



**CRYSA TIER III  
POLICY AND PROCEDURES  
MANUAL**

**April 4, 2022**

## Table of Contents

Definitions.....	3
Tier III.....	3
Tier II.....	3
Coaches.....	3
Application.....	3
Selection.....	3
Respect in Sport.....	4
Behaviour Expectations.....	4
Training.....	4
Player Evaluations.....	4
Team Composition.....	4
Selection.....	4
Roster Size.....	5
Transfers.....	5
Permitting.....	6
Registration.....	7
Kit / Equipment.....	7
Fundraising.....	7
Sponsorship.....	7
Travel and Tournament	
Assistance.....	7
Appendix A - Tier III Timelines.....	8

## Preface

This document is a supplement to CRYSA's "Operational Manual for Coaches and Volunteers" and all other Policies, Procedures, Guidelines, and supporting documents from Canada Soccer and BC Soccer, as found on the CRYSA Website.

## Definitions

### **Tier III**

Tier III from September to March with Island "B-Cup" representative teams competing in Provincials in early July.

### **Tier II**

UISA and Lower Island Soccer (LISA) combine to offer Tier II soccer (aka: A-Cup) from April to July with Island "A-Cup" representative teams competing in Provincials in early July.

Tier II team formation will vary depending on local interest and interest from neighboring clubs. The Director of Accelerated Program, where applicable, will follow the same selection process as Tier III. Dates to be determined.

## Coaches

Coaches are all CRYSA volunteer members, who endeavor to provide a positive learning environment for players as outlined in the Mission Statement. All CRYSA coaches, Managers, or any other person with direct or indirect contact with players will be familiar with, and adhere to, all CRYSA's Policies, Procedures, Guidelines, Long Term Player Development and supporting documents from Canada Soccer or BC Soccer.

### **Application**

All prospective coaches will complete an application form, available on the CRYSA website, and return the form to the CRYSA Director of Accelerated Program. The deadline for coaching applications for the upcoming year is **April 30<sup>th</sup>** of the preceding season.

### **Selection**

The selection of successful Coach applicants will be the responsibility of a committee comprised of CRYSA's Technical Director, Director of Accelerated, and the Director of House Soccer. Successful candidates will be informed by **May 15<sup>th</sup>** and **may be subject to change based on registration.**

## **Respect in Sport**

All Coaches, Assistant Coaches, Managers, and any other person with direct or indirect contact with players, are required to complete the Respect in Sport for Activity Leaders. It is the Head Coach's responsibility to ensure compliance and confirm that all persons have completed the course with the Director of Accelerated Program.

## **Behavior Expectations**

All Coaches, Assistant Coaches, Managers, and any other person with direct or indirect contact with players, are required read CRYSA's "Behavior Expectations for Coaches, Managers and Trainers", and sign the form. It is the Head Coach's responsibility to ensure compliance. The form must be returned to the Director of Accelerated Program, prior to the commencement of season training. Further and more complete information may be found in the Behavior Expectations as found on the CRYSA website under Club Policies/Procedures.

## **Training**

It is the Head Coach's responsibility, in conjunction with the CRYSA Administrator, to ensure that all players have registered with CRYSA prior to participation in any form of training. All requests for training times on the turf shall be directed to the Director of Accelerated and the CRYSA Administrator. It is the Head Coach's responsibility to inform parents of any changes/cancelation/field closure for practices or games.

## **Player Evaluations**

In order to be considered for placement on a **Tier III** team, all players must participate in an evaluation process. Evaluations will be conducted by a committee comprised of CRYSA's Technical Director, the Director of Accelerated Program, and a minimum of one other member. The criteria for evaluations are listed below.

- There must be a minimum of three evaluation sessions
- To be eligible for selection players must attend a minimum of 2 out of the 3 evaluations.
- All evaluations are to be completed by **May 31<sup>st</sup>**.

CRYSA reserves the right to waive the attendance requirements under extraordinary circumstances. As an exception to the Player Evaluation Policy, players new to the community after completion of evaluations may be considered for placement.

## **Team Composition**

### **Selection**

The team selection process will be done by the Coaches and the Director of Accelerated Program with input from CRYSA's Technical Director. If necessary, a CRYSA "neutral" BOD Executive or Representative will assist and will be the "final

arbitrator" on decisions. CRYSA reserves the right to blend age bands to maximise player participation. Successful players shall be notified by the Coaches by **June 15<sup>th</sup>**.

All players, parents and team officials selected are required to read CRYSA's "Behavior Expectations" for players and sign the form. Forms are to be returned to the Coach, who will forward them to the Director of Accelerated Program, prior to the start of the season. Further and more complete information may be found in the Behavior Expectations as found on the CRYSA website under Coaches / Coaches Resources.

### **Roster size**

The minimum roster for ages U12 and U13 is set at 10 (maximum as per UISA)

The minimum roster for ages U14 thru U18 is set at 13 (maximum as per UISA)

### **Transfers**

In the event the minimum roster size has not been met, the team Coach may petition the CRYSA board to transfer an underage player to their roster. The criteria for this application is as follows.

- Application to the Board cannot be made prior to two weeks before the start of the playing season.
- The number of petitioned players must only bring the roster size to the minimum required and cannot exceed that minimum.
- Transfer of the players cannot have a detrimental numerical effect on the younger team.
- Approval of transfer is for one playing season.
- CRYSA reserves the right to determine which player is transferred.
- If, following approval of a transfer, new registrations are received, the transfer is not reversed unless at the request of the player's parent/guardian.

Players may petition the CRYSA BOD to transfer to play in a higher age band. The criteria for such transfers is listed below.

- An application in writing must be received by the Director of Accelerated Program prior to the start of evaluations.
- Applications must contain reasons as to why the player wishes to play up, or the application will not be given consideration.
- The application must not have a detrimental numerical effect on either team.
- The applicant will be evaluated by a committee of the Technical Director, the Director of Accelerated Program, and the Coach of the team the player would be transferring to.
- Approval will only be granted under unique circumstances.
- This committee's recommendation will be presented to the Executive for endorsement. If the Executive does not endorse the recommendation, it will be discussed at the next BOD meeting.

Female players may petition the CRYSA BOD to transfer to a male team of the same age band. The criteria for such transfers is listed below.

- An application in writing must be received by the Director of Accelerated Program prior to the start of evaluations.

- The application must not have a detrimental numerical effect on either team.
- The applicant will be evaluated by a committee of the Technical Director, the Director of Accelerated Program, and the Coach of the team the player would be transferring to.
- Approval will only be granted under unique circumstances.
- This committee's recommendation will be presented to the Executive for endorsement. If the Executive does not endorse the recommendation, it will be discussed at the next BOD meeting.
- The receiving team must have a female chaperone willing to attend all practices and games.

### **Permitting**

The request to permit a player during the course of the league playing season shall follow the criteria outlined by UISA (as found on the UISA website under Rules and Forms / Forms / Youth to Youth Permits). Permits may be granted in the following instances.

- When the roster of a Super 8 team drops below 10 players.
- When the roster of a U14-U18 team drops below 13 players.
- The player to be permitted is a Tier III player permitting to a Tier III team of the next higher age band.
- The player to be permitted is a house player permitting to a Tier III team of the same age band or the next higher age band.

In addition to the UISA criteria, CRYSA requires the following:

- Permitted player selection is at the Coach's discretion, but should complement the team (i.e. a defensive player is missing, then a defensive player should be permitted).
- A permitted player can only attend games where the regular roster drops below the levels listed above.
- If players are being permitted from another Tier III team, the respective Coach and Director of Accelerated Program shall be notified prior to communication with the player or family for each instance.
- The permit requests must be received by the CRYSA Director of Accelerated Program a minimum of 48 hours prior to the game which the permit is requested for. Note: After CRYSA Director of Accelerated Program approval, coaches are required to complete UISA requirements.
- Super 8 teams may not permit to other Super 8 teams.
- Although players permitted from younger aged and house teams are valid with UISA for the season, each time the player is being utilized the Director of Accelerated Program must be notified and if applicable the respective coach.
- Permitted player are permitted to train with the team, the week prior to the game only.
- A team is limited to permitting a maximum of two players from a given team for any game.

## **Registration**

For insurance purposes, all selected players are required to register by **June 30<sup>th</sup>**. Players registering after that deadline will be subjected to a late registration penalty and may forfeit their spot on the squad. Included in the registration fee is a REP only pre-season camp. Although the camp is not mandatory, no refunds will be issued for players not attending the camp. It is the Coaches responsibility to ensure all players have registered, thus are insured, prior to beginning training.

## **Kit / Equipment**

As part of CRYSA's branding policy, all selected players will be required to purchase a kit consisting of the below;

- Training Jacket
- Training Pants
- Rain Jacket
- Shorts
- Socks
- Backpack

Teams are not permitted to alter or enhance the kit without the express permission of the Board. Any requests must adhere to the Rep Apparel Policy and Procedure.

All requests for equipment must be directed to the Director of Equipment.

## **Fundraising**

All Coaches, Assistant Coaches, Managers, and any other person with direct or indirect contact with players will adhere to CRYSA's fundraising policy as found on the **CRYSA Website**.

## **Sponsorship**

All Coaches, Assistant Coaches, Managers, and any other person with direct or indirect contact with players will adhere to CRYSA's sponsorship policy as found on the **CRYSA Website**.

## **Travel and Tournament Assistance**

All Coaches, Assistant Coaches, Managers, and any other person with direct or indirect contact with players will adhere to CRYSA's travel policy as found on the **CRYSA Website**.

## **Appendix A** **Tier III Timelines**

**Tier III Playing Season** - August 1 through July 31

**Coach Applications** - April 30

**Coach Selections** - May 15

**Criminal Record Check Applications** - May 31

**Player Evaluation Completions** - May 31

**Player Notification Completions** - June 15

**Player Registration Deadline** - June 30

**UISA Player and Coach Registration** - August 1

**Player I.D. Numbers Issued** - October 1