

## **Victoria West Athletic Association Policy Manual**

### **Registration**

1. Victoria West Athletic Association (VWAA) registrations are processed by the Registrar or nominee only.
2. Registration with the Vancouver Island Soccer League (VISL) and the Lower Island Womens Soccer Association (LIWSA) to be handled by the Registrar or nominee only.
3. Registrations to go to the VISL and the LIWSA must be turned into the Registrar at least 3 days prior to the game the applicant wishes to play in.
4. Registrations to go to the VISL and the LIWSA must be turned into the Registrar at least 7 days prior to the cup game the applicant wishes to play in.
5. No player may play with a team until registered and paid with the VWAA.
6. No player may play in a league or cup game until registered with the VISL or the LIWSA.
7. Teams using players not properly registered risk losing the game by forfeit and possible coach and or team suspension and or fine.
8. Coaches/managers must keep the Registrar informed of players joining, leaving or transferring to or from teams as the season progresses.

### **Fees**

9. No player may practice with a team or play games until their club fees are paid in full, or an agreement acceptable to the President is in place prior to playing. This includes playing for any club team in a tournament.
10. Requests asking for delayed payment or reduction of fees must be made in writing to the President and will be reviewed by the President on an individual basis.
11. Coaches/managers must enforce that players are ineligible to play prior to registration and fees being paid.
12. Coaches/managers are responsible for collecting player fees and forwarding them to the President/Treasurer immediately.
13. Failure of a coach/manager to promptly forward club fees will be subject to disciplinary action including possible club suspension, expulsion or legal action.

14. Any player not paying club fees for a given season will not play for the club in any subsequent season or tournament until all dues are paid (i.e. arrears and current dues brought up to date prior to registration.)
15. Cheques for club fees are payable to "Victoria West Athletic Association".
16. If a cheque or post dated cheque results in an NSF charge, the President or designate may decide if the player will be allowed to continue to play on their team. The President has the discretion to suspend a player from participating in games until repayment is made in cash.

### **Refunds**

17. A player is eligible for a refund if written withdrawal is submitted to the President before the first game is played. After that, refunds are at the discretion of the President.
18. The President or designate, may at his/her discretion, credit or reimburse a player a portion of their fees in the event they are unable to complete the season (i.e. injury, relocation). Requests must be submitted in writing to the President (or through the appropriate Team representative) and reviewed on an individual basis.
19. Refunds will not be given after December 31<sup>st</sup>.
20. Players retired/suspended under rule 24 will not be eligible for any refund of registration fees.

### **Code of Conduct**

21. Players, coaches, team managers, and spectators must co-operate with each other and with Club and game officials in assuring that appropriate standards of behaviour and conduct are followed at all times. This includes but is not limited to playing games, training, spectating and attending functions at the Clubhouse. Unacceptable behaviour will not be tolerated.
  - i) Players are expected to:
    - arrive at practices and games on time and inform the coach or manager if they cannot attend or will be late,
    - bring proper equipment to each game and practice,
    - treat the coaches, manager and officials with respect,
    - treat team mates and opponents with respect, and
    - treat the officials with respect, not arguing calls or abusing them in any way.
  - ii) Coaches and managers are expected to:
    - treat the players in a positive and supportive manner,

- conduct themselves in a courteous and controlled manner at all times,
  - restrict their 'sideline coaching' to tactical advice and positive encouragement,
  - respect the game officials and not dispute their calls, or abuse them in anyway, and
  - provide team representation at all league mandated functions.
22. All members of VWAA must abide by relevant league rules (i.e. VISL, LIWSA, SVICSA) at all times, as well as by rules established by the governing bodies (BCSA, CSA, FIFA).

### Sanctions

23. While the VWAA hopes that the use of sanctions will never occur, there will be occasions when no other choice is possible. Possible sanctions which can be imposed are, but not limited to, the following:
- **players** - Suspension for one or more league games, suspension from VWAA activities or games for a defined period, suspension from VWAA activities or games for the remainder of the season (with no refund ), and (in extreme cases) lifetime suspension from the VWAA.
  - **coaches** - Probation, suspension from coaching one or more league games, suspension from coaching any VWAA activities or games for a defined period, replacement by appointing another coach for the remainder of the season, and (in extreme cases) lifetime suspension from coaching within the VWAA.
  - **managers** - Replacement by appointing or electing another division manager, and (in extreme cases) lifetime suspension from holding any executive positions within the VWAA.
  - **executive members** - Replacement by appointing or electing another executive, and (in extreme cases) lifetime suspension from holding any executive positions within the VWAA.

### Player Suspension or Retirement

24. A coach may, after consultation with the President, for valid reasons, temporarily suspend or retire a player from the team. Valid reason shall be defined as (but not necessarily be limited to):
- Disruptive behaviour or attitude on the field or at the Clubhouse,
  - Unwillingness or inability to follow rules on the field or at the Clubhouse,
  - Unwillingness or inability to follow requests of the coaching staff on the field or at the Clubhouse,
  - Persistent dissension at practice,
  - Excessive number of cautions during or ejection's from league and exhibition games.

25. Players so retired or suspended by the Club will not be eligible for any refund of registration fees. Players may (in writing) request a review of suspension or retirement by the Executive.

### **Key Policy**

26. The VWAA Clubhouse is located at 3255 Tennyson Avenue, Victoria BC.
27. Keys to the Clubhouse are the property of VWAA.
28. Keys to the Clubhouse will be issued at the discretion of the President.
29. Individuals with keys to the Clubhouse are responsible for the safeguarding and closing of the Clubhouse on occasions where they use their keys to open the Clubhouse – unless replaced by another keyholder or person acceptable to the President.
30. Keyholders will ensure that only appropriate individuals have access to the bar inventory and cash.
31. At the discretion of the President, any inappropriate use of the Clubhouse keys or those found to be in abuse of the privilege, will be required to return the keys back to the club and be subject to possible further sanctions.
32. The replacement of lost clubhouse keys is at the discretion of the President.
33. The secretary will maintain a list of Clubhouse key holders.
34. Keys to the lights, goals and changerooms at City of Victoria facilities (“facility keys”) are the property of the City of Victoria and will be handed out at the discretion of the President.
35. Holders of facility keys are responsible for only using keys for VWAA events at permitted times.

### **Privacy Policy**

36. Information provided to VWAA is collected as part of the player, coaching and team management process. The information will be used solely for the purposes related to the daily operation of the soccer program, and is subject to the rules contained in the British Columbia Personal Information Protection Act.
37. The privacy officer of VWAA shall be the secretary, and s/he will be responsible for any privacy issues and shall handle them accordingly.