



2017 Handbook

BC Soccer Premier League

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WWW.BCSPL.CA



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General League Regulations

The following general league regulations are subject to change at the determination of the BC Soccer Premier league (“BCSPL” or “league”). General league regulations in effect shall be as posted on the BCSPL website.

1. FINANCIAL REQUIREMENTS

a) **League Administrative Fee**

The league provides many services which include but are not limited to administrative, internet and website support, player registration with BC Soccer, referee scheduling, hosting of league meetings, marketing, public relations, and sponsorship support.

b) **Fines**

FINES WILL BE ASSESSED FOR VIOLATIONS OF LEAGUE RULES AND NOT MEETING MINIMUM STANDARD REQUIREMENTS. APPLICABLE FINES WILL BE AS SET ON THE LEAGUE WEBSITE, AND WILL BE SUBJECT TO CHANGE AS AND WHEN DETERMINED BY THE LEAGUE.

c) **League Fee Payment Schedule**

Each season, the league administrative fee for each team is due on January 31. Each year this fee is based on the BCSPL approved budget.

2. LEAGUE STRUCTURE

a) **Governance**

The BCSPL is a registered not-for-profit entity under the *BC Society Act*.

All competition in the league is governed by the BCSPL Board of Governors.

The BCSPL operates under its own Constitution and Bylaws, as well as pursuant to the BC Soccer Association’s Competition Rules and Regulations.

Discipline will be applied according to the BCSA Discipline Policies and Procedures

b) **Playing Season**

The season will run from February through November (the “Regular Season”).

In the entry season for Under 13, the season will run from September each year to the following November. For example, for September 2017 – the U13 Girls & Boys teams, will play from September through November 2017 (as U13 intake BCSPL Teams), and then be renamed U13 BCSPL for February 2018 to November 2018.

c) **Match Day Hosting Requirements**

All clubs hosting matches will implement 5 minimum requirements as part of their presentation:

- 1) National Anthem to be played prior to the kickoff of every match
- 2) Announcements of line-ups prior to the kickoff of every match
- 3) Tents are to be provided over both team’s bench in every match
- 4) Ice/water available on site for all teams
- 5) Home clubs will have a designated first aid person with an emergency action plan on site for full game days at all times. For one-off or stand-alone games, the minimum requirement would be an emergency action plan in place

** For neutral hosted matches, a field with nets, corner flags and benches are the minimum requirements for the host club to provide





If you can't provide all 5 minimum requirements for a match you must notify the BCSPL General Manager. Not having a valid reason for missing a minimum requirement may result in being subject to league fines.

d) Provincial Premier Cup

The winner of the BC Soccer Premier Cup in the U15 and U17 Divisions will represent B.C. at the Canadian Club National Championships.

i. Premier Cup qualification - Phase 1

- Process: League standings will determine quarterfinal league playoff matchups (1v8, 2v7, 3v6, 4v5)
- Format: Top four (4) teams after quarterfinal playoffs will qualify for the BC Soccer Premier Cup
- For 2017, the 4th placed BCSPL team may be required to play off against a district qualifier for the right to play the #1 placed team in a semifinal. The 2nd and 3rd placed teams will compete in the other semifinal.

*** The Provincial Premier Cup is subject to the Rules and Regulations of the BCSA in regards to Provincial Premier Cup and operates under the Competitions Committee of BCSA.*

ii. League Cup - Phase 2

- The BCSPL League Cup is the full fall season, and is a round robin competition with accompanying playoffs to determine the League Cup Champion
- The League Cup finals take place the third weekend of November

e) League Schedule

The league schedule is the responsibility of the BCSPL. The official schedule will be posted on the league's website. Clubs must comply with all league policies regarding cancellation, rescheduling of matches, and compensation to teams affected by cancellations or forfeits. Scheduling changes will not be allowed except under the most unusual circumstances.

Games must not be scheduled prior to 12:00pm for teams traveling to or from the Island and Okanagan and 9:00am between Lower Mainland teams, unless agreed upon in advance by both clubs. The latest match start times for Okanagan teams on Sundays playing in the Vancouver area would be 3:00pm.

i. Scheduling Changes Process

To change a scheduled match, the following process must be followed:

A Match Change Form must be completed by the team requesting the change and accompanied by a written agreement (email) from the opposing club before changes can be made. A new date must be provided and no changes will be accepted within 20 days of a match, except under special circumstances, i.e., weather, National Championships, and health related issues. Approved match changes with new dates are subject to a fee of \$35.00 to the club initiating the change.

Time changes within 20 days may only be allowed upon approval of the League Manager and both teams.

f) Match Point System

- 3 points for a win
- 1 point for a tie
- 0 points for a loss





g) League Standings

The BCSPL is responsible for tracking and determining the official standings of all teams in the league.

Breaking ties in the league is accomplished by applying the following criteria:

- i. Head-to-head record based on total points in league matches.
- ii. Head-to-head goal difference.
- iii. Total wins in league matches.
- iv. Goal difference in league matches (goal average may be used if different number of scheduled matches).
- v. Goals scored in league matches.
- vi. Rankings based on points earned against top four group finishers. This tie-breaker will not be used if four or fewer teams comprise the group.
- vii. Lottery conducted by the BCSPL General Manager.

Note: If more than two teams involved in a tiebreaker situation have played each other an unequal number of times, these tie breakers will be skipped and advancement will be based off point percentage (total number of points earned divided by total possible points).

h) Match Length

AGE	GAME LENGTH	HALFTIME
Under 13	2 x 35 minutes	10 minutes
Under 14	2 x 35 minutes	10 minutes
Under 15	2 x 40 minutes	10 minutes
Under 16	2 x 40 minutes	10 minutes
Under 17	2 x 45 minutes	10 minutes
Under 18	2 x 45 minutes	10 minutes

i) Substitutions

U13 Age Group - Unlimited with no re-entry within the same half.

U14 to U18 Age Group - Seven (7) substitutions within open play of a match with no re-entry within the same half with unlimited at half time.

a. Substitution Procedure

Substitutes shall report and submit a substitution slip to the score keeper at midfield. To replace a player with a substitute there must be a stoppage in play and the referee must be informed. The player only enters the field of play after the player being replaced has left the field and after receiving a signal by the referee. The substituted player may leave the field from any boundary line.

b. Substitutions in overtime periods of League Cup matches

In extra overtime periods in League Cup matches, players may re-enter a match in the second overtime period if they were substituted in the first half of overtime play, granted the maximum number of substitutions has not been reached.

j) Incomplete Games

In the event that a match cannot continue through to full regulation time, the match will only count if one-half of the match was completed. If a match is suspended prior to the expiration of the first half due to inclement weather or extenuating circumstances, it will be rescheduled to some other date/time agreed upon by the competing teams and the BCSPL starting at the same minute that the match was





originally suspended and with the same score. Referee fees will have to be paid again for the re-start. The Referee has the final decision on suspending matches due to weather or field conditions.

k) Postponements

In case of postponements, each home team shall communicate any delay of a postponement with the BCSPL General Manager and the opposing club. All efforts must be made to cancel/postpone a match before the visiting team leaves home because of inclement weather or situations considered acts of God.

Any postponed match must be rescheduled within (5) days of the original date of the match. Any non-played matches will result in no points being awarded to either team and the match will be recorded as a non-played match.

l) Forfeits

Should any team fail to appear for a scheduled league match or not be able to fulfill a scheduled fixture, the related Club shall incur a forfeit fee of \$250. The team will also incur a deduction of three (3) points in the league standings and a 1-0 win will be given to the opposing team.

1. Clubs impacted by a forfeit may claim all, or part, of the forfeit fee. This claim must be in writing to the BCSPL General Manager listing reasons for a claim, the requested claim amount, along with rationale. The General Manager will then determine each claim's validity and financial remuneration, if any, based on each claim's merit.

3. TEAM ROSTERS & PLAYER ELIGIBILITY

The team must have a minimum of 15 players on the roster to be eligible for the Provincial Cup competition, while the maximum roster size is based on the BC Soccer rules and regulations. Each club must have a minimum of 14 players and a maximum of 18 (except 20 are allowed on rosters for U17 & U18) per team dressed in uniform, present, and eligible to participate in each match. These may include permit players.

a) Registration Deadline

All player registrations must be registered with the BCSPL, and approved by the League Manager according to the agreed upon administrative timelines. Players added during the season must be added 48 hours prior to the match to be eligible for play.

b) Official Roster

The team rosters listed on the BCSPL website are the official player rosters of the club. Player and team information must be updated and kept current prior to each match.

Players are considered committed to their BCSPL club from January 1 through November 30. Any transfers or player movement to/from a BCSPL club requires Technical Director (TD) contact with the releasing and accepting clubs. All transfers must comply with BCSA rules and regulations.

c) Roster Submission

All clubs will submit their rosters on the following timelines:

i. U13-U18 age group

- Clubs to commit their teams to the BCSPL by December 15 for the following season of play
- Final roster with minimum 15 players per team submitted January 15

ii. U13 intakes

- Roster to be submitted August 15 for the fall mini season of play





d) **Eligible Player**

An eligible player is a player who is properly registered with the league and who is not subject to any kind of suspension by the league or any other league which is in effect at the time.

e) **Ineligible Player**

Players listed on the Official Roster, but not eligible to play due to reasons such as waiting for an International clearance, serving a league suspension, not age-eligible, not on the official match day roster or subject to other applicable sanctions shall be considered to be an ineligible player. Any team using players that have not been properly registered or cleared of sanctions by the league will be subject to the appropriate disciplinary action as determined by the league and subject to the BCSA Discipline Policy and Procedures.

f) **Illegal Player**

Any player that is not listed on the Official Roster, has not been registered and has not received a player ID card and competes in a match is considered an illegal player. Any team using an illegal player shall be subject to a loss of three points in the standings and forfeiture of each match in which the illegal player was used. The related club will be assessed a fine as outlined on the league's website and in effect at the time.

g) **Player ID Cards**

All players and coaches must present their Player /Staff ID card to the referee prior to the match. If the player or coach's picture is not on the card and the card is not laminated, that individual will not be eligible for the match. A player is not considered registered with the league until the player receives his/her player card or a letter of authorization from the BCSPL. If a card is lost, it must be reported to the BC Soccer Premier League General Manager and if a replacement card is not available, written permission is needed by the BCSPL Manager for the player to be eligible to play. Teams not showing ID cards when requested by match officials to do so can still play the game but may be required to forfeit the match at the League Manager's discretion resulting in a 1-0 default win for the opponent.

h) **Permitting of Players**

A registered BCSPL player is eligible to play for a BCSPL team in an older age division, subject to the league's underage player policy. No permit is required. The player must have their player card and be properly added to the match day roster of the older team.

The BCSPL shall grant a BC Soccer registered player from a team outside the league permission to play for a BCSPL team of his/her true age group or older age division, contingent on the player receiving the consent of the team and the approval of the Youth District with which he/she is registered.

Permits will be allowed for league and league cup matches, and at the discretion of the BCSA for the Provincial Premier Cup. Players from outside the league are allowed to "play down" on permit and with the BCSPL club to their true age group.

Players under suspension shall not be eligible to play under permit in the BCSPL or another league.

A permit is valid only for the team, day, and match stated on the permit application form.

An approved permit form for the permitted player must be presented to the match official prior to the start of the match. Any player with a permit must also present a valid BCSID card to be eligible to play.

In the case of Under 12 players being permitted, and without BCSID cards, only the permit is required.

Any disciplinary action applied from misconduct reported while playing in a match under permit shall be served during the very next match(s) with the players registered team.





Any team playing a player on a permit that does not conform to the above Rules shall be sanctioned as for playing an ineligible player, and may have Permit Privileges withdrawn.

i) Transfer Deadline

Between January 1 and May 31, intra-league transfers for BCSPL registered players must be agreed on by the technical directors of the two clubs involved. If no such agreement is reached, the matter will be referred to a committee comprised of the league General Manager and two neutral persons of the Manager's choosing. Between June 1 and November 30, no intra-league (BCSPL to BCSPL) transfers will be allowed. Players requesting dispensation from the BC Soccer transfer deadline, must do so in writing directly to BC Soccer. Between December 1 and December 31, players are free to move from club to club within the BCSPL with no transfer required.

j) Cast Policy

The CSA Cast Policy will apply. Prior to the Pre-Competition Meeting any player wearing a cast or who intends to wear a brace or medical support is to be presented for inspection. The Match Official will assess the player's eligibility to play in accordance with the Laws of the Game.

k) Team Officials

There may be no more than 5 Team officials on the bench, who are either a: head coach, assistant coach, manager, goalkeeper coach, trainer or authorized Club official (e.g. Club Technical Director).

l) Criminal Record Check Clearances

All Team officials must have completed their CRC requirements by February 1st for the following season or their cards are to be removed by the club. Any new BCSPL staff should not receive Staff ID cards until CRC clearance is received by their club.

4. MATCH OFFICIALS

a) Assignments of Match Officials

Officials for each match are assigned by the BCSPL Referee Assignor(s) and must be in good standing and currently registered through the BCSA or CSA. There shall be a minimum of one (1) referee and two (2) assistant referees for each match.

b) Payment of Match Officials

The home team is responsible to pay the referee and referee assistants in cash after the match as per the referee payment schedule below.

Visiting teams must bring a cheque payable to the home team to cover 50% of the refereeing costs, or make other arrangements between clubs for payment.

Payment occurs only after the referee signs the match score sheet.

AGE	U13/U14	U15/U16	U17/U18
Referee	\$50	\$55	\$70
AR1	\$25	\$30	\$35
AR2	\$25	\$30	\$35





c) **Cancellation of Match Officials**

In the case that matches need to be cancelled, match officials will have no match fees owing to them if they receive email notification of field closures by 8am the day of their scheduled match. If a match official receives no prior notification of a match cancellation, and upon arrival at the field declares or realizes the match is not playable for any reason, they will receive 50% of their match fees.

5. DISPUTE RESOLUTION POLICY

EA Sports BC Soccer Premier League (“Premier League”) acknowledges that disputes among participants in the Premier League can occur.

In keeping with the principles of promoting the game of soccer and encouraging among its members, and all citizens in general, sportsmanship as well as good citizenship, a fundamental dispute resolution mechanism and process is essential. These mechanisms or processes are designed to enable:

- appropriate and relevant discussion;
- clearly articulated responsibilities of the Premier League and Member Clubs and individuals;
- recognition of responsibility and authority;
- an appeal process.

The Dispute Resolution Policy attempts to be fair in respecting Member Clubs, Members, and the Premier League. It is the policy of the Premier League that disputes should be resolved at the lowest possible level of intervention, mediation or sanction in a fair and as possible, impartial way.

a) **Definitions**

In the Dispute Resolution Policy, the following definitions are used:

- Members Clubs** – means the Clubs of the Premier League.
- Members** – means the Members of the Premier League are the Board of Governors of the Premier League, Directors, Technical, Executive Directors, Team Staff (Managers, Head Coaches, Assistant and Associate Coaches, Athletic Therapists and Match Day Managers of the Member Clubs of the Premier League and registered players of Member Clubs and their parents or guardians.
- Complainant** – the person making the complaint
- Alleged offender** – the person whom has caused or been involved in the incident or dispute in question
- Decision-Maker** - the person whom has immediate authority over the situation (i.e. Team Staff, Member Club Technical Director, Member Club Director, etc.)

b) **Complain and Appeal Procedure**

- It shall be known to all Member Clubs and Members that the Premier League shall deal with all matters of business of the Premier League including the function of all duties related to dispute resolution.
- The Premier League (as represented by the Board of Governors) is empowered to enquire into the conduct of any Member and may take disciplinary action where it is determined necessary.
- The Premier League may summon before it any Member or other party in order to inquire into any alleged offence or dispute.
- The Premier League shall have the authority to remove any Member given sufficient grounds.





- v. The Premier League may review and suspend or expel, or impose other punishment, in addition to punishment imposed by the British Columbia Soccer Association, or the Canadian Soccer Association any concerned party who brings the game into disrepute or is offensive by their action or conduct.
- vi. The Premier League may appoint a specific Governor or Committee to deal with discipline or disputes within the Premier League.

The Complaint process levels and responsibilities as follows:

Level 1. The **Complainant** must discuss the incident (real or perceived) in an attempt to identify and resolve the issue. This discussion must include communication(s) with:

- i. the Alleged Offender (the person whom has caused or been involved in the incident or dispute in question);
- ii. the Decision-Maker (whom has immediate authority over the situation (i.e. coach, manager, team official));

If the matter can be resolved informally the complaint process does not need to be continued. If the matter cannot be resolved informally move to Level 2.

Level 2. The Complainant must discuss with the Decision-Maker who has immediate authority over the situation (real or perceived) the conduct or dispute in question in an attempt to identify and resolve the issue. [If the Decision-Maker is the same as Level 1, move to Level 3.] If the matter can be resolved informally the complaint process does not need to be continued.

If the matter cannot be resolved informally move to Level 3.

Level 3. The Complainant must discuss with the Decision-Maker and whomever else may have authority over the situation (real or perceived) the conduct or dispute in question in an attempt to identify and resolve the issue. [If the Decision-Maker is the same as Level 1 move to Level 4]. If the matter can be resolved informally the complaint process does not need to be continued. If the matter cannot be resolved formally move to Level 4. Proceeding to Level 4, the Complainant *must* advise the Premier League’s Secretary of the complaint (resolved or otherwise) *in writing*.

Level 4. The Premier League Board of Governors will receive the complaint and consider the matter and will engage a Conflict Resolution Committee (a committee consisting of three Governors who are independent of the issue in dispute.)

Specific objections to committee members by aggrieved parties must be heard prior the committee convening.

Committee members will review the written material provided and render a decision, or if appropriate, hear oral presentation(s), investigate further and render a decision and sanction accordingly.

If the complainant disagrees with the decision or the sanctions of the committee, the complainant may apply in writing BC Soccer Association for further escalation and review.

c) **Sanctions**

An Alleged Offender or Decision-Maker who fails to comply with any decision of an Adjudicator or Conflict Resolution Committee shall be suspended indefinitely from his or her position in the Premier





League and, in the case of a parent the Governors shall be entitled to suspend a child or children of such parent from participation in the League's programs until the parent has so complied.

The Premier League or Directors are entitled to grant the following relief or impose penalties, including but not limited to:

- i. reprimand and/or a warning;
- ii. demand that the offender apologizes to the Complainant or the victim of the Objectionable Conduct;
- iii. a suspension;
- iv. demand that the Alleged Offender make restitution for any damage or costs caused by the Alleged Offender on such terms as determined by the Secretary;
- v. a recommendation to the Board of Governors of the Premier League that the Alleged Offender be expelled from the Premier League;
- vi. the placement of the Alleged Offender on probation for a specified period of time with or without conditions;
- vii. a requirement that the Alleged Offender take remedial courses;
- viii. dismissal of the Alleged Offender from his or her position; a combination of any of the above; or such other remedy considered appropriate in the circumstances.

d) General

- i. Nothing herein shall be construed to suggest that any policy or procedure of the Premier League can be challenged or changed by using this Dispute Resolution Policy.
- ii. Nothing herein is intended to conflict with or supersede the disciplinary proceedings of British Columbia Soccer Association, or the Canadian Soccer Association or such other association of which the Premier League is a member or with which it is affiliated, it being further understood that the procedures herein are intended to be supplementary to such proceedings.
- iii. The Complainant shall have the burden of establishing, on a balance of probabilities, that the Alleged Offender was guilty of the alleged misconduct and/or that the Decision Maker's Decision was improperly or wrongly made or that any penalty imposed on Complainant is unduly harsh in all the circumstances.
- iv. The Chairperson of the Conflict Resolution Committee shall be entitled, in appropriate circumstances, to extend or abridge the time periods provided in this procedure for doing any particular act so long as such extension or abridgement of time does not unduly prejudice the rights of any party.
- v. The decision of the Conflict Resolution Committee shall be final unless an appeal of such decision is allowed by the Constitution, By-Laws, and Regulations of an affiliated body by which the Premier League has agreed to be bound.
- vi. All records of the complaint and findings of the Premier League Board will be kept by the Premier League. Confidential material with respect to dispute resolution will be for Premier League use only unless required by law.
- vii. The Premier League may, from time to time, frame temporary rules or regulations covering specific cases not contained within this policy but which may be necessary for the carrying out of the objectives of the Premier League.





6. BCSPL DISCIPLINARY GUIDELINES AND PROCEDURES

1. **General**

All BCSPL discipline procedures, and any resulting discipline issued by the BCSPL, follows all BC Soccer Discipline Policy and Sanction Procedures. These can be found via:

[BC Soccer Discipline Standards and Policy](#)

[BC Soccer Sanction Policy](#)

2. **Responsibility**

The BCSPL office will be responsible for managing and implementing the disciplinary guidelines and procedures for all league and league cup matches.

In addition, a panel of individuals appointed by the BCSPL shall conduct the review of any necessary disciplinary issues as and when it is deemed necessary by the league office. Such a panel will consist of at least three people, and one of these will be the BCSPL's General Manager. The other two committee representatives may come from a BCSPL club, so long as that club isn't directly or indirectly involved in the issue at hand.

The BCSPL shall also have the authority to suspend, fine, or disqualify players, team officials, or competing clubs for violating league rules or for any action or conduct not in the best interest of the BCSPL. A committee of three, including the League Manager, would be convened to decide this issue. Clubs and players must abide by all the decisions of match officials during matches.

3. **Punishment guidelines**

Specific punishment for offences are listed within the discipline policy manuals published by BC Soccer. Players or team officials reported for serious issues such as assault on a game official shall stand suspended from all soccer activities until their case is dealt with by BC Soccer.

4. **Notification of suspension**

Clubs will be notified by the BCSPL office on a weekly basis when a player or team official must serve a suspension, this will be via the suspension list circulated each Thursday by 3:00pm.

5. **Disciplinary hearing**

If the BCSPL office deems it necessary to convene a disciplinary hearing for a player, team official or club, or the player, team or club request one, notification of that will be coordinated via the BCSPL office. The time and location of the hearing will be at the discretion of the BCSPL office with consideration made in terms of accessibility, most likely via conference call format.

All players and coaches have the right to a hearing. However, the league doesn't set mandatory hearings so those would need to be requested to the League Manager by the player or coach's club, and as with any hearing, sanctions may be reduced or enhanced based on the hearing outcome.

A disciplinary panel of three individuals appointed by the league, including the BCSPL General Manager, shall conduct the hearing and such a panel will consist of at least three people, which may be from other BCSPL clubs so long as that club isn't directly involved in the issue at hand.





6. Suspensions

A player or coach that was suspended in a match must serve the suspension with the team that they are registered with. No player or coach may participate with another team within the club until suspension has been served with said team.

When a player or team official has been suspended for misconduct for a specific number of games and the suspension is not completed within the current season, the suspension shall carry over into the following season.

All cumulative disciplinary records and suspensions will carry over and into any end of season league cup finals/playoffs.

7. Match day suspension guidelines

Players and coaches sent off from the field are not permitted to watch the match from within their team's designated area.

Additionally, coaches are not then permitted to communicate with their team, staff, or players during the remainder of the match. The type of communication prohibited would include: cellular, electronic/digital, written, or verbal. Players or coaches returning to the field of play during or directly following the match are subject to additional sanctions.

8. Fines

The CSA prohibits the imposition of fines on youth age players. Teams, team officials and organizations are not exempted from fine and performance bond policies.

9. Appeals to BC Soccer

Any appeal of a decision of the BCSPL office or a BCSPL Discipline Committee is to be directed to BC Soccer. This is noted in BC Soccer's Rules and Regulations, 'Rule 12 – Appeals'.





7. LEAGUE FINES

Match forfeit fee.....	\$250
Missed administrative deadline.....	\$50
<i>(this is for something like the player registration deadline or scheduling deadlines that are agreed upon by all clubs)</i>	
Game scheduling change.....	\$35
<i>(Applicable to the club instigating a game change request)</i>	
Late remittance of annual league fee.....	\$150
Not maintaining minimum match day standards.....	\$75
<i>(Applicable unless pre-match approval given by GM to waive)</i>	
Playing a suspended/illegal player.....	\$150
Fine for withdrawal of a committed team.....	\$150





8. CONTACTS

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