

Upper Island Soccer Association

UIA REGISTRATION MANUAL

Rules, Regulations and Policy for Registration

Updated December 6, 2016

Revised items appear in red font



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PART 1 – GENERAL

1. Registration and Team Formation

The following rules, regulations, 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 Zoning and Club Boundaries

Club Boundaries are geographic and are intended to be the same as they were prior to the formation of the Upper Island Soccer Association.

Players who play outside their home club territorial boundaries are considered transfers. Each club has a vested interest in the players who reside within their territorial boundaries. Both clubs (home and receiving) must approve the transfer of a player, to play outside of their home club territorial boundary.

UISA Club Boundaries are:

Mid Isle Soccer Association

Bounded by the Chemainus River in the south and the Nanaimo River on the north.

Gabriola Soccer Club

Encompassing all of Gabriola Island

Harbour City Football Club

Bounded by the Nanaimo River in the south and by the Nanaimo School District boundary north of Lantzville in the North.

Oceanside Youth Soccer Society

Bounded on the south by the Boundary between Lantzville and Nanoose (School District 69) and in the North by Cook Creek.

Port Alberni

Bounded on the east by the division splitting the Alberni and Parkville Qualicum school Districts

Comox Valley United Soccer Club

Bounded on the north by the Oyster River and the South by Cook Creek.

Powell River

Bounded on the south by the waterfront, on the east by a continuous line of mountains.

Campbell River Soccer Association

Bounded by a continuous line starting at the Oyster River in the South through to Sayward in the north, including adjacent islands, which access Vancouver Island through Campbell River.

When a road forms part of a boundary, the exact boundary shall be deemed to be down the centre of the road.

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 completion of the team's league, cup or provincial cup commitments, or leave his or her 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.

PART 2 – PLAYER AGE DIVISIONS

Age limitations applied during a playing season

U-18 player has not reached 18th birthday on or before December 31 of the current year

U-17 player has not reached 17th birthday on or before December 31 of the current year

U-16 player has not reached 16th birthday on or before December 31 of the current year

U-15 player has not reached 15th birthday on or before December 31 of the current year

U-14 player has not reached 14th birthday on or before December 31 of the current year

U-13 player has not reached 13th birthday on or before December 31 of the current year

U-12 player has not reached 12th birthday on or before December 31 of the current year

U-11 player has not reached 11th birthday on or before December 31 of the current year

U-10 player has not reached 10th birthday on or before December 31 of the current year

U-09 player has not reached 9th birthday on or before December 31 of the current year

U-08 player has not reached 8th birthday on or before December 31 of the current year

U-07 player has not reached 7th birthday on or before December 31 of the current year

U-06 player has not reached 6th birthday on or before December 31 of the current year

PART 3 – REGISTRATION OF PLAYERS

1. Registration of Players

All teams that are formed using players from the Upper Island Youth District that intend to play in 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 our “out-of-season” play (eg. Spring League play).

All players must be properly registered before they may participate in any tryout, 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. Residential Qualification

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, such 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 the 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 loco parentis to the player.

For International Students, please follow BC Soccer rules and regulations regarding residential qualifications and registration limitations.

3. Females on Male Teams

Females are permitted to compete for and play on otherwise all-male teams. A team on which at least one male is registered shall be designated a “boys” team.

4. Girls Teams vs 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 31st 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 tryouts, 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 lists. This is important when registering new players to ensure the team does not exceed the maximum roster number (14 for 8-aside teams; 18 for U13-U16 11-aside teams; 20 for U17-U18 11-aside teams).

11. Registration Deadlines

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

The club deadlines for district submission of their registration data each season shall be as follows:

- **Fall registration for Tier 2 and Tier 3 players August 5**
- **Fall registration for house and late-joining Tier 2 and Tier 3 players October 1**
- **Late registration January 15**
- **Spring Registration May 15**

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 (DD/MM/YYYY)
- 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
- g. Contact email
- h. Player tracking (ID) number for Tier 1 (BCSPL), Tier 2 (VIPL) and Tier 3 (UISA league/Rep/Select) players. See Appendix 1.

All player registration data submitted to UISA must be complete and in the format specified by the BC Soccer registration template.

PART4 – TRANSFER OF PLAYERS

The following rules shall apply to all transfers:

Inter club transfers are valid for one playing season. In the Upper Island, our Coastal playing season runs from August 1 to July 31 (per BC Soccer regulation).

~~Once a player who wishes to transfer has registered and paid the BCSA and UISA district fees at their home club, and~~ **Players who are** free of any outstanding discipline issues or other indebtedness to their home club ~~they~~ are eligible to start the transfer process.

Before October 1, players wishing to play outside of their home club must request an intra-district transfer on the appropriate UISA form (see Appendix 2). After October 1, a BC Soccer transfer form must also be completed.

The district recognizes that an important aspect of maintaining strong programs in each community is maximizing the number of active players in each age group and program. UISA expects that players shall play within their club boundaries to maintain player numbers, program strength and to avoid the displacement of a player from an opportunity within their home club.

Where a club is unable to offer a team (or program), then the district may approve clubs who work together to create a multi-club team (or program), which ensures that more players have an opportunity to play and develop their skills. If clubs cooperate to field a combined Tier 3 team, the district will exempt players from the founding clubs from the BC Soccer limit of a maximum number of three transfers per team.

Players are not eligible to **register with or** play for the new Club until the transfer has been approved by the District.

1. Transfer Deadlines and Limits

- a. The last date for district receipt of completed player transfer forms in Tier 3 (UISA league) or Tier 4 (house) is January 10th.
- b. The last day for district receipt of completed player transfer forms in Tier 2 (VIPL) is December 26th.
- c. The last day for district receipt of completed player transfer forms in Tier 1 (BCSPL) is December 10th.

Player transfer limit: Only two transfers per player are permitted in one playing season. A minimum of 30 days must elapse between transfers (per BC Soccer regulation).

Team transfer limit: Any team U13 age group or older is limited to three transfers onto their roster in one playing season (per BC Soccer regulation).

2. Youth to Adult Single Game Permits

A registered youth player shall be allowed 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 team, the district, and the adult league. This is done on the appropriate form that must be submitted to the District office at least 48 hours prior to the game for which the permit is to be issued. Discipline rules are reciprocal.

3. Adult to Youth Reinstatements

To reinstate from an adult team to a youth team, a youth player must make application on the appropriate BCSA form and pay the designated fee prior to January 10.

PART 5 – TEAM REGISTRATION

1. Maximum Team Size

No U13-U16 11-aside team shall be permitted to register more than eighteen (18) players at any given time.

No U17-U18 11-aside team shall be permitted to register more than twenty (20) players at any given time.

No Super8 team shall be permitted to register more than fourteen (14) players at any given time.

If players are dropped from a team the District registrar must be advised immediately.

2. Minimum Team Size

An 11-aside U13- U18 team shall be recognized when a minimum of eleven (11) players is registered under one team name.

A Super 8 team shall be recognized when a minimum of eight (8) players is registered under one team name.

3. Team Roster Forms

Team rosters (see Appendix 3) must be submitted to the UISA Registrar by October 1st, through each Club Registrar.

4. Coaches and Managers Information

Every coach, assistant coach and manager on a team must be registered with BCSA.

A maximum of five team officials may be listed on the roster for a single team. One team official must be registered as the "Head Coach".

Each team must have at least one team official who is of the same gender as players on the team. For example, if a team has one female player on the team, then at least one team official must be female.

Information collected for team officials is the same as for players, although the birthdate is optional. Clubs must also indicate the role of each official on the team – for example: Coach, Assistant Coach, Manager, Bench Parent, Trainer, or Technical Director.

All Coach and Manager registration data submitted to UISA must be complete and in the format specified by the BC Soccer registration template.

5. Team Information

The following information must be supplied by the clubs with their BCSA registration document:

- District (abbreviations not accepted - use Upper Island Soccer Association)
- Club Name (abbreviations not accepted)
- Age level
- Name of Team (Raptors, Eagles, Wolverines, etc.)
- Unique Team ID as requested by BC Soccer (examples: U6A, U6B, U10-1, U10-2, U13Tier3, U13Select, U14GV IPL, VIPLU18B)
-Note that in the Upper Island, we have a numeric team ID system clubs may choose to use **for their house teams**. The team ID consists of: District number- age group-club number-team number in age group (example: 59-06-05-01 is U-6 house team from Port Alberni & first registered)

All team information data submitted to UISA must be complete and in the format specified by the BC Soccer registration template.

6. Player and Team Official Tracking (ID) Number

Players: Every Tier 1, Tier 2 and Tier 3 U13-U18 player shall be assigned a player tracking number based upon the BCSA number issued to the players' District. This number shall be comprised of the year the card is issued (17), ~~District number (59)~~, the club number (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 with which club the player plays, the number shall reflect his or her home club. Select/UISA league and VIPL 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.

PART 6– IDENTIFICATION (ID) CARDS

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

- Tier 3 (UISA league) and Tier 2 (VIPL) 11-aside players and team officials in Regular Season or 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 Invitational 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

- Club registrars shall be responsible for the preparation of ID cards for club players and officials.
- Blank or pre-filled cards and stickers will be supplied by the district.
- Club registrars may sign ID cards on behalf of the District registrar.
- **All cards need a current year sticker to indicate the current year in print or via a sticker.**
- Cards should be replaced every 2-3 years.

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

Players: Every Tier 1, Tier 2 and Tier 3 U13-U18 player shall be assigned a player tracking number based upon the BCSA number issued to the players' District. This number shall be comprised of the year the card is issued (17), ~~District number (59)~~, the club number (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.

It does not matter with which club the player plays, the number shall reflect his or her home club. Select/UISA league and VIPL players will use their "home club" number.

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:

Club #		Player #'s	Team Official #'s
01	Harbour City FC	1201 to 1650	S171 - S200
03	Comox	1712 to 2000	S111 - S150
04	Oceanside	0201 to 0500	S021 - S080
05	Alberni Valley	1651 to 1711	S151 - S170
06	Gabriola	2001 to 2100	S281 - S299
07	Mid Isle	1001 to 1200	S081 - S110
08	Campbell River	0501 to 1000	S201 - S240
09	Powell River	2101 to 2300	S241 - S280

NOTES: You only create new ID numbers 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 BCSA picture ID by October 1st, of each season.

Club registrars shall be responsible for the preparation of ID cards for those club players and officials who require them.

Blank **or pre-printed** cards and stickers can be obtained from the District.

Club registrars may sign ID cards on behalf of the District registrar.

- **All cards need a current year sticker to indicate the current year in print or via a sticker.**

Cards should be replaced every 2-3 years.

APPENDIX 2: UISA Interclub transfer form



UPPER ISLAND SOCCER ASSOCIATION

INTER-CLUB TRANSFERS

Inter club transfers are valid for one playing season. In the Upper Island, our Coastal playing season runs from August 1 to July 31 (BCSA regulation 3a).

1. A house or Tier 3 player requesting a transfer must complete section one (1) in its entirety before the application can be brought forward to the Releasing Club.
2. For forms submitted to the district before July 31 ONLY: forms must be accompanied by Appendix 1: provisional team roster, and list of unsuccessful team candidates who tried out and did not make the team.
3. The Releasing Club official must complete and sign section two (2) in its entirety within 7 days before forwarding application to the Accepting Club for approval. The releasing club official is defined as the Club President, Club Administrator or other delegate confirmed in writing to UISA.
4. The Accepting Club official must complete and sign section three (3) in its entirety within 7 days before forwarding application to the District for final approval. The accepting club official is defined as the Club President, Club Administrator or other delegate confirmed in writing to UISA.
5. Players are not eligible to play for the new Club until the transfer has been approved by the District.
6. Please see UISA Registration Manual if needed.

Please note:

Deadlines: The last date for district receipt of completed player transfer forms in Tier 3 (UISA league) or Tier 4 (house) is January 10th. The last day for district receipt of completed player transfer forms in Tier 2 (VIPL) is December 26th.

Player transfer limits: only two transfers per player are permitted in one playing season. A minimum of 30 days must elapse between transfers (BCSA regulation 3e-i).

Team transfer limits: Any team U13 or older is limited to three transfers onto their roster in one playing season (BCSA regulation 7s).



UPPER ISLAND SOCCER ASSOCIATION

INTER-CLUB TRANSFER FORM 2016-17

1. Player Information and request to transfer	
Name:	ID #:
Address:	
City:	Postal Code:
Home Phone:	Mobile:
Email:	Date of Birth (mm/dd/yyyy):
Player Signature:	Date (mm/dd/yyyy):
Parent/Guardian Signature:	Date (mm/dd/yyyy):

I, _____, am a resident of _____ (as determined
 (Name of Player) (UI Club)
 by Club Boundaries) and hereby apply to play in _____ on their
 (UI Club)
 _____ team. Age level of team (select one): U12 U13 U14
 (House or Tier 3/Select/Rep) U15 U16 U17 U18

Please Note: After October 1st, a BCSA Youth Application to Transfer is also required.

2. Releasing UI Club	
Name of Releasing Club Official:	
Position:	
Please check only one response:	
Our club denies the application to play out of home club boundaries for this player. <input type="checkbox"/>	Our club accepts the application to play out of home club boundaries for this player. <input type="checkbox"/>
Optional Comment:	
Signature:	
Date(mm/dd/yyyy):	

3. Accepting UI Club	
Name of Accepting Club Official:	
Position:	
Please check only one response:	
Our club does not accept transfer of this player. <input type="checkbox"/>	Our club accepts transf of this player. <input type="checkbox"/>
Optional Comment:	
Signature:	
Date(mm/dd/yyyy):	

4. District Approval	
UISA District Registrar:	
The district does not approve transfer of this player. <input type="checkbox"/>	The district approves transfer of this player. <input type="checkbox"/>
Optional Comment:	
Signature:	
Date (mm/dd/yyyy):	

Completed forms should be submitted to the UISA Administrator at UpperIslandSoccerOffice@gmail.com.

Appendix 1: For applications submitted to the district before July 31 only:

Provisional team roster and unsuccessful team candidates

TEAM INFORMATION	Club:	
Level of play: House/Club <input type="checkbox"/> Tier3/Select/Rep <input type="checkbox"/>	Division: U12 <input type="checkbox"/> U13 <input type="checkbox"/> U14 <input type="checkbox"/>	Boys <input type="checkbox"/>
	U15 <input type="checkbox"/> U16 <input type="checkbox"/> U17 <input type="checkbox"/> U18 <input type="checkbox"/>	Girls <input type="checkbox"/>
Team Coach:	Email:	
Phone:	Mobile:	

PROVISIONAL TEAM ROSTER Super8 roster= max. 16; U13/U16 roster= max.18, U17/U18 roster=max. 20.

First Name	Last Name	Home Club
Unsuccessful candidates:		

APPENDIX 3: UISA League Roster Form



UPPER ISLAND SOCCER ASSOCIATION UISA LEAGUE ROSTER

B-Cup:

TEAM INFORMATION

District: <i>UPPER ISLAND SOCCER ASSOCIATION</i>		
Home Club: Team Name:	Division: Super 8 <input type="checkbox"/> U14 <input type="checkbox"/> U15 <input type="checkbox"/> U16 <input type="checkbox"/> U17 <input type="checkbox"/> U18 <input type="checkbox"/>	Boys <input type="checkbox"/> Girls <input type="checkbox"/>

TEAM PERSONNEL

Team Manager:	Email:
Daytime Phone #:	Mobile:
Team Coach:	Email:
Daytime Phone #:	Mobile:
Additional Staff:	Position:
Email:	Phone:
Additional Staff:	Position:
Email:	Phone:
Additional Staff:	Position:
Email:	Phone:

TEAM ROSTER – Super8 roster= max. 14; U13-U16 roster= max.18, U17-U18 roster=max. 20.

Jersey #	First Name	Last Name	ID Number (for U13-U18)
Reserves			