

GIRLS METRO SOCCER LEAGUE



POLICY and INFORMATION MANUAL

2008 – 2009

GIRLS METRO SOCCER LEAGUE
2008 - 2009 PHONE LIST
Website www.gmsl.ca

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SECTION 1
METRO COMMITTEE RESPONSIBILITIES
LEAGUE ADMINISTRATION

A. CHAIN OF AUTHORITY

F.I.F.A.

C.S.A.

B.C.S.A.

District Board of Governors

Metro Committee

District Reps

Clubs

Teams

Players/Parents

NOTES:

1. The various boards will deal only with written inquiries.
2. If not satisfied with a reply, you may appeal to the next higher authority.

B. METRO WORKING COMMITTEE - COMPOSITION AND APPOINTMENTS

1. METRO COMMITTEE

- a. The Metro Committee is composed of two representatives and an alternate appointed by each participating District.
- b. Specific appointments within the Committee shall be by internal elections and the Board of Governors shall be notified.
- c. Committee members serve for a one-year term commencing on the first of June.
- d. Should a committee member resign, or if a district replaces a nominee, all positions vacated shall be filled by the Metro committee and the Board of Governors shall be notified.

C. FINANCIAL CONTROL

1. The Metro League Treasurer shall give a receipt for all monies received.
2. Monies received shall be deposited in a chartered bank or recognized financial institution in an account in the name of the committee.
3. All accounts shall be paid by cheque, which shall be signed by at least two of three signing officers designated by the Committee.
4. A receipt book and vouchers shall be produced when requested by the Committee.
5. An annual statement of receipts and expenditures, together with a proposed budget for the coming year, shall be submitted by the League Treasurer to the committee for review and then forwarded to the Board of Governors no later than May 31st.

6. At the end of each playing season a new budget will be put forward to the Board of Governors for approval. All monies collected from fines and penalties shall be divided up between each team traveling to Nationals each year. All other monies except a small amount of seed money not to exceed \$5000.00 shall be divided up by number of teams playing and returned to the districts.

D. METRO LEAGUE RULES UPDATES

1. The Metro committee will review the League rules each year and forward suggested changes to the Board of Governors for approval no later than February 01 of each playing season. If no submission is received the Board of Governors shall conduct their own review.

E. METRO LEAGUE PLAYER ELIGIBILITY RESIDENCY AND ZONING, PROOF AND RECORDS

1. Players must comply with BCSA Rules and Regulations. Several rules are very important to the integrity of the league and have been attached as an appendix to the end of these rules; these include Rule 7 Transfers and Rule 23 Out of District Players. Coaches are encouraged to read and understand these rules and ensure their team complies with them.
2. Players must also comply with the Rules, Regulations and/or Bylaws of the District they register to play as well as the District their Legal Guardian resides.
3. Players must comply with Rule 23. The District is Responsible to ensure Rule 23 has been complied with. All team lists submitted for team registration purposes shall be clearly marked showing any OOD players, and OOD forms complete.

F. PLAYER TRANSFERS

A Player is eligible to play when they have complied with all BCSA requirements for Transfer, the waiting period is from the date BCSA receives the completed Transfer form from the District! Each District shall inform the league of the date the player is eligible to play.

SECTION 2 DISTRICT REPONSIBILITIES & LEAGUE ADMINISTRATIONS

A. TEAM AFFILIATION

1. Districts shall ensure that a League Affiliation form (to be a single electronic sheet including all teams from a district with all relevant information), along with the appropriate affiliation fee with an additional performance bond is submitted to the League Recorder for each of their Metro teams.
2. The League Affiliation Fee is \$350.00 for acceptance into the league. However, if both the Affiliation deadline and Player Registration deadline (ID cards & team list) are submitted before or on the annual deadline date, \$175.00 of the fee will be returned.
3. The League Team Affiliation deadline is June 1st. Such Affiliation form must accurately reflect the team's official management including Coach, Assistant Coach, Manager and/or Female Designate. Any OOD players must be noted on the team list.

4. Districts must advise the League Recorder of any changes to team management from that indicated on the original form.

NOTE: The district shall be responsible for ensuring that their Metro teams, team staff, and players are properly affiliated with BCSA and the league.

5. The league shall operate in the Under-18, Under-17, Under-16, Under-15 and Under-14 AGE CATEGORIES.
 - a. Each age category must have a minimum of eleven (11) players of the applicable birth year registered with the team.
 - b. A minimum of eleven (11) players must be maintained throughout the season.
6. Districts may enter one or more teams in one or more age groups. Districts are not required to enter teams in all age groups.
7. All Districts are eligible to enter teams. Each District is responsible for the selection and operation of the teams they enter in the league.
8. Districts must advise the league of any out-of-district players added to a roster subsequent to the original team list submission.
9. No OOD players shall participate in any league game until the necessary paper work has been filed with BCSA and the league notified by the District.

B. REFEREES

Each District is responsible for ensuring that qualified referees and assistant referees are provided for the team's home games but may delegate such part of its responsibility for any Age Category or Categories to the Referees Operating Committee (ROC) as it and the ROC may agree.

1. A referee and two (2) assistant referees are required for all Metro League games. A Performance Bond of \$40.00 is required

NOTE: * Penalties for lack of qualified game officials.

- a. 1st Offence - one half of the Performance Bond will be forfeited.
- b. 2nd Offence - The remainder of the Performance Bond will be forfeited.
- c. After forfeiture of the entire Performance Bond, a new Performance Bond must be posted in the amount of \$80.00 prior to the next league game. Failure to re-post the Performance Bond could result in the loss of home games. The offending team/club will be assessed the cost of referee and qualified assistant referees where applicable.
- d. If only one Assistant Referee is present, a fine of twenty dollars (\$20.00) will be levied against the offending team/club. This fine must be remitted prior to the next league game or it could result in forfeiture of scheduled games.
- e. A game report must be completed and filed on the GMSL discipline website.
- f. Extenuating circumstances may be considered.

*Games may not be protested due to lack of official Assistant Referees.

C. PLAYING FIELDS

Districts are responsible to ensure all fixtures are played on appropriate size and quality fields.

D. TROPHIES AND AWARDS

1. The league treasurer shall invoice the appropriate District(s) for the cost of refurbishing any cups or plaques that are returned in poor condition.
 - a) Districts shall be invoiced for the full value of cups or plaques that are not returned by February of the current playing season.
 - b) League must inform the Districts what cups are issued to teams in their district and also which are outstanding prior to the deadline so the District may collect the missing hardware.

SECTION 3 TEAM RESPONSIBILITIES

A. TEAM MANAGEMENT - RESPONSIBILITIES AND PHILOSOPHY

1. No one may coach from behind the goal line.
2. The team management is expected to identify themselves to the referee and the other team before the start of the game. THE TEAM MANAGEMENT IS RESPONSIBLE FOR THE BEHAVIOUR OF THEIR PLAYERS, PARENTS AND SPECTATORS. If a spectator is unmanageable, the referee may stop the game until the situation is under control.

Teams placed in technical areas, one on each side of the half line and on the same side of the field allows the ref to control substitutions and allows the coaches to talk without screaming across the field at each other. Fans should be placed on the opposite side of the field from the players or down field of their team. This is our highest level of play and we should be playing in as professional an atmosphere as possible!

Parents should not be mingled in with the players and team staff.

3. No person from the sidelines shall make derogatory comments about any player on any team, team officials, or other spectators.
4. The referee has the authority to order any team official, or player out of the park. Anytime a person has been required to leave, the referee will report the incident to the league (which may lead to further actions).
5. The quality of the referee will never be accepted as a defense against disciplinary action.
6. Team officials are expected to set a high standard for their player's behavior and sportsmanship.
7. After every game, coaches are expected to participate in a cheer for the other team, oversee and participate in handshakes with the other team, and also, to thank the referee for being at the game.
8. League officials strongly recommend that coaches/managers of opposing teams contact each other prior to all scheduled league games in order to confirm both the venues of the game and the opposition's team colours.

9. The Metro Committee strongly recommends that coaching of a team should only be carried out from the Team's technical area.

SECTION 4

SCHEDULING AND GAME ADMINISTRATION

A. LEAGUE SCHEDULING

1. Games shall normally be scheduled on Sunday.
2. The regular League season will normally run from the first weekend after Labour Day through to approximately the end of February or the first week in March.
3. The scheduling of games will normally include a break between mid-December and mid-January.
4. The league shall publish a dated schedule and teams are expected to play their games on the published dates. It is recommended that games not be prior to 11:00 am.
5. Metro teams are eligible for Provincial "A" Cup ONLY.
6. The minimum number of teams required to form an Age Category shall be four (4).
7. The maximum number of teams allowed in an age category is sixteen (16).
8. League schedules shall be published and ready for distribution at the yearly coaches/managers meeting prior to the league start-up date.

B. LEAGUE TIES

1. For league winner purposes and Provincial "A" Cup seeding purposes, ties will be decided by:
 - a. head to head competition
 - b. goal difference
 - c. goals against
 - d. coin toss.

C. STATISTICS AND REPORTING OF SCORES

1. All teams are required to report scores and any red or yellow cards issued by the referee to the Metro League statisticians immediately after returning from their games and not later than the day of the game.
2. The League Statistician(s) shall publish and distribute standings to the Metro Committee district representatives for distribution to the coaches and managers.

D. SCHEDULING AND FORFEITURES

1. Scheduling due to field closures:

- a. When inclement weather forces closure of the home team's grass fields then the game shall be played on the opposing teams grass field. When both Districts' grass fields are closed, the game shall be played on the original home team's alternate field. If a home team alternate is not available, the game will be played on the away teams' alternate. It is recommended that at least 24 hours notice be given when a field or game time is changed.

Note: "Field Turf" is considered equivalent to a grass pitch.

- b. Exception: When a Lower Mainland game involves a team from Vancouver Island, the game shall be played on the Lower Mainland's grass or alternate field. The Lower Mainland team may elect to travel to Vancouver Island to play on grass. Once this is agreed to, the Lower Mainland team must fulfill this commitment unless the Vancouver Island grass field is suddenly closed. The original home team is responsible for payment of the Assistant Referees.
- c. District League representatives for both teams must notify the League Scheduler and Referee Assignor of the field change.
- d. Where league games are required to finalize league standings, games will be played on all-weather fields.
- e. Teams must assume all games shall be played as scheduled unless they are advised by their District League Representatives that the fields are unplayable or the venue has changed.
- f. The assigned referee may deem the field unplayable at the scheduled match time or at any time during the game.
- g. The Metro League Scheduler shall reschedule games cancelled due to field closure.
Teams shall be notified as soon as possible.

2. Scheduling Requests

- a. The Metro League Scheduler will only consider requests for the rescheduling of regular league games in very unusual circumstances such as:
 - i. Provincial or National competitions
 - ii. Heavy team involvement in a special school function which reduces the team roster size below ten players.
- b. Requests should come through the District and the District should confirm all facts prior to making the request.
- c. No rescheduling will be authorized later than 9:00 p.m. on the Tuesday prior to the game. Any rescheduling before that time will be at the discretion of the Metro League Committee.
- d. Requests for rescheduling must be made through the Metro scheduler only.
- e. The preference will be to have rescheduled matches played before the original scheduled date or within three (3) weeks of the original scheduled date. The home team shall provide two (2) dates for the rescheduled game to be played and the Metro Scheduler, in cooperation with both teams, shall set the replay date.

3. Rescheduling due to no referee:

- a. If a referee does not appear for a Metro League game, it is recommended that the coaches and managers decide on a mutually agreeable referee. Should the match be played, it is understood that the match stands as an official league game.
- b. In all cases, a fifteen (15) minute allowance must be given before abandoning the game.

c. Forfeitures:

- (i) Teams forfeiting two (2) games in a season must submit a two hundred fifty dollar (\$250.00) Reinstatement Bond as security against further forfeitures.
- (ii) The Reinstatement Bond must be delivered to the League Treasurer by 9:00 p.m. on the Monday following the second forfeiture.
- (iii) Failure to post the Reinstatement Bond will result in expulsion from the league.
- (iv) Appeals must be in writing and should be addressed to the League Secretary.

d. Fulfilling league commitments:

- i) Teams will complete all games scheduled by the Girls Metro Soccer League Scheduler.
- ii) Failure to complete all league games will result in a fine of One Hundred Dollars (\$100.00) per match. The onus is on the home team to complete all their outstanding league games.

E. REFEREES

- 1. It is the hosting district's responsibility to supply the game officials.
- 2. If the referee does not show up for a game, it is recommended that the coaches/managers decide on a mutually agreeable referee. Should the game be played, then it is understood that the game will stand as an official league game. NOTE: A minimum fifteen (15) minute allowance must be given before postponing the game.

F. DISCIPLINE

- 1. Discipline will be administered in accordance with the BCSA guidelines.
- 2. Yellow Card (Official Caution)
 - a. Each and every yellow card will be reported to the League by the referee. Any individual receiving three (3) yellow cards during any year from date of issue of the first such yellow card will be suspended from all soccer activity for a minimum of one game.
 - b. Please note that an official caution issued to any team official does not require a yellow card being shown.
- 3. Red Card (Ejection from the game)
 - a. Upon ejection, the person involved is to immediately leave the playing area. The person is not allowed to remain as a spectator and the player may not be replaced.
 - b. The ejected person will serve a one-game automatic suspension from participating or dressing for the next League or Playoff game.
 - c. The ejected person shall attend a disciplinary hearing as required by the Metro League Discipline Committee.
 - d. It is important to be aware that the disciplinary records follow a player throughout the world of organized soccer.
- 4. All cautions and ejections remain part of a player's disciplinary record.
- 5. Administration Procedure (Discipline)
 - a. Red Cards issued for referee abuse/assault **Referee Red Card Report TO BCSA Discipline**

- b. All other Red Cards and Yellow cards **Referee Red/Yellow Card Reports TO Metro Discipline Committee**

Exceptions: All discipline occurring in Provincial Cup play will be dealt with by BCSA.

G. GAME REPORTS / PROTESTS

1. Game Reports
 - a. must be in writing and signed by the referee
 - b. will report to the League Secretary any game abandoned by reason of field conditions or inclement weather. The League will reschedule the game.
 - (i) any team official or player who was required to leave the area
 - (ii) any hazardous field condition. The hosting club will investigate and if the condition is verified it shall either be corrected or an alternate shall be found for future games.
 - c. by team officials and spectators, shall be noted and acknowledged. If warranted, investigation will be made and recommendations made. The person(s) responsible for the report shall be advised of the final outcome.
2. Protests
 - a. shall be dealt with by the Metro Committee
 - b. must be sent to the Secretary of the Metro Committee and accompanied by a Two Hundred Dollar (\$200.00) protest fee.
 - c. any protests relating to the grounds, goal posts, cross bars, etc. shall not be entertained unless notice with particulars is given to the referee prior to the commencement of the match and the Metro Secretary received the written protest within 48 hours of the match (post-marked within 48 hours is acceptable).
 - d. any protest relating to occurrences during the game shall not be entertained unless the Metro League Secretary received the written protest within 48 hours of the match (post-marked within 48 hours is acceptable).
 - e. any protests relating to the scheduling venue of a match shall not be entertained unless the Metro League Secretary received the written protest within 48 hours of the match (post-marked within 48 hours is acceptable).
 - f. the person(s) responsible for protests shall be advised of the outcome.

H. PENALTIES AND FINES

1. The Girls Metro Soccer League reserves the right to administer fines from time to time to a maximum of \$500.00 for discipline issues dealing with Coaches or Managers, where it decides fines are appropriate.
2. Assessed penalties could include but are not restricted to:
 - a. suspension of team official(s)
 - b. loss of team points
3. All parties are entitled to a hearing.
4. All parties are entitled to appeal the Girls Metro Soccer League's decisions to BC Soccer Association within Ten working days of a written response.

APPENDIX "A"

PHOTO IDENTIFICATION CARDS

REQUIRED FOR ALL MATCHES

British Columbia Soccer Association (BCSA) Identification Cards which have been prepared and approved by the District and appropriately marked by the Girls Metro Soccer League (GMSL) ARE MANDATORY for both players and team officials. Effective as of the first league game, it is incumbent on team officials to present the ID cards for the players and team officials to the referee prior to ALL league and cup games. Players and team officials without validated BCSA photo ID cards will not be permitted to play or to coach or to manage. An exception will be made only when the person not able to present their BCSA photo ID has a letter of permission from their District and has been reviewed by GMSL Manager.

The referee will send to the Discipline Committee the ID card of any team member given a red card along with the referee's report. The remainder of the ID cards will be returned by the referee at the end of the match.

LOST CARDS

Lost cards can be replaced through the District, however the process is inconvenient to both the team and the Registrar.

ID CARDS ARE issued at U14 and reissued at U16

ID cards are the property of the Districts and should be returned to the districts in the event of a transfer or leaving the team and/or sport.

INELIGIBILITY / DEFAULT FOR NON PRODUCTION

If a player is found by the referee not to have the appropriate photo ID card, the referee is instructed as per BCSA guidelines to allow the player to play the match. The referees will INFORM THE OPPOSING COACH.

Any team unable to produce the appropriate photo ID cards before the start of the second half of the match will forfeit the game. At the discretion of the referee and with the agreement of both coaches, the game may proceed as a "friendly" with the default points awarded to the non-offending team. Should both teams fail to produce appropriate ID cards, the result will be a double forfeiture.

NOTE: ALL COACHES, ASSISTANT COACHES, MANAGERS AND VOLUNTEERS ARE REQUIRED TO HAVE READ AND SIGNED A COPY OF BCSA RULE 20 - RISK MANAGEMENT GUIDELINE - AS PER BCSA REQUEST.

ADDED TO BACK OF POLICY MANUAL -

APPENDIX B Rule 7

APPENDIX C Rule 23

APPENDIX D BCSA DISCIPLINE GUIDELINES

APPENDIX E TEAM OFFICIALS REPORT ON GIRLS METRO LEAGUE REFEREES