



2018-19 ADMINISTRATIVE HANDBOOK

This handbook is meant for district, club and team representatives. It will reference BCCSL rules and regulations, which can be found on the BCCSL website.

The league rules can be found [here](#)

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1. ROSTERS

ROSTERS

All teams are required to have rosters entered in GotSoccer, as this will let the league track players for discipline purposes and also allow teams to print game cards that contain those rosters.

Each team should have a contact person added with an email address (coach or manager) who will receive an email with log-in access. The team contact should then enter each player's:

- First name
- Last name
- Birthdate
- Jersey number (if known)
 - *The system will ask for more than this info, but just enter N/A or a generic number like 604-555-1234 when it wants info entered like email address or phone number*

The district is required to ensure teams have their team contacts entered with name and email address

ELIGIBLE PLAYERS

Players need to be registered with their district prior to being added to an online team roster. A player must then be entered in the GotSoccer system to be eligible to play in BCCSL games.

DELETING PLAYERS

Players leaving a team must be removed from the team's website rosters. If being transferred, the league will transfer the players.

2. GAME CARDS

All games must have a game card (*also called 'game sheet'*) printed from the GotSoccer system. This game card will act as a record of the match and has space for names of officials, score, yellow or red cards issued, and will also list the game number and PIN for score and discipline reporting.

The process for game cards:

- 1 - The HOME team will print 3 copies of the game card and bring them to the game
- 2 - The referee should be provided one copy, and the visiting team should be provide another copy
- 3 - Both teams should make sure the referee's copy has ALL players listed. As an example, if one team hadn't entered a player in the system before it was printed, they should simply be written onto the team roster section. Also, guest players (*ie: fluid roster process*) should be written on the roster as well
- 4 - At the game's conclusion, the official should record the score and cards, and add the name of all officials
- 5 - Both team managers (or coaches) can take a photo of the completed game card for their records, but it will remain with the centre official for their post-game discipline reporting. There are FREE apps such as 'CamScanner' or 'Microsoft Office Lens' that can be installed on anyone's smartphone and will take a photo and turn into a pdf that can be saved or emailed on the spot
- 6 - The HOME team MUST report the score, and the Referee will report only the discipline on the GotSoccer link provided to them

[Here](#) are the directions from GotSoccer for teams to log-in and download/print game card

- Here is a copy of what the game card looks like:



2018 TSA Leagues

Web: www.gotsport.com/events/scoring Card Generated: 6/29/2018 3:21:45 PM
 Phone-In: 904-758-0875 [Reprint Game](#)
 Event ID: 64295 PIN: 1234

Field: Eglinton Flats 1 **Date:** 5/23/2018 **Time:** 7:00 PM
Girls OPEN WDSL 1st Division **Game #:** 2736

H TORONTO HIGH PARK FC DYNAMITE (CND:ON) Score:

Coach: **Toby Neal**
 Asst Coach: 5070951 **EMANUELE DOVIGO**

GotSoccer ID# 1138539

ID	#	Name	✓	DOB	Yellow Card	Red Card
1		Nicole Bianchi		10/8/94		
2	61904	Lauren Sussex		8/3/87		
3	5188495	Naomi Tomas		9/11/80		
4	5006926	Linda Krajcovic		8/17/78		
5	52367153	Brianna Polkinghorne		4/19/98		
6	665872	Amanda Villars		10/24/89		
7	2079924	Jane Tattersall		12/21/71		
8	302486	Susan Sterling		5/10/74		
9	1497	Louise James		7/23/72		
10	2815252	Michelle Halvorsen		12/26/86		
11	4899067	Angela Etzinga-Cheng		8/2/76		
12	8575179	Kyra Blessing		5/14/76		
13	495299	Malinda Denbok		11/22/84		
14	8640843	Lindsay Wilson		1/30/84		
15	803897	Catherine Phelan		7/8/71		
16	440237	Samantha Callow		11/4/71		
17	453670	Kerri Mozessoehn		10/2/85		

A TORONTO CENTRAL NEXUS (CND:ON) Score:

Coach: 4820211 **Tara Jan**
 Asst Coach: 8552818 **Janin Goldman**
 Manager: 84761 **Julie Mroczkowski**

GotSoccer ID# 1138752

ID	#	Name	✓	DOB	Yellow Card	Red Card
1	205992	Lindsay Noon		6/13/88		
2	430901	Sonia Tatangelo		3/8/65		
3	2142485	Melissa Dash		12/14/93		
4	2315637	Samantha Pho		7/1/94		
5	344704	Elise Manolakas		1/1/87		
6	52299530	Emily Reddy		2/16/87		
7	52331048	Heini Davies		11/25/91		
8	8552818	Janin Goldman		10/7/77		
9	52390056	Azure Lebevre		10/2/99		
10	84761	Julie Mroczkowski		10/5/84		
11	8435202	Penny Anderson		3/1/67		
12	2053663	Stephanie McLeod		4/24/96		
13	2195071	Brooke O'Rourke		1/11/99		
14	2659027	Martine De Saint Sardos		5/11/81		
15	15794	Shannon Hyslop		2/19/91		
16	4820211	Tara Jan		1/10/69		
17	2381714	Nicole McVan		9/21/79		
18	5128060	Joanne Falzone		9/22/72		

Home Goals **Final Score**

By #	Min.	Final Score						

Home Official Sign

Away Goals **Final Score**

By #	Min.	Final Score						

Away Official Sign

By signing this report you agree all items reported are valid

Referees	Grade	USSF ID Number	Instructions/Notes
Center			Player Book Checks: YES / NO Coaches Book Checks: YES / NO ****Game Officials/Referees to submit completed game sheet to specialprojects@torontosoccer.net within 72 hours, or drop at TSA office or mail to TSA office **** Scan ONLY, NO pictures. ****
AR #1			
AR #2			
Fourth			

Cautionable Offense Codes

UB = Unsporting Behavior FRD = Fails to respect required distance
 DT = Dissent by word or action L = Leaves the field without permission
 PI = Persistent infringement E = Enters the field without permission
 DR = Delays restart of play

Sending-Off Offense Codes

SFP = Serious foul play S = Spits at opponent
 VC = Violent conduct 2CT = Receives 2nd caution
 AL = Offensive, insulting, or abusive language
 DGH = Denies opposing team of obvious goal-scoring opportunity
 DGF = Denies obvious goal-scoring opportunity to an opponent



2018 TSA Leagues
 Web: www.gotsport.com/events/scoring
 Phone-In: 904-758-0875
 Event ID: 64295 PIN: 1234

Additional notes on reverse: _____

3. ID CARDS

As per BCCSL rules, all ID cards are required to have a level of play stipulated on the card. This is to assist with the fluid roster process so officials know which team a player is originally registered and playing with.

If districts don't have the level of play on their cards that are still valid, the BCCSL can provide stickers.

4. WEBSITE AND COMMUNICATIONS

The BCCSL website (www.bccoastalsoccerleague.ca) is the main source for schedules, news, documents, and other important information.

We also have twitter and instagram accounts where we will share news once we are in-season: @1BCCSL

5. DISCIPLINE

The discipline for the 2018-19 BCCSL season will be tracked within the GotSoccer system. The BCCSL follows all of BC Soccer's discipline and sanctioning policies.

The BCCSL discipline process is this:

- 1) The referee reports any cards or discipline issued in the system
- 2) The BCCSL Discipline Manager reviews all discipline reported after every weekend
- 3) A suspension list is circulated to districts, along with suspended players being listed on game cards with a ~~striketrough~~
- 4) The BCCSL is moving away from hearings for standard non-disputable discipline such as accumulated cards or straight red cards, however a hearing may be convened if required and that information would be conveyed to the team contact and district discipline representative

6. COMMUNICATIONS

COMMUNICATING WITH THE LEAGUE OFFICE

Please allow a 36 hour turnaround reply to emails time during peak periods. Teams and clubs should know that most communications should come from the district representatives. We have found that most questions from coaches and team managers can already be answered by their club or district, and this streamlines all communications.

The normal flow of questions and communications:



7. SCORE REPORTING

As per league rules, the HOME team is responsible for reporting the score on GotSoccer before 9pm Monday night following the game. However, the earlier the better and we strongly recommend doing it right at the conclusion of the game using the dial-in option. Fines do exist for failing to report scores.

[Here](#) are the directions to report a game score in the GotSoccer system

8. SCHEDULES

It is the responsibility of the BCCSL to create, manage and oversee all scheduled BCCSL games. Ahead of the scheduling process, the BCCSL will send age groupings and requests for pairings to the District Schedulers. The BCCSL will also engage district or club reps when required to gain feedback on potential groupings or regional/travel issues.

Any interaction regarding the schedule should only occur between the District Scheduler and the BCCSL Scheduler.

The BCCSL will produce a Metro division schedule through until the winter break.

The BCCSL will produce a schedule for the first 6 weeks of play for all Div 1-3 groups. After 6 weeks of play, there will be a re-tiering break for all Div 1-3 groups. Some divisions may require this due to results or for geographic purposes, but not all divisions will have a new schedule created.

9. GAME CHANGE REQUESTS

As per league rules, there are very limited reasons for a game to be rescheduled ahead of time. All game change requests MUST come from the District Scheduler to the BCCSL Scheduler.

10. TRANSFERS

All transfers follow BC Soccer transfer rules. For players being transferred between BCCSL teams, a copy of the BC Soccer approved transfer should be sent to the BCCSL Administrator. The league will then move the players between teams in the GotSoccer system.

11. PROTESTS

For game protests, the protest must be in writing and received within 48 hours of the game, and emailed to admin@bccysl.ca.

The protest fee of \$250 (payable to BC Coastal Soccer League) must be received within 4 days at this address:

*BC Coastal Soccer League, % Matt Holbrook, Administrator
12787 20th Avenue, Surrey, BC, V4A5Z8*

12. FLUID ROSTER PROCESS

The BCCSL has implemented a fluid roster process (FRP) that will replace the permitting forms and process, and the old “inter-club permits or “playing up policy”. This was put in place to aid in player development, and to assist teams requiring players to top up their rosters to their registered roster size. It is strongly recommended that teams using FRP read the full outline within the league rules.

13. REFEREES

SCHEDULING

The BCCSL does not schedule or pay referees for any divisional games. These tasks are done within your district.

REPORTING YOUR DISCIPLINE

All referees are to report their discipline (yellow cards, red cards, sending offs, and all incident reports) in the GotSoccer system. Referees do NOT report game scores, as this function is done by the HOME team. We are NOT using the BC Soccer discipline system this year, so ALL discipline gets reported in the GotSoccer system.

The steps to report your discipline from BCCSL games are listed [here](#).

REFEREE FEES

The BCCSL doesn't determine what referees are paid, as this is done within district. However, the BCCSL will be providing a maximum allowable to be paid for all BCCSL games. This info will be posted here by the end of August.

14. BCCSL CONTACTS

Administrator:	Matt Holbrook	admin@bccysl.ca
Scheduler:	Gordon Quan	scheduler@bccysl.ca
Discipline Manager:	Jackie Larson	discipline@bccysl.ca