

## PCEFC Administrative Handbook - 2019-2020

### Leagues

#### **BC Coastal Soccer League (BCCSL)**

- Boys and Girls U11& U12 Division 1 & 2 and U13 to U18 ALL Divisions including Metro

#### **Tri Cities Youth Soccer Association (TCYSA)**

- Boys and Girls U11 & U12 Division 3

### Rules:

It is the Coach's responsibility to educate themselves on the rules for the applicable league. Please go to the following links and read the rules before the season begins. Please do not call your coordinator for assistance with rules UNTIL you have looked up the applicable rule and read it entirely.

U08-U10 and U11/U12 Division 3: <http://www.tricitiesyouthsoccer.ca/guidelines.html>

U11/U12 Division 1 & 2 and U13-U18 All Divisions: <http://www.bccoastalsoccerleague.ca/documents>

#### **Some rules to note:**

- Home team must provide two game balls prior to the start of the game
- Unlimited substitutions are permitted in all league games at the referee's discretion
- Substitutes must wear jackets or pinnies when on the sidelines that are a different color than the teams' uniform
- The player substituted must be off the field before the new player enters. The player exiting the field must do so at the closest point which can be anywhere on the field.
- U13 and under groups will utilize the Retreat line as required by BC Soccer
- Teams are required to provide two completed eligible team lists (player names & jersey #'s, & team officials) to the referee prior to the start of the game. This is for both HOME & AWAY games.

#### **Linesperson:**

- For U13-U18 Metro, U15-U18 league and cup games, the home teams must provide two uniformed assistant referees
- U13 & U14 teams – while it is mandatory that club linespersons (parent volunteers) be provided for each game, the referee has the right to either not use or dismiss them at his/her discretion
- If you are a "club linesperson", your job is to call the whole ball "out". At no time shall the club's linesperson call or indicate offside
- Coaches are not to act as a linesperson
- Individuals must refrain from coaching while carrying out the linesperson's duties

### Training expectations:

Warm ups before your time slot or after training must be off the pitch, cannot interfere in any way with the training sessions in progress, and will **not be permitted** on any grass pitch. Even if it appears that the coach on the pitch is not using all the space, do not set up anything on the pitch – you do not know what they have planned next.

Bench areas are for players and staff only – please keep parents and all other non-team personnel away from this area.

Enter and leave the pitch at your specified time. Wrapping up practice 5 minutes prior to your end time will allow sufficient time for your team to vacate and make room for the next user.

If you have moved the nets around on the pitch, put them back at the end of the session unless the next coach has specifically asked that they be left in place. Last teams of the night must put the nets away. Do not move the full-size nets from the end line.

Coaches are responsible for the actions of their players and must maintain a safe and professional training environment. The Executive or the Technical staff will in the first instance, warn teams that are disrupting the sessions of other teams. Any further incidents will be subject to review by the PCEFC Discipline Committee.

No parents, friends, or siblings are permitted inside the fenced playing area or the players and coaches bench areas.

PCEFC has exclusive use of the training fields during club booked and assigned times.

Training times are located at <https://pocosoccer.com/fields-schedules/>

### Player cards

All players and team staff from U11 – U18 playing must have a district player card available at the beginning of each game. Coaches are provided with these cards by the Registrar no later than **September 1<sup>st</sup> for Metro teams** and for all **other teams by October 1<sup>st</sup>**. Cards are necessary to ensure rosters are not manipulated.

Coaches are to hold all cards for their team and present them to the referee before each game. Any player not having a card is ineligible to play. Coaches are NOT to give the cards to their players to hold onto.

Place your player cards in the order to match your game roster. This will speed up the check in process for the referee

If a player receives a Red Card sending off, the referee will take the player's card with them at the end of the game. The player or coach will receive that card back after the subsequent discipline proceeding by the district or the league

If a team staff member is sent off by a referee, the same process occurs.

## Schedule

U11/12 Div 3 teams – Click on this link for your game schedule:

<http://events.gotsport.com/events/Default.aspx?eventid=74073>

All other teams - Click this link for the game schedule:

<http://www.bccoastalsoccerleague.ca/sam/standings/regevent/index.php?containerId=MTA4ODk4NjA%3D&partialGames=1>

## Games

Team officials of the opposing teams must contact each other prior to scheduled games in order to confirm game location, the kick off time, and the oppositions uniform colors. At a minimum the home team is required to contact the visiting team no less than 48 hours prior to match day.

Click the following link to print out your BCCSL game roster. Two copies are required (one for the referee & one for the opposing team). You must do this for home & away games.

**\*\*Game rosters will only be available 5 days prior of the game\*\***

<https://www.secure-sam.com/www.bccoastalsoccerleague.ca/sam/standings/ss/login.php>

**Email:** is your head coaches email address

**Password:** 990323

The team coach or manager is expected to identify themselves to the center referee and to the other team before the start of the game.

Team officials are responsible for the behavior of parents and spectators associated within their team.

Team officials must oversee and participate in the obligatory pre-game handshakes between the teams and officials.

## Upon Arrival

**Do not allow your team to enter the bench areas until after the previous game has ended.** Allow the previous team enough time to gather equipment and depart before you enter. Be courteous and professional. Teams finishing games are requested to leave the bench area as quickly as possible and hold team debriefs elsewhere so the next game can start on time. Please educate your opponent to this to avoid unnecessary conflicts.

Set up corner flags from bins

Walk the field and ensure surface is clear of dangerous items

U11 – U18 Teams – You as a coach, are not able to cancel a game due to field conditions – it is the sole discretion of the referee to cancel a game at game time. Communicate your concern with the referee and the opposing coach and agree with the referee to cancel the game

### Gates Turf Fields

Absolutely NO tents or benches are allowed on the turf surface

Spectators must stay off the fields and be behind the fencing or on the designated spectators seating area which is covered

No food or gum allowed. Please remove all tape, water bottles, and other garbage from the team bench after your game is finished

Flags are to be set up by the first team and put away by the last team.

Flags can be found for each field:

- Turf 2 are in the bin next to the field.
- Turf 1 are in the bin behind the players bench.
- Evergreen are in the bin behind the baseball back backstop.
- Cedar are in the bin beside the baseball visitors' bench.
- McLean is still TBD

### Gates Grass Fields – Gates Grass 1A & 1B

Teams can set up tents and benches in between fields

First team must set up corner flags (from bin beside Turf 2). Also please put 1 sandwich board at either end between fields (shows Players Only). Last team is to put this equipment away.

Parents and spectators cannot be in-between these fields. They must stay away from the player area.

No coaching from behind the net

No parents or spectators are to be behind the net at any age or level.

## Permitting Players

The permitting of players (U11 to U18) to play for another team on a particular game day is now known as the BCCSL Fluid Roster Policy and is rule 16 in the BCCSL rule document available at the below link. Please read the document BEFORE reaching out to your coordinator for assistance

<http://bccostalsoccerleague.bonzidev.com/doclib/BCCSL%20Rules%20and%20Regulations%20-%20Updated%20April%2016%202019.pdf>

Notes:

- Player must be of same age or a year younger
- Must be a player from the same club
- Must be playing at a lower division (Div 3 can move laterally)
- League games only – no Cup games
- Player can only play a maximum of TWO games in one weekend
- Your roster cannot go above approved roster size with the call up

This list is not exhaustive. Please read all of the rule for full details

## Cancellations / Schedule changes

To check on the status of fields in Port Coquitlam, click on this link:

<https://www.portcoquitlam.ca/recreation/parks-sports-fields-trails/sports-fields-field-closures/>

- If the City closes your field and your game needs to be cancelled, please contact the opposing coach immediately by phone. Your referee will be notified automatically.

- If a match needs to be rescheduled more than 24 hours before kickoff please discuss this with your coordinator first. If they agree to the reschedule:

- Email [clubscheduler@pocosoccer.com](mailto:clubscheduler@pocosoccer.com) so the referees can be cancelled

- Follow the directions in your applicable league regulations around postponements and rescheduling. U11/12 Div 1 & 2 and U13-U18 all divisions adhere to BCCSL rules

- **\*\*Read these carefully.** Doing this incorrectly can result in forfeits, league fines and being forced to play a make-up game on a date and time of the other teams choosing. This is the coach's responsibility, not the clubs.

- If a match needs to be cancelled less than 24 hours before kickoff, please call the club scheduler at 778.836.1641

- If the referee does not show up, please call the club scheduler at 778.836.1641

## Post-Game

Get player cards back from the referee

Clean up the field

- Corner flags locked away unless the next game is starting immediately and players are warming up. Flags left out will result in fines to the team.
- Did you lock the bin?
- Garbage cleaned up (water bottles, tape, etc)
- If a player, coach or parent/spectator is ejected by a referee, the coordinators must be advised via email as soon as possible after the game ends.

## Scores

Please read carefully on which group you belong to.

U11/U12 (Div 1&2) teams along with U13-U18 (all teams)

<https://zfrmz.com/O6CO8SBp8squq4qUrfjA>

U11/U12 Division 3 Boys click on the link to report your scores:

<https://pocosoccer.wufoo.com/forms/po53qtr1jtrobl/>

U11/U12 Division 3 Girls click on the link to report your scores:

<https://pocosoccer.wufoo.com/forms/p1fbxhbi1ynwveg/>

## Coaching resource

If you are looking for new ideas for your practice sessions check it out:

<https://pocosoccer.com/coaching-resources/>

Username: Poco

Password: coaches

## Coordinators

U11-18 boys coordinator is Kerry Pearson – [boysdivisional@pocosoccer.com](mailto:boysdivisional@pocosoccer.com)

U11-18 girls coordinator is Craig Widmer - [girlsdivisional@pocosoccer.com](mailto:girlsdivisional@pocosoccer.com)

