

# Upper Island Soccer Association Registration Policies and Manual



Revised June 2022

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## **PART 1 – GENERAL**

### **1. Registration and Team Formation**

The following rules, regulation, and policies apply to the registration of players and team officials, and to the formation of teams within the district.

### **2. Interfaces**

The main responsibility for the registration program rests with the Club Registrars.

The chain of communication and data submission is from the Club Registrar to the Upper Island Soccer Association (UISA) Registrar to the BC Soccer Association Registrar.

### **3. Proprietary Rights**

All registration data provided by member clubs concerning players and/or teams within a club is considered proprietary. The information may only be used for the purposes of confirming compliance with the various rules and regulations of the UISA and the BC soccer Association. The release of data for any purpose other than what is approved in this section must first be approved by the board of directors of the club concerned.

### **4. District Boundaries**

Upper Island District boundaries: Consists of that area of Vancouver Island north of the Chemainus River and north to Sayward, and Kelsey Bay; and the City of Powell River and surrounding area.

### **5. Poaching**

Any team, which, through its responsible officers or representatives (e.g. parents, coaches, scouts) attempts to induce a registered player of a team under the jurisdiction of the UISA to leave his or her team before the competition of the teams league, cup or provincial cup commitments, or leave their home club to join another club as a transfer player, shall be deemed to have committed an offence and shall be dealt with in accordance with the BC Soccer Conduct, Ethics and Discipline Standards Policy and Procedures and the BC Soccer Conduct, Ethics and Discipline Sanction Policy. For further specific district policy on poaching, please refer to the UISA Recruiting Policy.

## **PART 2 – PLAYER REGISTRATIONS**

Age limitations applied during a playing season

**U-18** player has not reached 18<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-17** player has not reached 17<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-16** player has not reached 16<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-15** player has not reached 15<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-14** player has not reached 14<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-13** player has not reached 13<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-12** player has not reached 12<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-11** player has not reached 11<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-10** player has not reached 10<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-09** player has not reached 9<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-08** player has not reached 8<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-07** player has not reached 7<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-06** player has not reached 6<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-05** player has not reached 5<sup>th</sup> birthday on or before January 1 of the current calendar year

**U-04** player has not reached 4<sup>th</sup> birthday on or before January 1 of the current calendar year

### **PART 3 – REGISTRATION OF PLAYERS**

All registration is to be sent to the UISA Registrar ([registar@uisa.ca](mailto:registar@uisa.ca))

#### **1. Registration of Players**

All teams that are formed using players from the Upper Island Youth District that intend to play an exhibition, league, cup, or tournament matches must comply with the rules, regulations and policies established and approved by UISA and BC Soccer. This includes all teams formed for in-season or out-of-season play (example spring league play).

All players must be properly registered before they may participate in any evaluation, exhibition, league, cup, or tournament play.

Players and teams from this jurisdiction, or players and teams from any other jurisdiction wishing to play in this jurisdiction, must be properly registered. This includes participation in any provincial, national, or international program or event. UISA players and teams may only participate in soccer sanctioned by BC Soccer.

## **2. Player Zoning**

Youth aged player, to retain youth status, must register and play within the district which administers soccer for the area in which that player resides at the time of their first league match of the season except as specified in BC Soccer Rule 19 b) and d) and Rule 23

The residency of the player is determined by the residence of the parent. For the purposes of these regulations the parent of the player is:

- Either parent where both parents have a common residence,
- If there is only one surviving parent,
- In the event that the parents are living apart, the parent who has custody of the player,
- In the event that the parents are living apart, if both parents have custody the parent with whom the player habitually resides or,
- In the event that parents are living apart, if the player does not habitually reside with either parent, then either parent,
- In the event both parents are deceased, the person who is the local parent is to the player.

For international students, please follow BC Soccer Rules and Regulations regarding residential qualifications and registration limitations.

A youth aged player may register and play outside of the district in which he/she resides providing that no affiliated team of youth aged registered players shall register and/or play more than five (5) Out-of-district players.

## **3. Team Affiliation**

Females are permitted to compete for a place on and play on otherwise all male teams. Where a male player is registered with a team, the team for the purpose of competition shall be considered a male team unless given special designation by BC Soccer.

In instances where males and females play on the same team, all players shall be granted all the rights and privileges afforded by the Constitution and Bylaws of BC Soccer.

For the purposes of registration on gender-based amateur teams, a player may register with the gender team with which of the player identifies. All identifications of gender identity by athletes shall be considered to be made in good faith and she'll not require further disclosure or documentation. If a player does not identify with one gender specifically, the player may register with a team where and they feel most comfortable.

**4. Girls Teams versus Boys Teams**

Boys and girls teams shall not be placed in competition between one another in cup or tournament play. This rule does not prohibit practice, league or jamboree matches between girls and boys teams.

**5. Coach Responsibility**

The coach of a team is the responsible authority to ensure all players on his or her team are properly registered and are qualified to play with the team. Failure to exercise due diligence in this regard may result in sanctioning.

**6. Competitions Outside Canada**

No player registered with the BC soccer association shall be entitled, during the period of such registration, to compete in any competition for any club outside Canada without first obtaining permission from the BC Soccer Association.

**7. Registration Expiration**

For either the primary season (starting in September) or the secondary season (starting in March/April), player registrations expire after the player has completed his or her last game of the season in league, cup, or tournament play. Primary season players whose registration has expired must re-register in order to play on the same or a different team in a secondary season, or in a different league or competition. The coastal playing season will terminate on July 31 every year.

**8. Insurance Coverage**

After July 31 only those who have registered for a new season will be covered by the BCSA Insurance Policy. This includes coverage for all games played during out-of-season play and shall include all evaluations, training, practice games or tournaments played by new season teams or players.

**9. Late Registrations**

Players registering after registration forms have been filed with the District Registrar shall be recorded on the BCSA Late Registration Form.

## 10. Player Withdrawal

Players who have quit should be deleted from team list. This is important when registering new players to ensure the team does not exceed the maximum roster (14 for 8-aside teams; 20 for U14 to U16 11-aside teams; 22 for U17 to U18 11-aside teams).

## 11. Registration Deadline

New players may register up to one day before the last league game of the season of the team on which they wish to play.

The following deadlines apply for newly registered player participation on teams:

- one day before participation in a league game
- In order to be eligible for a cup play, a player must have participated in one “regular season” league game.

## 12. Player Information

The following information must be collected by the Club Registrar when compiling club registration data:

- a. Name: Last Name and First Name (middle name – optional)
- b. Age: Date of Birth (YYYY/MM/DD)
- c. Proof of Age: clubs are the responsible authority to ensure proof of player age has been provided. Proof of age may be taken in the form of a birth certificate, baptismal certificate, citizenship papers, passport, or other evidence acceptable to the district registrar. Affidavits may only be considered with multiple pieces of corroborating documentation acceptable to the club. A club or district registrar may at any time require a player to provide proof of age.
- d. Gender: M/F
- e. Address: Address must be complete with street address, city and postal code – a post office box may not be used as an address, unless the actual address is supplied to the club.
- f. Home Phone Number – all numbers including all hyphens and periods (250-123-1234)
- g. Contact Email: any combination of numbers, upper and the lower-case letters including underscore, “@” sign, hyphen symbols and spaces as needed
- h. Player tracking ID number: Every Tier 1, Pacific Development League U13-U18 player shall be assigned a player tracking number based upon the BCSA number issued to the player’s district. This number shall be comprised of the year the card is issued (YY) the club member (CC), and the player number (XXXX) in the form (YY – CC – XXXX). **See Appendix 1** for the array of club numbers that have been assigned by the District Registrar. It does not matter in which club the player plays, the number

shall reflect his or her home club. Select/UISA league (PDL) and West Coast League players will use their home club number.

**Team Officials:** team officials shall use their adult BC Soccer player ID number if they have one, or have a number assigned by their club.

### **13. Transfer of Players**

A player is entitled to a transfer as hereinafter provided, by January 15th of the current year for the coastal/winter-playing season. A player shall not be allowed to transfer during the team's playing season without the consent of the club for which the player is registered. A player currently under suspension and seeking a transfer is not eligible to play until the suspension has been served. **See APPENDIX 2**

A player wishing to play recreation in their home club and PDL in another club must follow the transfer rules of UISA and BCSA and complete a UISA Interclub transfer form.

A player wishing to play both house and Tier 3 soccer in a club that is not their home club must follow the transfer rules of UISA and BCSA and submit both a UISA Interclub transfer form as well as a letter explaining the reason for their request to UISA for approval.

## **Part 6 – IDENTIFICATION (ID) CARDS**

The following players and team officials must possess and produce on request an ID card:

- Pacific Development League 11-aside players and team officials in regular season or a cup play on or after October 1;
- District "A" or "B" cup representatives (players and team officials) in cup play against any team from outside the Upper Island District;
- Players and team officials participating in Island cup matches;
- Players and team officials at tournaments or other competitions where ID cards are deemed mandatory by the sponsoring agency.

### **1. Preparation of ID Cards**

- Upper Island District electronic ID cards will be automated through the district's online scheduling system.
- All cards will indicate the current year.
- All players and team officials are responsible to supply a current photo and uploading to the district's online scheduling system.



## Part 7 – Coach/Team Staff

All directors, volunteers, employees or contractors of BC Soccer or an affiliated BC Soccer organization, who are aged 19 years and older and, are participating on a regular basis in any element of soccer or, who will be with a vulnerable person, must have a completed Vulnerable Sector Check or Enhanced Police Information Check on file.

All CRC Reports from your club are due to the district office by October 1<sup>st</sup> submitted to [registrar@uisa.ca](mailto:registrar@uisa.ca)

All persons desiring to become team officials on any team are required to register with BC Soccer.

## APPENDIX 1 – Player and Team Official Tracking (ID) Number

**Players:** Every Tier 1, Pacific Development League U13-U18 player shall be assigned a Player tracking number based upon the BCSCA number issue to the players' district. This number shall be comprised of the year the card is issued (YY) the club member (CC), and the player number (XXXX) in the form (YY – CC – XXXX). See the list below for the array of club numbers that have been assigned by the District Registrar.

**Team Officials:** Team officials shall use their adult player number or have a number assigned by their club

Numbers assigned to each club for players/team officials:

<b>Club</b>	<b>Club Code</b>
Nanaimo United FC	01
Comox Valley United SC	03
Oceanside Youth SS	04
Alberni Athletics	05
Gabriola Youth SC	06
Mid Isle SC	07
Campbell River Youth SA	08
Powell River Youth SA	09
BC Surf SC	10

**NOTES:** A new ID number can only be created for players and team officials who have never been assigned one. All others use existing numbers.

Examples:

New Player ID: 17 (year issued) - 01 (club) - 1201 (new player #) =17-01-1201

New Coach ID: 17 (year issued) - 01 (club) - S171 (new coach #) =17-09-S171

All registered players U13-U18 and 11-aside team officials (including persons who occupy the team bench) must have a current BCSCA picture ID by October 1<sup>st</sup>, of each season.

## APPENDIX 2: UISA YOUTH APPLICATION TO TRANSFER FORM (club to club transfer)



### Youth Application to Transfer

(Youth players transferring to another youth club)

PLAYER INFORMATION	
Name:	ID #:
Address:	
City:	Postal Code:
Home Telephone:	Mobile:
Email:	Date of Birth (mm/dd/yyyy):
Player Signature:	Date (mm/dd/yyyy):

TRANSFERING FROM (Releasing Club)	
Club:	
Age Group:	
Division:	
District:	
Releasing Club Official Name:	
Position:	
Phone:	
Email:	
Signature:	
Date(mm/dd/yyyy):	

TRANSFERING TO (Accepting Club)	
Club:	
Age Group:	
Division:	
District:	
Accepting Club Official Name:	
Position:	
Phone:	
Email:	
Signature:	
Date(mm/dd/yyyy):	

APPROVAL	
Name of Accepting Youth District Registrar:	
Signature:	Date (mm/dd/yyyy):

Please Check	Payment Method - If applicable. There is a \$10.50 fee for transfers between Youth Districts (price includes GST)	
<input type="checkbox"/>	Cheque (made payable to BC Soccer Association)	
<input type="checkbox"/>	Cash	
<input type="checkbox"/>	Debit (available at office only)	
<input type="checkbox"/>	Credit Card (please provide information below or call to provide over the phone 604.299.6401)	
	Name as appears on the Credit Card:	
	Type of card (VISA or Mastercard only):	
	Credit Card number:	
	Credit Card expiry date (mm/yy):	Security code:
	Cardholder Signature:	

SUBMISSION INSTRUCTIONS		
Complete the form with all signatures required.		
Submit via one of the following:		
	1) Mail	BC Soccer Association Office 250 – 3410 Lougheed Highway, Vancouver, BC, V5M 2A4
	2) Email:	info@bcsoccer.net
	3) Fax:	604.299.9610

PLEASE NOTE
<ul style="list-style-type: none"> <li>• Applications will not be processed until full payment of \$10.50 is received and the application has been completed in full. Payment is not required for transfers within Youth District.</li> <li>• Upon being processed, a copy of the transfer form will be forwarded to the Youth District registrar.</li> <li>• Players are not eligible to play for the new club until the transfer has been approved</li> <li>• Please see Rule 7. Transfer of Players in BC Soccer Rules and Regulations www.bcsoccer.net.</li> </ul>

OFFICE USE ONLY	
Date Received:	Processed by:

**APPENDIX 3: YOUTH TO ADULT PERMIT APPLICATION and PARENT LIABILITY FORM –  
(Pursuant to BC Soccer Rules and Regulations Rule 8, c))**



**Youth-to-Adult Permit Application**

PLAYER INFORMATION	
Name:	ID #:
Home Telephone:	Mobile:
Email:	Date of Birth (mm/dd/yyyy):
Player Signature:	Date (mm/dd/yyyy):

PERMITTING FROM (Releasing Club)	
Club:	
Age Group:	Division:
Youth District:	
Releasing Club Official Name:	
Position:	
Phone:	
Email:	
Signature:	
Date(mm/dd/yyyy):	

PERMITTING TO (Accepting Club)	
Club:	
Age Group:	Division:
Adult League:	
Accepting Club Official Name:	
Position:	
Phone:	
Email:	
Signature:	
Date(mm/dd/yyyy):	

APPROVAL (Releasing Youth District)	
Releasing Youth District Official Name:	
Position:	
Signature:	
Date(mm/dd/yyyy):	

APPROVAL (Accepting Adult League)	
Accepting Adult League Official Name:	
Position:	
Signature:	
Date(mm/dd/yyyy):	

MATCH INFORMATION	
Date:	Home Team:
Time:	Away Team:

PARENTAL LIABILITY ACKNOWLEDGEMENT	
<p>I, _____ acknowledge the participation of my child, named above, who has not reached the age of majority (18 years) in and Adult League sanctioned by BC Soccer. I further acknowledge that my child has signed a release on his or her player registration and insurance application form which states, in part: <i>I the applicant, on behalf of myself, members of my family, my heirs, executors, administrators and assignees, hereby forever release, discharge and hold harmless BC Soccer and their representatives and agents for an injury, loss or damage to my person or property howsoever caused, arising out of or in connection with my taking part in soccer activities and not withstanding that the same may have been contributed to or occasioned by the negligence or BC Soccer or their representatives or agents.</i></p>	
_____	_____
Parent Signature	Date

**\*RULE 8 - PERMITS**  
 c) BC Soccer shall grant a registered youth player permission to play up any number of times with an Adult team in any one season providing the player has the consent of the affiliated youth club and the approval of the Youth District and the Adult League or designate and the Adult League has received the completed Permit and Parental Liability Form prior to the match. Approval shall not be unreasonably withheld. A copy of the authorized permit must be presented with the team list at the match.

SUBMISSION INSTRUCTIONS
1) Email: <a href="mailto:info@bcsoccer.net">info@bcsoccer.net</a> OR 2) Fax: 604.299.9610

OFFICE USE ONLY	
Date Received:	Processed by:



## Parental Liability Acknowledgement Form

Please submit to the Adult League for which the player is registering with.  
(To be completed once per season)

I, _____ (Name of Parent/Guardian) acknowledge the registration of my child, _____ (Name of Player) who has not reached the age of majority (19), in an Adult (Senior) League sanctioned by BC Soccer.
I further acknowledge that my child has signed a release on his or her player registration and insurance application form which states, in part:  I the applicant, on behalf of myself, members of my family, my heirs, executors, administrators and assignees, hereby forever release, discharge and hold harmless BC Soccer and their representatives and agents for any injury, loss or damage to my person or property howsoever caused, arising out of or in connection with my taking part in soccer activities and not withstanding that the same may have been contributed to or occasioned by the negligence of BC Soccer or their representatives or agents.

**Parent/Guardian  
Signature:** \_\_\_\_\_

**Date(dd/mm/yyyy):** \_\_\_\_\_



**UISA DISTRICT PLAYER FEES 2022-23**

<b>TABLE OF FEES</b>			
BC Soccer Fee	Primary Playing Season	U6-U10 U11 U12-U18	\$21.00 \$34.00 \$34.00
BC Soccer Fee	Secondary Playing Season New Player	U6-U10 U11 U12-U18	\$10.50 \$17.00 \$17.00
BC Soccer Fee	Secondary Playing Season Returning Player	U6-U10 U11 U12-U18	\$0.00 \$0.00 \$0.00
UISA Per Player Fee	Primary Playing Season	U6-U18	\$15.00
UISA Per Player Fee	Secondary Playing Season New Player	U6-U18	\$6.50
UISA Per Player Fee	Secondary Playing Season Returning Player	U6-U18	\$0.00

\*fees subject to change in accordance to BC Soccer

**BC Soccer registration fees are not refundable or exchangeable.**



## UISA DISTRICT REGISTRATION DATES AND DEADLINES 2022-23

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TABLE OF DEADLINES	
Tier 3 Team Submissions Due	August 15 <sup>th</sup> , 2022
Primary Season 50% Installment Payment	August 26 <sup>th</sup> , 2022
Tier 3 Team Rosters Due	September 1, 2022
Primary Season Registration	September 26 <sup>th</sup> , 2022
BC Player ID Card	October 1 <sup>st</sup> , 2022
Criminal Record Check Reports	October 15 <sup>th</sup> , 2022
Late Primary Season Registration	January 13 <sup>th</sup> , 2023
Club to Club Transfers	January 15 <sup>th</sup> , 2023
Secondary Season Registration	May 15 <sup>th</sup> , 2023
Registration Fees	Net 30 Days

## APPENDIX 4: TEMPLATE FOR TIER 3 TEAMS AND ROSTERS

### TEMPLATE FOR TIER 3 TEAMS

Please use the following headings in an excel spreadsheet

team_name	division	team_agegroup	club
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The following codes are acceptable for club names:

AASC  
CRYSA  
CVUSC  
GSC  
MISC  
NUFC  
OYSS  
PRYSA

### TEMPLATE FOR TIER 3 ROSTERS

club	division	team_agegroup	team_name	fname	lname	addr1	city	prov	pcode	phone	email	dob_can	gender