

WEST VANCOUVER SOCCER CLUB



CLUB HANDBOOK

2013

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Mission Statement

The West Vancouver Soccer Club strives to create a positive soccer environment where players of all levels can learn to appreciate and have a passion for the game of soccer. We are a community-based club that aspires to improve, innovate and provide programs where our players can develop, our teams can play with a common philosophy, and every player contributes toward the positive success of his or her team. We aim to provide a supportive environment for our players, coaches and volunteers.

INTRODUCTION

Originating in the 1920's the West Vancouver Soccer Club has been for years the largest sports club in West Van and has played an important role in our community.

In an effort to aid new coaches and managers, and to remind those who are experienced, we have prepared this handbook. We have too often depended upon personalities to pass on experience and ideas. With this handbook, we hope to be more systematic in this transfer of experience.

This handbook is dedicated to the many volunteers who give so much of their time so willingly and without whom this Club would not be able to maintain its tradition of excellence. Special thanks for your time, effort, and love for the game. The young people, as always, appreciate it

The following guides are also available:

4-District Guide (boys) - from your Coordinator or www.4districtsoccer.com
BCCGSL soccer (girls) - on our website at www.westvansoccer.com under "documents" or www.bccgsl.ca

BC Soccer (BCSA) Competition Rules from BCSA at www.bcsoccer.net

FIFA Rule Book

NSYSA Mini Rules at www.nsysa.ca

Errors and Omissions – we ask that any errors and omissions be brought to the attention of the Registrar at registrar@westvansoccer.com

PURPOSE OF HANDBOOK

This handbook has been prepared as an aid for the coaches and managers of the West Vancouver Soccer Club.

It is meant as a guide to:

- familiarize readers with the West Vancouver Soccer Club's place within the organization of the world of soccer.
- provide suggestions for the administration of a soccer team,
- assist with problem solving,
- explain policies and procedures.

Role of Team Officials

Role of the Coach

- Responsible for the team as it relates to the game of soccer,
- Responsible for player behavior on the field and parent behavior on the sideline,
- arranges practice times,
- directs the team at practices,
- requests exhibition games and entrance to tournaments to be arranged by the Manager,
- selects the "Player of the Year" award and recommends recipients for other awards (see section on Awards),
- selects or initiates the selection of team captain,
- Responsible for completion of player evaluation forms as required by the Club
- attends to other circumstances which might arise.
- all coaches, asst coaches are expected to be compliant with BCSA's rules on Criminal records checks

Role of the Manager.

- Responsible for administrative functions related to the team,
- Responsible for team communications (in both directions),
- helps to resolve disagreement between a parent and the coach,
- initiates communication by telephone and e-mail,
- arranges for half time refreshments for players,
- obtains uniforms and equipment for the team from the Club
- collects and returns uniforms and equipment for the team to the Club
- arranges to purchase track suits and other items,
- arranges for team photographs,
- attends ID card night and Risk Management form return
- collects deposit cheques for uniforms
- attends to other circumstances which might arise.

- all team managers are expected to be compliant with BCSCA's rules on criminal records checks

WEST VANCOUVER SOCCER CLUB DIRECTORS

See web site at www.westvansoccer.com under “About us” and **Club Contacts**

Calendar of Events

See web site at www.westvansoccer.com

The Soccer Family

A. FIFA

The international governing body of soccer is FIFA (Federation Internationale de Football Association), and is headquartered in Zurich, Switzerland. This body is the umbrella organization for the various national soccer or football associations that sets and revises the "Laws of the Game", administers the World Cup, the Olympic Games as far as soccer is concerned, and other international competitions. From U-11 and older, we all play under the same rules, worldwide.

B. CSA

The Canadian Soccer Association is directly affiliated with FIFA and is the governing body for soccer in Canada. It deals with the national teams at the World Cup, Olympic, and Youth (U-21) levels. The National Soccer Certification Program for Coaches is organized by the CSA within the context of the Federal Government Program.

The CSA organizes amateur soccer through the various provincial soccer associations, of which the BCSA is one. Through the BCSA, some of the West Vancouver Soccer Club player registration fees flow through to the CSA.

C. BCSA

The British Columbia Soccer Association is responsible for amateur soccer in the province within the context of the CSA with whom it is directly affiliated and ultimately, FIFA. One of the main programs of the BCSA which we see is the Coaching Development activities including the new Long Term Player Development Model. Please see the West Van website under "coaching certification" The B.C. Soccer Association is the governing body for the sport as far as we are concerned. To contact BCSA go to www.bcsoccer.net

The BCSA has divided the province into Districts within which teams play in Leagues and between which Provincial Championship play is conducted. The North Shore is one of those Districts.

The BCSA is governed by a Board of Directors elected annually by officials of the various District Associations (as distinct from Clubs).

Individual teams are affiliated with the Provincial Association by the submission of the "Team Affiliation Form" and payment of a fee. An affiliation is accepted when at least 11 players have been formally registered with the Provincial Association through the Provincial Registrar. The Registrar also deals with

C. BCSA (cont'd)

transfers of players from one team to another that can take place under certain conditions. The transfer deadline is January 15th

As well, the BCSA deals with matter of player, coach, and/or team discipline; and protest and appeals of League or Cup games. The BCSA defines the age limits for the Divisions, the duration of the games and the size of ball for each age group, the rules of the Provincial Championship play, and the like.

Finally, the BCSA has a Select Provincial team program leading to the selection of a B.C. team which plays in the Canadian Championships. For more information, check out the BCSA web site at www.bcsoccer.net

D. NSYSA

The North Shore Youth Soccer Association, directly affiliated with the BCSA, comprises North Vancouver, West Vancouver, Bowen Island, Lions Bay, Squamish, Whistler, and the Sechelt Peninsula.

It administers League and Cup play of all teams affiliated with the BCSA on the North Shore. The NSYSA handles for the BCSA certain aspects of player, coach, and team discipline as well as certain protest and appeals.

The primary source of funds for the North Shore District is the team affiliation fees from the individual teams, some of the monies of which are passed up to the BCSA. The NSYSA is governed by a Board of Directors elected at the Annual General Meeting in May by the members of the NSYSA.

E. TEAMS

Individual teams operate within the North Shore District and are directly affiliated with the CSA and BCSA.

The teams on the North Shore are sponsored by local independent Clubs, each of which have their own members, elected officers, colors, and traditions.

Club	Club Color
North Shore Girls	Blue and Black
Squamish	Red and Black
WVSC	Royal blue and Red
NVFC	Black

E. PLAYERS

Players register with their individual clubs

Players are grouped into MINI (Under 5 to Under 10) and Divisional (Under 11 to Under 18), MSL (U13 to U18 where applicable), Senior Men's and Senior Women's.

Divisional teams enter into Leagues made up of teams from other Clubs and Districts. Several Leagues exist

Boys

Four District League - made up of teams from Burnaby, Richmond, Vancouver, and the North Shore. This league has a Board of Directors elected from the member Districts, and governs play within this league.

Girls

BC Coastal Girls Soccer League accepts affiliation of competitive Girls Divisional teams from 8 Coastal Districts

THE WEST VANCOUVER SOCCER CLUB

A. General

The Club is responsible for forming teams, finding and developing coaches and managers, selecting players, assigning fields for practice, and affiliating and sponsoring the teams.

A copy of the Club constitution is available on our web site at www.westvansoccer.com.

B. Members

The members of the Club are all players, parents or guardians of players, team officials (such as coaches, assistant coaches, and managers), Life members and Club officials.

C. Board of Directors

The responsibility for running the Club rests with the Board of Directors. As required, members of the Board are elected at the Annual General Meeting. Usually one half of the Board is elected at any Annual General Meeting.

The Board elects from among its members, the Executive, consisting of at least the President, Vice-President, Treasurer and Secretary. The President works with the other Directors to assign responsibilities.

The Board sets the policies and priorities for the Club

D. Club Operations

Here follows a list of positions with a brief description of their purpose. More information can be found on the website under **About Us** and then “volunteers”.

Awards Night - to organize the annual awards ceremonies in May where trophies are presented to league and cup winners, Player of the Year for each team, and other awards.

Club Registrar deals with Club registrations and maintains Club records of individual players.

Coaching & Player Development Committee - to establish and oversee the Club's program for coaching and player development.

Communications – responsible for overseeing the awards night, community day, sidelines.

Club Day – organize events in September to celebrate our Club.

Equipment - orders and distributes equipment to the teams.

Fields for games - works with the North Shore District and the West Van Parks Department, to assign fields for League and Cup games.

Fields for practices - to assign six fields for practice, four all weather and two artificial turf fields, for U8 to 18 teams Divisional teams and U8 to U10 teams that opt for outside practice. Gyms for practice as required.

Gyms for Practices - to assign a one-hour practice time for each U7 and U8 team.

Handbook for Coaches and Managers - to revise and update the handbook

Ombudsman - to resolve any concerns brought to their attention

Public Relations – ensures that the Club does its best in relations with the press and the community in general.

Recognition of Long-standing Service - to develop a list of individuals who have served the Club for 10 years or more as coaches, managers, coordinators and/or directors, and to organize that they receive appropriate recognition. This includes developing a history of the Club.

Referee Committee - to develop programs to attract and train new referees; to aid present referees to upgrade their skills and experience; to ensure that the referee allocation to scheduled games are done efficiently; to assign referees to Pee Wee boys and girls games.

Risk Manager – oversees compliance with BCSCA's rules on Criminal Records Checks.

Sidelines Editor - prepares the 3 Newsletters each season that emailed directly to each soccer family. The Newsletters have the purpose to inform members of Club operations and activities and to assist the process of improving the sense of "Club"

Tournament Director - organizes the annual Kinsley Woo and Remembrance Day invitational tournaments.

Web master - ensures that the Club's web site is kept up to date.

E. Coordinators

Divisional Coordinators are responsible for coordinating placement of players on teams in consultation with the Player Assessment Committee and Club. They are the contact persons when team roster need to be changed for any reason, such as when players are not able to play for a team due to long term injury, conflicts etc. When players are to be transferred between teams, the Coordinators must be informed before any players can be transferred. See rules on player transfer in Section F. Divisional coordinators work closely with the Age Group Coordinators For a list of the current Age Group Coordinators visit www.westvansoccer.com and click on 'Club Contacts'.

F. Registration and Fees

Every player must be registered with the Club. Unregistered players will not be allowed to play in any game whatsoever or practice with the team.

The registration deadline for players U11 to U18 is April 15. Any player wishing to register after the April 15 deadline must contact the Registrar at 604-922-4261 or at registrar@westvansoccer.com.

The registration deadline for U8 to U10 players is May 31. Registration for U6 and U7 is ongoing throughout the summer months. The registration fee is set by the Board in February.

The Club must register teams with the District and leagues by early July.

Every effort is made to place registered players on a team and vacancies may occur up to the start of the season. This placement cannot be assured for late registrants. For new players not placed on a team, the Club will refund the registration fee. For returning players not placed on a team, the Club will refund the registration fee upon receipt of the player's uniform. For players dropping out of soccer, the Club will refund the registration fee less \$50.00 upon receipt of the player's uniform. No refunds will be made after Thanksgiving for Mini players. No refunds will be made after June 30 for Divisional players unless the player must withdraw due to a family move or a season ending injury supported by a Doctor's note.

A Coordinator or Coach will contact players by the Labour Day weekend.

The Club has a policy that no player whose family cannot afford the full fee will be denied the opportunity to play. Accordingly, the Registrar can decide that a player's registration fee should be reduced or waived. Fee subsidies may be obtained through Kidsport or A4K.

Registration is online at www.westvansoccer.com from March 1. Payment is by credit card, certified cheque or money order. If choosing to pay by cheque, the cheque must be received within 7 days of registration otherwise the registration may be cancelled.

For players not registered with the WVSC in the previous season, a photocopy of the birth certificate is required with the registration. For all players entering U11, a copy of the birth certificate is required at the beginning of the season.

All players must also be registered with BCSA. If a player is not registered with BCSA, the results of all scheduled games are subject to forfeiture, if challenged. Players are properly registered with BCSA when the team affiliation form has been submitted and accepted.

The Club is responsible for forming teams and placing them in appropriate levels for league play.

For Divisional teams, the minimum number of players per team is 14. The recommended number of players per team is 15 or 16. The maximum number of players per team is 18 for teams U11 to U16. For teams U17 and U18 the maximum is 20.

Players may be transferred between teams up until January 15. All players' transfers must have written permission of the Club and the District Registrar. If there is a need to transfer players, the Coordinator must be contacted prior to any action being taken. The rules governing the transfer of players only apply to the U12 to U18 age groups.

If there are 18 (or 20) players registered on the team affiliation form and a player is to be added, one of the players on the form will need to be first removed officially. Again, the dropping and adding of players must have written permission of the Club and Registrar. If there is a need to add or drop a player, contact your Coordinator or Registrar. The District Registrar must be notified by the Club Registrar.

Once teams complete all their Cup and League commitments, their rosters are may not be changed.

G. The Budget

The primary source of revenue for the Club is player registration fees.

The major expenditures for the Club are: fees to NSYSA/BCSA, equipment and uniforms, tournaments, and coaching development.

H. Club Communication

The main form of communication is the Club website via the “news” section, calendar and emails. Plus:

The Club newsletter Sidelines - issued electronically in the Summer, Winter, and Spring.

Newsletters for coaches and managers “Sidelines for Coaches” sent out several times per year.

The Website at www.westvansoccer.com - In creating the website, the Club aims to enhance communication to players, coaches and parents. The Handbook is another tool to improve the understanding of the Club and how it operates.

Please contact one of the Directors as soon as you have a concern or question.

I. Mini Soccer

Mini team Selection Policy

The West Vancouver Soccer Club’s main objective is to provide an atmosphere of fun and exercise with the emphasis on skill development in the context of a team sport. Children have the opportunity to learn a lot in Mini soccer, including getting along with other children, accepting guidance and direction from a coach, experiencing the feeling of winning and losing as a team, as well as learning and loving the game of soccer. The West Vancouver Soccer Club is a community club, drawing on players from all neighborhoods. One of the most valuable opportunities for players is that of meeting and playing with children from all over the community, many of whom they will meet in other sports and activities and perhaps later in high school.

At the mini level there is no tryout process to get on a team. All children are welcome until the teams are full. Each year, teams may be made up of children who played on that team the year prior, with additions of kids who played elsewhere and children new to the Club.

The Club is run by volunteers. Each age group has a coordinator, one for the boys and one for the girls. The age group coordinator, with assistance from the relevant Mini co-ordinator, makes up the teams each year following a standard set of guidelines. These guidelines were established to promote fairness to the process, equal opportunity, and a reasonable distribution of players from different schools. This latter criterion was adopted for a number of reasons, the first being that it is a

wonderful opportunity for children to meet and play soccer with a variety of kids. Secondly, cliques, etc., which may be present in school groups, have no place in team sport: teams comprised of children from different schools lessen the opportunity for such clique behaviour to transfer to the team. Thirdly, diverse teams provide flexibility in the placement of new players. Teams change over the years as people move in and out of the community, drop soccer or take it up. It can be very difficult for a child to be the only player on a team from another school, or to be the only player from a given school not on that school based team.

Summary of MINI Team Selection Guidelines U8 to U10

1. Children will be placed on teams of Community (not school based) representation. Wherever possible, children will be placed with one friend whom they have requested
2. Players registering before May 31st will be given priority when team placements are made honouring requests for teams where possible and following the guidelines for placement.
3. All players registering on June 1st or later will be placed on teams with available spots in date order of registration, honouring requests for teams where possible and following the guidelines for placement.
4. The Club will distribute “new to soccer” players amongst the established teams where possible to avoid creating teams consisting of all “new to soccer players, thereby putting that team at a disadvantage. This applies mostly to the older age groups. We will always endeavor to place players with at least one friend. When all available spots are taken a waitlist will be started.
5. At the beginning of the season, the maximum number of children from one school placed on a team will be six. Bowen Island teams are exempt from this rule.
6. Coaches’ children will always be placed on their parent’s team. Team managers’
And coordinators’ children will be placed according to the same guidelines as everyone else.
7. Waitlist. When all teams are full, a waitlist will be started. Players must be registered and paid before being placed on the waitlist. Order on the waitlist is based on the registration and payment date. Should a spot on a team become available, the first person on the waitlist will be offered the spot. If this person declines the spot, the next person will be contacted. A decision on the part of the waitlisted player regarding the placement must be made within 24 hours of being contacted. Coaches do not choose who fills the spot on his/her team.
8. Team transfers: Requests for team transfers will be considered only between the period of regular registration and team formation. Transfers are granted at the discretion of the age group coordinator in consultation with the peewee coordinator, with several factors taken into consideration. Once teams are finalized, player requests for changes can only be entertained in

exceptional circumstances. Only those team lists sanctioned by the Board of the West Vancouver Soccer Club and in turn, BC Soccer, can practice or play. Transfers of players at the Mini level are at the discretion of the Club not BC Soccer.

9. Huge amounts of thought, time and effort go into making the teams. Rude and abusive treatment of the volunteer coordinators will NOT be tolerated.

At the end of the Process, you will get a call from your child's coach, another volunteer who will likely have a positive impact on your child in many ways during the season. If you are positive and encouraging to your child about whatever team he/she is placed on, your child will be too. Have a great season.

J. Divisional Soccer

At U11, in line with the LTPD model, Development teams are formed. Approximately 30 percent of the age group is placed on Development teams. The remainder of the teams play in an interlock league and these teams may be moved between groups several times during the year to ensure balance.

The U-12 age group is the first age group at which select boys teams are formed. Players can play at the Gold, Silver, or Bronze level. Gold teams represent the highest level of skill, competition and commitment. Silver teams represent an intermediate level of skill and competition. Both Gold and Silver teams include players from all over West Van. Bronze teams are recreational teams and may contain a relatively large number of players based out of one or two schools.

At GU12 Gold teams are formed. Girls teams are formed into Divisions 1 to 4. Divisions 1 and 2 are considered "select"

The Club encourages all players to compete at the highest level that their skill and commitment enables them to.

The Club no longer holds tryouts to select the Gold and Silver teams. Teams are formed through a season-long scouting process by our Professional staff and twice yearly input from team coaches. For more information about this process contact headcoach@westvansoccer.com

In November a coaches meeting is held for all U-11 coaches to discuss the team selection process. Applications are requested for coaches interested in coaching at the Gold and Silver level.

At the U-13 age group, Metro soccer League (MSL) teams **may** be formed. These teams represent the highest caliber of players and are selected from all of the North Shore. They are Club based teams.

K. Statement of Policies

The objective of this Club is to promote, organize and develop soccer in the Municipality of West Vancouver. The intent of the Club is to provide for participation by all who wish to play soccer at the level of their individual skill, ability and commitment

In order to achieve these objectives all Coaches and Managers are required to observe the following policies:

1. The Club is an Association of Teams, the players on which are subject to the control of the Club.
2. The responsibility for each Team is assigned to individual Coaches and Managers at the discretion of the Directors of the Club and such appointments are subject to termination at any time.
3. Teams are assigned to different levels based on skill and commitment. These are MSL, Gold, Silver and Bronze for the Boys, the Girls are sorted into Divisions from Division 1 to Division 4. . An important element for selection to a particular level is the degree of commitment that a player is willing to give. Selection for MSL and Gold teams or Division one and two teams, requires a high degree of commitment to soccer. It follows therefore, that players for whom soccer is one of several activities will generally play at the Silver or Bronze levels or in the Girls' case a lower Division team. This is an important consideration in encouraging a lifelong affiliation with soccer.
4. Coaches must encourage players to move up to higher levels consistent with both their ability and commitment.
4. Teams are entitled to the cooperation and assistance of team officials from both higher and/or lower levels when they have a need for additional players.
5. Team Officials of teams shall ensure that, in conjunction with the appropriate Coordinator, any released player is promptly reassigned to another team.
6. The basis for selection to teams is by a season-long scouting and assessment process.
7. It is desirable that a Manager is appointed for each team and that continuity of the Manager be maintained as a team moves up through the various divisions, even though coaches may change from time to time.
8. Players should play in the age groups established by the BCSA. Application for an exception to this rule must be made, in writing, to the appropriate Coordinator. All applications will be decided upon by the Club.
9. The Coordinators function in relation to Club policy is to liaise between the Club and the Officials and to ensure that Club Policy is being followed. They will assign players, will keep the teams informed of other administrative matters, and will assist in resolving disputes.

10. Where possible, coaches should not be coordinators.
11. An individual player's assignment to a team does not mean that they must always remain on that team. Subject to the transfer laws, the Club, at their discretion, may direct the reassignment of a player from one team to another.
12. The Directors reserve the right to stipulate the number of players a team may carry. One of the purposes of this policy is to ensure an equal distribution of players within an age group. The Club currently recommends a minimum of 15 players for Divisional teams.
13. All players must be registered with the Club before a player is eligible to play on any team sponsored by the Club.
14. Managers are responsible for the distribution, collection, and return, of team equipment in accordance with Club policy.
15. Parents become members of the Club upon registration of a player. As such they will be expected to provide assistance as the Club may, from time to time, require of them.
16. The Club reserves the right to designate team names and colors.
17. At the MINI level and at Under 11, each player of a team must be allowed to play equal playing time. At the Divisional Bronze and Silver level and Div 1 to 4, each player of a team must be allowed to play for half the game. At the Divisional Gold level, each player of a team must be allowed to play for one half of the game. Exceptions to the above may be made for disciplinary purposes.
18. Individual teams are responsible for their use of school gyms. The Club assigns gym times to U7 and U8 Mini teams. Outdoor lit practice times are assigned to Divisional teams and U9 to U11 Mini teams by the Club. A second lit practice time may be available. Priority in assigning the artificial turf times is given to MSL and Gold teams, with U18 teams as the highest priority.
19. The Club will pay the transfer fees for players where the Club directs or requires that such transfer shall be made.
20. Mini play is intended to serve as training leagues. Undue competition is to be discouraged. As such, running up of scores (more than a seven goal differential), is considered unsportsmanlike. The Club reserves the right to move players from team to team and to arrange schedules and team groupings as they deem necessary during the course of the season. Mini players must be rotated through all field positions.
21. Coaches and Managers are required to counsel restraint upon the players as game officials are not to be subjected to abuse by players or team officials. Similar restraint should be urged upon any team supporter who acts in a manner detrimental to the conduct of the game.
22. All Girls teams must have a carded female coach, asst coach or manager

23. All coaches, asst coaches and managers must complete a risk management form and code of conduct each season. Each coach, asst coach and manager must submit a completed Criminal records check which includes a “vulnerable sector search” every 3 years to the police, or when requested by the Director in charge of Risk Management. A copy must be given to the Club and kept on file to comply with BCSA rules. The fee will be re-imbursed by the Club

L. Coach and Player Development

The Club has as one of its highest priorities the further development of coaches, and through the coaches, the players - girls and boys of all ages and levels of skill.

The Club has a Coaching and Player Development Committee whose mandate is

1. Improve the coaching skills of the Club's coaches;
2. Improve the playing skills of the Club's players;

To achieve this mandate, the Club has hired a Technical Director who is responsible for recommending programs, and implementing Board approved programs.

The Club has also an Technical Director and staff coaches. Staff coaches are players who are currently playing or who have played in the Club. These coaches are able to come out and assist or run a practice for you.

The Club will reimburse the fee, upon successful completion, for any locally held course.

M. Policy with Respect to Uniforms and Equipment

The Club uniform is a blue and red jersey, blue and/or red shorts, and blue and/or red socks. The Club provides team shirts and shorts using a common design to all teams for their use. Increasingly, particularly at the older age groups teams wish to introduce their own playing strip. This must be approved by the Board prior to its acceptance and use. It must retain the basic colours assigned to West Vancouver (red and blue) and incorporate the WVSC Logo. No sponsorship labels can be displayed on the team strip.

Board approval is NOT required for team track suits or soccer equipment bags.

Team equipment exchanges take place at the soccer locker in late August and early September. This room is located at the south east corner of the building east of the skate board park at Ambleside Park.

Uniforms

All uniforms distributed to a team should remain with the team. When players move between teams, the uniform does not move with the player. All uniforms

distributed in the fall should, with the exception of socks, be returned to the manager at the end of the year, as the distribution of uniforms in the following year will be based on the number of players on the team in the previous year. The team manager should then have all the jerseys and shorts from all the players on last year's team. The number of jerseys and shorts available to this year's team will then be the number of registered players on last year's team. Each player at the beginning of the season is required to provide to the manager a \$50 uniform deposit which will be returned to the player when the uniform is returned to the manager at the end of the season.

If there is an increase in the number of players on a team from the previous year, the Club will provide a complete uniform for the "new" players. The Club will also exchange, on a one for one basis, jerseys and shorts. One pair of socks will be available per registered player. If any of the jerseys or shorts has not been returned to the manager, they can be replaced at the current Club cost of \$35.00 for jerseys, and \$15.00 for shorts.

If there is a decrease in the number of players on a team from the previous year, the Club must receive the missing jerseys and shorts before any equipment will be distributed or exchanged. If any of the jerseys or shorts has not been returned, they can be replaced at the current Club cost of \$35.00 for jerseys, and \$15.00 for shorts. Once the missing items are returned, the Club will exchange, on a one for one basis, jerseys and shorts, and one pair of socks will be available per registered player.

U9 and U10 uniforms should be returned to the Age Group Coordinator or Equipment room.

Equipment - Distribution

All U7 players will receive a complete set of uniforms (jersey, shorts, and socks).

All U8 teams receive 13 practice balls (size 3) and 20 woz markers for lining their practice fields. Four cones are provided for marking corners.

U9 teams will receive three new balls (size 4).

All U10 teams will receive one game and three practice balls (size 4). In addition, as there is a change in ball size between U9 and U10, the Club will exchange used balls in good condition on a one for one basis, up to fourteen balls.

All U11, U12, teams will receive one game and five practice balls (size 4).

All U13 teams will receive one game and five practice balls (size 5). In addition, as there is a change in ball size between U12 and U13, the Club will exchange used balls in good condition on a one for one basis, up to fifteen balls.

All U13 to U18 teams will receive one game and three practice balls (size 5).

Equipment – Return

At the end of the season coaches and managers will be notified of the arrangements for equipment return, if required for their team.

New Teams

A new team for any age group other than U7 is created only when there is a net increase in teams from the previous year. If a coach moves to another team, the equipment stays with the team

The Club will outfit this new team with uniforms and balls.

Other Equipment

Nets and corner flags are not issued to coaches. These items are available from the various equipment boxes at the fields. Locations on the equipment boxes are shown in the handbook. Keys for these boxes can be obtained at the September coaches meeting.

Other than at the U7 age group, cones are not issued to teams.

Goalie gloves are not issued to teams.

Equipment Exchange

A schedule outlining the nights available for equipment exchange will be sent to all coaches in August. All teams must stick to their assigned times, or contact the Director's responsible to arrange for a different exchange night.

**PLEASE CONTACT THE DIRECTOR'S RESPONSIBLE WITH ANY QUESTIONS
PRIOR TO YOUR EXCHANGING EQUIPMENT**
equipment@westvansoccer.com

Field Boxes

The field boxes are dark green hydro boxes and are located at the following fields:

Location	Field	Alternate
Caulfield - southwest corner	Caulfield	

Cypress Park - behind baseball diamond	Cypress Park
Eagle Harbour – west end of field	Eagle Harbour
Gleneagles – east end of field	Gleneagles
Irwin Park - northeast corner of field	Irwin Park
Ridgeview - west side of the gravel field Gravel	Ridgeview Grass Ridgeview
West Bay - west side of field	West Bay
Westcot – northwest corner	Westcot

LIST OF CONTENTS

- Two goal nets
- Four corner flags
- Liner machine
- Bags of whiting compound

*** The corner flags for Ambleside 'D' and 'E' are located in the blue and red field box located at the south end of 'D'. This box also contains cable ties and twine to mend the nets if required***

CARE OF NETS

There have been continuing difficulties with damage to the nets and goal posts through improper handling of the equipment. Wrapping the net twine around the discs results in the discs being broken off when the nets are being removed in a rough manner. Usually there are two parallel twines running along the edge of the net. If one twine is run under the edge of the disc on one side and the other twine under the edge of the disc on the other side and the edges pulled taut, it will be sufficient to keep the net in place. If not, extreme care should be taken in undoing the twine. If we all adopt the practice of wrapping the twine once around the disc in a clockwise manner when installing the nets, the person removing it need only unwrap it once in a counter-clockwise manner to remove the net without damaging the disc. All coaches should have a roll of duct tape and ball of twine in their equipment bag to effect needed repairs at game time. Contact the Director responsible for equipment whenever you notice damage to nets or goalposts."

FIELD LINING

ALL GRASS DIVISIONAL AND GRAVEL DIVISIONAL AND MINI FIELDS MUST BE LINED. The grass fields have lines burned in so that the lining is easy. A diagram is handed out for field lining at the Coaches meeting in September. Mini teams are to use cones to line their fields in accordance with field size guidelines in Simplified Rules for Mini-Soccer.

Team officials are responsible for lining the field for all league and cup games. Teams need to allow sufficient time to complete the lining before kickoff (1/2 hour for grass - at least 1 hour for gravel).

The referee has it within their power to not let the game proceed due to inadequate field markings.

Measure the dimensions by pacing off the distance, marking corners with a cone. Aim the liner at the marker and walk in a straight line.

RULES

1. Field boxes and contents are provided for the use of WVSC teams only.
2. Team officials are responsible for the return of all equipment immediately after their game.
3. The exception to rule 2 is agreement between WVSC team officials to leave the nets/flags in place for the game following. If no WVSC team official shows up before you leave the field, return all equipment to the field box. A \$100.00 fine will be charged to all teams who fail to return the equipment to the field box.
4. When passing on responsibility, make sure that the WVSC team official has a key to the field box.
5. **DO NOT TAKE THE EQUIPMENT HOME.** Someone will be looking for the equipment for their game.
6. If there are any problems with the field boxes or you observe the supply of whiting getting low, contact the Director responsible for equipment.

COACH'S CODE OF CONDUCT

The coach has a responsibility to:

1. Always remember that your players are children or young adults.
2. Treat all players fairly and equally.
3. Remember that young players need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.
4. Direct comments and criticism at the performance, rather than at the players. Ensure a balance between suggestions for improvement with comments of progress achieved.
5. Remember that young people play for fun and enjoyment, and that winning is only part of the game.
6. Support the principles of fair play. Accept and uphold the rules of the game, treat opponents and officials with respect, both in victory and defeat. Actively encourage athletes to do the same.
7. Never engage in any verbal or physical abuse of game officials and support all efforts to remove such abuse from young people's sporting activities.
8. Always display high personal standards and project a favorable image of the sport.
9. Do not consume tobacco products and alcoholic beverages while working with players and at athletic events. Ensure that team celebrations do not promote alcohol or tobacco products.
10. Refrain from public criticism of fellow coaches and from the use of profane or otherwise offensive language in the conduct of your duty as a coach.
11. Educate athletes as to their responsibilities in contributing to a safe and positive environment.
12. Allow team goals to take precedence over your own.
13. When making a decision regarding an injured athlete's ability to continue playing or training, consider their future health and well being as foremost.
14. Refrain from being alone with any minor aged player off-field and under no circumstances travel overnight with a minor aged player or team unless accompanied by another adult.
15. Keep lines of communication open with your players and their parents. Let them know that you are always available should they have any concerns.
16. Remember that you are a coach for the West Van Soccer Club. Co-operate with other coaches and officials for the benefit of all the children in the Club.
17. Uphold the constitution, bylaws and policies of the West Van Soccer Club.
18. Make a commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

PLAYER REGISTRATION

"Out of District" Players

An "out-of-district" player is a player who is not registered in the district in which their legal guardian resides. Permission must be obtained from both Districts before a non-resident player may register in another District. An "out-of-district" form with all signatures and information must accompany the player's registration form. The parent claiming legal guardian status must provide proof.

Registering with the Club is only the first step. Each season, all players must be officially registered on a BCSA player registration form. Registration is facilitated through the website and is eventually passed on to the District Registrar. A player must be registered at least 24 hours prior to a league game. To be eligible for Cup play, a player must have participated in at least one league game prior to the appropriate Cup game. Also, a player must be registered at least 7 days prior to any Cup game.

The use of unregistered players is absolutely prohibited. Once a player is registered on a team, they must not play for another team while they are registered with that team.

Intra Club Permits – Permits are allowed for league games only. A player may be permitted to play for a team in a higher caliber league in their age group or an equal or higher caliber league in an older age group. A player cannot play on permit more than three times per season. Permit forms can be found at www.4districtsoccer.com under ICP Permit form or at www.bccgsl.ca

Exceptions may be granted to supplement your team (to a maximum of 18 players or 20 players at U17 and U18) for friendly tournaments.

There is a maximum of 18 players (or 20 at U17 and U18) who can register with a team. If you exceed that limit, one player must be removed from your team (by letter to the District Registrar) before another can be added.

A BCSA Transfer form must be used to transfer a player from one team to another. The deadline for a transfer is January 15th. There is a 7 day waiting period before the transferred player is eligible to play. Further, the player cannot play for his old team while awaiting eligibility to play for his new team.

All contact with players from other Clubs or Districts must come through the Club Coordinator or registrar. All requests for transfers must be made through your Club Coordinator and the Club Registrar.

Only 3 players can be permanently transferred to a team per playing season. The transfer forms can be obtained from www.bcsoccer.net. District Registrar, Club Registrar and Divisional Coordinator approval must be obtained prior to delivering the form to the BCSA office. It is the responsibility of the team "obtaining" the player to make sure the form and fee is received by the BCSA office. The date the form is received with the fee will be deemed the date that the transfer has been received.

ID Cards

No later than October 1st, all U11 Development teams and U-12 to U-18 teams require a photo ID for all games. Team officials also require a photo ID. These cards must be given to the referee before the start of the game. The referee will check each player's card against the team list. The referee will retain the cards during the game. Remember to retrieve your ID cards following the game.

ID cards will not be issued to coaches, assistant coaches or managers who do not have a current CRC on file with the Club.

Players transferred from one team to another require a new photo ID card with the new team information.

RULES OF PLAY

Team officials must take an active role in maintaining discipline on the sidelines and controlling parents, fans and substitute players. Team officials will be held responsible for activities on the sidelines.

Duration of Game (Divisional)

U-18 to U-17	2 x 45 min.
U-16 and U15	2 x 40 min.
U-14 and U-13	2 x 35 min.
U-12 and U-11	2 x 30 min.

Size of the Game Ball (Divisional)

U-18 to U-13	Size 5
U-12 to U-11	Size 4

Number of Players (Divisional)

A total of seven registered players, one of whom must be a goalkeeper, are required to begin a game. Less than seven players is a default. Under no conditions are teams to use unregistered players.

Team Lists (Divisional)

Teams must provide 2 copies of their team lists. "Permitted" players must be indicated by a "P" next to their name on the form. Team lists are required for all leagues in all games, and must be given to the referee no later than half-time. Preferably, they should be given to the referee with the ID cards prior to the start of the game. The lack of team list is grounds for protest.

Substitutions

Unlimited substitutions are permitted in all League games and Cup games. Substitutions may be made at a stoppage in play at the referee's discretion

Mini Rules of Play - Please see section on Mini soccer.

AWARDS

Awards night is one of the biggest events of the soccer season. At this event the Club recognizes the Divisional Boys and Girls teams which have

Won their league
Won their Conference Cup
Won the North Shore portion of the Provincial Cup
Won the Provincial Championship

Player of the Year

Each year, a “*Player of the Year*” award is given to a player from each divisional team (including U11). This player is chosen at the Coach’s discretion and a player may receive the award more than once. The recipient need not necessarily be the most valuable player or the highest scorer on the team. Instead, it is more for the player who, in the Coach’s opinion, contributed to the overall team experience through their play, sportsmanship, behaviour, support of team-mates and coaches, individual improvement and commitment through regular attendance at practices and games.

Please identify your selection and submit it (complete with all the information requested below) to your age group coordinator **no later than March 31st**. It is essential to have *all* the information by this date in order to ensure the trophies can be prepared in time for the awards night.

Trophies will be handed out the Club’s Annual Awards

REQUIRED INFORMATION: Player Name; Team Name; Coach’s or Manager’s Name, Phone # & e-mail; Age Group (e.g. U14); Whether a Boys or Girls team

Nigel Lankester Memorial Trophy

This trophy was first presented in 1976 in memory of Nigel Lankester. Nigel was accidentally killed while working for his company, the Tree People. He had been a fireman in West Vancouver for many years before starting his own company and the W.V.F.D. sponsored this memorial for him at the time of his death. As a youth, Nigel had played soccer for the Club and had loved the game.

The trophy is presented to the Divisional Boys or Girls team for outstanding achievement.

The team members share the original trophy for one year. Each team member receives a small trophy to keep.

Please identify your nomination and submit it (complete with all the information requested below) to the President **no later than April 30th**. It is essential to have *all* the information by this date in order to ensure the trophies can be prepared in time for the awards night.

REQUIRED INFORMATION: Team Name, Coach's Name, Phone # & e-mail, Reason why this team should be considered for this award; (also include a brief outline of the player's background – *This information is essential for the adjudicators.*

Michael Tam Memorial Award

Most inspirational MINI Coach of the Year

This award is named in memory of Michael Tan who passed away suddenly as a result of a car crash on the Sea to Sky highway on Saturday April 16, 2005. His children are still involved in the WVSC.

Michael was a dedicated coach, great community volunteer and a loving father, husband and friend. Jack MacNeill, Mike's assistant coach described Michael as follows: "Mike was the heart and soul of the Eagles team whose dedication and enthusiasm had gone unmatched for years." Jack also states, Mike was "a healthy, positive role model that any young boy could look up to and model with pride and confidence." Finally, Mike "had great aspirations of seeing the team playing as a strong unit, having fun and encouraging each other to play to new heights." Above all, he wanted the Eagles to feel good about themselves and the team they represented. This trophy will be presented yearly to a deserving Mini coach who has upheld Michael's standards.

Bob McGowan Memorial Trophy

The parents of Bob McGowan donated this trophy to the Club in the spring of 1956 in memory of Bob who died in 1946. Bob had been a member of the Irwin Park Rangers soccer team at the time of his death. When Bob's teammates from the Rangers were in their twenties, one of their strongest memories of Bob was that he "possessed all the qualities of good sportsmanship". This award was then established "as an example for all the lads to follow in their future".

The memorial is a perpetual trophy awarded annually to the youth soccer player in the U13 age group who best typifies good sportsmanship.

Please identify your nomination and submit it (complete with all the information requested below) to the President **no later than April 30**. It is essential to have *all* the information by this date in order to ensure the trophies can be prepared in time for the awards night.

REQUIRED INFORMATION: Player Name, Team Name, Coach's Name, Phone # & e-mail, Reason why this player should be considered for this award; (also include a brief outline of the player's background – *This information is essential for the adjudicators.*

Morgan Backhouse Trophy

This trophy was provided to the Club by the West Vancouver Kicks in Division 3. It was presented in honour of their teammate, Morgan Backhouse who was killed in a tragic accident in Stanley Park in 1985. It is presented to a player in Division 3 Boys or Girls who, in the opinion of a committee and based on the recommendations of the coaches, is judged the "Most Dedicated Under 15 Player". The award is a perpetual trophy inscribed with the winner's name and is held for one year. The player is given and keeps a small plaque as a memento.

Please identify your nomination and submit it (complete with all the information requested below) to the President **no later than April 30th**. It is essential to have *all* the information by this date in order to ensure the trophies can be prepared in time for the awards night.

REQUIRED INFORMATION: Player Name, Team Name, Coach's Name, Phone # & e-mail, Reason why this player should be considered for this award; (also include a brief outline of the player's background – *This information is essential for the adjudicators.*

Max Lennox Trophy

This award was initiated by the Lennox family in memory of their father who passed away in 1995. Max was a player, coach, Club Director, spectator and soccer supporter in West Van for many, many years.

The trophies are awarded annually by the Club to the **Under 17 girl and boy** who demonstrate the qualities of **inspirational leadership** by putting the team first before him/herself both on and off the field, while incorporating sportsmanship, fair play and respect for officials, opponents, spectators and the Game along the way. The perpetual trophies are inscribed with the winner's names and are to be held for one year. The two players receive small plaques to keep as a memento.

Please identify your nominee and submit it (complete with all the information requested below) to the President **no later than April 30th**. It is essential to have *all* the information by this date in order to ensure the trophies can be prepared in time for the awards night.

REQUIRED INFORMATION: Player Name, Team Name, Coach's Name, Phone # & e-mail, Reason why this player should be considered for this award; (also include a brief outline of the player's background – *This information is essential for the adjudicators.*

Gayle Fetterley Memorial Trophy

This award is a perpetual award given for a manager for the first time in 2003/04. It is named in honour of Gayle Fetterley, a long-time, hard-working volunteer with the West Vancouver Soccer Club.

Gayle was involved in the Club for many years as a team manager and as a Board member. Gayle and her mother, Dorothy are probably best known to many of you as the “hot dog ladies” on Friday mornings at the Fun in the Sun Soccer camps. Gayle, her late father, Harold and Dorothy, were always on the sidelines at the Fetterley boys’ games. Gayle died suddenly and unexpectedly in April 1999. The Club wishes to honour her memory by recognizing an outstanding manager who has exhibited a strong commitment to his or her team and to the goals of the Soccer Club.

The perpetual trophy will be inscribed with the winner’s name and is to be held for one year. The winner will also receive a small plaque to keep as a memento.

Please identify your nominee and submit it (complete with all the information requested below) to the President **no later than April 30th**. It is essential to have *all* the information by this date in order to ensure the trophies can be prepared in time for the awards night.

REQUIRED INFORMATION:

The following is required, manager’s name, team name, Division (e.g. Boys U13 Silver Strikers); Coach’s Name, phone number & e-mail; Name, Phone # & e-mail of person making the nomination (if other than the coach). Reason why this person should be considered for this award; (include a brief outline of the manager’s background e.g. how long involved in soccer) – *This information is essential for the adjudication*

COACHING

The conduct and good discipline of the players under your control is entirely in your hands. Your job is to develop the skills and successful teamwork of the players on your team. That is obvious. But what some coaches forget is the responsibility to lead by example in developing sporting attitudes, sporting behavior, and the ability to win or lose in a sporting way. Those coaches who yell and scream, at their players, or the players on the opposing team, or at referees, should consider the type of behavior they are instilling in the members of their team.

Just as referees do not win games for you, they also do not lose games for you. In recent years the number of referees dropping out of soccer has been increasing. The number one reason for them dropping out is the abuse, both verbal and physical, from players, parents, and coaches.

Remember, you can control the actions of all three. If you will not tolerate such abuse, by and large, this abuse will cease to exist. Remember also, that you as a coach are responsible for the actions of your teams supporters.

Remember too, that without a referee the game will not be played. And playing the game is what it is all about.

Young referees, or beginning referees of any age, will show their inexperience at times and will make mistakes. Usually they will make fewer mistakes than the players or the coaches. The development of young referees must be encouraged.

Abuse of referees will not be tolerated and those involved will be subject to discipline and/or suspension.

Please see the website at www.westvansoccer.com under “coaches and referees” and “coaching clinics” to read about the new coaching pathway.

GRADUATING PLAYERS

Players graduating from youth soccer have many options for continuing playing soccer.

Contact the Senior Men's director in charge at mens-coord@westvansoccer.com

On the women's side Contact the Senior Women's director in charge
womens-coord@westvansoccer.com

PHOTOS

The registration fee includes the cost of one team and one individual photo. Additional photographs can be purchased directly from the photographer.

Team photos take place in October. Your coordinator will contact you with your time. Teams should arrive approximately 15 minutes before the assigned time. It is important to keep to the schedule as over 100 teams will have their pictures taken on a single day

PRACTICES

Practices for Mini teams are in gyms or outdoor depending on age. The School Board charges for gym time. Therefore, teams are expected to practice outside on the school's gravel field as long as daylight permits (with the exception of West Bay).

The Club assigns gym times.

Practices for Divisional teams are on outdoor lit fields. The six lit fields in the Municipality are at Ambleside D and E (artificial turf fields), and all weather fields at Klahanie, Ambleside 'H', and West Bay and Rutledge Artificial turf field. The Club assigns practice times.

Klahanie is located north of Earl's restaurant. Access is off Capilano road. Ambleside 'H' is south of the railway tracks and is next to the duck pond at Ambleside Park. Ambleside D and E are located next to Park Royal at the east end of the sport complex. Rutledge field is at the westerly end of Ambleside near the tennis courts.

Two teams are assigned per field except possibly at the U11 and U12 bronze/silver B level where three teams may be assigned per field.

Second practice times are available for Gold teams and for Silver teams where space permits.

Practices are not allowed on grass fields during the soccer season. The Club supports the Municipality in its efforts to maintain control of the use of fields and expects all Club teams to co-operate. The Club will deal appropriately with teams who practice on grass fields.

A timer controls all six lit fields. The lights on the three all weather fields are turned on using a key. Keys are available at the coaches meeting in September. The lighting for each of the two artificial turf fields is controlled by a timer.

TOURNAMENT

The Club hosts its annual tournament usually in March. This tournament is named after Kinsley Woo, a board member and coach who was instrumental in running this tournament for many years. Kinsley passed away in 1994 after a battle with cancer.

The Club also hosts a Remembrance Day tournament.

SCOUTING

The WVSC has replaced tryouts with a Season-long scouting process. Players not currently playing for the WVSC but wishing to be assessed should contact the registrar at registrar@westvansoccer.com

West Vancouver Soccer Club

CONSTITUTION

ARTICLE 1: **NAME**

The name of the Society is "West Vancouver Soccer Club", and shall hereinafter be referred to as "the Club".

ARTICLE 2: **PURPOSES**

The purposes of the club are

- a. develop, promote and administer the game of soccer in the Municipality of West Vancouver (the "community")
- b. administer, promote and encourage participation and interest in all aspects of soccer for youth and adult players, to facilitate the transition from youth to adult soccer under the auspices of the Club, and to develop the highest possible standard of sportsmanship, self-discipline, courage, perseverance and citizenship of the community.
- c. encourage competition, good-sportsmanship and fellowship for participants at all times.
- d. develop and promote enjoyment and competition for its members in all aspects of the game of soccer.
- e. operate as a non-profit organization open to all members of the community.
- f. raise funds by charging fees, and soliciting and receiving money and property, as may seem conducive to the Club's objectives.
- g. affiliate with and support other societies clubs or associations having purposes similar to those of this Club; and
- h. do all such lawful things as are incidental or conducive to the attainment of the purposes of the Club.

ARTICLE 3: **OPERATIONS**

- (a) The operations of the Club shall be carried on without purposes of gain for its members or directors, and any income, profits or accretions of the Club shall be used to promote the purposes of the Club. This provision is unalterable.

- (b) The activities of the Club shall be chiefly carried in the general locality of the District of West Vancouver and neighboring communities. This provision is alterable.
- (c) The club is affiliated with the BCSA.
- (d) Upon the dissolution or winding up of the Club, any assets remaining after payment of any debts of the Club shall be given or transferred to another soccer club with similar purposes and approved by the Directors, or to a West Vancouver Charitable Foundation registered as charitable foundation with the Canada Revenue Agency. If the transfer is made to a West Vancouver Charitable Foundation, the executive of the Club at time of dissolution shall, by majority vote, designate the most appropriate Foundation to receive such assets. This provision is alterable.
- (e) Under no conditions are the above-mentioned assets available for distribution to the members of the Club established by this constitution. This provision is unalterable.

West Vancouver Soccer Club Bylaws

1. Interpretation: In these bylaws, unless the context otherwise requires:
 - (a) "Directors" shall mean the directors of the Club for the time being;
 - (b) "Society Act" means the Society Act of the Province of British Columbia and to all amendments to it;
 - (c) "term of office" means the term, the length as stated in the by-laws, beginning on the first day following the Annual General Meeting of the same year.
 - (d) "Club" or "Society" means the West Vancouver Soccer Club.
 - (e) "Player" means a person whose registration form has been accepted by the Club.
 - (f) "Youth" means a youth player who has not attained their 19th birthday before the first day of January in the soccer-playing season.
 - (g) "Adult" means a player who has attained the age of 19 years by the first day of January in the soccer-playing season.
 - h. "Mini" means a youth player who has attained the age of 4 but has not attained their 11th birthday before the 1st day of January in the soccer-playing season.
 - i. "Team" means a Club sponsored number of players who are registered as a team with the Club, and the British Columbia Soccer Association.

- j. “Registered address” of a member means his/her address, including the e-mail address, as recorded on the annual registration form of a player or as otherwise provided by the Club.
- k. “term “ means the time between the Annual General Meeting and the next Annual General Meeting unless otherwise provided.
- l. “Special Resolution” means a resolution requiring a majority of 75% of such voting members as are present at a general meeting.

2. Words importing the singular include the plural and vice-versa, and words importing a male person shall also include a female person.

PART 2: AFFILIATION

As a provision of these bylaws, this Club shall be directly or indirectly affiliated with the British Columbia Soccer Association, which is, in turn, affiliated with the Canadian Soccer Association, and shall abide by the rules and regulations set down by those bodies and any other affiliated bodies. Dismissal of this affiliation shall be commenced only on orders of these Associations or upon a clear majority decision of the Board of Directors and a majority of the membership at large.

PART 3: MEMBERSHIP

1. The members of the Club are the applicants for incorporation of the Society, and those persons who subsequently become members in accordance with these bylaws and, in either case, have not ceased to be members. The members of the Club shall include those persons who have registered and paid the prescribed fees with the Club immediately prior to its incorporation as a society for the soccer-playing season as at the date of incorporation.
2. Ordinary Membership
 - (a) A person shall become an ordinary member of the Club in the manners described as follows:
 - The parents or guardians of youth players registered to play soccer with the Club, and for whom the prescribed fees have been paid;

- The registered youth players for a particular soccer-playing season(the players shall be considered non voting members);
 - Registered adult players;
 - A duly elected director of the Club in the director's current term; or
 - Coaches, assistant coaches, team managers, and any person appointed by the Board of Directors to perform duties on behalf of the Club
- c.. Membership in the Club ceases when persons who are ordinary members by virtue of the fact that they are a player, parent or guardian of a player enrolled to play soccer with the Club no longer qualify under this category. Persons who are members by virtue of their volunteer services cease to be members upon completion of/or withdrawal from their assigned duties and responsibilities. Any person who has delivered or mailed his resignation to the secretary of the Club ceases to be a member.
- d. The Board of Directors has the discretion to accept or reject an application for membership in the Club, provided that before membership is accepted the applicant must pay to the Club the membership fee, if any.
- e. The Board of Directors may, by a 75% majority remove, suspend or expel a member of the Club for just and reasonable cause. The motion for expulsion shall be accompanied by a brief statement of the reason or reasons for expulsion. The person who is the subject of the motion for expulsion shall be given the opportunity to be heard at the director's meeting before the expulsion resolution is put to a vote.
- f. An ordinary member may also be expelled from the Club by a Special Resolution that is carried by a 75% majority of members attending an Annual General Meeting or an Extraordinary General Meeting of the Club.
- g. Every member to remain in good standing, shall uphold the constitution of the Club, comply with these bylaws and if applicable, submit a prescribed registration form within the time frame designated by the directors and pay, if and when due , the membership fee for the current year.
- h. A person or group shall cease to be a member of the Club:
- i. by delivering his or her resignation in writing to the secretary of the Club or mailing to the email address of the secretary or the registered address if the Club;
 - ii on being expelled

iii, on having been a member not in good standing for a period of time prescribed by the Directors;

iv on his/her death or in the case of a corporation on dissolution; or

v. if the person is a member by reason of their being a parent or guardian of a registered player upon the player ceasing to be registered with the Club.

Life Membership

Life Membership may be bestowed on any members of the Club for distinctive service to the Club for a period of at least ten years. Nominations for a Life Membership must be made by a member of the Directors and may be approved at the last meeting of the Directors of the current season. A life member shall receive a suitable plaque to honor his achievement, and shall enjoy full voting privileges in the Club.

PART 4: BOARD OF DIRECTORS

1. Composition

The business of the Club shall be conducted by a Board composed of a maximum of 24 members, who shall be elected for a term of two (2) years. Half of these members shall be elected in even numbered calendar years, while the remaining half shall be elected in odd numbered calendar years.

There shall be no more than three (3) directors affiliated with a single team.

The Board of Directors shall elect from among their members an Executive Committee, comprising the President, Vice President, Secretary, Treasurer, Divisional Boys Coordinators and Divisional Girls Coordinators.

The Executive Committee shall have the powers of the Board of Directors between meetings of the Board and shall carry on the affairs of the Club subject always to review by the Board of Directors to which it shall report regularly.

Any Director failing without just cause, to attend four consecutive meetings of the Board shall cease to be a Board member.

If a director, other than the President or immediate past president, resigns his or her office, or otherwise ceases to hold office, the remaining directors may appoint a member to take the place of the former director.

A director shall abstain from voting on any matter directly affecting himself, any team with which he is affiliated, or any matter in which he has, or appears to have, in the opinion of the Board, a conflict of interest.

At all meetings of the Board eight (8) of the elected Directors shall constitute a quorum.

The Board may engage paid employees as it shall deem necessary. Such person (s) shall have such authority and responsibility as the Board shall determine.

2. Election of Executive Committee Members

Members of the Executive Committee shall be elected by the directors at a Board of Directors meeting immediately following the Annual General Meeting of the members.

3. Duties

(a) President

Shall preside at all meetings and shall act as the official representative of the Club. He shall co-ordinate all Club activities including setting of the Annual General Meeting, Board meetings, emergency meetings and any disciplinary meetings. He shall co-sign cheques, and will act as the official liaison for the Club.

(b) Immediate Past President

Shall be an ex-officio member of the Board and will act in an advisory capacity to the incoming Board.

(c) Vice President

He will assist the President in carrying out the operations of the Club, and act in his absence. He shall assist the Co-ordinators and other Directors as required.

(d) Treasurer

Shall be responsible for all moneys handled by the Club, maintain permanent financial records including books of account necessary to comply with the Society Act and report to all Board meetings. He shall prepare and present a financial statement at the Annual General Meeting and any interim statements as may be required by the President or the Board of Directors. Assisted by the Registrar, and other committees' chairpersons, he shall draw up the annual budget, recommend fees for members and teams, approve any expenses above budget, co-sign all cheques and pay all bills in a timely manner. He shall be the Club contact for banking institutions.

(e) Secretary

Shall attend Board meetings, keep a complete record of all minutes, business transacted, and correspondence. He will assist the President or other Directors in the performance of their duties as may be assigned by the President. The Secretary will have custody of all records and documents of the Club except those required to be kept by the Treasurer.

4. Committees

(a) The Board of Directors may, at its discretion, appoint special committees from the Board of Directors members and from the membership to handle various affairs of the Club. A Board appointed Director of the Club shall chair each committee. These committees shall meet as required. If requested by the Directors, committees shall be required to maintain formal records of their meetings.

(b) A Disciplinary Committee, as may be required, shall be formed at the call of the President. Such committee will consist of any 3 members in good standing who in the opinion of the Board do not have a specific connection to the individual or team subject to disciplinary action.

5. Removals and Vacancies

(a) Any Director failing to attend four consecutive meetings of the Board without just cause shall cease to be a Board member and may be removed from their position.

(b) Any vacancy on the Board of Directors, other than the positions of President and Immediate Past President, created by a member resigning or being removed, suspended or expelled may be filled for the balance of the term by appointment by a majority vote of the remaining Board of Directors.

- (c) A Presidential vacancy shall be filled from within the existing Board of Directors.
 - (d) The Board of Directors may, by a 75% majority, remove suspend or expel a member of the Club for just and reasonable cause from any position of responsibility within the Club.
6. The Directors may exercise all the powers and do all the acts and things that the Club may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Club in general meeting, but subject nevertheless to:
 - a. All laws affecting the Club
 - b. These bylaws; and
 - c. Rules, not being inconsistent with these bylaws, which are made from time to time by the Club in general meeting.
 - d. No rule in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
 7.
 - a. The number of directors shall be a maximum of twenty four (24) or such number determined from time to time at a general meeting
 - b. The president, vice president, secretary, treasurer and such other persons determined by the directors shall be the officers of the Club
 8.
 - a. Each director shall at the end of his 2 year term of office, retire at the Annual General meeting when his/her successor will be appointed.
 - b. A retiring director may seek re-election
 - c. An election may be by acclamation, otherwise, it shall be by ballot.
 9.
 - a. Unless otherwise provided by the members present at the annual General meeting, the officers shall be elected by the directors at the first meeting of the directors following the Annual General meeting and in the manner approved by the Directors
 - b. The Board may appoint up to 4 additional directors to serve as coordinators for Boys, Girls, Mini Boys, Mini Girls until the next Annual General Meeting. These appointees shall be considered as elected members of the Board with full voting privileges.
 - c. Any vacancy on the Board may be filled by appointment of the Directors
 - d. Any vacancy may be filled by election by the Directors
 - e. Any director appointed under subsection (c) above shall serve the unexpired director term of the director he/she is replacing.
 - f. An officer appointed under subsection (d) above shall serve the unexpired officer term of the officer he/she is replacing.

- g. In the event of a resignation by dispute from the directors, the vacancy may not be filled by an appointment.
 - h. If the directors are unable to appoint directors to vacancies on the Board, they shall call a general meeting of the members to elect a director or directors to complete the unexpired term.
 - i. The immediate past president of the Club shall be an ex officio member of the Board.
10. The Board shall appoint a nominating committee which will report to the Annual General meeting by nominating individual members to serve as directors; and will suggest the names of the individuals to be elected by the Board to the positions of President, Vice President, Secretary and Treasurer from the Committee's nominations. Nominations for directors will also be accepted from the floor at the annual General Meeting.
 11. No act or proceeding of the directors is invalid only reason of there being less than the prescribed number of directors in office
 12. The members may, by special resolution, remove a director before the expiration of his/her term of office, and may elect a successor to complete the term of office.
 13. (i) No director shall be remunerated for being or acting as a director, but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Club, providing only that such expenses have been approved in advance by the treasurer or other financial officer acting under authority of the directors.
(ii). In a case where a director has incurred expenses which have not been approved in advance by the treasurer or other financial officer acting under authority of the directors, such director may yet be reimbursed for all expenses incurred by him/her while engaged in the affairs of the Club, providing that the board of directors finds the expenses to have been necessarily and reasonably incurred.
(iii), No member who receives compensation from the Club for services to the Club shall be a director, other than paragraph (i) above or incidental compensation as a game official (such as a referee or linesman).
 14. The Board may remove a director before the expiration his term by a vote of two thirds of the other directors present at a meeting, and may elect by a simple majority vote a successor to complete the term of office and carry out the responsibilities of the vacant directorship.
 15. A member of the board of directors shall;
 - (A) act honestly and in good faith and in the best interests of the Club;
 - (B) exercise the care, diligence and skill of a reasonable and prudent person in exercising power and performing functions as a member of the Board of Directors.

16. A member of the Board of Directors who is directly or indirectly interested in a proposed contract or transaction with the Club shall disclose fully and promptly the nature and extent of his/her interest to each member of the Board of Directors and otherwise comply with the requirements of the Society Act.
17. The directors shall cause to be entered in a register of members the names of applicants for incorporation and the name of every other person admitted as a member of the Club together with the following particulars of each:
 - (A) The full name and residence address
 - (B) the date on which a person is admitted as a member;
 - (C) The date on which a person ceases to be a member.
18. The directors shall cause to be prepared all reports, including financial reports, required by law to be prepared by the Club for the Annual General meeting
19. The directors shall, on behalf of the Club, cause to be filed all financial and other reports that have to be filed after the annual General Meeting as required by the Society Act and income Tax Act or other law.
20. The directors shall ensure the Club has at least one account with a chartered bank, credit union or trust company for the deposit of funds.
21. The directors, on behalf of the Club, shall keep proper accounting records in respect of all financial or other transactions and, without limiting the foregoing, shall keep records of
 - (A) all money received and disbursed by the Club and the manner in respect of which the receipt and disbursement took place.
 - (B) every asset and liability of the Club;
 - (C) every other transaction affecting the financial position of the Club.

PROCEEDINGS OF THE DIRECTORS

- a. The directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, and may hold meetings, in whole or in part, by telephone or telephone conference call.
- b. A director may at any time and the secretary, on the request of a director, shall convene a meeting of the directors
- c. The directors may from time to time fix the quorum necessary for the transaction of business, and unless fixed, the quorum shall be eight (8) of the directors then in office. Directors participating by telephone or telephone conference call shall be considered part of the quorum
- d. The president shall preside over Board meetings. In the absence of the President, the Vice president shall preside. Both being absent, the other directors present shall elect one of their number to preside as chairman of a board meeting.

- e. (i) The directors may delegate any, but not all, of their powers to committees consisting of such persons as they think fit, and may name the committee.
 - (ii) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held after it has been done
 - (iii) The chairman of the committee shall be the director who has delegated his/her duties to the committee: however, if the director so chooses, the chairman may be elected by the members of the committee.
 - (iv) Subject to directions of the directors, a committee shall determine its own procedure.
 - (v) The members of a committee may meet and adjourn as they think proper
 - (vi) If no chairman is elected, or if at a meeting the chairman is present within 30 minutes after the time appointed for holding the meeting, the members of a committee shall by majority vote elect one of their number as chairman for purposes of that meeting.
- f. (i) Questions arising at a meeting of the Directors and committee of directors shall be decided by a majority of votes.
 - (ii) In case of an equality of votes the chairman shall not have a second or
- g. No resolution proposed at a meeting of directors need be seconded and the chairman of a meeting may move or propose a resolution.
- h. At all meetings of the Board of Directors, each Director, excepting the President, shall be entitled to a single vote. In event of a tie, the President shall cast the deciding vote.
- i. No Director shall vote on any matter that the Board determines may be construed as a conflict of interest
- j. A resolution in writing, voted on by a majority of directors whose votes are received by email and placed with the minutes of the directors, is as valid and effective as if passed at a meeting of directors.
- k. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of directors is present.
- l. A director who may be absent temporarily from British Columbia may send by mail or email, or deliver to the address of the Club, a waiver of notice of any

meeting of the directors and may at any time withdraw the waiver, or until the waiver is withdrawn.

- A. No notice of meeting of directors shall be sent to that director: and
- B. any and all meetings of the directors of the Club, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.

PART 5: MEETINGS OF MEMBERS

1. Annual Meetings

- (a) The Annual General Meeting of the Club shall be held not more than 25 months after the date of incorporation and thereafter the Annual General Meeting of the Club shall be held each year within 13 months of the previous Annual General Meeting at a time and place in accordance with the Society Act. It shall be the duty of the President to establish the date and to notify all members of the Club 21 days prior to the date of the Annual General Meeting. Notice of such meeting shall be considered given when it has been posted on the website and/or emailed to all members of the Club
- (b) General meetings of the Club shall be held for any purpose and at any time and place in accordance with the Society Act, that the Directors decide.
- (c) The order of business at the Annual General Meeting shall be:

Call to order

Introductions

Minutes of the last Annual General Meeting

President's Report

Treasurer's Report

Directors Reports

Unfinished Business

New Business

Nominating Committee Report

Elections

Adjournment

- (d) A quorum shall be a clear majority of the Board of Directors plus at least 1 of the remaining members.

2. Board of Directors

The Directors shall hold board meetings not less than ten times during the year. The President or a majority of Board members may call additional Board meetings when the business of the Club so requires.

3. Extraordinary General meetings

Every general meeting other than the annual general meeting is an extraordinary general meeting. If, at the discretion of the Directors, there is cause to hold an extraordinary general meeting of the Club, it shall be the duty of the President to notify all voting members 21 days prior to the meeting as to the date, time and place as well as the reason for the meeting. Notice of such meeting shall be considered given when it has been communicated in writing to all the members.

If, at the discretion of the membership, there is cause to hold an extraordinary general meeting, a petition requesting such signed by a minimum of 10% of the membership and giving reason for the meeting, must be delivered to the President of the Club at least 28 days prior to the date proposed for the meeting. It shall then be the duty of the President to notify the membership at large 21 days prior to the meeting date as to the time, place and reason for such extraordinary general meeting. Notice of such meeting shall be considered given when it has been posted on the Club website and/or emailed to members.

PART 6: VOTING

- 1. At the Annual General Meeting all members present shall be entitled to have one vote on all resolutions proposed. Youth members shall not vote. No proxies shall be allowed.

2. A Nominations Committee shall be formed not less than 60 days prior to the scheduled date of an Annual General Meeting, The committee shall submit a list at the Annual General Meeting of those members wishing to stand for a position on the Board of Directors. Elections will be held at the Annual General Meeting if so required.. The list of nominees shall be given to the current Board of Directors a minimum of 14 days prior to the date of Annual General Meeting.
3. Decisions shall be made by the majority of votes cast, either by a show of hands or by secret ballot if so requested by the President
4. At any Annual General Meeting, members present may nominate additional candidates for Board positions and may introduce additional resolutions or new business to be considered by the Board at a future date.
5. Members may propose Constitutional Amendments to the Annual General Meeting providing the current Board has been notified in writing 30 days prior to the date of the Annual General Meeting.

PART 7: GENERAL

- a. Roberts Rules of Order shall govern the conduct of all meetings.
- b. No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

PART 8: FINANCES

1. The Board of Directors shall approve and direct the handling of the finances of the Club under the responsibility of the Treasurer, who shall be responsible for maintaining full and proper accounting records.
2. Current Operating Account
 - (a) A current operating account shall be maintained in any Canadian chartered bank, credit union or trust company as designated by the Directors. All current operating receipts received by the Club shall be deposited in this account out of which normal operating expenses shall be paid.
 - (b) Special accounts may be created for specific purposes at the discretion of the Board of Directors.
 - (c) At each Board meeting, the Treasurer shall present details of all revenues and expenditures to the Directors for their approval.

- (d) The President or Treasurer shall not make or commit any expenditure in excess of an amount of \$1000.00 without prior approval of the Board..
- 3. Savings and Trust Account
 - (a) The Treasurer, with approval of the Directors, shall maintain savings and trust accounts as may be required by the Club.
 - (b) The Directors shall ensure that all conditions of deposit are adhered to, and shall approve all expenditures or withdrawals related to savings and trust accounts.
 - (c) The Treasurer, with approval of the Directors, shall be empowered to invest any excess funds of the Club in securities designated by the "Trustee Act".
- 4. In order to carry out the purposes of the Club, the Directors may, on behalf of and in the name of the Club, raise or secure the payment or repayment of money in such manner as they decide, and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
- 5. No debenture shall be issued without the sanction of a special resolution.
- 6. The members may by special resolution restrict the borrowing powers of the directors, but a restriction so imposed expires at the next Annual General meeting.
- 7. The signing authorities of any bank accounts or financial papers shall be the President and the Treasurer, and any one of two Directors designated annually by the Board as signing officers of the Club.
- 8. The fiscal year end for the Club shall be March 31.

PART 9: INSPECTION OF BOOKS AND RECORDS

The books and records of the Club may be inspected by a member of the Club at each Annual General Meeting, and at any reasonable time at a place to be agreed upon.

PART 10: AUDITOR

Members may appoint or elect an auditor for a term of one year by special resolution at any general meeting of the members. No Director or employee of the Club shall be auditor.

PART 11: REGISTRATION, FEES, SUSPENSIONS, and APPEAL PROCEDURES

1. Registration

The regulations covering registration of players shall be those adopted by the British Columbia Soccer Association. Any players residing within the District of West Vancouver and other communities within the boundaries of the North Shore Youth Soccer Association District, and being a member of this Club only, will be given preference for registration by way of pre-registration procedures. Open registrations will be accepted for each playing season to a total as previously set by the Board of Directors or as restricted by availability of field facilities.

2. Team Forming

- (a) The Board of Directors will be responsible for ensuring that there is a reasonable balance in the competitive levels of teams participating in the Club.
- (b) Each team registered by the Club shall have players with appropriate level of abilities for all playing positions required in the game of soccer. A formal tryout process will be held annually for all Adult teams, and for Gold and Silver Youth teams, as required.
- (c) Each team registered with the Club shall have a manager, and a coach. The Board of Directors shall appoint and/or approve all coaches and other team officials.
- (d) Existing teams may register with the Club provided that they agree to comply with club standards for competitive balance and players level of abilities for playing positions.
- (e) Individual players registering with the Club will be assigned to teams on the basis of clauses 11.2(a) and 11.2(b) with consideration of player preference.
- (f) Consideration of player transfers between teams shall be based primarily on (a) and (b) of this section, and such transfers to be approved by the Board of Directors with prior agreement of the player involved, subject to the overriding rules of the British Columbia Soccer

Association and/or the leagues in which the affected teams play, such agreement not to be unreasonably withheld.

3. Player Fees

It shall be the responsibility of the Board of Directors to set the Fee Schedule for each playing season in the coming year.

4. Complaints

Any protest or complaint against Club personnel such as directors, managers, coaches, officials, other officers of the Club, or against players shall be reported in writing to the President of the Club within 7 days of the incident occurring.

4. Suspensions and Appeals

The Board of Directors, upon the recommendation of the Disciplinary Committee of the Club, may suspend a member or player. The Board of Directors shall deal with the matter at the earliest reasonable date and, in the case of individual players, report their decision to British Columbia Soccer Association as appropriate. A member may appeal the suspension to the full membership at the next General Meeting.

12. BYLAWS

a. After being admitted to membership, a member is entitled to and the Club shall give him a copy of the Constitution and Bylaws of the Club upon paying the sum of \$10.

b. These bylaws shall not be altered or added to except by special resolution.

Dated at, West Vancouver, British Columbia _____ day of July 2010