



REGISTRATION PROCEDURES

August 2024

INTRODUCTION

All players and team officials playing sanctioned soccer in British Columbia must register with BC Soccer through BC Soccer's Full Member Youth Districts and Adult Leagues, and Associate Member Adult Leagues. These Registration Procedures is meant to provide guidance to Youth District and Adult League Members who are submitting player & team official registration data/payment to BC Soccer.

OVERVIEW OF PLAYER/TEAM OFFICIAL REGISTRATION

Once a player is registered, they may participate in any sanctioned soccer. Generally, sanctioned soccer includes inter/intra-District league play, training, sanctioned tournaments, affiliated club-run programs etc.

Exceptions for Purposes of Promoting Registration

Members and their affiliated clubs may run programming to introduce players to soccer. With the goal being that players will register; BC Soccer is pleased to extend its insurance coverage for these instances. More specifically, BC Soccer will extend its insurance coverage (within Canada) for:

- Player evaluations or tryouts
- One-off events that promote the game for potential new players
- Camps and clinics that do not run more than then (10) consecutive calendar days

For clarification on whether an activity is sanctioned and/or if player registration is required, please contact BC Soccer via email at info@bcsoccer.net.

IMPORTANT NOTE Any soccer activity whereby a player has not been properly registered or has not received a Short-Term Event Player Permit is considered unsanctioned and is not covered in BC Soccer's Insurance Policy. This affects all participants in the event, including properly registered players and team officials.

SUBMITTING REGISTRATION

The District is responsible for uploading all registration data to the BC Soccer registration system. The template for players can be found [here](#). The template for team officials [that includes all coaches, managers and bench parents] can be found [here](#). The how to fill out the template document can be found [here](#).

AGE ELIGIBILITY CHART

Using January 1 Cut-Off Date, please utilize the following formula to determine the age eligibility.

$$\text{Registration Year} - \text{Year of Birth} = \text{Age Category}$$

EXAMPLES

- When registering for the costal season ending on July 31st, 2023 (**Registration Year**) a player born in 2005 (**Year of Birth**) would be in the **U18 Age Category**.
- When registering for the interior season ending on October 31st, 2023 (**Registration Year**) a player born in 2005 (**Year of Birth**) would be in the **U18 Age Category**.

$$2023 - 2005 = \text{U18 Age Category}$$

REGISTRATION DEADLINES

The following deadlines must be met:

TABLE OF DEADLINES

	COASTAL Youth District
Primary Season 50% Installment payment (as invoiced by UISA)	September 15th
Primary Season Registration Data	October 1 st
LATE Primary Season Registration Data	January 15 th
Secondary Season Registration Data	May 23 rd

Short-Term Player Permits (for tournaments and exhibition matches)

A Short-Term Player Permit is a temporary registration with BC Soccer that entitles a non-registered player to play for an affiliated club during a ten-day period for the purpose of playing in a tournament or exhibition match only.

1. A Short-Term Player Permit may be used by players who are not currently or previously registered for the current playing season with any Provincial Association affiliated to Canada Soccer.
2. A player may obtain a maximum of three Short-Term Player Permits during one playing season.
3. The registration period for each permit will be stated on the permit and shall not overlap.
4. A copy of the Short-Term Player Permit shall be affixed to the team sheet submitted to the match official at the start of each game.
5. A player using a Short-Term Player Permit must also obtain BC Soccer identification if required by the competition. Identification must be available for presentation at the game in which the player is playing. Failure to present BC Soccer identification shall render the player ineligible to play in that game.
6. Competition rules may impose limitations on the use of Short-Term Player Permits, provided that the limitations are applied consistently.

Procedures

When making application for a Short-Term Player Permit, an affiliated club must:

1. Complete a BC Soccer short-term registration form found [here](#).
2. Pay the fees as established by BC Soccer.
3. Indicate the starting date of the registration period.
4. The club must indicate which event the players will be attending
5. The affiliated club must add the coach's information to the application and ensure compliance with SafeSport requirements and confirm the coach's registration with BC Soccer.

REGISTRATION REFUNDS

UISA district fees and BC Soccer registration fees are not refundable or exchangeable.

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