



**BC COASTAL SOCCER LEAGUE**  
**2023-24**  
**ADMINISTRATIVE HANDBOOK**

## Table of Contents

1.	ROSTERS.....	2
2.	GAME DAY ROSTERS.....	2
3.	ID CARDS.....	3
4.	UNIFORMS AND ATTIRE.....	3
5.	WEBSITE AND COMMUNICATIONS.....	3
6.	DISCIPLINE.....	3
8.	COMMUNICATIONS.....	4
9.	SCORE REPORTING.....	4
10.	SCHEDULES.....	5
11.	GAME CHANGE REQUESTS / FORFEITS.....	5
12.	TRANSFERS.....	5
13.	PROTESTS.....	5
14.	FLUID ROSTER PROCESS.....	5
15.	TIE-BREAKING FORMULA.....	6
16.	REFEREES.....	6
17.	REALIGNMENT.....	7
18.	BCCSL STAFF CONTACTS.....	7

## 1. ROSTERS

### a. TEAM ROSTERS

All teams are required to generate rosters through the QScriptor system, as this will let the league track players for discipline purposes and also allow teams to print game day rosters. Each team should have at least one contact person added with an email address (coach or manager) who will receive an email with log-in access. The league will not add (or edit) team staff or players to the system, as this is a function done by teams, clubs or districts with admin access. The reason for this is that the league is not responsible for the validation of criminal record checks or other requirements that may be required by team staff, or confirm that a player is registered to a club at source.

The club administrator or team contact should then enter each player's:

- First name
- Last name
- Birthdate
- Unique Jersey number
- Playing Level (Metro/Division 1/Division 2/Division 3)

*The district is required to ensure clubs and/or teams have their team contacts entered with name and email address. If access to QScriptor is required by certain club or district reps, please ask the League Scheduler for this access.*

### b. ELIGIBLE PLAYERS

Players need to be registered with their district prior to being added to an online team roster. A player must then be entered in the QScriptor system to be eligible to play in BCCSL games. The BCCSL doesn't validate player registration as this is done at the club/district level.

### c. DELETING PLAYERS

For players no longer playing, please advise the BCCSL General Manager and they will remove them from the team's online/printed rosters. If being transferred, the league should be sent a copy of the completed BC Soccer transfer form and then the league will transfer the players between teams.

## 2. GAME DAY ROSTERS

**The process for game rosters:**

- Game Day Rosters will be created each week by a team or club official. Initial Game Day Rosters must be entered by noon of the Thursday prior to the weekend schedule.
- Game Day Rosters can be created but cannot be printed before noon of the Thursday prior to the weekend schedule.
- Each team is required to print off 2 copies of their current game day roster and bring them to the game. The most recent date and timed stamped rosters will be deemed the official game day match sheet.
- Each team must provide the referee and their opponent their game day roster.

- At the game's conclusion, the Referee will keep the official roster and report discipline into the league's QScriptor discipline system. It is strongly recommended that the team managers take a photo of the completed game sheet prior to the referee's departure with the sheet after the game. This is the record of the match.

### 3. ID CARDS

- Printed or Virtual ID cards are an option in the QScriptor system. However, keep in mind these are only connected to league games so if you're playing a tournament or travelling, you'll need to print hard copy cards too.
- As per league rules, ID cards are required by October 1.
- ***Players and Coaching Staff who do not have a photo uploaded by October 1<sup>st</sup> will not appear on the game day roster and will be ineligible to play.***

### 4. UNIFORMS AND ATTIRE

- All teams must at all times appear in proper matching uniforms:
- The League requires numbered uniforms for all teams for player identification with each number to be unique and match the team roster provided to the referee.
- Proper footwear, shirt, shorts, and shin guards are required.
- Players on a team must all wear the same color of shirt, shorts and socks, except for the goalkeeper.
- Failure to be properly attired as a team may result in a fine. A color clash is based on the registered home team colors for each team.
- In the event of a color clash, it is the responsibility of the home team to change their strip to the satisfaction of the referee.
- Home teams without a change of strip may result in a fine
- Pinnies are an acceptable substitute for club uniforms in case of a clash.
  - i. Religious headwear (i.e., turbans, patkas, or keskis), insulin pumps, medical alert bracelets, and soft casts may be worn as per BC Soccer/Canada Soccer policies.
  - ii. All jewelry must be removed.
  - iii. Items of clothing and equipment are subject to the inspection of game officials.

### 5. WEBSITE AND COMMUNICATIONS

The BCCSL website ([www.bccoastalsoccerleague.ca](http://www.bccoastalsoccerleague.ca)) is the main source for schedules, news, documents, and other important information. The League also has the following social media platforms: [Facebook](#), [Instagram](#), and [Twitter](#).

### 6. DISCIPLINE

The BCCSL follows all of BC Soccer's discipline and sanctioning policies.

The BCCSL discipline process is this:

- a. The referee reports any cards or discipline issued in the [BCCSL Discipline System](#)
- b. The BCCSL Discipline Manager reviews all discipline reported every weekend
- c. Discipline Committee members from each district can view discipline records provided by the BCCSL Discipline Manager, as well as suspended players being unavailable to add to rosters for games
- d. The BCCSL has moved away from hearings for standard non-disputable discipline such as accumulated cards or straight red cards, however a hearing may be convened if required and that information would be conveyed to the team contact and district discipline representative.

## 7. EXHIBITION GAMES

In general, red cards during exhibition matches (games not scheduled by the BCCSL) should be reported to the organization with jurisdiction. For example, if two teams from the same club are playing each other and it is not a scheduled league game by the BCCSL, any red cards would be sent to that club. If teams are from different clubs within the same district, the youth district would have jurisdiction. If teams are from different districts, BC Soccer would have jurisdiction. Note that if misconducts are received by BC Soccer, they may also assign discipline to be undertaken at the district, league or club level depending on the incident.

## 8. COMMUNICATIONS

### a. COMMUNICATING WITH THE LEAGUE OFFICE

Please allow a 36-hour turnaround reply to emails during peak periods. Teams and clubs should know that all communications to the BCCSL should come from the district representatives. We have found that most questions from coaches and team managers can already be answered by their club or district, and this streamlines all communications.

**The ideal flow of questions and communications:**



## 9. SCORE REPORTING

For the 2023-24 season, the HOME TEAM is responsible for reporting the game score before 9pm Monday night following the game into the QScryptor system. There is a link for reporting scores on the website's main navigation bar. Teams using this link will need the match number, which can be found in the top left-hand corner of the match sheet. The match number can also be found on the League's Schedule page. If a score isn't reported by the home team by Monday at 9pm, the away team can do this function.

Alternatively, on the Schedule page, there is a 'Report Score' button to the right of the match listing. Teams using this button will not need the match number, as Qscryptor will know they are reporting the score for that particular match. Please ensure that the match displayed in the score reporting page is the correct match that you are reporting the score for.

Enter the score and click on the Report Score button. Once a score has been reported and accepted by the League, all score changes and challenges must go through your club and/or District Rep. Teams are not allowed to report a corrected score for any match through the League website.

As with previous years, and following practices of good sportsmanship, scores with a differential of 7 goals maximum are to be reported. I.e: if your team wins 9-0, please report 7-0.

## **10. SCHEDULES**

It is the responsibility of the BCCSL to create, manage and oversee all scheduled BCCSL games. Ahead of the scheduling process, the BCCSL will send age groupings and requests for pairings to the District Schedulers. The BCCSL will also engage district or club reps when required to gain feedback on potential groupings or regional/travel issues. Any interaction regarding the schedule will only occur between the District Scheduler and the BCCSL Scheduler.

The League General Manager, in consultation with member districts and their clubs, will have the latitude to move teams into the appropriate division based on results and an understanding of a team's competitiveness at a minimum of 5 weeks of play based on the season calendar. If required, at the League's discretion a second realignment may occur.

## **11. GAME CHANGE REQUESTS / FORFEITS**

As per league rules, there are very limited reasons for a game to be rescheduled ahead of time. All game change requests MUST come to the BCCSL Scheduler in an email from the District Schedulers.

Forfeits may only be awarded by the League, any team found to be entering forfeits without league approval will result in no points being given for that game. All league approved forfeits will be recorded as 1-0 and the forfeiting team will be charged with a minimum \$350 fine, plus possible game and travel costs.

The league must be made aware of all forfeits and no shows. District Schedulers/Administrators will complete the forfeit form on behalf of the team involved.

## **12. TRANSFERS**

All transfers follow BC Soccer transfer rules. For players being transferred between BCCSL teams, a copy of the BC Soccer approved transfer must be sent to the BCCSL Manager. The league will then move the players between teams in the QScriptor system.

## **13. PROTESTS**

For game protests, the protest form must be completed within 48 hours of the game, and will ONLY be accepted by completing [this form](#) or a detailed email.

The protest fee of \$250 must be received along with completing the protest form, and only accepted by interac e-mail to [andrea@bccysl.ca](mailto:andrea@bccysl.ca). This avoids postal delays or admin delays with mail service.

## **14. FLUID ROSTER PROCESS**

BCCSL has a fluid roster policy (meaning no signed permit documentation required) within the following rules. These apply to any player with a valid BC Soccer ID (see section 1b):

- a. Player movement may occur through the Fluid Roster Process based on the following criteria:
  - i. The District's Member Club's TD's assessment of player ability and their current playing environment;
  - ii. The following applies to players within their registered age group and Club
    - Metro to Division 1 or Division 1 to Metro
    - Division 1 to Division 2 or Division 2 to Division 1
    - Division 2 to Division 3 or Division 3 to Division 2
  - iii. Any movement not covered by the above will require a written submission to the League by the District.
- b. Teams can only use FRP for league games, including League Championships, but not for Coastal Cup play
- c. Teams that do not have another team from their Club in a lower division within the same age or a younger team in the same or lower division may use the FRP to pull players from another club in their District.
- d. Team game day rosters, including FRP, cannot exceed the allowable BCCSL roster size.

It has been clarified that regional metro teams (*Vancouver FC, Surrey Selects, Burnaby District, and Fraser Valley*) can pull up players from clubs within their district as they don't necessarily have their own lower level club teams.

## **15. TIE-BREAKING FORMULA**

The league will continue using PPG (points per game) to determine final standings. This will be used in all divisions where an uneven number of games have been played. After using PPG, remaining ties in standings will be broken with the following formula:

1. Head-to-head results
2. If there are no head-to-head games or the total points between the teams is level, then goal difference will be looked at next
3. If goal difference is the same, then most goals scored (based on average per game if necessary) will be used
4. If all these don't break the tie, a coin toss by the League Manager will break the tie

## **16. REFEREES**

### **CHECK-IN**

Referees should arrive and check in with teams 30 minutes prior to kickoff, at which point the rosters and players' equipment should be checked.

### **SCHEDULING**

The BCCSL does not schedule or pay referees for any divisional games. These tasks are done within your district.

### **REPORTING YOUR DISCIPLINE**

All referees are to report their BCCSL discipline (all yellow cards, red cards, sending offs, and all incident reports) for League, League Championship, and Coastal Cup games [HERE](#).

For BC Soccer Provincial Cup play, referees will follow BC Soccer's directive for reporting discipline.

ID cards remain with the teams, so Referees do not collect ID cards for any red cards or ejections. Referees should complete the notes section for all incidents relating to the discipline/cards issued, and also note their last name should be provided for the BCCSL's internal ability to track. Here is an example of a satisfactory incident report:

*"John Smith, #4 from the Home team was tripped by the Away team's player Toby Brown, #17. As #4 was getting up he punched #17 in the kidney area. Number 17 then retaliated by pushing #4 back to the ground. I blew my whistle, ran over and I red carded both players for Violent Conduct in the 37th minute. They both left the field without further incident."*

## **2<sup>ND</sup> CAUTION IN THE SAME GAME INSTRUCTIONS**

When referees send off a player for a 2<sup>nd</sup> caution in the same match that they ONLY enter the send-off as a RED card. Referees DO NOT enter the first caution separately followed by the red for the second caution. Nor do they enter the two cautions followed by the red card.

They ONLY enter the red card report which will include the details of the two cautions; the time and the reason for the foul.

The reason for this is that players receive an automatic one game suspension for receiving their 3<sup>rd</sup> caution in a season and when referees enter both the yellows and the reds from a single game it skews the statistics. Obviously if a player receives a yellow and a straight red in the same game both cards would be reported separately.

REMINDER: The Discipline Committee needs detailed red card reports in order to make their decision on suspensions.

i.e.: If a player was sent off for "Abusive Language" be clear in the report what was said and who it was directed at; be clear if the send-off was for Violent Conduct, for instance "an elbow to the head" was it deliberate or an accident.

## **REFEREE FEES**

The BCCSL doesn't determine what referees are paid, as this is done within district and their clubs.

## **17. REALIGNMENT**

- a. At any time after the fifth week of play, the League General Manager may, at their discretion, and in consultation with affected Districts and Clubs, reassign teams to a different division taking into account a team's results, overall competitiveness, any mitigating factors, and impact on competition. If required, at the League's discretion a second re-tiering may occur.
- b. Teams moved to another division will have their points reset to zero (0) and for the first five (5) games after the move will receive double the points (6 points for a win, 2 for points for a tie).
- c. Where a new division is created, all teams in that new division will have their standings reset to zero.

## **18. BCCSL STAFF CONTACTS**

General Manager:	Andrea Laycock	<a href="mailto:andrea@bccysl.ca">andrea@bccysl.ca</a>
Scheduler:	Gordon Quan	<a href="mailto:scheduler@bccysl.ca">scheduler@bccysl.ca</a>
Discipline Manager:		