



BC SOCCER

GLOBAL GAME. UNIVERSAL PASSION.

REGISTRATION POLICY MANUAL

OUR MISSION:

Developing the game by inspiring British Columbians to lifelong active, inclusive and team play

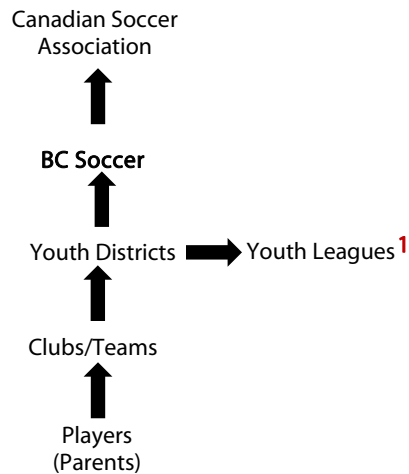
Approved September 2015

OVERVIEW

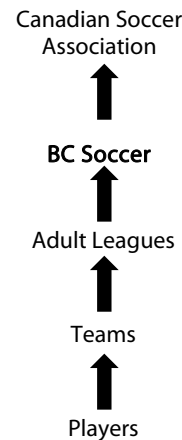
MEMBERSHIP STRUCTURE

BC Soccer is a member driven organization made up of full member Youth Districts, full member Adult Leagues and associate member Adult Leagues. Below is the hierarch of soccer in Canada:

Youth Membership Structure:



Adult (Senior) Membership Structure:



MEMBER RESPONSIBILITIES

REGISTRATION & RELATED DUTIES

Youth District and Adult League organizations are responsible for the following registration and related duties:

- Registering all players, teams, and team officials with BC Soccer via BC Soccer's Customer Relationship Management system (CRM)
- Creating and validating all player and team official photo identification cards
- Submitting appropriate fees
- Review/approval of:
 - Player Transfers
 - Player Permits
 - Out of District Applications
 - Player Reinstatements (Youth to Adult)
 - Travel applications

¹ Includes both Inter and Intra Youth District Leagues

WHO REGISTERS PLAYERS & TEAM OFFICIALS WITH BC SOCCER?

Youth District and Adult League organizations are to register all of their players, teams and team officials with BC Soccer.

Players, teams, and team officials who participate in the EA Sports BC Soccer Premier League (BCSPL) or BC Soccer REX register with the Youth District where they reside via BC Soccer and/or designate.

Players, teams and team officials who participate in Vancouver Whitecaps FC Residency programming register directly with Canada Soccer, **NOT BC Soccer**.

Relevant Definitions from [BC Soccer's Rules & Regulations](#):

- "Adult Player" shall mean a player who is registered with an adult team
- "Registered Player " and/or "player" shall mean a person whose application for registration with BC Soccer has been validated by BC Soccer or designate for the current playing season
- "Team Official" shall mean the coach, assistant coach, manager or other person registered with BC Soccer who oversees the operation of an affiliated team
- "Youth Player" shall mean a player registered with a youth team

[BC SOCCER RULES & REGULATIONS](#)

Youth District and Adult League organizations are responsible for being knowledgeable of BC Soccer's Rules & Regulations, especially as they relate to registration and related duties. BC Soccer Rules & Regulations specific to registration and related duties include:

- **RULE 2 – PLAYER AGE LIMITS**
- **RULE 3 – PLAYING SEASON**
- **RULE 4 – AFFILIATION**
- **RULE 5 – PLAYER REGISTRATION**
- **RULE 7 – TRANSFER OF PLAYERS**
- **RULE 8 – REINSTATEMENTS**
- **RULE 9 – PERMITS**
- **RULE 21 – RISK MANAGEMENT**
- **RULE 22 – YOUTH PLAYERS – ZONING**
- **RULE 26 – RULES FOR THE OPERATION OF THE BC SOCCER HIGH PERFORMANCE LEAGUE**

REGISTRATION DEADLINES

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

TABLE OF DEADLINES

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

SUBMITTING REGISTRATION

BC Soccer supplies its membership with templates for player registration and team official registration. Registration must be submitted to BC Soccer in the exact format and file type as provided by the templates, using BC Soccer's CRM.

A Summary Form is generated in the CRM for player registration which states the amount owed. Payment to BC Soccer is to be made via cheque payable to "BC Soccer". Payment is to be received by the date as stated in the Table of Deadlines above.

FEES

- Registration fees are per BC Soccer's current [Program/Service Fee Schedule](#).
- 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 REFUNDS

BC Soccer registration fees are not refundable.

REGISTRATION PHOTO IDENTIFICATION CARDS & FORMS

BC Soccer will supply paper Registration Forms to members upon request.

BC Soccer Photo Identification cards (without photo) are generated upon upload of player and/or team official data by BC Soccer's online CRM.