



***BC SOCCER***

**REGISTRATION MANUAL**

March 2020

## INTRODUCTION

All players and team officials playing sanctioned soccer in British Columbia must register with BC Soccer through BC Soccer's Full Member Youth Districts and Adult Leagues, and Associate Member Adult Leagues. This Registration Manual is meant to provide guidance to Youth District and Adult League Members who are submitting player & team official registration data/payment to BC Soccer.

## OVERVIEW OF PLAYER/TEAM OFFICIAL REGISTRATION

Once a player is registered, they may participate in any sanctioned soccer. Generally, sanctioned soccer includes inter/intra-District league play, training, sanctioned tournaments, affiliated club-run programs etc.

### **Short-Term Event Player Permits (for tournaments and exhibition matches)**

Members and affiliated clubs may apply to have unregistered players participate in BC Soccer sanctioned tournaments or exhibition matches using the Short-Term Event Player Permits. Short-Term Event Player Permits may not be used for league play or cup play. Short-Term Event Player Permits may also be used for out-of-Province travel when participating in an exhibition match against an affiliated team or in a sanctioned tournament. Approval is required by BC Soccer on all Short-Term Event Player Permits.

### **Exceptions for Purposes of Promoting Registration**

Members and their affiliated clubs may run programming to introduce players to soccer. With the goal being that players will register; BC Soccer is pleased to extend its insurance coverage for these instances. More specifically, BC Soccer will extend its insurance coverage for:

- Player evaluations or tryouts
- One-off events that promote the game for potential new players such as a BC Soccer Grassroots Festival, or, "Bring a Friend Day", etc.
- Camps and clinics that do not run more than then (10) consecutive calendar days

For clarification on whether an activity is sanctioned and/or if player registration is required, please contact BC Soccer via email at [info@bcsoccer.net](mailto:info@bcsoccer.net).

**\*IMPORTANT NOTE\*** Any soccer activity whereby a player has not been properly registered or has not received a Short-Term Event Player Permit is considered unsanctioned and is not covered in BC Soccer's Insurance Policy. This affects all participants in the event; including properly registered players and team officials.

## SUBMITTING REGISTRATION

Youth District and Adult League Members upload registration data into the CRM using .CSV (comma delimited) player/team official upload templates provided by BC Soccer.

Registration data *and* payment must both be received by BC Soccer by the deadlines below.

For assistance with the upload, please refer to the [BC Soccer CRM User Guide](#).

## REGISTRATION DEADLINES

Registration and payment can be submitted at **ANY TIME** to BC Soccer; however, **the following deadlines must be met:**

BC Soccer recommends Youth Districts and Adult Leagues request player/team official data from their members at least one week prior to the registration deadline.

#### TABLE OF DEADLINES

	INTERIOR Youth District	COASTAL Youth District	BCHPL Players	FULL MEMBER Adult League	ASSOCIATE MEMBER Adult League
<b>Primary Season 50% Installment payment</b> (as invoiced by BC Soccer)	N/A	September 15 <sup>th</sup>	N/A	September 15 <sup>th</sup>	N/A
<b>Primary Season Registration Data &amp; Payment</b>	June 1 <sup>st</sup>	October 15 <sup>th</sup>	February 1 <sup>st</sup>	October 15 <sup>th</sup>	June 1 <sup>st</sup>
<b>LATE Primary Season Registration Data &amp; Payment</b>	December 1 <sup>st</sup>	February 1 <sup>st</sup>	June 1 <sup>st</sup>	March 1 <sup>st</sup>	September 1 <sup>st</sup>
<b>Secondary Season Registration Data &amp; Payment</b>	December 1 <sup>st</sup>	June 1 <sup>st</sup>	October 15 <sup>th</sup> (Intake)	June 1 <sup>st</sup>	N/A

#### FEES & SANCTIONS

- Registration fees are per BC Soccer's current Program/Service Fee Schedule found on [BC Soccer's website](#).
- Interest of 1.5% per month will be assessed on any balance owing and will continue monthly until balances are paid in full.
- A penalty fee of \$250 per month will be charged for registration data (player and/or team official) that is not submitted by the deadline.
- Registration that is not complete or in the proper format will not be considered as submitted.

The BC Soccer Finance Committee may review the case of any organization with outstanding registration or dues and decide to issue penalties.

#### REGISTRATION REFUNDS

BC Soccer registration fees are not refundable or exchangeable.