks outside the penalty will be indirect
- Major penalties occurring within the penalty box will be awarded a penalty shot.
- for kick off, goal kicks, corner kicks and free kicks opponents must be 6 meters from the ball (see abridged rules – part II),
- No offside calls before Christmas except deliberate goal sitting, in which case – warn the player to stop. After Christmas abridged rules for Mini-Soccer apply.
- no retakes of throw-ins, throw goes to opposing team on foul throw,
- goalkeepers may handle ball inside penalty area only,
- 6 second rule applies but goalkeepers should only be warned not penalized unless deliberately wasting time,
- pass back rule applies, but warning on first offence only
- No slide tackling is permitted
- no coaches on the field,
- Coaches may not manhandle the players,
- no coaches or parents behind goal line from corner flag to corner flag,
- unlimited substitutions during stoppage of play, with referee's permission only,
- all players must play half of each game
- If one team is ahead by 3 goals the opposing team may add one more player to the field until the deficit is reduced to one
- no overtime or shoot-outs, ties are fine,
- if one team is short players, mix teams and play,
- all games are for fun, please keep all comments from parents and fans positive,
- parents shouldn't put pressure on the kids to win,
- keep the pace of the game going, e.g. quick throw-ins, goal kicks and substitutions,
- have substitutes ready before stoppage of play,
- play will be stopped for injuries,
- cards will not generally be used (unless the ref desires) however, violent behaviour and continual questioning of the referee's decision will result in dismissal,
- games to be played in rain (may be shortened or cancelled due to really bad weather or poor field conditions),
- All teams playing the first game of the day must line the field.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: M-30

Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part II

Abridged Rules for Mini-soccer

The basic FIFA laws as they apply to Mini-soccer games, in their abridged form are as follow:

Law 1-The Field of Play

The field of play is smaller than FIFA regulation.

Law 2-The Ball

The ball must be properly inflated, round and the correct size for the age group. Only the referee will decide if the ball is acceptable for the match.

Law 3-The Number of Players

The number of players will be 4-a-side for the U6, 5 –a-side for U7, 6-a-side for U8, 7-a-side for U9 teams, 8-a-side for U-10. In the event of an interlocking game, the number of players on the field must be mutually agreed upon by both coaches.

Each team must have a goalkeeper except U-6

Substitutions are unlimited but the coach must obtain permission from the referee before allowing a substitute on the field of play. Players should be encouraged to run off the field of play before substitutes go on.

Law 4-The Players' Equipment

All players must wear regulation strip. Pants are allowed, but they should be discouraged, since they tend to drastically restrict movement. During cold weather, tights may be worn under shorts, and an extra shirt may be worn under the jersey. Boots should be safe. The referee will inspect of the condition of the footwear. If he/she decides that a player's boots are a potential hazard, the player must change footwear, metal or metal capped cleats are not permitted. The decision is the referee's alone.

Goalkeepers must wear jerseys of a colour which distinguishes them from the referee, the opposing team and from their own team. Only goalkeepers may wear peaked caps.

Spectacles are allowable, but players who wear them, and their parents, should be advised of the danger of being hit in the face by a ball. If at all possible, safety lenses or sport spectacles should be worn.

Jewellery such as rings, necklaces or earrings must be taped or removed before the game is played, as they can be dangerous to the player and other players who make body contact.

Proper shin guards are mandatory for all ages to prevent injury. Shin guards must be covered entirely by the socks.

Casts on arms or legs are permissible, if properly wrapped and not presenting a danger to others.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: M-30
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part II Con't.

Law 4-The Players' Equipment Con't.

The referee is empowered to remove players from the field if, in the referee's opinion, they are wearing dangerous articles of clothing or jewellery.

Law 5-The Referee

The referee has COMPLETE control of the match. ONLY the referee will make decisions relating to the playable condition of the field, time, infractions, acceptability of the game ball and throw-ins. (Referees should consult with coaches regarding field conditions, but the referee's decision will be final)

Any harassment of the referee – continually questioning the call, complaining or overruling, particularly of young referees, by players, team officials or spectators must be reported to the club for disciplinary action. Team officials are responsible for the parents and spectators on the sidelines and are required to control any abusive actions by their supporters, and to assist the referee in enforcement of ejections.

The referee will be the sole judge of whether goals are scored.

The referee shall determine the team to have possession of the ball at a stoppage of play.

The referee is empowered to penalize players or team officials who infringe the Laws of the Game.

The referee shall determine who may or may not enter the field of play, including coaches or team officials.

The referee may send from the field (including the adjoining area) any player, team official or spectator that he/she feels has seriously violated the Laws of the Game. If misconduct persists, the referee may abandon the match.

Law 6-The Assistant Referees

Each team will supply one club linesmen to indicate when the ball leaves the field of play. Club linesman are to refrain from indicating which team has the throw-in, unless asked by the referee, as this decision is solely the referee's. (The ball is not out of play unless the entire ball is beyond the outside edge of the touch line or goal line; see Law 9.)

Law 7-The Duration of the Match

The duration of games is to be as follows:

U6, U7, and U8: 25 minute halves with a 5 minute rest period. Change ends at restart

U9&U10: 30 minute halves, with a 5 minute half time rest period. Change ends at restart.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: M-30
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part II Con't.

Law 8-The Start and Restart of Play

Start of play will be decided by a coin toss, with the visiting team calling the toss. The team which wins the toss has the choice of end to defend and the other takes the kick-off to start the match. The team which wins the toss takes the kick-off to start the second half of the match.

The ball is in play when it moves forward. Any movement by the attacking team into the 6 meter center circle before the ball has moved will require a retake of the kick.

If the kicker touches the ball a second time after it is in play, but before it has touched another player, an indirect free kick is awarded to the opposing team.

If play is suspended temporarily by the referee (e.g. for an injury), a drop ball shall be given at the place where the ball was located when play was stopped. The ball is not in play until it has touched the ground. If the ball is touched by a player before it touches the ground, the drop ball will be retaken by the same players. No substitutions are allowed between retakes.

A goal can be scored direct from the kick off

Law 9-The Ball In and Out of Play

The ball will be considered out of play when it has passed completely over the touch or goal lines. Balls on, or overhanging the line, are still in play.

The ball is also out of play when the referee indicates, by the use of a whistle that an infringement of the rules has taken place or a goal has been scored

The ball is not out of play if it rebounds from a goalpost, cross bar, corner flag post or the referee, or hits a natural obstacle on the field, and remains in the field of play.

Law 10-The Method of Scoring

Goals are scored only when the ball passes completely over the goal line between the goalposts and under the crossbar.

If the ball bounces in off the referee while he is on the field of play, the goal must stand.

If a certain goal is prevented by an outside agent such as an animal or spectator, a drop ball will be taken from the outside penalty area line parallel to the goal line, directly out from the point where the ball was when play was stopped.

(Note: Coaches and spectators are not allowed in the penalty area or behind the goal/end line.)



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: M-30
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part II Con't.

Law 11-Offside

A player is in an offside position if they are in the opponents half, nearer the opponents' goal line than the second to last defender (goalkeeper counts as a defender) and the ball, when the ball is passes to them by a team-mate.

The offence is only called when the referee believes that the player is also interfering with play or seeking to gain advantage from the position. A referee will often wait a second or two to ensure that all of the above is occurring before calling play back for the free kick.

A player cannot be offside from a goal kick, corner kick or throw-in.

Law 12-Fouls and Misconduct

Fouls and misconduct will be covered under FIFA rules, except as follows:

Any player that intentionally commits any of the following offences with excessive force, carelessly or recklessly is guilty of foul play:

- Handles the ball deliberately while in play
- Trips another player
- Jumps at another player
- Kicks another player
- Pushes another player.
- Holds an opponent, including by grabbing the jersey.
- Spits at any other player
- Strikes or attempts to strike any other player
- Charges an opponent
- Tackles an opponent without trying to play the ball, especially from behind
- Impeding progress of an opponent, including the goal keeper trying to release the ball
- Plays in a dangerous manner
- Offside (see Part I for interpretation at different age levels)
- Touches a ball a second time after a free kick, goal kick, corner kick or kick off before it is touched by another player
- The goalkeeper picks up a deliberate back pass (kicked by a team mate) or throw in
- The goal keeper picks up a ball after they have released it



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
P.O. Box 582, Aldergrove, BC V4W 2V1
Phone: 604-856-5839 · Fax: 604-856-5851
www.aldergrovesoccer.com

Reference: M-30
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part II Con't.

Law 13-Free Kicks and Law 14-Penalty Kicks

Free kicks outside the Penalty/Goal area are taken from the place where the infringement occurred (not necessarily where the ball was). Free kicks for the defending team inside their own Penalty/Goal area can be taken anywhere inside that area. No opponents may stand inside this area until the kick is taken and the ball must be kicked out of the area before anyone can touch it. If an offence occurs to an attacking player inside the defenders' Penalty/Goal area the attacking team will take a direct free kick from inside the area on the penalty spot

There will be no direct free kicks or penalty shots in U-6, U-7, or U-8.

Law 15-The Throw-in

The player must face the field, part of both feet must be on or behind the line, and the ball shall be delivered from behind and over the thrower's head. Opponents may not jump around in front of the thrower – preventing him from releasing the ball.

Throw-ins must be taken according to FIFA rules, with the following exceptions:

Retakes are allowed to help players learn to throw correctly:

- For U6, U7 & U8, unlimited retakes will be allowed until, in the opinion of the referee, the throw-in is correct.
- For U-9 one retake by the same player will be allowed.
- For U-10 no retakes will be allowed.
- No substitutions are allowed between retakes.
- Retakes must be taken by the same player that originally attempted the throw-in.

The player taking the throw-in may not touch the ball again until another player has touched the ball. Punishment for infringing this Law will be an indirect free kick awarded to the opposing team.

For a throw to be “never in” it must have never started to cross the touch line

Law 16-Goal Kicks

A goal kick is awarded when the ball passes over the goal line outside of the goal posts having last touched a player of the attacking team.

Goal kicks will follow FIFA rules except that they may be taken from anywhere in the Penalty Area, there being no goal area marked.

A goal can be scored from a goal kick.

All opposing players must be 6 meters away from the penalty area until the ball is in play.

The ball must leave the Penalty Area before it is in play.

If a player touches the ball before it leaves the Penalty Area, the kick must be retaken.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: M-30
Date Issued: April 6, 2005

RULES FOR MINI & DEVELOPMENTAL SOCCER

Part II Con't.

Law 17-Corner Kicks

A corner kick is awarded when the ball passes over the goal line outside of the goal having last touched a player of the defending team. Goals can be scored directly from corner kicks. There is no such thing as a “never in” corner – as it starts from on the field.

Corner Kicks will follow FIFA rules, except that opponents must stay 6 meters away from the ball until it is kicked

FIFA laws of the game

A complete manual explaining the FIFA laws of the game can be found at:

www.fifa.com and go to Laws of the Game.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
 P.O. Box 582, Aldergrove, BC V4W 2V1
 Phone: 604-856-5839 · Fax: 604-856-5851
 www.aldergrovesoccer.com

Reference: M-35
 Date Issued: April 6, 2005

GAME DURATION

Age Group	Duration	Note	
U6	2 x 25 Min. Halves	4-a-side no goalies	mini soccer ball
U7	2 x 25 Min. Halves	5 a-side with goalies	mini soccer ball
U8	2 x 25 Min. Halves	6 a-side with goalies	mini soccer ball
U9	2 x 30 Min Halves	7 a-side with goalies	size 4 soccer ball
U10	2 x 30 Min. Halves	8 a-side with goalies	size 4 soccer ball
U11	2 x 30 Min. Halves	11 a-side FIFA Rules	size 4 soccer ball
U12	2 x 30 Min. Halves	11 a-side FIFA Rules	size 4 soccer ball
U13	2 x 35 Min. Halves	11 a-side FIFA Rules	size 4 soccer ball
U14	2 x 35 Min. Halves	11 a-side FIFA Rules	size 5 soccer ball
U15	2 x 40 Min. Halves	11 a-side FIFA Rules	size 5 soccer ball
U16	2 x 45 Min. Halves	11 a-side FIFA Rules	size 5 soccer ball
U17	2 x 45 Min. Halves	11 a-side FIFA Rules	size 5 soccer Ball
U18	2 x 45 Min. Halves	11 a-side FIFA Rules	size 5 soccer ball



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: N-10

Date Issued: April 6, 2005

REFEREE CLINICS

As required, Referee training and refresher courses will be arranged by the Aldergrove Youth Soccer Club. This may be done independently or in conjunction with local District Associations. The badge and adult courses require written tests, with instructors and course materials requiring approval by the B.C. Soccer Association. Divisional referees are assessed on a continuous basis to place them at their appropriate level.

Invitations to these clinics will be extended to players, plus all coaches and managers who have not previously acquired a referee's ticket. Parents and friends interested in attending these clinics will be welcomed.

We would like to see all coaches and managers attend a referee clinic. If they are responsible for instructing players, they should have a sound knowledge of the laws of the game.

Different game levels require referees to acquire different training qualifications. The following are the courses, and age requirements, that your referee will have completed depending on the age group of your team.

12+ year olds	Level 5 Youth Recreational Course (white badge). 8-hour course Eligible to referee U6 through U11
14+ year olds	Level 4 Youth Competitive Course (red badge). 16-hour course Eligible to referee through youth soccer at Referee-in-Chief's discretion. U12+
16+ year olds	Level 3 Referee. This is the adult referee course. Eligible to referee U12+

A clinic for Mini and Developmental Soccer referees, Level 5, will be arranged each season as necessary.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: N-15
Date Issued: April 6, 2005

COACHING CLINICS

The club will encourage every coach to attend coaching clinics to improve their coaching abilities. It is desirable to have all coaches with “Community Youth” certification, prior to coaching 11-a-side soccer.

The club will hold a Mini-Soccer clinic for coaches entering at this level.

Coaches looking for more information on this subject should contact the Executive.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: N-20

Date Issued: April 6, 2005

RESOURCES - BOOKS, FILMS, ETC.

There are numerous books on soccer coaching available from public libraries or Douglas College. Douglas College also has various soccer films available.

The BCSA produces a Bi-monthly magazine called "The Whistle" which frequently contains information on soccer publications, available from the Canadian Soccer Association.

Contact the BCSA if you wish to be placed on the mailing list for "The Whistle". The address and phone number for the BCSA is in the Vancouver phone directory.

One of the best ways to obtain books on coaching is to attend a coaching clinic offered by the BCSA, as they issue a coaching manual with each level of certification. Each publication is geared to a different level of coaching capability in line with the level of study (e.g. Community Youth and Community Senior are the ones most commonly attained by a juvenile coach).



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: O-10

Date Issued: April 6, 2005

SPONSORSHIP

It is the intent of the Club to keep registration fees affordable and allow as many boys and girls as possible to participate in this great game. This means an extra burden on the Executive with regards to the raising of sufficient capital to meet the annual budgets they present to the membership.

Sponsorship is an ideal way to raise money for teams to acquire such things as “Team Jackets”, “Track Suits”, “Equipment Bags”, etc. All sponsorship fees accrue to the account of the team obtaining the sponsor and are deposited into the “Team Fund” (see Reference O-25 – “Bank Accounts for Teams”) for the purposes outlined earlier or for tournament entry fees, travel expenses when traveling to tournaments, etc.

In return for the investment, the sponsor gains various benefits by way of advertising, goodwill within the community and the advantage of having the sponsorship as a Tax Deduction.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: O-15

Date Issued: April 6, 2005

DONATIONS

May be a sum of money (except in d) below), merchandise, food, trips, service, etc. The donation will not constitute team sponsorship, nor will it be deemed an award for league play.

The donor's gesture of goodwill shall be acknowledged through an official club receipt or letter.

Donations to the Aldergrove Soccer Society in general will place no obligation on the club and may be used as the Executive directs.

Donations to a specific team:

- Shall place no obligation on the team coach, manager or players
- Each and every member of the team will receive exactly the same donation and it will become the property of the individual player
- Shall not be in the form of money or trophies
- Donations of clothing will not carry any advertising unless authorized by the Executive.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: O-20

Date Issued: April 6, 2005

TOURNAMENTS

No team shall hold a tournament, or apply to hold a tournament, without executive approval and BCSA approval.

As per BC Gaming Commission policies, Aldergrove Youth Soccer is not allowed to contribute any monies towards tournament entry fees.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: O-25

Date Issued: April 6, 2005

BANK ACCOUNTS FOR TEAMS

Any team may raise funds for their team. These funds may be used for tournaments, equipment, strip or any other uses deemed fit by the team.

All funds raised are the property of the team; if the team disbands or folds, the funds will then be distributed evenly among all of the team members.

If a player quits the team, the Executive, upon application of said player, will decide if that player is entitled to a share of team funds.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: P-10
Date Issued: April 6, 2005

SCHOLARSHIPS

The Nathan Regier Memorial Scholarship is awarded each year to individuals within The Aldergrove Soccer Club who exhibit a commitment to the game of soccer as well as community involvement and scholastic aptitude. Contact the Executive for more information.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Reference: P-15
Date Issued: April 6, 2005

DANCE

Each year Aldergrove Soccer Club holds an annual coaches appreciation dinner and/or dance. This event takes place in February or March of each year at a local hall and the dance is open to all club members. Ask your coach or executive member for more information.



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society
 P.O. Box 582, Aldergrove, BC V4W 2V1
 Phone: 604-856-5839 · Fax: 604-856-5851
 www.aldergrovesoccer.com

Aldergrove Referee Performance Report

(For Traveling Teams Only)

To assist in the efficient operation of the League, it is essential that the Aldergrove Soccer Club receive regular input on Referee performance. Teams are requested to complete a report at the conclusion of each Aldergrove game. Please return it as directed below.

NOTE:

Date: _____ Time: _____ Division: _____ Field: _____

Your Team: _____ Opposition: _____

Official Linesman (Y/N): _____ Game was: *Easy Avg Hard* Did you: *Win Lose Draw*

Please indicate your impression of the Referee's performance: Unsatisfactory Fair Satisfactory

GAME CONTROL: dealing with fouls and misconduct; ensuring fair play by and for all involved.	1	2	3	4	5
FITNESS: keeping up with play; stamina.	1	2	3	4	5
DUTIES: arrive on time; check pitch, players equipment, ID; appearance.	1	2	3	4	5

Comments: _____

Coach/Manager (print): _____ Date: _____

" " Signed: _____ Telephone: _____

Committee Use Only:



ALDERGROVE YOUTH SOCCER CLUB

Registered as the Aldergrove Soccer Society

P.O. Box 582, Aldergrove, BC V4W 2V1

Phone: 604-856-5839 · Fax: 604-856-5851

www.aldergrovesoccer.com

Player Contract for _____ - _____ Season

I _____ registered with the _____
(Players Name) (Team Name)

hereby agree to all terms set down in the following:

I will contact the coach a minimum of one full day in advance if unable to attend a practice, and agree that a practice cannot be missed without adequate reason or I may forfeit time in the next game.

I will contact the coach a minimum of two days in advance if unable to attend a game, and agree that a game cannot be missed without adequate reason or I may forfeit playing time in the next game.

I will voice any and all concerns directly to the coach. This will be done outside of game time, unless it involves an immediate safety or health issue.

I will not swear, argue or be confrontational with other players or coaching staff or my playing time will be forfeited. If I display poor attitude or a lack of effort my playing time will be forfeited.

I will attend every game in full uniform.

I will not be late for practice or games without an adequate reason or I may forfeit playing time. I will contact the coach if I am going to be late. I will arrive at all games 30-45 minutes in advance of game time.

I will participate with all team-mates in important decisions and abide by majority vote.

I agree to participate in all fund raising activities unless I have adequate reason and I hereby understand and agree to a player accounts system.

I will play all tournaments that my team enters, and all cup games that my team is eligible for.

I will play by fair play codes. Integrity, fairness and respect - these are the principles of fair play. With them, the spirit of competition thrives, fuelled by honest rivalry, courteous relations and graceful acceptance of the results.

I will be generous when we win, be gracious when we lose, be fair no matter what the cost, and obey the laws of the game.

I will never argue with the official's decisions and accept the decisions of game officials with good grace.

I will conduct myself with honour and dignity and wholeheartedly applaud the efforts of my team-mates and opponents.

We will work out any problems between myself and another player. In the event that the differences cannot be worked through, and affect other team members, we will then seek out the coach's aid in resolving the situation. We will not wait until the coach is forced to step in.

I understand the above mentioned and I will comply with all rules and regulations as stated.

Date: _____ Player: _____

Coach: _____ Parent(s): _____