



Operations Manual (Rules/Regulations) and Technical Standards

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The BC Soccer League 1 BC (L1BC) is an Adult Open Age Semi Pro Soccer League operated by BC Soccer. The League permits the participation of 'All Amateur' teams. The following outlines are subject to change as deemed necessary by the league's Governance structure and the needs of the league.

Note: teams, club and franchises are used interchangeably in this document.

1. FRANCHISE HOLDER REQUIREMENTS

a) **Agreement**

Participation in the league is contingent on submitting a signed agreement by a binding authority of the Franchise Holder to a 3-year commitment along with a one time \$5,000 Franchise Holders fee and a \$5,000 performance bond. For those organizations forming the founding franchises and participating in the first season of play, the Franchise Holder fee is waived. On an annual basis, the Board will also consider new applicants as deemed necessary and only those organizations that are BC Soccer Charter recognized and meeting any semi-pro standards in place.

b) **Financial Statements**

Evidence of cash flow is necessary to operate for consecutive years at a minimum operational cost per year of \$60,000. Proof of individual or combined net worth guaranteeing financial solvency in the case of operational losses is also a requirement.

- i. Annually provide to the BC Soccer designate the details for all players in professional contracts to ensure they meet the requirements within these rules and regulations.

c) **League Administrative Fee**

BC Soccer (or its designate) provides many services which include but are not limited to administrative, internet and website support, player registration and discipline service, referee scheduling, hosting of meetings, marketing, public relations, and sponsorship support, etc. All Franchise Holders pay an annual administration fee in accordance with BC Soccer's publicly posted Program/Service Fee Schedule.

d) **BC Soccer Association Fees**

Franchise Holders are required to pay all Team and Player fees to BC Soccer.

e) **Fines**

Fines will be assessed by the BC Soccer designate for violations of league rules and not meeting minimum standard requirements. Applicable fines will be published and are subject to change as determined by BC Soccer.

f) **League Fee Payment Schedule**

Each season, the league administrative fee for each team is due on March 1st and is based on BC Soccer's Program/Service Fee Schedule.

g) **Performance/Licence Review**

To ensure that the established technical, financial and operational standards are being met, all Franchise Holders are subject to ongoing review and annual evaluation. Central to this process is an annual performance review conducted with each L1BC Franchise Holder after each season overseen by the BC Soccer Board of Directors.

- i. Franchise Holder Performance Reviews are set annually by the BC Soccer designate,
- ii. Franchise Holders attend these reviews and provide all information requested in advance as well as at the meeting,
- iii. Franchise Holder Performance Reviews assess the Franchise Holder's adherence to and compliance with their obligations as stipulated in all BC Soccer and L1BC requirements including the Franchise Holder Agreement,

- iv. These Performance Reviews also provides an opportunity for L1BC Franchise Holders to present feedback for the continuous improvement of the league's operations and effectiveness.
- v. This performance review process may also identify opportunities for improvement that are not necessarily related to compliance of the standards.

Note: Canada Soccer is in the process of developing and introducing National Level Two Licence Standards and if League 1 BC is sanctioned by Canada Soccer to allow the clubs/franchises within to participate in the Canadian Championships, these standards would need to be adhere to.

2. LEAGUE STRUCTURE

a) **Governance**

L1BC is a standards based league operated by BC Soccer in consultation with the ownership representatives of each Franchise Licence Holder, under the governance of the BC Soccer Board of Directors. The league operates under BC Soccer's by-laws, rules, regulations and policies. All discipline matters are applied as per the Judicial Code & Policies of BC Soccer.

b) **Playing Season**

The "Regular Season" will run from May through July. Each season, BC Soccer in consultation with the L1BC clubs/franchises will create a schedule that balances competition while maximizing the opportunity for home team revenue generation. The league will feature matches consisting of home and away series during the season. In addition to regular season play, the calendar is integrated with a Cup competition schedule. Teams may also arrange exhibition friendlies or international matches with the approval of BC Soccer and where appropriate sanctioning by Canada Soccer for additional revenue opportunities.

Note: in order to receive sanctioning from Canada Soccer for potential participation in the Canadian Championships, Canada Soccer will have to approve the length of playing season.

c) **Match Day Hosting Requirements**

All Franchise Holders hosting matches (including neutral site matches) will implement minimum requirements as part of their presentation:

- 1) Game-day facility for 400+ spectators
- 2) Change room and shower facilities for home/away teams and for referees
- 3) Concession stand availability for spectators
- 4) Ticket booth availability
- 5) PA system for announcements including line-ups prior to the kickoff of every match
- 6) National Anthem to be played prior to the kickoff of every match
- 7) Electronic scoreboard update
- 8) Tents are to be provided over both team's bench in every match
- 9) Ice/water available on site for all teams and Match Officials
- 10) Home team will provide all field set up requirements (i.e. netting, corner flags, balls, substitution board and referee vanishing spray)
- 11) Home team will have a designated first aid person with an emergency action plan on site on match days. For one-off or stand-alone games, the minimum requirement would be an emergency action plan (EAP) in place

If Franchises are not able to provide all minimum requirements for a match, they must notify the BC Soccer designate. Not having a valid reason for missing a minimum requirement may result in being subject to league fines.

d) **Canadian Championship**

Entry into the following year's Canadian Championship tournament (operated by Canada Soccer) will be determined once granted permission to participate in the competition. If granted teams will be required to meet the National Club License 2 standards to be eligible.

e) **League Schedule**

The league schedule is the responsibility of BC Soccer. The official schedule will be posted on the league's website. Franchise Holders 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 and must be approved by BC Soccer.

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 teams and BC Soccer. The latest match start times for Okanagan teams on Sundays playing in the Vancouver area would be 3:00pm.

Clubs/Teams will be required to provide BC Soccer with a list of available home dates and preferred kick off times by a deadline established by the BC Soccer designate.

i. Scheduling Changes Process

Changes to the official schedule will only be granted in exceptional circumstances and at the sole discretion of the BC Soccer designate. A Match Change Form must be completed by the team requesting the change and accompanied by a written agreement 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, health related issues, etc. Approved match changes with new dates are subject to a fee of \$35.00 to the Franchise Holder initiating the change. Time changes within 20 days may only be allowed upon approval of the BC Soccer designate and both teams.

f) **Match Point System**

3 points for a win, 1 point for a tie and 0 points for a loss

g) **League Standings**

The BC Soccer designate 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
- 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 BC Soccer designate.

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 of point percentage (total number of points earned divided by total possible points).

h) **Match Length**

All matches in league and cup play will be 2 x 45 minute halves with a maximum 15-minute half break.

i) **Substitutions**

L1BC and Cup Competition: Five (5) substitutions within open play of a match with no re-entry.

a. **Substitution Procedure**

Substitutes shall report and submit a substitution slip to the fourth official or Assistant Referee 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.

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 abandoned prior to the expiration of the first half due to inclement weather or extenuating circumstances, it will resume within the next 24 hours (or some other date/time agreed upon by the competing teams and the BC Soccer designate) starting at the same minute that the match was originally abandoned and with the same score. Referee fees will have to be paid again for the re-start. The Referee has the final decision on abandoning 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 BC Soccer designate 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 Franchise Holder shall incur a forfeit fee of \$500 made to the League and a \$1,500 fee to the affected franchise. 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.

Franchise Holders impacted by a forfeit may claim up to a maximum of \$1,500 for any financial loss incurred due to the failure of the team to appear which must be assessed by the BC Soccer designate. This claim must be in writing to the BC Soccer designate listing reasons for a claim, the requested claim amount, along with rationale. The BC Soccer designate will then determine each claim's validity and financial remuneration, if any, based on each claim's merit.

3. **TEAM ROSTERS AND PLAYER ELIGIBILITY**

Each team shall present an official game sheet to the Game Officials no less than forty-five (45) minutes prior to the scheduled kickoff time and shall include all team officials who will be on the bench. Teams must arrive with a minimum of fourteen (14) players; teams not respecting this requirement will be subject to sanction. The game sheet shall have room for up to eighteen (18) players to be listed with Eleven (11) starters Seven (7) substitutes.

Other requirements related to game sheets:

- a. No less than ten (10) of the players listed on the game sheet MUST be U23 players (i.e. For the 2020 season, a player classified as U23 must be born in 1997 or later)
- b. No less than six (6) of the designated starting eleven players MUST be U23 players (i.e. For the 2020 season, a player classified as U23 must be born in 1997 or later)
- c. No more than Three (3) of the players listed on the game sheet may be "import players". An "import player" is any player who is not a Canadian citizen or a permanent resident of Canada. "Import players" must be clearly identified on the game sheet.
- d. Suspended players will not be eligible to be placed on the game sheet.

L1BC teams shall verify the accuracy of game sheets and obtain a signed copy from the match officials within twenty (20) minutes prior to the match.

a) **Player Status**

Franchises/clubs/teams may register amateur players or players under professional contracts. If franchise/clubs do have players under professional contract, the following applies:

- i. No more than six (6) can be on professional contract, and
- ii. Each player on contract can receive no more than \$5,000 per year.

b) **Registration Deadline**

All players (amateur or professional) must be registered accordingly with the appropriate governing body according to the agreed upon administrative timelines.

- i. A minimum of eleven (11) players and a Head Coach shall be registered within twenty-one (21) days of the first scheduled league match of any season.
- ii. For a player or team official to be eligible to appear on a game sheet and participate in a match, they must be properly registered with BC Soccer at least one (1) day before the match.
- iii. L1BC rosters will be frozen on July 1st of every year. No new players may be registered after this point. This applies to any lower level team from which players may be called up to the L1BC team. Call ups from those lower level teams are still permitted after July 1st.
- iv. Adult to Adult permits and Youth to Adult permits are allowed according to BC Soccer's rule 9.
- v. In the event that a team seeks to register a player that requires an International Transfer Certificate (ITC) ahead of the July 1 roster freeze date, the BC Soccer designate will not do so unless the ITC has been approved and submitted to the league office on or prior to said deadline. Teams are only permitted to register a player that is signed to a Professional Contract and who also requires an ITC during one of two official transfer windows each calendar year. The windows are established annually by Canada Soccer.

c) **Official Roster**

The team rosters listed on the BC Soccer L1BC 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 team for the duration of the regular season. Any transfers or player movement to/from a L1BC team requires a representative from the Franchise Holder to contact the releasing and accepting teams. All transfers must comply with BC Soccer rules and regulations.

d) **Roster Submission**

All teams will submit their rosters within twenty-one (21) days of the first scheduled league match of any season.

e) **Eligible Player**

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

f) **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 BC Soccer and subject to the Judicial Codes and Policies of BC Soccer.

g) **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 for each match the player was used and forfeiture* of each match in which the illegal player was used. The related club will be assessed a fine as outlined on the L1BC website and in effect at the time.

*A team sanctioned with a forfeit is considered to have lost the match by 3-0. Unless, the goal difference at the end of the match is greater than three, the result on the pitch is upheld.

h) **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 until the player receives his/her player card or a letter of authorization from the BC Soccer designate. If a card is lost, it must be reported to the BC Soccer designate and if a replacement card is not available, written permission is needed by the BC Soccer designate 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 BC Soccer designate's discretion resulting in a 1-0 default win for the opponent.

i) **Transfer Deadline**

The transfer deadline within L1BC ends on June 30th of the playing season.

j) **Cast Policy**

The CSA Cast Policy will apply. Prior to the match 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. The organization's Technical Director). One of the occupants of the bench must be trained and hold a current first aid certificate and know how to operate an Automated External Defibrillator (AED).

l) **Technical Staff Credentials**

Head Coaches of all teams within L1BC must meet minimum certifications standards as outlined in section 6 (Technical Standards). In addition, at least one staff member must be trained and hold a valid 1st aid certificate and an operate an Automated External Defibrillator (AED).

m) **Management and Personnel**

Staffing, whether on a part-time or full-time basis, either via volunteers, internships, or honorariums are required by all Franchise Holders at minimum but are not limited to these key positions providing management oversight for Front Office, Squad and Match Day operations.

n) **Criminal Record Check Clearances**

All Team officials must have completed their CRC requirements by January 1st for the following season or their cards are to be removed by the club. Any new L1BC staff will not receive Staff ID cards until CRC clearance is received by their club.

4. MATCH OFFICIALS

a) **Assignments of Match Officials**

Match officials for each match are assigned by BC Soccer from a list of registered officials approved by BC Soccer's referee committee. Referees will be registered with Canada Soccer through BC Soccer. There shall be a minimum of one (1) referee and two (2) assistant referees for each match.

b) **Payment of Match Officials**

BC Soccer pays the referees directly and each Franchise Holder is invoiced accordance to cover the associated referee fees.

Referee = \$80 per match

Assistant Referees = \$40 per match

c) **Cancellation of Match Officials**

If a match official receives no prior notification of a cancellation or forfeit the day of the match and upon arrival at the field declares or realizes the match is not playable for any reason, they will receive 100% of their match fees. If a match official has been made aware of such notifications prior to the match day then no compensation will be awarded.

d) **Conduct**

Each L1BC Franchise Holder shall be responsible for the conduct of its players, team officials, members and spectators attending any L1BC match and shall abide by all BC Soccer bylaws, rules, regulations, policies and the Judicial Codes and Polices of BC Soccer.

All participants within L1BC are expected to:

- (1) Act as ambassadors for their Franchise and league
- (2) Participate in L1BC competitions in the spirit of fair play, co-operation and respect for others at all times
- (3) Comply with rulings by officials, coaches, managers, or any other person in a position of authority or responsibility
- (4) Respect the rules of the sport, the BC Soccer By-Laws, Rules, Regulations and Policies.
- (5) Perform to their best ability in every L1BC League and/or Cup competition accepting with pride the result their effort brings
- (6) Respect the rights of the residents of the host organization and its members.
- (7) Regard participation in the L1BC League and Cup competitions as a privilege
- (8) Respect the Clean Air policy and ban on smoking at venues and facilities
- (9) Obey all federal laws, provincial laws and municipal by-laws, on alcohol consumption and illegal substance (drug) and tobacco use
- (10) Not abuse, damage or destroy facilities or equipment

5. JUDICIAL MATTERS

a) **General**

All judicial matters (complaints, discipline, protests, appeals) follow he Judicial Code & Policies of BC Soccer.

The designated representative may issue automatic suspensions for match play on behalf of the Judicial Chair of BC Soccer.

b) **Automatic Sanctions and Notification of Suspension**

The designated representative will inform players and/or team officials of automatic sanctions resulting from match play. Clubs will be notified by BC Soccer 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. Players and/or team officials who receive automatic sanctions may request a hearing. Such a request shall be submitted to the Judicial Chair of BC Soccer via the BC Soccer office.

c) 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.

d) 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 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.

e) Fines

Players, teams, team officials and organizations are not exempted from fine and performance bond policies. All Franchises Holders will comply with the appeals bylaw and Judicial Codes and Policies of BC Soccer to handle any complaints and appeals.

6. LEAGUE FINES

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

7. TECHNICAL STANDARDS

L1BC is positioned within the BC Soccer Pathway as an amateur league run professionally as a platform for adults within the Long-term player development model (LTPD) stage 6 of 'Training to Win'. The league's purpose is to foster ongoing development by creating a performance environment for potential professional and national team players. It will also add the benefit of supporting and assisting with the transition from youth to adult soccer for players, coaches and referees.

a) Guiding Principles

- i. To work in harmony with existing adult and youth league structures.
- ii. To provide an elevated level of competition for adult performance players in BC.
- iii. To support the Canadian Soccer Association's, Long Term Player Development Principles.
- iv. To promote a Player First Mentality.
- v. To advocate an enhanced standards-based soccer environment.

b) Technical Responsibilities

L1BC will become a critically important pathway for top players from the youth ranks to the highest level of soccer in British Columbia, beneath the fully professional level. L1BC will provide a favorable development ground for players and more importantly, will provide these players opportunity to showcase their skills in a semi-professional environment.

Franchise Holders agree with:

- 1) Appointing technical staff including Head Coach, Assistant Coach(s), Goalkeeping Coach and Athletic Therapist (volunteer or paid).
- 2) Confirming training session time allotment: 1.5 hours.
- 3) Confirming training session field size: full field (grass or turf).
- 4) Confirming training sessions: 4 times per week (minimum 3 is accepted).
- 5) Verifying that the coaching staff meet minimum certification standards within Canada`s coach education system or they been granted official foreign equivalency status by Canada Soccer.

POSITION*	2020	2021	2022 & beyond
HEAD COACH	B National	B National	A License
ASSISTANT COACH	B Provincial	B Provincial	B National
GK COACH	BC Soccer GK Diploma		
Athletic Therapist	First Aid Certification		

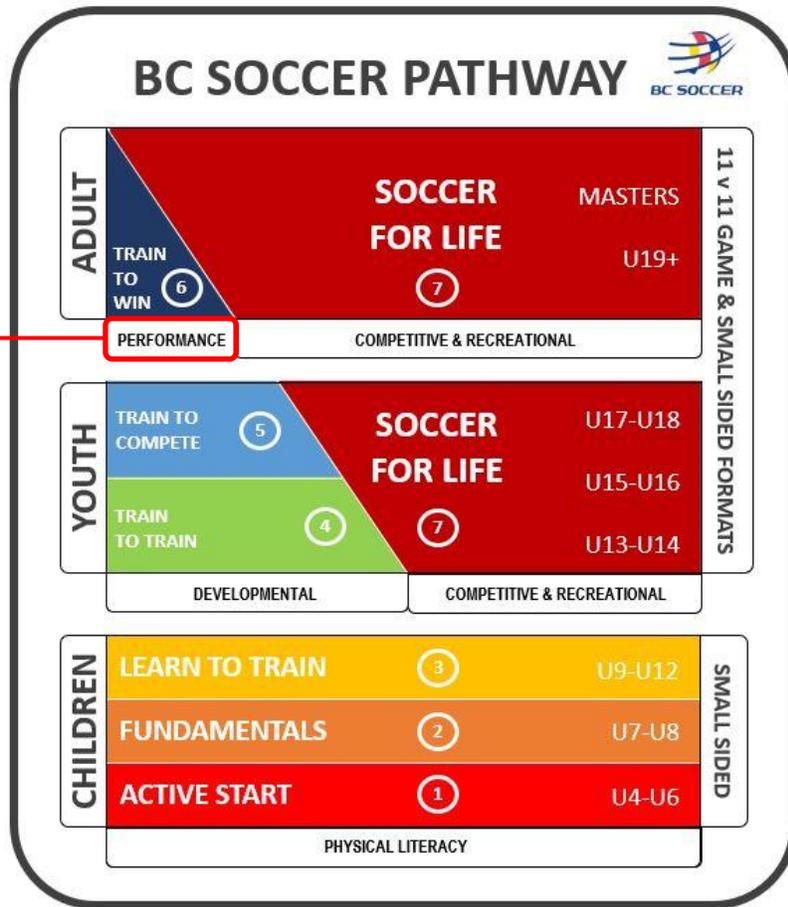
*Including, 2020 - Valid CRC check and completion of, Make Ethical Decisions, Respect in Sport and Making Headway

c) BC Soccer Pathway

Franchise Holders consent to supporting the BC Soccer Pathway as it relates to its programs, players and competitions by not conflicting with any of the Development Programs as BC Soccer deems in the best interest for youth development. This includes BC Soccer District and Club programming, BC Soccer Premier League and BC Soccer Provincial Programming.

Franchise Holders agree with:

- 1) Complying with the role that the Franchise plays within the BC Soccer Pathway as being the extension and transition from youth to adult soccer playing environments and not establishing new youth programming under the franchise.
- 2) Adhering to the structure of the BC Soccer Pathway and playing environment as outlined by BC Soccer.
- 3) Acknowledging that the BC Soccer designate that has oversight of this league has authority to review and determine potential conflicts arising from Franchise Holders that may not support BC Soccer's Pathway as it relates to its programs, players and competitions.



League 1 BC



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