



PROVINCIAL
championships

BC Soccer A & B Cup Youth Provincial Championships
Hosting Standards



Updated June 2021

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INTRODUCTION

BC Soccer's Youth Provincial Cups are one of the province's most prestigious sporting events. The BC Soccer Provincial Championship Hosting Standards Guide have been developed to assist the Local Organizing Committee (LOC) plan and host a BC Soccer Youth A or B Provincial Championship.

Provincial Cup competitions are organized and hosted as a partnership between BC Soccer and the (LOC). As such, the two organizations will sign a Hosting Agreement that provides each organization with a clear understanding of their obligations.

To ensure the Provincial Cups are held at the highest level, the conditions and standards in this guide and the host agreement must be met. 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).

The hosting grant provided by BC Soccer is intended to cover the hosts' ability to live up to these standards. The host has the ability to go beyond these standards; however, this may be at their expense.

VENUE

The venue is the park, complex, area etc. surrounding the fields where the matches are being played. The venue must have the following:

- Wi-Fi and power for tournament headquarters
- Power for on-site apparel supplier
- Public washrooms
- Access to clean drinking water
- Separate area for referee education and administration (must seat minimum 30 people)
- Male/Female referee changerooms
- Storage area for branding, tents, medals, awards etc.
- Private indoor area for judicial matters
- BC Soccer and BC Soccer sponsor branding displayed.

FIELDS

Each host must have a minimum of six fields available each day of the competition. 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, - min size 100 yards x 50 yards for U13 & 110 yards x 65 yards for U14 to U18)
- Alternate game pitches must be provided in case of inclement weather.
- Goals must be anchored or weighted down.
- Spectators cannot be near team benches.
- Benches must be covered and available for each team.
- Each field must have access for emergency vehicles.

- All fields should have garbage and recycling bins.
- No alcohol shall be sold or consumed at the venue or at any social functions.
- 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 final.

LOC APPAREL

All apparel worn by the LOC and the event volunteers' and staff must be Adidas. If Adidas is unavailable, then no competing apparel provider may be worn.

BC SOCCER BRANDING

Branding provided by BC Soccer must be set-up prior to the start of the first match in an area where it is prominently displayed and then taken down after the last match of the day. The branding may stay up if the venue is closed to the public at night or if the venue as security.

PHOTOGRAPHER

The LOC is to arrange for high-quality photographs to be taken of the 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
- Medal winning teams in each category.
- Action shots during game play
- Action and still shots of Referees and other match officials

MATCH SCHEDULING

The LOC must 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 game times as it sees fit. The LOC must submit the draft schedule to BC Soccer no later than forty-five (45) 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 have a minimum of 18 hours break between matches.
- 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 age group must play their matches at the same time.

VOLUNTEERS/STAFFING

The LOC should ensure that there are enough individuals assigned to each venue to achieve the following:

- Ensure the game balls are at each field and collected after each game.
- Corner flags/goal nets are in place and secured.
- Assist with match paperwork; ensure it is delivered to referees and returned to BC Soccer after each match.
- Ensure teams vacate the field promptly upon the conclusion of the match to allow for teams to warm up prior to the next match.
- Be a “runner” for various duties as required.
- Event set-up/tear down
- Register teams.
- Record/report scores and standings.

ACCOMMODATIONS / HOTELS

The LOC must adhere to BC Soccer’s Host Hotel requirements in the Youth Competitions Rules & Regulations.

Accommodation information should be sent to BC Soccer as soon as possible to display to qualified teams.

MATCH BALLS

The LOC is responsible for providing match balls for the competition. All categories of Youth must use an Adidas regulation size five (5) ball. There should be a minimum of two (2) per field.

EQUIPMENT

Where applicable, BC Soccer partners and sponsors must be used for any equipment requirements.

CEREMONIES (Opening/Closing)

The LOC may host an opening ceremony during the first day of matches. If the LOC does choose to host, they must request for BC Soccer to make it a mandatory event if they wish it to be one.

Closing ceremonies should happen throughout the last day as teams finish the competition and earn medals. An area at the venue should be selected ahead of time as the closing ceremony area and should be able to provide shelter if necessary.

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 warmups.

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

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 the LOC members, volunteers, team coaches and managers and submitted to BC Soccer at least three (2) months prior to the competition. An EAP template may be found on the BC Soccer website's Youth Competitions page.

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.

RESULTS

Scores and standings should be updated throughout the competition. The LOC is required to have the standings displayed at each competition as well as trained volunteers updating match results online.

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 by April 15th. 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)
- Accommodation information

- 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)
- Venue map
- Medical services on and off site
- Local restaurants
- Local interests

2nd Team Information Package

To be sent to BC Soccer three (3) weeks prior to the competition.

To include:

- All items from the 1st information package
- Social Event schedule/plan – *If applicable*
- Opening ceremonies diagram/plan – a facility diagram depicting the march out and team line ups
- Practice schedule and booking procedures – *If applicable*

POST-EVENT REPORT

At the conclusion of the Provincial Championships, each LOC is responsible for providing BC Soccer with a Post-Competition Report and a Post-Competition Financial Report by August 15th of that year.

Templates for the Post-Competition Report and Financial Report will be shared with the LOC's.

ADDITIONAL EVENTS/PROMOTIONS

BC Soccer may mandate additional events or promotions. It is expected that the LOC will assist to the best of their ability to accommodate the additional events and promotions. Implementation of these items will not come at an extra cost to the LOC.