

NEW WEST SC



Information Guide 2018–19

TABLE OF CONTENTS

PRESIDENT'S MESSAGE	5
MESSAGE FROM THE CLUB DEVELOPMENT COMMITTEE	6
CONTACT INFORMATION	7
MAILING ADDRESS	7
NWSC EXECUTIVE MEMBERS 2018-19	7
SEASON CALENDAR	9
EXECUTIVE MEETINGS	11
ANNUAL GENERAL MEETING	11
PLAYER INFORMATION	12
HOUSE LEAGUE TEAMS (U5-U12)	12
TEAM BALANCING POLICY	13
PROSPECT DEVELOPMENT PROGRAM (U8-U10)	13
DIVISIONAL TEAMS (U13-U18)	14
DIVISIONAL SELECT TEAMS (U11-U18)	15
DIVISIONAL HOUSE TEAMS (U13-U18)	15
COACH INFORMATION	15
CLUB HEAD COACH	15
COACHING CLINICS	15
CLUB TECHNICAL STAFF	15
NWSC ACADEMY SESSIONS	16
COACHING APPLICATION	16
PEER MENTORSHIP	16
RULES OF PLAY	16
REFEREE EVALUATION FORM	16
CRIMINAL RECORD CHECKS (RISK MANAGEMENT)	17
CODE OF CONDUCT FORMS (MANDATORY!)	17
MEMBER FEEDBACK	17
MANAGER INFORMATION	18
TEAM MANAGEMENT SOFTWARE	18
PLAYER LISTS	18
CRIMINAL RECORD CHECKS (RISK MANAGEMENT)	18
PRACTICES	19
GAME SCHEDULES	19
EXHIBITION GAMES	19
GAME DAY SET UP AND TAKEDOWN PROCEDURES	19
CANCELLING GAMES	20
REFEREE FEES	20
TEAM CONDUCT	20

TEAM UNIFORMS AND EQUIPMENT	21
TEAM PHOTOS	21
FIELD INFORMATION	23
PRACTICE FIELDS	23
FIELD CLOSURES	24
GRASS FIELD MAINTENANCE REQUIRED BY TEAMS	24
FIELD LINING	24
FIELD LOCKBOXES	25
PRACTICE GYMS	25
ARTIFICIAL TURF USE REGULATIONS	25
REPORTING PROBLEMS	27
OTHER CLUB INFORMATION	27
INSURANCE	27
FUNDRAISING	27
TEAM FINANCIAL REPORTING	27
MEDIA COVERAGE	28
TROPHIES	28
WRAP-UP PARTIES	28
USED EQUIPMENT DONATIONS/EXCHANGE:	28
TOURNAMENTS	28
ANNE MONK MEMORIAL U5 – U7 TOURNAMENT	28
U8 SUPER BALL SUNDAY TOURNAMENT	29
USEFUL WEBSITES	30

President's Message

As the President of New Westminster Soccer Club for the 2017 – 2018 season, I would like to welcome back all of our returning players, parents, coaches, referees, managers and the many volunteers who make this club operate.

To all our new coaches, thank you for your commitment and time. The club's goal is to provide every child a place to participate and enjoy the game of soccer. Team sports allow the players not only to develop a skill but to learn a discipline and foster friendships that will last a lot longer than the season.

For our youth players, we are continuing to focus on training our coaches and growing the technical development of our players. By embracing a grassroots approach we know we are making a difference in the growth of our coaches, players and teams.

I would like to recognize all our coaches and managers for their commitment to the players and all those who put numerous hours into keeping them playing. Without your time and effort our club could not continue to exist.

To the players – best of luck this season. Enjoy your team mates, work hard and try your best. To the parents – enjoy the efforts of all of our young athletes. Remember this is a game played for fun. Respect the game, the coaches, referees and players. When we all participate and honour those who make it possible for the kids in our community to play, we will continue to foster the beautiful game and contribute to the well being of our community.

Wishing everyone a fun and successful season.

See you on the pitch!

Colin Meldrum

President, New Westminster Soccer Club

Message from the Club Development Committee

We are excited to have many of you back as well as welcoming new members to our great club. You may have heard that there have been some recent changes to our club and more on the horizon. That has been the job of the Development Committee. It consists of a few members from within and outside of our New Westminster community who have come together to enhance our club, so that every member can develop and thrive. You will surely hear more about it in the coming months, so stay tuned for all the exciting upgrades to our club and services. We love our community, we are proud of our club, and most importantly, it is always about the beautiful game of soccer. We have redefined our club's direction as highlighted below:

Mission: The Club will strive to be a leader in development of all of its members in all of their capacities, whatever their age, gender, socio-economic status, or experience level. Our club strives for every child, parent, coach, official, adult member, volunteer and community partner to reach their full potential. To that end, we will adopt research-based best practices in all related areas – from coaching and administration to community partnerships.

Vision: The vision of this club is to become a leader in the soccer community, both locally and beyond, where everyone can play, everyone can develop, and everyone can succeed.

Values: The cornerstones of the Club will be based on inclusivity, fairness, respect, transparency, safety, fun, hard work, achieving full potential, and the beautiful game.

Club Culture: We are a proud hometown club with a long-standing history that strives to be a leader in the soccer community. We are respectful toward where we come from and excited regarding where we are heading as a united community that supports each member to make positive differences. Everyone is encouraged to become a local citizen regarding positively contributing to the community. We support one another in our endeavors to make positive differences in life and excel as community leaders and athletes.

Coaches, part of our goal will be to support you significantly more than in the past. We, the club, are aiming to not only help you develop, but also ensure that you have a strong sense of community within our club and become a proud ambassador of soccer in New Westminster. Our technical team will be there for you as well as all the other club members, including the Development Committee and the Executive. As such, please feel free to connect with us regarding your experience in our great club and your ideas and thoughts for the future.

Have a wonderful season, enjoy the game and our club and we look forward to hearing from you.

Sincerely,

Geoff Ayi-Bonte
 Founder and Chair of the Development Committee

Contact Information

Mailing Address

RSYSC
 PO Box #291
 720 6th Street
 New Westminster
 V3L 3C5

For general info and queries related to NWSC please contact our Club Manager :

Karen Murray
 Email: club-manager@NWSC.com
 Home: 604.526.3145
 Cell: 604.813.3145

NWSC Executive members 2018-19

Position	Name	E-mail
President	Colin Meldrum	president@NWSC.com
Treasurer	Brita Hobkirk	treasurer@NWSC.com
Secretary		secretary@NWSC.com
BOYS Vice - President	Doug Thomas	vp-boys@NWSC.com
GIRLS Vice - President		vp-girls@NWSC.com
Registrar (non-voting contractor)	Nel Grond	registrar@NWSC.com
Past President	Guy Ciprian	past-president@NWSC.com
Burnaby District Representatives	Doug Thomas	vp-boys@NWSC.com
	Ken Moysiuk	vp-girls@NWSC.com
	Neil Shuster	janiceandneilshuster@gmail.com
4 District Rep	OPEN	
COORDINATORS		
Divisional Coordinator BOYS U13 – U18		divisional-boys@NWSC.com
Super 8 Coordinator BOYS U11 & U12	Kelly Duke	super8-boys@NWSC.com
House Coordinator	Tom Ciprian	boys-u8-u10@NWSC.com

BOYS U8 – U10		
House Coordinator	Kimberly Grant	boys-u5-u7@NWSC.com
BOYS U5 – U7		
Divisional Coordinator	Michelle Cameron-Brooks	divisional-girls@NWSC.com
GIRLS U13 - U18		
Super 8 Coordinator	Debbie Williams	super8-girls@NWSC.com
GIRLS U11 & 12		
House Coordinator	Christie Bruce	girls-u9-u10@NWSC.com
GIRLS U8 – U10	Amy Chang	
House Coordinator	Marilyn Meilleur	girls-u5-u7@NWSC.com
GIRLS U5 – U7		
MANAGERS		
Club Manager (non-voting contractor)	Karen Murray	club-manager@NWSC.com
Equipment Manager	Brian Morrison	equipment@NWSC.com
Field Scheduler (non-voting contractor)	Karen Murray	field-scheduler@NWSC.com
Fields Manager	Shun Chiang	field-manager@NWSC.com
First Aid Manager (non-voting)	OPEN	first-aid@NWSC.com
Key Manager (non-voting)	Karen Murray	keys@NWSC.com
Member-at-Large		
Member-at-Large	Geoff Ayi-Bonte	geoff@NWSC.com
Practice Gym Manager (non-voting)	OPEN	
Referee Scheduler U11-U18 (non-voting)	Karen Murray	referee-scheduler@NWSC.com
Referee Scheduler U8-U10 (non-voting)	OPEN	referee-scheduler@NWSC.com
Risk Manager	Calvin Osborne	risk-manager@NWSC.com
Communications Director	Liz Hoath	communications@NWSC.com
Technical Staff Coordinator	Steve Kump	td-coordinator@NWSC.com
Uniform Manager	Tom Ziemplanski & Nancy Dheilly	uniforms@NWSC.com
Website Manager (non-voting)	Wayne McCarthy	webmaster@NWSC.com
TECHNICAL STAFF		
Head Coach & TD (non-voting contractor)	Steve Lowry	head-coach@NWSC.com

Season Calendar

Date	Activity
September 7, 2017	NWSC Coaches' Meeting, Centennial Community Centre
September 9, 2017- Boys September 10, 2017 - Girls	Play begins for: Boys: U11 Development U12 – U18 – all levels Girls: U12 Development: U13 – U18 – all levels
September 21, 2017	Managers' Meeting @ 7pm Queens Park North Room
September 9/10, 2017	Kickoff Jamboree - U5 - U10
September 26, 2017	Executive meeting – Queens Park Arena North Room Every 4 th Monday/Tuesday (alternating) of the month (see below)
Thanksgiving weekend	No games scheduled
Saturday October 14, 2017	Team photos at Queen's Park Stadium: • Girls: U5 – U18 & Adult teams
Sunday October 15, 2017	Team photos at Queen's Park Stadium: • Boys: U5 – U18
December 1, 2017	School gyms close until January 2018
December 9/10, 2017	Last games before Christmas break
January 8, 2018	Practice fields resume
January 13/14, 2018	League play resumes
February 15, 2018	Coaching Applications Due
February 15, 2018	Bursary Applications Due
March 1, 2018	Registration for Spring and Futsal Programs
March 15, 2018	Team expenses due
March 3, 2018	Anne Monk Tournament for U5 – U7 at Queens East Turf
February 24, 2018	U8 Boys and Girls Super Ball Sunday (separately)
TBA - April 2018	Annual General Meeting
April 1, 2018	Early registration for Fall Soccer 2018-19
Late March- Early April 2018	Evaluations for U11 and above players
Mid April - Mid June, 2018	Spring Soccer and Futsal
June 1, 2018	Registration Deadline, Late fees added to Registration from U9 and up
August 1, 2018	Late fees added to Registration U8 and below

Executive Meetings

The New Westminster Soccer executive meetings occur once per month at Centennial Community Centre on 6th Avenue. Meetings days rotate between the fourth Monday or the fourth Tuesday of the month at 7:00 pm. Please check our Website <http://www.NWSC.com> for an up to date schedule. All Club members are welcome to attend our monthly meetings.

Meetings are open to all referees, coaches, managers, executive members, players, and parents or guardians of the players involved in the NWSC. The President must be notified in advance if someone who is not on the executive wishes to speak at an executive meeting. Non-executive members will be asked to leave part of the meeting if the executive needs to discuss something of a confidential nature.

Annual General Meeting

The next Annual General Meeting (AGM) is in April 2018 and will be determined at a later date.

Our new Executive for the upcoming season is appointed at the AGM. We encourage all parents with players in the club to attend. Our Club is always looking for new people with new ideas. The executive is made up of volunteer parents who care very much about youth soccer and children. You don't have to be experienced to get involved. Enthusiasm is the only qualification needed!

Player Information

If you have registered on time and have paid your fees, you will be contacted by your divisional coordinator or coach sometime prior to Labour Day weekend in September to inform you about where and when you will begin your season.

If your child is a player in the U5-U10 age group then you will begin the season at a Jamboree which are skills and drills sessions run by our technical staff. These will help to assess the kids in each age group and allow the coordinator to create balanced teams. You will be contacted by your coordinator with the location and time for your child's Jamboree. These are also posted at <http://rcycs.com>.

House League Teams (U5-U12)

House League teams play with the following number of players depending on the age group:

Age Level	Players on Field		Maximum Team Size	
	Boys	Girls	Boys	Girls
U5	3	3	8	8
U6	4	4	8	8
U7	5	5	10	10
U8	6	6	10	10
U9	7	6-7	14	12
U10	7	7	14	12
U11	8	8	16	14
U12	8	8	16	14

For the U5 -U8 age groups, the number of players on the field and maximum team size are subject to change depending on the number of players registered for the particular age division. Some age groups may be combined if the number of players registered is low. For example, in the past, U5 and U6 girls have been combined into one group.

At U9 and up, NWSC begins an interlocking schedule with other Burnaby District Youth Soccer Association house league teams. The number of players on the field and maximum team sizes are set at the district level.

U11-U12 age group is commonly referred to as 'Super-8' because these teams field eight players. The U11 Boys play in a Burnaby District League. By U12, the Boys play in the 4-District league.

Starting at U11 and up, NWSC operates boys and girls Select teams for highly motivated players. Select teams players are evaluated and selected at the evaluations held near the end of the regular season.

Team Balancing Policy

At the younger age groups (U5-U12) the club is principally committed to fielding balanced teams with the most talented players distributed evenly between the teams fielded in each age group. The rationale for this is as follows:

1. It is important to include as many players as possible at the younger ages as it is impossible to predict which players will develop into committed soccer players in the future.
2. The House League structure does not support tiered teams until they reach the U11 level. As all the remaining teams play in one unified league. The club teams play against each other in the same league and thus a B team would regularly face the A team with demoralizing consequences.
3. The Success of a team will be gauged on development of its players and not wins and losses. Fielding balanced teams allows all players a greater opportunity to develop and foster an appreciation for the game.

Please note that players will benefit from playing with different players and under different coaches year-to-year and therefore requests to place players with the same house players/coaches from one year to the next may not be honoured.

The House team selection process:

1. At the start of the season players will participate in Jamborees where they will be rated by Coordinators, Coaches, and/or Technical Coaches using a standardized evaluation protocol.
2. Please note that all player evaluations remain strictly confidential and will not be shared with parents, players or coaches in other divisions.
3. Player ratings will be used by the Club to create balanced teams that have an equal distribution of high and low aptitude players.
4. Please note that highly motivated U8-U10 players can also qualify for the NWSC Prospect teams in addition to their house team (see below). Highly motivated U11-U12 players can evaluations for NWSC's Select teams.
5. A maximum of two players will be automatically assigned to a house team: one being the Coach's child and the second being the coach's choice of the Assistant Coach's child or the Team Manager's child.
6. Final team rosters will be approved by a NWSC Vice-President or President.
7. If necessary, teams will be observed by a Vice-President, Head Coach, Technical Coaches, and/or the Coordinator and further re-balancing could be undertaken.

Prospect Development Program (U8-U10)

For the past several years, many of the Lower Mainland soccer clubs have increased emphasis on young player development as part of their programs. Clubs are recognizing like-skilled players as early as U8 and U9, working with these kids by way

of what is called Prospect Development programs. Similarly skilled players are evaluated and identified within the club, grouped within the club into Prospect Teams, and trained together within the club.

Prospect teams then participate within the recently formed Player Development Series (PDS). PDS is an intra-club non-competitive series of exhibition games where prospect teams from participating clubs compete with each other in a fun, like-skilled environment. The games are mixed throughout the season and are in addition to the NWSC regular season games.

The NWSC Prospects Program follows the same principles of the other clubs' Prospect Programs and is intended to be a player-centric training program for like-skilled, focused players who make soccer a priority. The program will be fun yet will demand the player to be focused and disciplined. The emphasis will be on player development. The program will run from early October to March in parallel to the player's regular House league season. The sessions will run a minimum of twice a month with exhibition games mixed in throughout the season.

The games will be exhibitions against teams already playing in the Player Development Series. Please note: **The Prospect players will remain with their assigned House team through the season. The Prospect program supplements U8-U10 development but does not replace House league participation.**

Player selection will be conducted by NWSC's technical staff. This process will involve observation and ranking of players at the Jamborees in early September, observations at practice and games throughout the NWSC regular season, and consultation with the team coaches. Parents whose children have been identified as Prospect Program candidates can be expected to be notified by mid to late September by NWSC. Participation in the Prospects Program is optional but by invitation only.

Please direct all questions regarding the Prospects Program to head-coach@NWSC.com

Divisional Teams (U13-U18)

All teams in the U13 – U18 age groups are known as "Divisional" teams and play on full-sized fields with eleven players.

Age Level	Players on Field		Maximum Team Size	
	Boys	Girls	Boys	Girls
U13 – U16	11	11	18	18
U17 – U18	11	11	20	20

Divisional Select Teams (U11-U18)

Select teams only exist at the U11 – U18 level. All Divisional Select team evaluations are completed by April 30th. Please consult the NWSC Policy for a detailed description of the Select evaluation process.

Divisional House Teams (U13-U18)

The Club will attempt to balance U13-U18 House teams based on player skill level for all teams in the division and through dialogue with the coaches and technical staff. Teams may not exceed a maximum number of players for the particular age group. Placement of your child with a particular teammate or specific coach cannot be guaranteed.

Coach Information

Club Head Coach

The Head Coach's role is to develop, implement, support, and supervise coaching development. The Head Coach is available to provide leadership, guidance and mentorship to all NWSC coaches. For coaching assistance contact the club's Head Coach at head-coach@NWSC.com.

Coaching Clinics

Youth Coaching Clinics will be offered again by NWSC this season. For sessions, contact the club's Head Coach at head-coach@NWSC.com.

If necessary, the club will reimburse NWSC Coaches to obtain their required certification when courses are not offered by the club. For reimbursement please check with club before registering for outside courses.

Club Technical Staff

Each team is strongly encouraged to take advantage of the Technical Staff provided by the Club. Coaches, players and teams benefit with access to the high-level training available.

Three team-training sessions for U9 – U18 with a Technical Staff member are provided by the Club at no expense to the team. The team must arrange these sessions with the TD Coordinator. U5 – U8 will be provided group sessions by the Club

To schedule team support, contact the club's Technical Coordinator at td-coordinator@NWSC.com

To schedule coaching support, contact the club's Head Coach at head-coach@NWSC.com

NWSC Academy Sessions

New Westminster Soccer is committed to the development of players. In support of this commitment, the Club is offering skill development and goalkeeping camps to Boys and Girls U8 – U15. Parents/Guardians register participants online at www.NWSC.com. Further details on website.

Coaching Application

Please take time to apply for a coaching position for the following season by February 15th. Applications are submitted online at <http://NWSC.com>

Peer Mentorship

In 2008, NWSC introduced a Peer Mentorship/Training program. We are looking for dedicated volunteers, boys and girls, at the U15 to U18 level (aged 14 to 17) willing to give some of their personal time to assist coaches and players participating at lower levels in the New Westminster Soccer Club, ideally at the U6 to U10 levels. In return, volunteers will earn hours that can be applied to their requirements for high school.

Managers, please encourage the players on your older teams to look into this worthwhile program. For more information, visit <http://www.NWSC.com/PeerTraining.htm>.

Rules of play

Our teams follow the BC Soccer Small Sided Rules of Play. The latest version of these rules are available on BC Soccer's website (<https://www.bcsoccer.net/>).

Referee Evaluation Form

As part of the referee development program for NWSC, we are asking all coaches that have referees for their games to fill out the Referee Evaluation Form at http://NWSC.sideline.software/ref_feedback.php. The form is also linked from the RCSYC web page (see Coaches and Managers tab -> Referee Evaluation Form). Please bookmark for easy access.

This form is only used for your NWSC home games. We will use the data collected to help us in the development of better NWSC referees for all our games. Your input is important and should be completed no later than the Monday following your weekend home games.

Referee development is as important as player development if we want to improve the quality of the NWSC soccer experience. We ask that you approach this seriously and in the spirit of development. It will not be used as an opportunity to vent or debate calls within your games. All referees need the chance to grow and learn and must do so in a positive atmosphere. Remember these are kids learning new skills just like our players. Please be respectful during games and provide us with constructive feedback via the Referee Evaluation Form.

Criminal record checks (risk management)

All adult executive members, coaches, assistant coaches, managers, referees, "bench moms" or any other volunteers who are in contact with a minor are required to have a criminal record check on file with the club.

For your convenience NWSC now uses an on-line system to perform Criminal Record Checks. The system is called CRRP and is run and managed by the BC Ministry of Justice. Additional information about the CRRP is available on their website at www.pssg.gov.bc.ca/criminalrecords-review/index.htm

Please use the on-line link (<https://justice.gov.bc.ca/eCRC/>) with our volunteer access code to submit your request for a CRC. It's straight forward and the instructions are clear. It should only take you approximately 15 minutes.

To receive the access code you will need to contact the club's risk manager at risk-manager@NWSC.com. Please send him/her either a screenshot or email letting him know the date you submitted your request and any tracking/record number provided.

Code of Conduct Forms (MANDATORY!)

NWSC requires every coach, assistant coach, manager, parent and player fill out the appropriate CODE OF CONDUCT form. This is available on the website under FORMS AND DOCUMENTS. The manager of the team is required to keep track of their team forms.

Member Feedback

NWSC has a "Member Feedback" link on our webpage for all members to report or offer insight to the Club. This is located on the right hand side of the main page at www.NWSC.com

Manager Information

New Westminster Soccer encourages every team to designate a Manager so that coaches can focus their time on training and coaching the kids on the field.

Managers take care of organizational details such as coordinating half-time refreshments, paying referees, keeping parents updated about schedule changes, etc..

Additional duties and responsibilities are described in this section. You are encouraged to delegate tasks to multiple parents.

Team Management Software

As part of the administrative software the Club uses - every team is provided a team coordination and management web site preloaded with Names and Contact information. This site is called 'Team Connect by Stack Sports'. Your age group coordinator can enable the web site for your team, simply ask them to 'turn it on'. Using this full featured site is free and easy and simplifies the communication with your team and Parents.

TEAM CONNECT BY STACK SPORTS features:

- Coaches, players, and parents contact information already loaded
- ability to schedule practices, games, and events using the built in scheduler
- connected Mobile app for smart phones
- ability to connect with team via email and text messages
- ability to print game day rosters (needed at U13 and up)
- team members can upload pictures and documents to share
- full featured and free (other apps require payment to enable all features)

Player Lists

Please distribute a player team list if you choose not to use Team Connect by Stack Sports or for those parents or coaches who are not able to access the software.

The list should include:

- Player name, jersey number, player email address if applicable
- Parent's names and contact information
- Coach's and manager's names and phone numbers

Criminal record checks (risk management)

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For your convenience NWSC now uses an on-line system to perform Criminal Record Checks. The system is called CRRP and is run and managed by the BC Ministry of Justice. Additional information about the CRRP is available on their website at www.pssg.gov.bc.ca/criminalrecords-review/index.htm

Please use the on-line link (<https://justice.gov.bc.ca/eCRC/>) with our volunteer access code to submit your request for a CRC. It's straight forward and the instructions are clear. It should only take you approximately 15 minutes.

To receive the access code you will need to contact the club's risk manager at: risk-manager@NWSC.com. Please send him/her either a screenshot or email letting him know the date you submitted your request and any tracking/record number provided.

Practices

The club requires its boys teams to practice Mondays and Wednesdays and its girls teams to practice Tuesdays and Thursdays. Field allocation will be determined by the club's field scheduler, based on field availability.

Field times are usually shared by multiple teams. For field change requests please contact your club coordinator who will facilitate your request through the club's Field Scheduler.

If you will not be using your set time please advise your club coordinator and the club's field Scheduler.

For more information refer to Practice Fields.

Game Schedules

Game schedules should be produced and distributed to the coach and players. If you have a home game change, please contact the club's game scheduler. For away games, make contact with the opposing coach to confirm jersey colours, game time and field location.

Exhibition Games

A maximum of three exhibition games per team is funded by the Club. Keep track of your exhibition game referee expenses on your financial statement for reimbursement. You are able to share the cost with another team if you want to stretch your referee allowance.

To organize an exhibition game please contact your age/gender coordinator.

Game Day Set Up and Takedown Procedures

On game days the first team to play is responsible to set up all equipment. The coach will be busy with the players, so this is a great way for parents to help the team. All equipment is found in the lockboxes on our booked fields.

The first team of the weekend is responsible for lining the grass fields if it needs doing. Please assign parents to take on this task. All lining equipment is in the lockbox with the game equipment. The City burns the lines on the field at the beginning of the season, so it is quite easy to do.

At the end of the day, the last team to play is responsible for putting away all equipment and ensuring the lockbox is locked.

NOTE: If you think that there is a game following yours, and yet no one has shown up, ALWAYS put the equipment away.

NOTE: Recycling depot at 6th and McBride will take the empty paint cans. Please remove them from the lockbox on a monthly basis. It is a lot of work for a volunteer to do this at season's' end.

Cancelling Games

If your team cannot make an AWAY game, it is your responsibility to cancel the game. You do this by phoning the coach or manager of the team that you are playing. You should give 48 hours notice or your team may be responsible for paying for their referees and field time. Email is neither acceptable nor recommended as is possible for the message to be missed.

This rule also applies to your HOME game. Notify our scheduler at least 48 hours in advance so that they may re-book the field time and contact the Referee Scheduler to cancel your scheduled referees. You must phone within 48 hours. Email is not acceptable nor recommended as is possible for the message to be missed.

Due to weather, there is a fair amount of field closures over the season. The field scheduler or your club coordinator will let you know if your game is cancelled or moved. Minor sports groups in New Westminster have the discretion whether to use the fields or not. The City closures apply to adult users only.

Referee Fees

The Club provides teams with a float of funds for referees (8 games worth). The team is required to keep a record of how fees are used by recording dates, amounts, and names of the referees being paid. You will receive this form along with your team's referee cheque at the beginning of the season. The form is also available on our Website at <http://www.NWSC.com>. This form must be completed and returned to our Club Treasurer at the end of the season. Referees are to be paid at the start of the game and paid individually with the correct cash amount.

It is recommended that, when you get your cheque, cash it in the correct denominations per game, put those in separate sealed envelopes with the home game date on the front. Then on gameday you can just grab and go.

If your referee hasn't arrived 10 minutes before game time, contact the Referee Scheduler who may be able to supply a replacement (Karen Murray, 604-526-3145 or 604.813.3145)

If necessary, the game can be played with a missing official if it is agreed to by both coaches.

If there are problems with the referee contact the Head Referee via an email report.

Team Conduct

Our Club is held responsible for the behavior of everyone associated with our teams, be they coaches, players or parents. Coaches are not in the stands with the parents, but you are as a Team Manager. Verbal abuse of coaches, referees, players or opposing team fans will not be tolerated. Managers and coaches of each team should

organize a meeting with all their parents in which the Club expectations regarding appropriate conduct can be discussed as well as repercussions for failure to adhere to this policy. This policy will be strictly adhered to by all.

Team Uniforms and Equipment

The Club will provide each team with equipment, first aid kit and keys for NWSC equipment lockboxes. It is the responsibility of the coach and manager to keep the equipment in good condition. Any problems with equipment should be directed to the Equipment Manager at equipment@NWSC.com.

Uniforms sets are provided by the Club in exchange for a \$100.00 deposit, per player. Please check with your coordinators for the times and locations for the pickup of a team set. Any problems with uniforms should be directed to the Uniform Managers at uniforms@NWSC.com.

Please relay these important points to Parents and Players when distributing uniforms:

- Players are to properly care for their uniforms and avoid wearing them unnecessarily
- Game Jerseys should not be worn to practice
- It is recommended that the uniforms do NOT go in a clothes dryer. Please hang to dry.
- Players must return their jerseys and shorts in good condition, at the end of the season, to their Coaches or Managers to ensure the return of their deposit.

Coaches/Managers are advised to organize collection of uniforms at the final game of the season to simplify return. Please contact uniforms@NWSC.com when your season is finished to arrange return of Team uniforms, First Aid Kits, Goalie gear, and Pinnies.

Please contact equipment@NWSC.com when your season is finished to arrange the return of balls, cones, and any other club equipment.

NWSC request coaches to go through their balls at the end of the season and donate worn balls to their local school, church or community facility. Balls in good shape must be returned to the Club.

Team Photos

Team photos are taken in October. Coaches will be given their photo packages at the coaches' meeting which includes the order envelopes, location and team photo times.

Managers/Coaches: Please hand out envelopes with photo time to players/parents one week in advance so photo choice can be made. Have players bring envelope on photo day.

Please have your players arrive 15 minutes before photo time and be ready with the following:

- All players in uniforms (including socks and cleats) with shirts tucked in and hair combed

- Order envelopes filled out, even if not making a purchase. ALL players receive a free Memory Mate (individual & team photo). All coaches receive 2 free team photos.
- Cash or cheque if making a purchase.

Parents of U14 teams will be recruited to volunteer at this event by the Club Manager.

Photos take approximately 4 weeks to process and there will be a pick up time, date and place announced. Each team will be responsible to send a representative to pick up their team photos. Questions about team photos can be directed to Club Manager.

Member Feedback

Please use the **Member Feedback** form to report or offer further insight to the Club. This is located on the right hand side of the club webpage at www.NWSC.com

Field Information

Practice Fields

NWSC has a limited amount of lighted practice fields. All teams are given a time and venue to practice. **Boys practice Mondays and Wednesdays, Girls practice Tuesday and Thursdays.** Coaches must adhere to their allocated practice slots. There will be zero tolerance for encroaching on other practice times.

For Divisional teams, 3 teams are slotted in each time slot. It is imperative the coaches work together to share the field during their practice time. It is recommended you rotate your practice spot each night, e.g. all teams move from north to south each practice so everyone has opportunity to work with a goal. The first team there does not get their choice. It is also common courtesy to move off the field 5 minutes before your practice time is over so following teams have the space to move onto the field. Coaches working together will eliminate potential problems

For grass practice venues it is recommended that you do NOT practice in the same spot each week. Please move your practice around so that the field does not develop worn spots. If there are goalposts, please move them away from the goalmouth for your practice. These small measures will ensure our fields stay in the best condition possible for the soccer season.

Field changes/issues should be communicated to your coordinators who will resolve them with the Field Allocator.

Field Lighting

Field lights are activated by the user groups. Groups will activate the turning on and off of the field lights by a PIN pad at each field. Each user group will be issued their own 5-digit PIN number that is attached only to their group. This number will only work on fields where the Club is booked by the field scheduler through our Parks, Culture and Recreation office.

New Westminster Soccer – PIN # 20005

Unless NWSC is booked on the field at that day and time, you cannot activate the lights!

PIN Pad locations:

MERCER OVAL– on the outside of the electrical utilities box at south end of the stands.

SAPPERTON Park – outside the washroom between the men's & ladies washroom doors

CGP All Weather/ Anne Monk Field– attached to the light pole left of the entrance to the field.

QUEEN'S PARK STADIUM–outside wall beside the door into the 3rd base dressing room.

MOODY PARK#1 Ball Diamond – on the wall of the scorekeepers building at the main entrance

QUEENS EAST TURF – right side of main stairs on the control box.

Field Closures

During times of poor weather, the city will close fields to adult users and post this information on the New Westminster Parks, Culture & Recreation field phone line. City allows NWSC to use its judgment as to the playability of a field. The Club has the last call.

NWSC Field Scheduler or your Coordinator will alert you if your field is closed.

City's Field Hotline is for Adults groups ONLY – do not call

As a guideline for coaches, games should not be played if the field has snow, ice, frost or standing water. In most cases this decision should be done with the agreement of both coaches and the referee. There may be occasions when the Field Manager or your Coordinator will close fields due to weather conditions.

This does not preclude two coaches agreeing at least 24 hours before a game to postpone for weather related reasons. If this happens, then please notify the Referee Coordinator as soon as possible so that we do not get charged for the referees.

Grass Field Maintenance Required by Teams

Teams using grass fields can also help maintain them by replacing divots at the end of each practice or game, and by keeping parents off the fields. The last point is very important for U5 – U7 teams at Terry Hughes. Since we extensively use Terry Hughes, it will be ruined before the season is over if we do not discourage parents from standing in the same spots on the field. So please move your game fields around on the pitch.

It is important for teams to get parents to assist as follows:

- First team of the day to set up the field: nets, cones, visual check for field safety
- Last team of the day to put equipment away

Field Lining

The first team of the weekend is responsible for lining the grass fields if it needs fresh lining. Please assign parents to take on this task. All lining equipment is in the NWSC lockbox with the game equipment. The City burns the lines on the field at the beginning of the season. The teams will be paid at the end of the year if they invoice the Club Treasurer as follows:

- \$7 per game for the U8 – U12 fields. Job takes 20 – 30 minutes
- \$10 per game for the U13 – U18 fields. Job takes 30 – 40 minutes

At any time if the field needs a touch up, please do so.

Field Lockboxes

Our Equipment & Field Managers would like a parent responsible at each field to maintain our boxes. The paint cans are recyclable at the recycling depot in New Westminster. If you are nearby to a grass field, or willing to check the box when you have a HOME Game, please contact the Field Manager at field-manager@NWSC.com. This should be done about once a month.

Duties include:

- An inspection of the box. Remove empty paint cans and take to Recycling Depot.
- If there are items missing, damaged or need replenishing, report to the Club's Equipment Manager what is needed and he will tend to the box.

Practice Gyms

School gyms will be assigned towards the end of September. Gym use goes in effect November 1st and runs till March. Priority is given to the younger teams but there are a few later gym times that are assigned to the older teams. Due to the amount of teams in the Club and the limited gym space given to us by the city, all U5 – U8 teams must share their assigned gym with another team.

All school gyms are closed between December and January. Exact dates to be advised.

Please note that there are many gym closures throughout the year due to Pro D days, statutory holidays and other special events. There will be a Gym Closure schedule, but there are always some unplanned closures from the schools. It is always recommended to contact the school ahead of time to verify that the gym is available for your designated practice time.

Artificial Turf Use Regulations

NWSC asks that all Players, Coaches, and Parents adhere to the following rules set forth by New Westminster Parks, Culture & Recreation when using the turf field.

The Mercer Oval Synthetic Turf Field & Queens East are specialized field sport facilities designed specifically for the needs of community sport organizations. As compared to traditional grass turf fields, the use, care and maintenance of this new field require a different approach to ensure user safety and optimal field performance.

It is critical that all community sport teams and organizations inform their respective members of the conditions of use for the synthetic turf field as outlined below. Failure to comply with the specified conditions of use will negatively impact the condition of the field for all users and may result in loss of the organization's field use privileges.

Conditions of Use:

Footwear

Soccer shoes, multi-cleats, turf shoes and running shoes are all effective on synthetic turf fields. Metal cleats and spikes, and shoes with plastic cleats longer than $\frac{3}{4}$ " are not permitted. Track users with spiked track shoes should avoid walking/running on the

field. Please clean footwear using the designated shoe brush stations prior to entering the field.

Food and Beverages

Only water in plastic containers is permitted on the field. Teams using water jugs and cups are requested to use paper cups only. No other beverages or food (especially sunflower seeds, gum or tobacco products) are permitted on the field at any time.

Smoking

Smoking is not permitted on the field or track. Please set an example for our youth.

Pets

Dogs and other pets are not permitted on the field under any circumstances.

Vehicles and Bicycles

Only authorized service vehicles equipped with turf tires are permitted on the field. Emergency vehicles (i.e. ambulances) should be encouraged not to drive on the field. When it is absolutely necessary to drive on the field, emergency vehicles must use care when stopping, starting and turning (wide turns only). Bicycles are not permitted on the field.

Field Inspection and Clean-up

Each organization is responsible for conducting a preliminary field check for any obvious hazards or unsafe conditions prior to use. At the end of each session, users are requested to remove all refuse from the field and dispose in garbage cans.

Spectators

In order to avoid unnecessary wear and tear on the field sidelines, only players, coaches and officials should be on the field. Spectators are requested to view games and practices from the stadium grandstand.

Field Markings

All required games lines have been permanently installed in the field. No other line markings (temporary or permanent) are to be applied without prior authorization by the Parks, Culture & Recreation Department.

Sport Goals

All sport goals must be suitable for use on synthetic turf and not have any sharp edges or corners. Goals for football, soccer and field lacrosse are supplied by the Parks, Culture & Recreation Department. It is the user's responsibility to properly secure/store goals at the end of each field use session.

Furnishings

The use of tables, chairs and tents on the field should be avoided. When it is necessary to place such furniture or other objects with point loads, the field should be protected from possible puncture by covering the turf with plywood or other load discharging materials.

Sport Shoe Information

Sport shoe technology is constantly being updated and the interaction between turf (natural and synthetic) and footwear is complex. However, some general principles should be considered when selecting footwear for use on synthetic turf.

To reduce the risk of injury due to foot lock, avoid using shoes with long cleats (11 mm or longer) or shoes with dense cleats. Footwear with flat soles (no cleats) is adequate only under dry conditions. For wet or dry conditions, the best footwear is cleats with low profile studs (5 mm to 8 mm). Under no circumstances are shoes with metal cleats shoes appropriate for use on synthetic turf fields.

Reporting Problems

If teams from outside of New Westminster are using City fields, NWSC endorses you requesting the group to leave the field.

Please report any serious concerns or observed problems to the Parks, Culture & Recreation Department at **604.527.4567** (8:30 am – 4:30 pm).

Report any minor field issues to our Field Scheduler and Field Manager.

Should field conditions ever be deemed to be unsafe for sport use, it is the field user's responsibility to cease using the field and report the problem as soon as it is practical to the Field Manager or Scheduler.

Notice a problem evenings or weekends? Call Canada Games Pool (CGP) **604.526.4281 or #911** if it is a serious offence.

Other Club Information

Insurance

Every child who is registered and paid is insured through BC Soccer. Should a player be injured, this insurance can be utilized. Complete information is available on the BC Soccer Website at <http://www.bcsoccer.net/bcsa>. This insurance coverage is mandatory for all players. That is why players who have not paid their fees are not permitted to play or practice with New Westminster teams.

Fundraising

The Club does not require teams to participate in Club Fundraising. Teams are welcome to initiate their own fundraising activities. All teams are required to keep a financial record that includes fundraising activities.

Often, teams require additional funds in order to participate in tournaments or purchase other items for the team players such as trophies, etc. and will often hold fundraising events on their own to reduce the amount of funds required directly from parents. Discuss your team's goals with your coach and parents and come to a consensus on the amount of fundraising to be done.

Team Financial Reporting

At the end of the season, all team managers are to provide all team parents with a financial statement outlining all funds received and how the funds were used. The NWSC executive is also to receive a copy of this financial statement.

Media Coverage

The Royal City Record will publish game summaries in their Sports Sections, space permitting. The contact number is 604-525-6306.

Trophies

The Club recommends Hyack Trophies, located at # 944 12th Street in New Westminster. Owner: Brad Garisto Phone: 604-525-2350.

Wrap-Up Parties

This is generally your last function of the season, a time to give the players their trophies or plaques (optional), recognize your coaches and parents that helped out throughout the season or otherwise just to have a good time. Players always look forward to their wind-up party and it is the last event they'll associate with this year's team. Have fun and get some photos!

Clubwear

Clubwear will be available onsite on Team Photo Days in October to try on and purchase. You can also contact the Club Manager throughout the season to inquire about Clubwear purchases. We hope to have an online Clubwear ordering system in place in the near future.

Used Equipment Donations/Exchange:

If you have slightly worn cleats or shin pads, consider donating them to the Club for those that may have tighter financial means. You are also able to exchange one item for another. The bin will be available for donations or exchanges at Photo weekend,

Tournaments

Each New Westminster team is entitled to enter one tournament per year at Club expense. The Club will pay up to \$375 for House teams and \$450 for Divisional teams. To take advantage of this, the coach/manager must select a tournament, signup and pay for it, present the proof of payment with a mailing address to the Club Treasurer to issue a cheque to reimburse the tournament entry fee.

Once the season gets underway, both the Club Website and BC Soccer Central have links to upcoming tournaments.

Anne Monk Memorial U5 – U7 Tournament

The Anne Monk Memorial Tournament is held every March and is open to all Boys & Girls in U5 – U7 divisions of New Westminster Soccer Club. This annual event is a fun and friendly way of introducing young players to the spirit of tournaments.

The tournament is named after a former President who re-invigorated our enrollment and club organization during the 1990's. She was diagnosed with terminal cancer in her late 30's leaving behind a young family. This tournament celebrates her youth soccer legacy in New Westminster. The tournament features a 50/50 draw, and the money raised is donated by NWSC to the BC Cancer Foundation in Anne's memory.

U8 Super Ball Sunday Tournament

The club also hosts an Invitational tournament for U8 Boys and Girl. The coordinator will ask outside teams to join us in a mini tournament. Referees and snacks will be included. The event will give each team 3 half hour games, with no half time break. The tournament will be held every March, at the end of the season. Please refer to the club calendar for the date. The U8 Boys will play in the morning and U8 Girls will play in the afternoon.

Useful Websites

- www.NWSC.com - our NWSC club website
- www.burnabysoccer.com - Burnaby District, the governing body of Boys' & Girls' soccer for NWSC
- www.bccgsl.ca - the governing body for NWSC Girls Divisional Soccer
- www.4districtsoccer.com - the governing body for NWSC Boys Divisional Soccer
- <http://www.bcsoccercentral.com> - is an excellent soccer resource, with a multitude of links. Included are schedules and directions to every soccer field in the Lower Mainland
- <http://www.bcsoccer.net/bcsa> - (BCSA) British Columbia Soccer Association - The provincial governing body for all soccer in BC.