



PROVINCIAL
championships

**BC Soccer Youth Provincial
Championships
Hosting Standards and Guide**



BC SOCCER

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Updated August 2017

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HOSTING A PROVINCIAL COMPETITION

The BC Soccer Provincial Championship Hosting Guide has been developed to assist local organizers plan and host a provincial competition. The guide was developed by BC Soccer using feedback from previous hosts and the Youth Competitions Committee and provides the host organization with specific requirements, policies and procedures that will help ensure that provincial level competitions are hosted successfully.

Provincial Cup competitions are organized and hosted as a partnership between BC Soccer and a Local Organizing Committee (LOC). As such, the two organizations will sign a Hosting Agreement that provides each organization with a clear understanding of their responsibilities. The host is required to follow all of the association's policies and regulations to ensure a quality experience for all individuals and organizations involved with the competition.

We trust this document will be helpful, both to first-time hosting organizers and also to those who have "done it all before". We are striving to make Provincial Championships as prestigious and meaningful as possible for all concerned and our standards are rising. If you have questions or suggestions, please route them through the BC Soccer Office to the Manager of Competitions – we want your feedback.

Provincial Championships

Host associations must meet minimum standards to stage a Provincial Championship. Any variation from these standards must be agreed to in advance with the BC Soccer Youth Competitions Committee (or in emergency, by the BC Soccer Representative on site).

It is recognized that setting high standards could temporarily bar some regions from hosting a championship. The BC Soccer Competitions Committee wishes to work with such regions to bring their facilities up to the standards required as soon as it is practicable, and spread championship venues across the province as much as possible.



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HOSTING STANDARDS

BC Soccer Youth Competitions Committee has set the following hosting standards for Provincial Championships. It is a requirement for each Local Organizing Committee (LOC) to follow these standards. BC Soccer wants to ensure that every team at a Provincial Championship is given the same high quality experience wherever the Championships may be held. Please note that one person may hold more than one of the roles listed below.

Minimum Recommendations to Host a Provincial Championship	
Local Organizing Committee Recommendations	Chairperson
	Accommodation & Hospitality Coordinator
	Venue & Field Coordinator
	Referee Coordinator
	Ceremonies & Awards Coordinator
	Volunteer Coordinator
Game Day Volunteers	Volunteers to run concessions, and sponsorship activations as needed
	Score keeper at each venue
	Field Marshalls at each field
	Set up and take down crew at each venue
	Volunteers able to run errands/messages as needed
Venue	Competition venue must be within a 30 minute drive of the accommodations
	Minimum of two fields per venue, ideally all fields are at one venue. See later in this document for minimum number of fields required for each Provincial Championship.
	Qualified First Aid attendants at each venue – room or tent required
	Washrooms or port a potty in close proximity to each field
	Dressing rooms and debrief room for Match Officials (See Appendix Referee Logistics)
	Clean drinking water available at each venue
	Headquarters room or tent adjacent to the fields with access to power and internet
	Hospitality room or tent at each venue for referees and volunteers
	Concession stand – <i>optional but recommended</i>
Souvenir apparel – <i>optional but recommended</i>	
Fields	1 field per age group (youth)
	- min size 100 yards x 50 yards for U13
	- min size 110 yards x 65 yards for U14 to U18 & Seniors
	If using grass fields, they must be cut the day before the first games and once again during the competition
	Lines retouched as needed
	Technical areas lined
	Nets and corner flags up 1 hour prior to the first game each day
	Team tents and benches at each field
	Field Marshall/4th official tent at each field with table and chairs
	Each field must have a roped or fenced off spectator side 2 meter back from touch line
	Designated warm up area for teams
	Minimum of 2 game balls per field; 3 preferred

ROLES AND RESPONSIBILITIES

A large number of people, in different organizations, must all work together to stage a good championship. Excellent facilities are not enough – the volunteer pool must work closely with staff representatives of your organization/association, BC Soccer and other stakeholders, to ensure it all goes well. Here we will outline the key Roles and Responsibilities of the major stakeholders, BC Soccer, the LOC, the Youth Competitions Committee, the participating teams and the BC Soccer Referee Committee. We will talk about many of these items in more detail later on in this document.

BC Soccer Youth Competitions Committee, BC Soccer Representatives and Competitions Support Team Responsibilities

Prior to the event:

- Host LOC workshop
- BC Soccer Competitions Rules and Regulations
- Set standards for each Competition
- Select hosts for each competition
- Format of each competition
 - Number of teams
 - Type of schedule
- Approve LOC initiatives/activations on a case by case basis

During the Event:

- Host pre-competition coaches/managers meeting for all teams
- Host match Officials meeting with the BC Soccer Referee Committee
- Manage team check in and match report paper work each day
- Make extraordinary decisions on unforeseen tournament matters
- Track and perform all Judicial matters (Discipline, Protests, Appeals)
- Assist with ceremonies (e.g. opening, closing, medal presentations)
- Responsible for BC Soccer website for that competition including results and standings updates. May seek assistance from Local Organizing Committee in some cases.

After the event:

- Write a post event report

BC Soccer Staff Responsibilities

Prior to the event:

- Purchase all Medals, Trophies and other awards for each competition
- Approve design of all tournament apparel (LOC, Volunteer, Souvenir Apparel)
- Be the main point of contact for all teams attending provincials
- Send all teams the event information packages (content provided by LOC)
- Set event standards
- Provincial level sponsorship and activations
- Creation and distribution of the Souvenir Program
- Provide hosting grant to the LOC
- Province wide media releases
- Liaise with LOC, and attend LOC meetings when available/feasible
- Facilitate the LOC's purchase of apparel and equipment from BC Soccer partner (Soccer Express in 2018) at a discounted rate
- Book and pay for travel and accommodations for BC Soccer personnel
- Liaise with LOC regarding booking hotel rooms for:
 - BC Soccer personnel
 - Referees
- Connect LOC with Supervisor of Officials regarding referee scheduling
- Branding and signage for BC Soccer and BC Soccer partners
- Approve game schedule with details provided by LOC

During the event:

- Respond to issues and assist as necessary

After the event:

- Collect post event reports from all LOC's
- Distribute Hosting Grants after all requirements are met

Local Organizing Committee (LOC) Responsibilities

Prior to the event:

- Book fields
- Book facilities
- Provide match balls for the event
- Event set up
 - Lining of fields, corner flags, goal nets, signage, etc.
- Volunteer recruitment and management
- Provide certain content for the souvenir program (1 page guaranteed, other pages must be purchased)
 - Welcome messages from your club/district, the local mayor, other dignitaries
 - Sell advertising space in the souvenir program

- Securing and scheduling First Aid
- Creation of the Emergency Action Plan (EAP)
- Provide key information for the Competitions website and for all participating teams.
- Provide/supply equipment as needed at the venue (Tents, tables, chairs, etc.)
- Supply and set up Audio/Visual equipment if required
- Secure enough rooms for all teams and BC Soccer reps at the host hotel(s) and then coordinate hotel bookings and room lists if required
- Assist BC Soccer with Referee Scheduling
- Assist BC Soccer with competition website management if required
- Officials rooms – Referee Logistics
- Local Sponsorship
- Create and send draft game schedule to BC Soccer for approval

During the event:

- Event signage – assist BC Soccer with set up and tear down (daily) of all signage/branding.
- Hospitality room for volunteers, VIP, tournament staff, etc.
- Pay referee fees (from BC Soccer hosting grant)
- Concessions
- Manage all volunteers
- Manage game day tournament operations

After the event:

- Write and submit a post event report (template provided by BC Soccer)

Participating Teams Responsibilities

Prior to the event:

- Transportation to the event location
- Tape/Supplies
- Book hotel rooms as per the LOC directive/guidance
- Conduct player/parent meetings regarding Code of Conduct and tournament procedures; sign Code of Conduct
- Provide information as requested from the LOC and BC Soccer

During the event:

- All transportation needs
- Registering your team prior to each game
- Attend all official functions

- Opening/Closing ceremonies
- Pre-Competition meeting
- Special Events (if necessary)

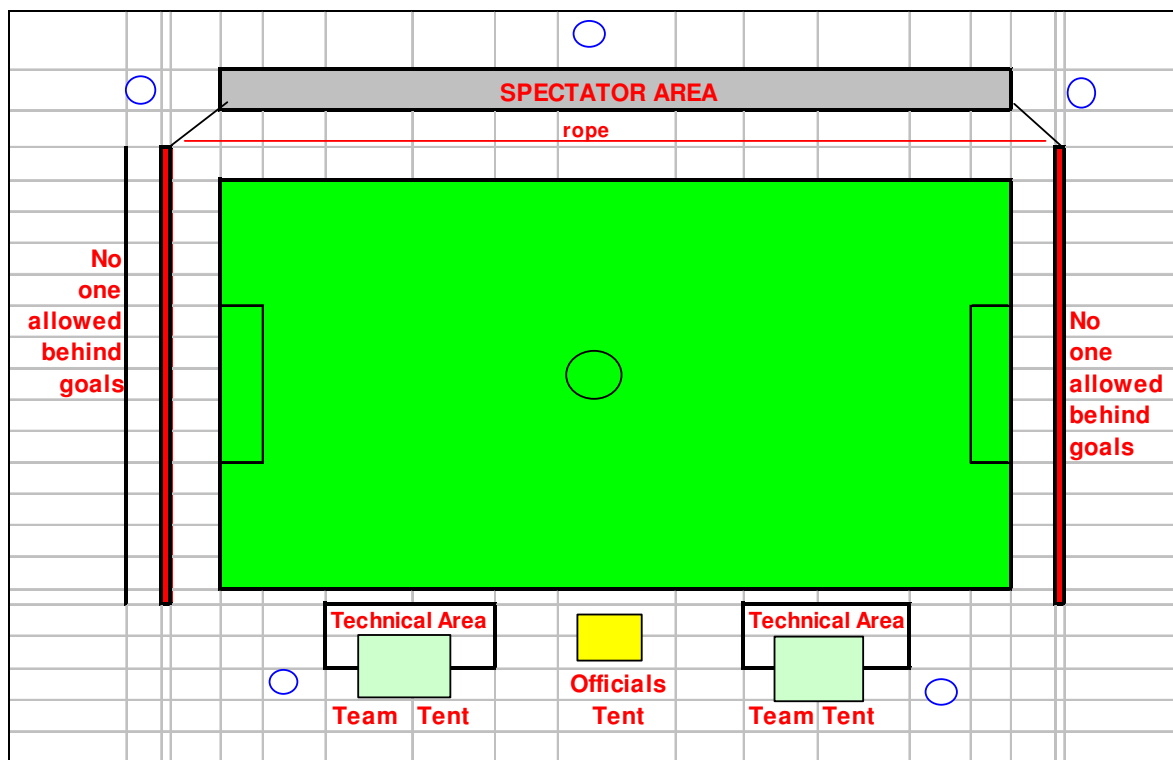
After the event:

- Participate in BC Soccer’s annual Provincial Cup feedback survey

BC Soccer Referee Committee and Supervisor of Officials Responsibilities

- Referee scheduling for all matches in conjunction with LOC Referee Liaison
- The BC Soccer Referees’ Committee is responsible ultimately for ensuring appropriate refereeing standards for these games. Depending on the location, it may arrange for out-of-town referees to be sent in to augment local resources (airfare and accommodations at BC Soccer expense).

BASIC FIELD LAYOUT (Can be adapted based on your venue)



MATCH SCHEDULING

The LOC will be requested to provide BC Soccer with a draft game schedule using the BC Soccer template and submit to BC Soccer for approval. BC Soccer reserves the right to make changes to the games times as it sees fit. The LOC must submit the draft schedule to BC Soccer sixty (60) days prior to the start of the tournament.

When scheduling game times, the following guidelines need to be followed:

- Teams will play ONE game per day (Unless otherwise indicated by BC Soccer)
- Teams should not play at the same time each day and should not play the last game one day and first the next.
- Game times should not be scheduled to start any later than 7:00pm, nor should they start any earlier than 8:00am
- On Saturday, teams that are in the same group (Les Sinnott Cup and Girls B Cup) must play their matches at the same time
- Finals should be completed as early as possible on the final day to allow for teams to travel home

FIELDS

Each field should meet the following requirements. Any deviation from these should be approved by BC Soccer:

- Each pitch must be of regulation size (age dependent, see FIFA Rules and Regulations)
- Alternate game pitches must be provided in case of inclement weather
- Goals should be anchored or weighted down
- Teams must be separated from spectators
- Benches (preferably covered, must be available for each team. If covered benches are not available, alternate arrangements (tents, canopies) should be made for each bench.
- Each field must have a access for emergency vehicles
- All fields should have garbage and recycling bins
- At youth championships, no alcohol shall be sold or consumed in the playing area or at any social functions
- There will be no smoking in the playing area (i.e. including the team benches) or anywhere within the tournament venue
- If the fields are grass, they should be cut and lined the day before the tournament and at again once during the tournament, preferably the day before the finals

WATER

The LOC must ensure that teams have access to clean drinking water (tap water or bottled water) at each competition venue.

MATCH BALLS

The LOC is responsible for providing match balls for the competition. BC Soccer will give each LOC the opportunity to purchase new discounted match balls through BC Soccer's current partner and apparel and equipment provider. Order forms will be sent to the LOC upon request. All categories of Youth must use a regulation size five (5) ball. Ball orders must be submitted to BC Soccer a minimum of two (2) months prior to the competition.

FIELD MARSHALLS

The LOC should ensure that there are sufficient field marshals assigned to each venue to achieve the following:

- Ensure the game balls are on site and collected after each game
- Corner flags/goal nets are in place and secured
- Crowd control
- Assist with match paperwork; ensure it is returned to BC Soccer after each match
- Be a “runner” for various duties as required

ACCOMMODATIONS / HOTELS

For all Championships that take place over more than one day:

- LOC will hold (but not pay for) rooms for out of town referees assigned to the competition
 - BC Soccer will provide the LOC with the required number of rooms needed
- LOC will hold (but not pay for) rooms for BC Soccer staff and Board Members
 - BC Soccer will provide the LOC with the required number of rooms needed
- Two (2) meeting rooms to be booked for the pre-competition meetings – coaches and officials meetings. These rooms do not have to be at the host hotel.
- LOC must ensure enough rooms exist and are available and held for teams in the surrounding area (30 minutes max. from the venue). BC Soccer stipulates a minimum of 8 rooms per team. Please refer to Rule 9b) in the Youth Competitions Rules and Regulations for LOC responsibilities.

b. Accommodations/Host Hotel obligations

- i. All teams competing in any category of Youth Provincial Championship are obligated to stay in the host hotel.*
- ii. Teams that reside within 100km of the host city are exempt for this rule. Determination of which teams are eligible for exemption is under the jurisdiction of the Youth Competitions Committee.*
- iii. The Local Organizing Committee for the competition is responsible for ensuring all teams have a minimum of 8 hotel rooms available at the time of their qualification as close as reasonably possible the competition venue.*
- iv. Teams that are obligated to stay in the host hotel are responsible for 8 rooms at the host hotel(s). Any team choosing not to stay at the host hotel may be invoiced by the Local Organizing Committee (LOC) for the cost of 8 rooms for 4 nights, or the cancellation cost charged to the LOC for these 8 rooms, whichever is less.*

CEREMONIES (Opening/Closing)

The LOC are encouraged to invite the local MLA, the Mayor and other appropriate local dignitaries to attend and/or participate in the ceremonies.

Recommended for Opening and Closing ceremonies:

- Master of Ceremonies (MC)
- PA system
- Provincial Flag (BC Soccer can provide if necessary)
- Seating area for dignitaries
- Marshalling area for teams (clearly marked)
- Parade marshals to direct teams

- Photographer (all ceremonies and presentations)
- Signage
- Parking attendants as required
- 2-minute maximum for each speaker
- Entertainment should last no longer than 15 minutes - *optional*
- Create 2' x 4' banners for each category listing each team - *optional*
- Provide script to MC
- Mandatory for all teams to attend
- Award presentation
- Media invitations
- Sponsor recognition

Recommended Opening Ceremonies Schedule (Youth Championships) – *Can be adapted to any venue and based on the wishes of the host and with approval from BC Soccer*

- Participants to gather at the pre-arranged location 45 minutes prior to the start
- Teams lead in, in regional groups, by participating player or local club player carrying a sign
- Teams line up facing spectators and dignitaries
- Introduction of each region and the teams and the district to which they belong
- Welcome speeches – LOC Chair, BC Soccer Representative, Local Dignitaries
- Sponsor recognition – BC Soccer and local
- Entertainment – *optional*
- Closing remarks

Medals/Awards/Closing Ceremonies

- In a dry/covered area if necessary
- Scheduled immediately following final games of the competition
 - Ceremonies can be conducted throughout the day as necessary when medal games finish. All teams do not have to be present for each presentation
- Follow similar schedule to opening ceremonies - if there is enough time prior to the teams having to depart
- Present Fairplay Awards – supplied by BC Soccer
- Present Medals and Trophies – supplied by BC Soccer
- Present medals and awards on a raised area of the venue (platform, stage, natural plateau) with plenty of viewing area for family, friends and other spectators.
 - BC Soccer representatives have a lot of experience in this area and can assist you with the planning of these ceremonies during the event

SOUVENIR PROGRAM – Youth Championships

The souvenir program will be produced by BC Soccer. For the Provincial Championships, a unique program will be designed for each Host Location.

Each LOC will be given one page for welcome letter(s). Suggestions include one (1) from the mayor or local MLA, and one (1) from the LOC or Host organization.

The LOC can purchase additional space in the souvenir program and then in turn sell the space to local advertisers for whatever amount they wish. Space must be ordered a minimum of two (2) months prior to the competition.

The 2018 rates are:

- Four (4) 8 ½ x 11 pages for \$600

All ads must be submitted to BC Soccer six (6) weeks prior to the competition in one of the following formats:

- Camera ready art (eps file) or 300 dpi jpeg to scale or equivalent

If it is not submitted in the proper format, BC Soccer cannot guarantee the quality of the ad/image.

The souvenir program is not meant for sale, it must be provided for free to participants and spectators. One program will be supplied to each player, and sufficient extras will be provided for distribution during the tournament for family, friends and spectators.

PHOTOGRAPHER

The LOC is to arrange for professional photos to be taken for this tournament. The photographer is only required to be on site for the first day and the last day of the competition.

All photographs must be available for use by BC Soccer after the competition. A sample selection of ten (10) photographs must be made available to BC Soccer one (1) day after the completion of the competition for immediate press releases.

Photos are required of the following:

- Medal Presentations
- Opening/Closing ceremonies
- Sponsor signage and activations
- Top three (medal winning) teams in each category
- Action shots during game play (mixture across all age groups and genders)
- Action and still shots of Referees and other match officials

APPAREL

BC Soccer encourages each LOC to have identifiable apparel for all tournament staff and volunteers. In 2018, BC Soccer will provide each LOC with thirty (25) BC Soccer branded volunteer shirts (yellow) in various sizes to distribute as the LOC sees fit.

The LOC is responsible for all souvenir apparel, including purchasing ("BC Soccer equipment and apparel provider via BC Soccer or generic), printing and sales; LOC to retain all the profits if

applicable. It is strongly recommended (although not required) to provide the opportunity to purchase souvenir apparel. Alternatively, the LOC may choose to outsource the souvenir apparel delivery to a third party.

If you choose to use a third part supplier, please note there are restrictions to how this may be branded so that it does not conflict with BC Soccer's apparel and equipment partner.

BC Soccer will provide a \$500 credit to each LOC to use towards LOC apparel and volunteer apparel and on match balls. This credit must be used on adidas branded materials and must be purchased through Soccer Express. BC Soccer will provide an order form to be used to order these materials. Your LOC may wish to purchase equipment and apparel at amounts above the \$500 credit and this is perfectly acceptable. BC Soccer will pay all invoices ordered through our partner Soccer Express. Any amount spent over and above the \$500 credit will then be subtracted from the second half of the LOC hosting grant.

All designs to be printed on apparel or other souvenir items must be approved by BC Soccer and include the BC Soccer logo.

FIRST AID

The LOC is responsible for making all the necessary arrangements for trained first responders to be available at all venues while games are in progress and during warm ups.

A minimum of two trained first responders are required on site for each venue for the duration of the competition. Trained first responders include but are not limited to:

- Nurse
- Firefighter
- Physiotherapist
- Paramedic
- St John's Ambulance - *Not recommended*

If you are unsure of a person's eligibility to act as a First Aid attendant for this tournament, please inquire with BC Soccer. Sport Med BC may be of assistance in locating appropriately qualified sport medicine officials in your community who may be of assistance in organizing and coordinating medical care for the event.

EMERGENCY ACTION PLAN

An Emergency Action Plan (EAP) is a predetermined set of actions and responsibilities to ensure anyone who is injured receives professional care in a timely manner and, that any emergency is dealt with in a timely and efficient manner. Your EAP must be a written document that is distributed to all of the LOC members, volunteers, team coaches and managers and submitted to BC Soccer at least three (3) months prior to the competition. A sample EAP is attached in the Appendixes of this document.

An excellent resource to help create your EAP (if one does not exist for your venue) is Sport Med BC.

LOCAL SPONSORSHIP

The LOC is encouraged to find local sponsorship of this event. However, all potential sponsors and sponsor material/signage must be approved by BC Soccer in advance to any agreements being signed and before they are accepted for your event. Sponsor approvals can be done by BC Soccer up to 48 hours prior to the event.

Local sponsors must not directly conflict with major BC Soccer partners.

In 2018 the major BC Soccer partners with first rights of refusal are:

- Whitecaps FC
- Adidas
- Soccer Express
- Uniglobe Travel Inc.
- Alexander Holburn Beaudin and Lang LLP
- Clarke's Recognition Products
- ViaSport British Columbia

MATCH OFFICIALS / REFEREES

The LOC is responsible for paying all referee fees for their respective tournament.

The LOC will appoint a referee liaison for the tournament and BC Soccer will appoint a Supervisor of Officials for the tournament. The BC Soccer Supervisor of Officials will contact the LOC referee liaison to discuss referee scheduling, assignments and protocols approximately two (2) months prior to the tournament.

The 2018 referee fees are as follows:

Competition	Age Group	Middle Referee	Each Assistant Referee	4th Officials
Provincial B Cup, Coastal B Cup, Interior B Cup Play Downs	U13/U14	\$ 40.00	\$ 20.00	\$ 20.00
	U15/U16	\$ 45.00	\$ 22.50	\$ 22.50
	U17/U18	\$ 50.00	\$ 25.00	\$ 25.00
Provincial A Cup, Coastal A Cup, Interior A Cup Play Downs	U13/U14	\$ 45.00	\$ 22.50	\$ 25.00
	U15/U16	\$ 50.00	\$ 25.00	\$ 25.00
	U17/U18	\$ 60.00	\$ 30.00	\$ 30.00
Youth Provincial Premier Cup (All Categories)		\$ 60.00	\$ 30.00	\$ 30.00
		\$ 60.00	\$ 30.00	\$ 30.00
		\$ 60.00	\$ 30.00	\$ 30.00

All referees **must** be registered with BC Soccer prior to the start of the competition, as per BC Soccer Rules and Regulations:

RULE 17 - REFEREES

- c) No person shall officiate as a referee in any competition under the sanction or jurisdiction of the Association who is not on the official list of the Association, but if for unforeseen circumstances a referee on the official list is unable to act, the teams affected shall agree on some other person in the emergency.

It is mandated BC Soccer that each referee only be assigned a maximum of two (2) games per day (1 recommended), and that they are given a suitable period of rest and recovery time between each game.

The assignment of referees for final games (Sunday) will be done after the round robin, or preliminary rounds have been completed.

RESULTS

Each LOC is required to appoint a person to oversee the results in conjunction with the BC Soccer Representatives on site. Game results and round robin standings must be physically posted at each venue for all participants to see, and updated after every game, or as soon as possible. The results will also be posted (at least) twice daily on the BC Soccer Competitions website for that competition. Each LOC will be sent more information regarding the online results program on the BC Soccer website prior to the start of the competition.

PRE-COMPETITION MEETINGS

The following meetings must be held prior to the start of the Provincial A Cup, the Girls Provincial B Cup and the Les Sinnott Memorial Boys Provincial Cup:

- Team Coaches and Managers Meeting
- Match Officials Meeting

These meetings must be held either in evening/night prior to the start of the competition, or the morning of the first games and should be scheduled at a time that all teams traveling to the competition have adequate time to attend. It is preferable that the officials meeting follow the coaches meeting so that some officials can sit in on the first part of the coach's meetings. These meeting will be chaired by the BC Soccer Representative(s) attending the competition with the assistance of the LOC Chair and if available the Supervisor of Officials. Here are some of the topics that will be discussed at these meetings:

- Competition rules and protocols
- Uniforms, colour conflicts
- Judicial Procedures (Discipline, protests, appeals)
- Ceremonies and events
- #respectall

SOCIAL EVENT

If a social event is planned than attendance can NOT be made mandatory for all teams, regardless of cost. If an event is organized by the LOC or by BC Soccer it shall be optional to all teams.

Suggestions for social events:

- Dinner or BBQ (healthy food is a priority)
- Local attraction (water park, amusement park, etc.)
- Whitecaps Game (special ticket deals arranged through BC Soccer and WFC)
- Sponsor event

TEAM INFORMATION PACKAGES

At any time, the LOC should forward all relevant information to BC Soccer for inclusion on the Competition website. In addition, the following packages will be produced by the LOC and sent out by BC Soccer:

1st Team Information Package

To be prepared by the LOC and sent to BC Soccer for distribution to teams upon qualification.

To include:

- Preliminary schedule of events – pre-competition meeting, social, opening ceremonies, awards
- Competition rules (BC Soccer to provide)
- Contact list for key BC Soccer and LOC members (Accommodation Coordinator, BC Soccer Competitions Coordinator, etc.)
- Hotel booking information and procedures
- Field map and information (grass or turf)
- City street map
- Medical services on and off site
- Local restaurants
- Local interests

The above information is to be sent by the LOC to BC Soccer two (2) weeks prior to the first team qualifications (April 15). It is meant to give teams an introductory idea of the location they will be visiting and should give them any information they could use at this time, primarily hotel booking procedures.

2nd Team Information Package

To be sent to all qualified teams two (2) weeks prior to the competition.

To include:

- All items from the 1st information package
- Final schedule of games and events
- Social Event schedule/plan – *If applicable*

- Opening ceremonies diagram/plan – a facility diagram depicting the march out and team line ups
- Team contact information form, including hotel information to be filled out by teams and returned to the LOC.
- Venue with field map indicating headquarters tent, warm up areas, spectator areas, 1st Aid, concession, souvenirs etc...
- Contact list of LOC Committee, BC Soccer Directors in attendance
- Souvenir Apparel and purchasing information
- List of walk in clinics and drug stores close to the facilities
- Practice schedule and booking procedures – *If applicable*

This package is to be prepared by the LOC and sent to BC Soccer for additions, possible revisions and for distribution to all teams.

Appendix 1 - SAMPLE EMERGENCY ACTION PLAN

Emergency Phone Numbers

Ambulance:

Police:

Fire:

Venue emergency:

1st Aid:

Security:

Calling in a Medical Emergency

Provide the following information when calling in a medical emergency:

- a) Nature of medical emergency
- b) Location of emergency (address, venue, field, cross roads)
- c) Your name and phone number

Closest phone location:

Venue Address:

Closest major intersection:

Entry location for emergency vehicle:

Keys to unlock gate are located:

The distance from emergency station to venue:

Response time:

Location of first aid attendant onsite:

Ice location:

The closest health care facility (address and phone #):

The closest walk in clinic (address and phone #):

The closest pharmacy (address and phone #):

Field Closure Contingency Plan:

Alternate field and location:

Emergency Personnel Names and Phone Numbers

Emergency Coordinator:

Cell #:

Tournament Director:

Cell #:

LOC Chair:

Cell #:

First Aid Attendants

Name _____ Cell # _____ Shift _____

Name _____ Cell # _____ Shift _____

Name _____ Cell # _____ Shift _____

Name _____ Cell # _____ Shift _____

DESIGNATED ROLES

_____ coordinates first aid attendants

_____ telephones 9-1-1 or other predetermined emergency
number

_____ supervises teams

_____ initiates crowd control

_____ meets ambulance at gate and guides them to injured
athlete

_____ makes contact with parents, if necessary

_____ accompanies injured athlete to hospital or transports
parent, if necessary

Appendix 2 - Referee Logistics – REFEREES HQ

Regulation:

The LOC shall arrange logistics for a **Referees HQ** at all of the competition venues.

Purpose:

To provide referees with an environment where they can prepare for and report on the matches they officiate; and, is isolated from the 'normal flow' (access and egress) of teams and supporters.

Intent:

To eliminate direct contact between teams & supporters and the referees before, during, and after any and all matches.

Logistics:

The following types of structures – to accommodate a **Referees HQ** – can be considered to meet the purpose and intent of this Regulation.

1. Permanent structures c/w change rooms, a lounge area, tables & chairs, and toilet facilities for both genders.
2. Temporary structures c/w roof and sides, a privacy area (change room), tables & chairs, and toilet facilities for both genders (porta-potty) dedicated solely for the use of the referees.
3. Non-physical structures may be acceptable when the first 2 types are unattainable.
 - a. This may be the 'case' when venues are spread over a wide geographic area and only 1 or 2 fields being used.
 - b. The **Referees HQ** will be the area off the field-of-play, in proximity to the competing teams' Technical Area, and on the opposite side of the field from the supporters.
 - c. However, certain arrangements must be met:
 - i. The teams' Technical Area will be furthest from the supporters' access and egress to the field or fields.
 - ii. Toilet facilities for both genders (porta-potty) solely for the use of the teams and the referees (between each teams' Technical Area) should be provided. (see Figure 1)

Administration:

Certain documents (before and after each match) are required by BC Soccer. For security and safety purposes, referees will stay away and refrain from congregating near the BC Soccer Competition Headquarters.

1. Before the match, team lists, match and discipline report forms required by the BC Soccer Administration Centre, will be taken to the refereeing team (at their field), by a volunteer "runner".
2. After the match, those documents required by the BC Soccer Administration Centre will be delivered by a volunteer "runner".

3. Where a BC Soccer Administration Centre does not exist (separate and isolated venues), the refereeing team – before their match or matches – will obtain the documents from the BC Soccer Administration Centre and have them returned after their match(es).

Personnel:

Field Marshals must be provided.

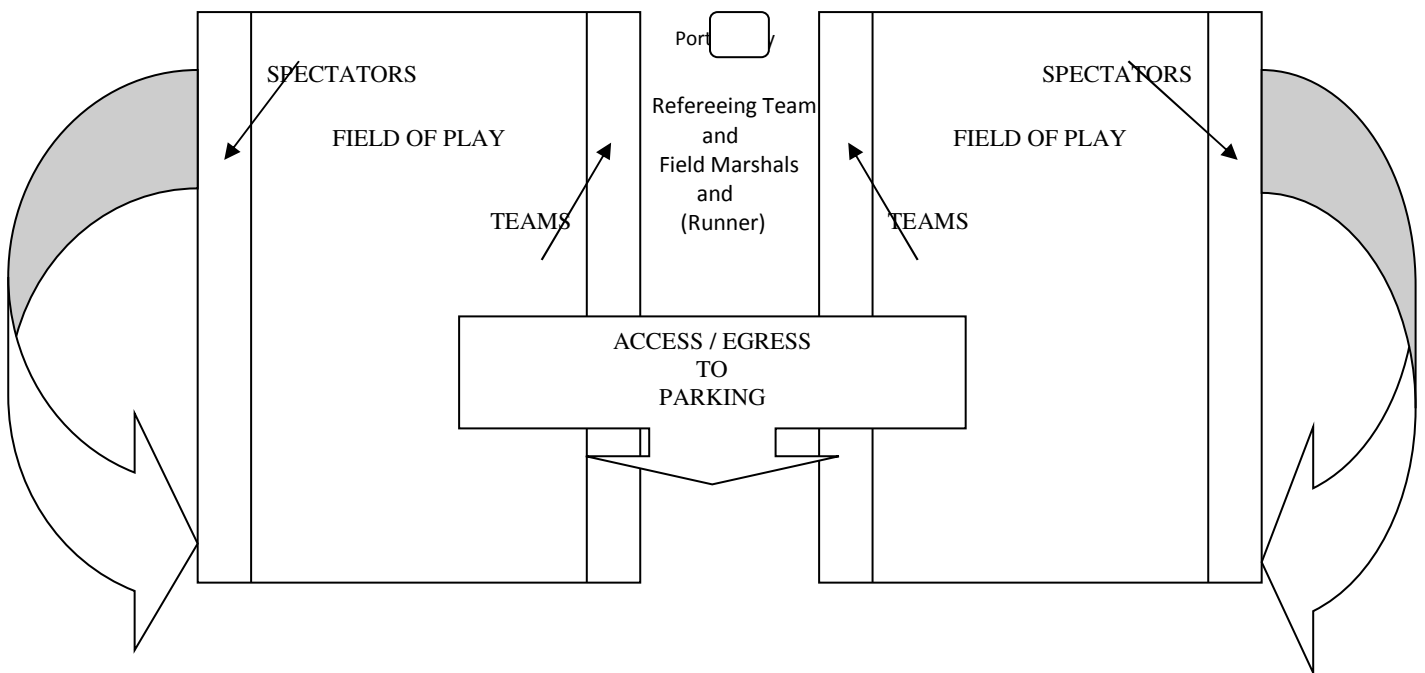
1. Field Marshals will be present at all times at the **Referees HQ**.
2. Field Marshals will be at the field-of-play when the refereeing team arrives.
3. The Field Marshals will remain at the field-of-play throughout the match.
4. The Field Marshals may accompany the refereeing team from the field-of-play to the **Referees HQ** or transportation (where non-physical structures exist).
5. The Field Marshals will have a communication device to relay information to the BC Soccer Administration Centre. (Cell or Walkie Talkie)

Volunteer runners should be ‘ready and available’ in case documents, messages, or other matters need to be conveyed to the refereeing team or the BC Soccer Administration Centre. The runners will have a communication device to relay information to the BC Soccer Administration Centre. (Cell or Walkie Talkie)

Referees:

All referees are governed by BC Soccer “Referees Code of Conduct and Ethical Behaviour”.

Figure 1 – Back-to-Back Fields-of-play



Appendix 3 - PUBLICITY GUIDELINES

Clearance and Approval of News Releases

BC Soccer must approve all news releases relating to provincial competitions issued to external media.

Policies and Procedures

The chairperson of the LOC should make an appointment for a personal conversation with the sports editors of local newspapers and radio and television stations well in advance of the competition. This personal visit is vital, as competition plans, size and other details can be discussed in detail.

The LOC should contact BC Soccer's Communications Officer (Peter Lonergan – peterlonergan@bcsoccer.net) prior to writing or submitting all announcements and pictures for local media outlets. Spelling, along with the dates and times, should be double-checked before submission. Preliminary publicity may deal with the announcement of the competition and plans already formulated by the association. Local people, and especially local dignitaries, should be given preferential treatment in the articles.

Publicity will increase spectator attendance and additionally win acceptance and recognition for the Local Organizing Committee (Club/District) and the BC Soccer Association. Steps for the publicity chairperson to follow are:

1. Review the basic plans for the competition
2. Hire a professional photographer to provide pictures of pre-competition events for newsmen and for the association's records.
3. Provide space at the competition for the working press.
4. Provide interviews for the press with coaches, referees and winners etc.
5. Send an invitation to the press to be guests at opening ceremonies, kick off, and award presentations, etc.
6. Ensure all tournament officials and match officials (referees) are made aware of any media/press that will attend the event. BC soccer can provide appropriate accreditation.

Some possible story suggestions include:

- Announcement of the plans to host the Provincial Competition
- Local teams participating and teams scheduled to participate
- Wrap-up story covering such items as who won what, attendance numbers etc.