



BC SOCCER

REGISTRATION PROCEDURES

June 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

Youth District and Adult League Members upload registration data into the player registration system www.soccerreg.ca using the registration template downloaded from user's profile. Registration data *and* payment must both be received by BC Soccer by the deadlines below. For assistance, please refer to the [Soccer Reg User Guidelines](#).

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

Registration and payment can be submitted at ANY TIME to BC Soccer; however, **the following deadlines must be met:**

BC Soccer recommends Youth Districts and Adult Leagues request player/team official data from their members at least one week prior to the registration deadline.

TABLE OF DEADLINES

	INTERIOR Youth District	COASTAL Youth District	BCHPL Players	FULL MEMBER Adult League	ASSOCIATE MEMBER Adult League
Primary Season 50% Installment payment (as invoiced by BC Soccer)	N/A	September 15 th	N/A	September 15 th	N/A
Primary Season Registration Data & Payment	June 1 st	October 15 th	February 1 st	October 15 th	June 1 st
LATE Primary Season Registration Data & Payment	December 1 st	February 1 st	June 1 st	March 1 st	September 1 st
Secondary Season Registration Data & Payment	December 1 st	June 1 st	October 15 th (Intake)	June 1 st	N/A

FEES & SANCTIONS

- Registration fees are per BC Soccer's current Program/Service Fee Schedule found on [BC Soccer's website](#).
- Interest of 1.5% per month will be assessed on any balance owing and will continue monthly until balances are paid in full.
- A penalty fee of \$250 per month will be charged for registration data (player and/or team official) that is not submitted by the deadline.
- Registration that is not complete or in the proper format will not be considered as submitted.

The BC Soccer Finance, Audit and Risk Committee may review the case of any organization with late submission of data and/or failure to pay fees.

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.
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

BC Soccer registration fees are not refundable or exchangeable.

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