

2026

BVSS Handbook of Policies and Procedures





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1. Purpose, Vision, and Philosophy of Bulkley Valley Soccer Society

1.1 Mission Statement of BVSS

The purpose of the Bulkley Valley Soccer Society (BVSS) is to deliver appropriate soccer programs and opportunities for youth that maximize participation, team building, player development and healthy competition while embracing our core principles of fun and fair play.

1.2 The Vision of BVSS

A safe soccer community of fulfilled healthy, active people.

1.3 Guiding Principles of BVSS

We value fair play, fun and inclusivity. Our on- and off-field policies and procedures will be guided by safety, fairness, and enjoyment for all participants.

We identify player development, and individual and team achievements, as important stepping-stones in personal growth. As a result, we will provide programs and an environment in which this can occur. Excellence rather than perfection will be the aim.

We recognize that life-long love of the game and physical activity are assets for healthy living and longevity, so all efforts will be made to foster continued participation.

Leadership, sportsmanship, and athleticism are valued attributes of team sport. Therefore, we will provide opportunities to develop these skills through all means possible.

BVSS activities are guided by the most recent strategic plan (available on the website).

1.4 Codes of Conduct

The fundamental principles of the BVSS Codes of Conduct are fair play, integrity, and respect. With these principles, the spirit of fun competition can thrive, fuelled by honest effort, respectful rivalries, courteous relations, and the gracious acceptance of results.

Sport builds character and shapes attitudes. Adults involved in sport are obliged to help youth develop a positive self-image and promote respect for rules, the role of game officials, and fellow competitors. As mentors and advisors in sport, parents and coaches should encourage in young athletes a healthy and constructive attitude toward competition, build a sense of dignity, provide opportunities to learn new skills, and foster their enjoyable participation. By asking that players, coaches, and parents sign a Code of Conduct at the start of the season, it is hoped that the guidelines expressed in the Code become meaningful and effective. Participants acknowledge the rationale the Code describes and agree to do their best to apply it.



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2. Organization

BVSS is a club, with membership in the Northern Interior Youth Soccer Association (NIYSA) and as such, are affiliated with BC Soccer. BVSS registers with NIYSA all players within its catchment, which extends from the Houston area to the Hazelton's and their surrounding communities.

Smithers and Telkwa soccer operations are managed by the BVSS Board, including forming of teams, and organization of home games and tournaments. Players on teams created in these communities are enrolled directly by BVSS.

At present within the operating area of BVSS, Houston and Hazelton operate as Affiliate soccer organizations under the BVSS umbrella.

2.1 Roles and Leadership

The business of BVSS is managed by a volunteer Board of Directors made up of a President, Vice President, Secretary, Treasurer, and several Directors-at-Large. Collective and individual responsibilities of the Board are described in the BVSS bylaws and summarized in Table 1 below.

Only the first four roles in the table must by definition be Board members. Other roles may be performed by Directors-at-Large but may also be fulfilled by club members who are not Board members. Directors-at-Large do not necessarily hold an assigned BVSS leadership role.



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Table 1. BVSS Organizational Leadership Roles (Board Roles in **Bold** font)

Role	Activities	Contact
President	Chair Board meetings, represent BVSS in BC Soccer venues and in the media, delegate other tasks	president@bvsoccer.ca
Vice President	Assist and stand in for president	vp@bvsoccer.ca
Secretary	Record meeting minutes, coordinate and supervise association communications	
Treasurer	Prepare budget, manage revenues and expenses, advise Board on financial status and decisions. Helps with Grant applications	treasurer@bvsoccer.ca
Directors at Large	Participate in decisions related to the management of BVSS activities	
Key Roles (filled by board member, volunteer, or paid staff)		
Divisions Coordinator	Director of Smithers & Telkwa Division Coordinators, U6 - U18	divisions1@bvsoccer.ca
Registrar	Register players and collect registration fees	registrar@bvsoccer.ca
Volunteer Coordinator	Manage assignment of volunteer activities	volunteer@bvsoccer.ca



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Fields and Equipment Coordinator	Book fields, supervise equipment volunteers	fields@bvsoccer.ca
Safety and Risk Coordinator	Implement risk and safety policy and activities	safety@bvsoccer.ca
Referee Coordinator	Coordination of training and activities of officials	referee@bvsoccer.ca
Coach Coordinator	Coach training and communications	coach@bvsoccer.ca
Technical Director	Organize and deliver coach training, academies, and camps, advise all aspects of soccer operation	academy@bvsoccer.ca
Development Coordinator	Coordinate and organize the delivery of development soccer programs	development@bvsoccer.ca
Chandler Park Representative	Pursue field and clubhouse improvement	
Bookkeeper	Maintain financial records of the association, prepare payment for goods and services received	bookkeeper@bvsoccer.ca
Admin and assistant Admin	Perform BVSS outlined operational tasks. Answer general questions, provide support and bridge gaps	admin@bvsoccer.ca assistant@bvsoccer.ca



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3. Sponsorship

BVSS actively seeks sponsorship and grant money to fund initiatives that improve soccer for our youth. We are happy to provide advertising opportunities for those who wish to sponsor BVSS in some way.

BVSS acknowledges and is grateful for the support of the Province of British Columbia, via a generous Community Gaming Grant.

4. Registration

Registration begins each year at the discretion of the Board, usually February 1st to March 15th. This allows time for administrative work to be done before the season starts. Families register on-line via the link shown on the BVSS website (www.bvsoccer.ca) and pay with a credit card. In extenuating circumstances, the registrar will provide information about how to obtain a printed registration form, to be completed and submitted to the location specified on the form along with payment.

Late registrations can be accepted based on available space. Late fee will apply.

- Players from an affiliate area are only assigned to a team formed in that area unless all teams in the affiliate area are full.
- It is not possible for registrants to request to be on the same team as their friends. The Division Coordinator assigns registrants to teams within their division, and every effort is made to create teams that are balanced in terms of player ability and numbers.
- Siblings in the same division are placed on the same team unless requested otherwise.
- In most circumstances, athletes will play with those born in their birth year. More information is included in Policy 5.5 - Policy on Players Moving to Higher or Lower Age Levels.

4.1 Refund Policy

BVSS current refund policy:

- Non-medical refund minus 15% before April 1st
- Non-medical refund minus 30% before April 30th
- After May 1st, refunds are only permitted with a doctor's note.
- Transferring programs, \$20 fee for U13 and older. This is up to the discretion of the development coordinator and head coach of the team, only permitted up to April 30th.
- Processing fees are not refunded.
- Policies in effect as of April 18th, 2023.
- Outstanding fees owed will be deducted from the refund.



5. BVSS House (Grassroots & Active for Life) Program – U6 - U18

Our House Program is a recreational soccer program open to youth of all skill levels with a focus on fun, fitness, friends, and physical literacy. All programming takes place within the Houston to Hazelton corridor. Every attempt is made to create balanced coed teams.

5.1 Divisions and Leagues

All registered players are assigned to a house team according to player age (birth year). BVSS uses the word Division to refer to the teams formed at one age level. The word League refers collectively to the teams at an age level (for example, U12) in the entire BVSS catchment.

Standards for each division are shown in Table 5.

5.2 Season and Schedule

The current season calendar is available on the BVSS web site (www.bvsoccer.ca) and includes division schedules, dates and times for planned events such as start and final day, tournaments, clinics and meetings.

The House/Recreational season takes place starting in May with the start date dependent on post-winter grass growth, field conditions and maintenance requirements.

House teams in BVSS practice and play games at the frequency shown in the table below. The U6 to U10 leagues only have scheduled games during the Tournaments; however, most practices for the U6 to U10 divisions may include a scrimmage (second half of a practice once a week) similar in format to an official game. The number of tournaments is shown in Table 5. The older age groups being U12 to U18 have regular, usually weekly, league games in addition to an annual tournament. House league tournaments do not include teams from outside of BVSS.

All BVSS teams in the League (at age level) are invited to attend each tournament, although some may choose not to participate. Tournaments include 3 to 4 games for each team. Scores and standings are not recorded for any games at the U12 and under divisions as per BC Soccer and Canada Soccer guidelines.



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5.3 Game Formats and Rules

BVSS House (U6 to U14) play small-sided games. Based on numbers after registration, U18 will play either small sided or full sided games. Small-sided games are any game with less than eleven players per side and are played on small-sized fields. The objective of the small-sided game is a staircase development approach for young players to grow into the adult game of 11v11. Research has shown that the small-sided game approach significantly improves player development, confidence, enjoyment, and retention in the sport, top priorities for all BVSS teams. BVSS small-sided game rules generally follow BC Soccer guidelines as detailed at:

[BC Soccer small sided rules- updated Mar 2025](#)

Each team must field a minimum of 6 players for 8 per side to play.

BVSS does not presently record results and compile seasonal House Division or League standings.

5.4 Field Maintenance

To keep the Chandler fields in the best possible shape, prevent overuse and excessive wear in the goal crease, BVSS recommends that all coaches and players avoid the goal keeper's areas during practice and at the end of games and move the nets away from the goal area.



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Table 5. Characteristics of BVSS House soccer at age levels U6 to U10 - GRASSROOTS

Level	Ages	Practices Per Week	Games Per Week	Tourneys Per Season	Game Format	Game Time	Focus*
U6	5, 6	2 x 45 minutes	0	1 (half day) Tournament or Fun-day	3 v 3 (no keeper)	2 x 20 minutes	-FUN, while learning the basics of the game -Basic movement skills of running, jumping, kicking -Introduce basic soccer skills of passing, shooting, dribbling
U8	7, 8	2 x 60 minutes	0	2 (half day)	5 v 5 (including keeper)	2 x 20 minutes	-Continue to develop basic skills in FUN atmosphere -Work on basic soccer skills of passing, shooting, dribbling -Intro to basic game rules -Intro to goalkeeping
U10	9, 10	2 x 60 minutes	Intro Year: 1 40 min game	2 (half day)	7 v 7 (including keeper)	2 x 25 minutes	-Further develop skills -Build on basic soccer skills, add more complex exercises -Introduce basic individual moves & principles of play -Knowledge of game rules -Further intro goalkeeping

*Focus includes ABC (Agility, Balance, Coordination) at all levels



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Table 5 continued. Characteristics of BVSS House soccer at age levels U12 to U18 - ACTIVE FOR LIFE/ RECREATIONAL

Level	Ages	Practices Per Week	Games Per Week	Tournaments Per Season	Game Format	Game Duration	Focus*
U12	11-12	1 x 90 minutes	1	1 (full day)	8 v 8	2 x 30 minutes	<ul style="list-style-type: none"> -Further development in fun & challenging environment -Continue basic skill development, increasingly complex exercises & drills -Individual skill sets of dribbles moves, fakes, feints -Knowledge of game rules -Goalkeeping specialization -Basic positioning of players
U14	13-14	1 x 90 minutes	1	1 (full day)	8 v 8	2 x 35 minutes	<ul style="list-style-type: none"> -Further development in challenging environment -Continue basic skill development, advance drills -Knowledge of game rules -Goalkeeper-specific drills -Player positioning & tactics
U18	15-18	1 x 90 minutes	1	1 (full day)	8 v 8 or 11v11	2 x 35-45 minutes	<ul style="list-style-type: none"> -Further development and refining of skills in competitive environment -Advanced drills, team play & tactics -Goalkeeper-specific drills

*Focus includes ABC (Agility, Balance, Coordination) at all levels



5.5 Policy on Players Moving to Higher or Lower Age Levels

The BVSS has a responsibility to ensure the safety and well-being of our athletes, and to make decisions that are in the best interest of the participant and our Association.

While BVSS strongly prefers and recommends that players participate in their age-appropriate division, the Association recognizes that from time to time, it may be necessary for underage players to “play up” an age group or older players to “play down”.

If deemed suitable for their overall individual development and soccer experience, consideration may be given to some athletes to play up or down.

Movement of players to a lower age group because of physical, cognitive or developmental reasons may be requested in writing which includes a note or letter from a physician or suitably qualified person indicating the rationale.

Players are strongly encouraged to play in their chronological age group/division, and we are not taking requests at registration for players to move up. The coach or the technical director may identify players who would benefit from playing in a higher age group/division and an evaluation process will be completed at that time.

Playing with friends or other family members is not considered an adequate reason for moving a player to a different age group team.

The decision about whether to move a player to a different age group team will be made by a Player Evaluation Committee of the technical director and two other coaches or board members.

The assessment of whether younger players will play up by the Player Evaluation Committee will consider:

Skills – whether the player has the requisite skills for the higher age group.

Physicality – whether the player is physically robust enough for the higher age group

Mental and emotional maturity, coachability, commitment and ability to handle greater game and practice requirements.

Player numbers in the higher age group and whether moving the player to a higher age group, either temporarily or permanently, might limit or reduce opportunities of players in that higher age group.



5.6 Game Cancellation Policy

Coaches requiring a game cancellation are expected to review and follow the procedures outlined in the highlighted section.

Team-Initiated Cancellations

Teams are expected to make every effort to play scheduled matches. Cancellation should only be considered as a last resort. The following are the **only accepted reasons** for a team to cancel a game:

- **Safety concerns** (e.g., travel conditions, lightning, air quality).
- **Health emergencies** (e.g., illness outbreak, medical situation that leaves the team unable to field safe numbers).
- **Town/field closures** (e.g., fields closed by the municipality or deemed unsafe).

Low player turnout on its own is not an accepted reason to cancel a game. In these situations, the following **solutions should be pursued before requesting cancellation:**

- Borrow players from the opposing team to ensure the game can go ahead.
- Play small-sided (e.g., 7v7 instead of 9v9) if both coaches agree.
- Call up eligible players from the House program (with coordinator approval).

Notification:

If a team has low player turnout, they must contact the **House Coordinator** (for House games) or the **Development Coordinator** (for Development vs. House games) as soon as possible.



6. BVSS Development Program U11-U18

At the time of registration, players U11 and up may choose to play in either the House or the Development program.

The Development program is directed towards the more devoted soccer players as there are higher commitment expectations and a longer season. Players will be expected to attend more training sessions per week than the House program, and to travel outside the home community for games and tournaments.

Players in the U11 age group will also be placed on a U12 House team. The U11 players will have less development commitments than the older divisions.

The Development players will be gender specific teams competing in the Northern Cup with the goal of advancing to BC Soccer Provincials (B Cup).

Coaches interested in the Development programs should contact the Development Coordinator via email: development@bvsoccer.com. Interested coaches will be required to complete a Coaches Application form.

Where numbers warrant, Development teams (U12 and up) will be formed by Player Evaluations. Typical roster size will be 22 players; travel teams may be cut down to 18 players.

6.1 Fees

Registration fees for the Development Program are higher than those for House Soccer to reflect the increased costs associated with extended seasons, additional field and gym time, travel, and a higher number of games.

6.2 Additional Costs for Players in Development Program

Development program costs may vary from year to year and between teams, depending on factors such as practice locations, facility rental rates, and competition schedules.

Prior to the start of the season, development coaches will work with the Development Coordinator to prepare an outline of the proposed program and an estimated team budget, including anticipated season costs.

Development fees are collected at the time of registration and are determined based on projected expenses. At a minimum, development fees include gym and field time from April through September, as well as BC Soccer and Northern District fees.

Teams are responsible for additional costs related to travel, tournaments, and away games. Teams may fundraise to offset these expenses in accordance with the BVSS fundraising policy.



6.3 Playing Time

U14 to U18

Goals of the development program are improving player fitness and skills, learning to train, experiencing the fun of competition, and being part of a team. Playing time may legitimately vary between players depending on field position, but unless there are extenuating circumstances every team member should be treated equally at practices and play at least one third of the game.

Exceptions to the “one third of the game” playing time rule is if players are penalized for not following team rules regarding attending practice, being on time or other aspects of behaviour. Playing time distribution by the coach, and the reason(s) for it, should be explained to players.

During a final game when the outcome determines advancement for the team, it is understood that not all players may play $\frac{1}{3}$ of the game. However, every effort should be made to ensure that all players get some playing time.

Players who receive limited playing time during competitive games should be offered more playing time during recreation/exhibition games.

U11 to U13

Per the Canada Soccer Grassroots Standards, there should be **equal playing time** for all players on teams U13 and younger. There are no scores kept for these games, or any elimination games. Additionally, all players should be encouraged to try all positions.

BVSS considers team spirit and continued participation in soccer as far more important goals than winning a particular game. Playing time is key to continued participation.

6.4 Player Injuries

Injured players should rest until fit to play. Players should inform their coach when they are unable to attend games or practices and the reasoning.

6.5 Player Movement

Players must play within their birth year. Players cannot play down an age group under any circumstances. If there are medical reasons for a player to move down an age group, BVSS will accommodate this request within our House program.

Players can move up an age group if it is determined by coaching staff that a higher age group is more suitable for their individual development and soccer experience. BVSS will not accept parent requests for a player to move up within development. Moving up of individual players will be identified by the head coach and/or technical director.

Players may be asked to play in a higher age group to help with team composition. Players will be asked based on their commitment and skill level. Players may be moved up for a single game, tournament or full season.



6.6 Code of Conduct

Coaches, players and parents are required to read and sign the appropriate Code of Conduct at the start of each season. Any breaches of the code of conduct will be reported and reviewed by a disciplinary committee.

6.7 Travel Policy

Prior to any out of town travel, players are required to read and sign the BVSS Travel Policy. Travel policies should be collected and held by the coach or team manager prior to travel. Any breaches to the travel policy will be reported and reviewed by a disciplinary committee.

6.8 Player Evaluations

Player evaluations to include at least 2 outside observers, preference to overservers who are not familiar with the players. Contact the development coordinator to request an outside observer.

A player evaluation form will be distributed to those involved (observers, head coach, assistant coach). Forms to be used to provide feedback, specifically to those players who are not selected.

Evaluations should include at least 2 outside practices and preferable a game situation (intersquad scrimmages ok).

Final decisions to be made by the head coach after feedback from assistant coaches and the outside observers.

6.9 Player Temporary Call-up Policy

Purpose

To provide a clear, consistent, and fair process for calling up players to Development or teams for specific games or tournaments based on a shortage of players while maintaining fairness for all players and respecting their primary team commitments.



Eligibility

- **U10 and older:** House players may be called up to Development teams.
- **U9 players:** May only be called up with **board approval** on a case-by-case basis.
- **U8 and younger:** Not eligible for Development call-ups.

Selection Criteria

- Players must be **physically, mentally, and skill-level ready** for the level of play.
- Players must be familiar with the **terminology and language used by coaches** at the Development level.
- Coaches of the team short on players will decide which players to “call-up”. These players have to be within the same House age division as the development team (example U12 development team can utilize U12 House Players) or younger.
- Players are identified differently depending on the source:
 - **From Development teams:** Selection is managed directly by the **Development head coaches**, without Technical Director involvement.
 - **From House teams:** Players are identified through the **House head coach** in consultation with the **Technical Director**.
- Coaches must not use a “**first come, first served**” approach when selecting players. Selection should be based on readiness and fairness.

Process

1. **Team Requesting Call-Ups**
 - Must provide a **list of positions** they need covered (not just player names).
2. **Coaches Selecting Call-Ups**
 - Choose players from the eligible pool identified by their respective program process (House or Development).
 - Confirm the player is prepared to step in at the required position.
3. **Consent**
 - Parents/guardians must give approval before the player is officially called up.

Calling from House Program & Outside the Club

- **Priority** is always given to players within BVSS House teams and younger development players. Who are identified as ready for Development play.
- **Outside players** (from other clubs) may only be called up when:



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- Eligible BVSS House players have been considered first and are either unavailable or not ready.
- The call-up is approved by the **Development Coordinator** and (when involving House players) the **Technical Director**.
- The player is properly registered with BC Soccer and eligible under tournament/league regulations.
- The same standards apply: players must be **physically, mentally, and skill-ready** and able to integrate with the team's playing language and style.

Limitations

- Players may not be permanently moved without formal approval. This process is for **temporary call-ups only**.
- Call-ups are subject to roster limits and tournament regulations.
- Call-ups should not interfere with the player's **primary team commitments**.

Reminders

- At **U11**, skill-based selection remains important to respect players who have paid into Development.
- It would be unfair to bring in unprepared players simply to fill numbers.
- The **BV Invitational** remains open for **U10 House players** to experience Development-level competition.

6.10 Development Team Age Groupings Selections

BVSS is dedicated to the commitment of the best interest of all players. The formation of teams is based on several factors, including the ages of the players, the number of registrations we receive, the availability of qualified coaches, field space, and adherence to BC Soccer Policies and competition groupings. The discussion surrounding the number of teams and age groups is handled by the board or a designated sub-board committee. This ensures that all decisions are made with careful consideration and with the aim of providing the best possible experience for our players.



7. Expectations of Coaches

7.1 Clinics

Coaches are required to attend the BC Soccer clinics sponsored by BVSS relevant to the level they expect to coach:

Division	Clinic name
U6	Active Start
U8	Fundamentals
U10, U12	Learn to Train
U14, U18, Development	Soccer for Life

Coaches of Development teams are required to have taken the Soccer for Life course in order to coach at provincial tournaments.

7.2 Preparation for the Season

In preparation for the season, coaches are expected to:

- attend a pre-season meeting with the Division Coordinator where team rosters are created, reviewed and adjusted to balance team strength and net player ability.
- review player medical information and other special needs for their team; and check in with parents whose children were identified as having special needs.
- review and agree to abide by the Coach Code of Conduct.
- review BVSS Codes of Conduct for players and parents.
- review the BVSS Discipline Policy and acknowledge that it will guide the processes used by the association in the event of a complaint involving the coach.
- complete a Coach registration form; and
- apply for a Criminal Record Check, with any questions directed to the Risk and Safety Manager (safety@bvsoccer.ca).
- ensure that Respect in Sport for Activity Leaders has been completed.



7.3 During the Season

Using guidance from BVSS materials, at the beginning of the season coaches should clarify with players and parents what is expected of them and what they can expect from the coach.

Coaches should ensure the safety of participants first and foremost, including ensuring that players wear proper soccer attire; shin pads and cleats, which are mandatory for practices and games. No jewellery or studs are to be worn, and hats should only be worn by the goalkeeper.

Coaches should keep player medical information on hand at practices and games.

Coaches are responsible for player behaviour. A coach having trouble with a player should talk to the parent(s)/guardians, and/or contact the Division Coordinator for assistance.

Coaches should ensure that after practices and games, players remove belongings and any litter such as food wrappers and beverage containers left on the field and sidelines.

Coaches must ensure that only registered players practice or play with their team. Unregistered players are prohibited due to lack of insurance coverage.

Coaches should be familiar with and, if necessary, remind parents to act in accordance with the Parent Code of Conduct. The team parent may be engaged to help with this task. Again, if conversation with the parent does not resolve the situation, contact the Division Coordinator for assistance.

Coaches are reminded that game officials are not to be harassed. All decisions relating to the game, behaviour and actions on the field will be made by the referee. Coaches should shake officials' hands at the end of the game. The officials must be supported and respected if BVSS is to be able to develop and keep effective officials.

Coaches should ensure that any BVSS equipment for which they are responsible is returned at the end of the season.

Complaints and concerns should be addressed via BVSS procedures and policies detailed in this handbook.

Coaches are reminded of the following suggestions for coaching success:

- Direct comments to the performance rather than the person.
- Refrain from public criticism.
- Respect personal boundaries, including physical, emotional, social, and sexual.
- Refrain from using drills as a punishment (for being late, slow, etc.).
- Do not tolerate bullying -- act on it immediately.

7.4 Playing Time

Coaches in the BVSS House league program (not Development) should understand and acknowledge that all participants are entitled to equal game time on the field during regular season play and tournaments, unless there are mitigating circumstances such as:



- goalkeepers and stay-at-home defenders getting more playing time than more mobile positions,
- health issues,
- misbehaviour.

For the House league program, difference in playing ability is not a valid reason for difference in playing time.

For age levels U10 and younger, it is suggested that coaches ensure players are rotated through all positions (except goalkeeper where some may prefer not to play), and that a player maximum of three goals per game will encourage passing and avoid running up the score which can demoralize the opponent team.

7.5 Coach Code of Conduct

I will seek to give players equal instruction, opportunity to play, and support.

I will attempt to ensure that equipment and facilities are safe and match the players' ages and abilities.

I will remember that team spirit, player welfare, and continued player participation are more important objectives for BVSS than winning.

I will give positive comments that motivate and encourage continued effort.

I will avoid ridiculing or yelling at players for making mistakes or for performing poorly. I will remember that children play to have fun and should be encouraged to have confidence in themselves.

I will embrace realistic expectations. I will seek to remember that child athletes are not miniature professionals and cannot be judged by professional standards.

I will teach my players to play fairly and show respect for the rules of the game and the officials.

I will not question the official's judgement or honesty in public, and I will encourage all participants to do the same.

I will show respect for opponents, because without them there would be no game.

I will encourage players to resolve conflicts without resorting to hostility or violence.

I will remember that children need a coach they can respect, so I will aspire to set a good example by my conduct.

I will not use inappropriate language, and will avoid harassing players, coaches, and officials. I will not tolerate bullying and will discourage harassment in any form.



7.6 Rule of 2 Policy

BVSS believes in the health, safety, and wellness of all club participants and in particular the protection of our children, and that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in.

Purpose

The purpose of the policy is to provide BVSS staff and volunteers direction on the Rule of Two to ensure adult interactions with athletes, coaches and referees protect the health, safety and wellness of all participants.

Standards

- All interactions and communications between all participants must be open, observable, and justifiable.
- Interaction, physically or virtually, must include more than one adult present, noting there may be exceptions in emergency situations.
- In-person interactions between an adult with an individual minor must take place within earshot and in view of other individuals (team officials, players, parents, match officials and/or association officials).
- E-mail communication must be communicated directly to the parent/guardian of the individual minor with another adult, copied on the communication. If the communication is directly to the individual minor, then the parent/guardian as well as another adult must be copied on the communication.
- Phone calls and text messaging will not be the chosen form of communication between an adult and an individual minor.
- Virtual Settings, for example using a virtual meeting platform, at a minimum must include one other adult in attendance and preferably the individual minors' parents in attendance as well.

The following guidelines are strongly recommended:



Gender Consideration

Consider the gender identity of the participant(s) when selecting the coaches and volunteers who are present. For teams that only have coaches who do not share the same gender identity of some or all the athletes (i.e., for girls' and women's teams with male coaches), ask a parent/guardian or other volunteer of the gender identity of the athletes to serve as a regular volunteer or 'bench parent/support' with the team.

- For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction.
- For teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identity should be available to participate or attend every interaction.

Travel

- A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent/ guardian.
- A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian.
- Room or bed checks during overnight stays must be done by two Persons in Authority.

Locker Room / Changing Area / Meeting Room

- Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, washroom, or changing area. A second Person in Authority should be present for all necessary interactions in any such room.
- The locker room or changing area should be supervised by two Persons in Authority of the same gender identity as the players whenever possible.
- If a second Person in Authority is not available, the Person in Authority supervising the locker room or changing area should never be alone with an individual athlete.
- If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required; however, this would not be deemed to be a best practice.



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Training / Competition Environment (including before, during, and after practices and games):

- A Person in Authority should never be alone with an athlete prior to or following a game or practice, unless the Person in Authority is the athlete's parent or guardian.
 - If the athlete is the first athlete to arrive, the athlete's parent/guardian should remain until another athlete or Person in Authority arrives. If an athlete drives themselves, the athletes should wait for another athlete to arrive before going to the field.
 - If an athlete would potentially be alone with a Person in Authority following a game or practice, the Person in Authority should ask another Person in Authority (or a parent/guardian of another athlete or another athlete in a senior environment) to stay until all the athletes have been picked up. If an adult is not available, then another athlete should be present to avoid the Person in Authority being alone with a single athlete.
- Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority.

Definition

Minor: "British Columbia, Person under 19 years"

7.7 Policy on Non-Parent Coach Travel Reimbursement

For all out-of-town games, non-parent coaches may be reimbursed for travel expenses by BVSS accordingly:

1. Non-parent coaches will be reimbursed for meals, with the amount being determined at the board's discretion.
2. Accommodations: will be reimbursed for 100% of the cost of staying at the designated team hotel.
3. Vehicle: mileage for one vehicle will be reimbursed at the rates set by BC Soccer.

Reimbursement will be issued upon submission of all receipts.

Maximum 2 non-parent coaches per team can be reimbursed.



7.8 Coach Education and Development Policy

Purpose

To support the continued education and certification of BVSS coaches while ensuring responsible use of club funds.

Course Fee Support

- BVSS will cover the cost of approved courses up to:
 - 100% of registration fees for entry-level and small-sided courses required by Canada Soccer or BC Soccer.
 - 50% of registration fees for specialized courses (e.g., goalkeeper, advanced diplomas), unless the board approves full coverage based on program needs.
- Reimbursement requires proof of successful course completion.

Travel & Per Diem

- Per diem: \$50/day for meals and incidental costs while traveling outside of Smithers/Telkwa.
- Mileage reimbursement: \$0.50/km for personal vehicle use
- Accommodation costs must be pre-approved by the board.

Eligibility & Commitment

- The coach must be active in BVSS and in good standing.
- The coach must commit to at least one full season of coaching with BVSS after certification.
- Priority given to courses that address club needs (e.g., goalkeeper training, age-group development).

Application Process

1. Coach submits a written request including course details, costs, and rationale.
2. Development Coordinator/House Coordinator reviews and makes a recommendation.
3. Board reviews and approves reimbursement according to this policy.



8. Expectations of Players

In House league games and tournaments, BVSS players may play only for their designated House team except under special circumstances and only with the permission of their designated team coach.

Players should try to attend all practices and games. Players are letting down their teammates if they fail to show up without a good reason. If unable to attend, players should advise their coach, including the reason for the absence, when possible beforehand.

Players should bring their own water bottle to practices and games.

Players are required to wear shin pads and cleats to practices and games, to comply with insurance conditions.

Players are expected to play fairly within the “Laws of the Game” and abide by the Player Code of Conduct shown in Section 8.1.

Soccer etiquette requires that players are respectful to each other, shake hands after each game and avoid criticism or exchange of trash talk with opposition players, coaches, and officials.

Soccer is a team sport, and while individual skills are important, team play is vital and is the objective of the game.

Players are expected to win and lose graciously.

Players are expected to pick up any belongings and sideline litter such as food/beverage wrappers and containers after the game.

8.1 Player Code of Conduct

I will play by the rules and in the spirit of the game.

I will control my temper because retaliating, fighting and “mouthing off” can spoil the game for everyone.

I will not use bad language, nor will I harass players, coaches, officials, or the spectators. I will not bully my teammates or the opposition.

I will show respect for my opponents, because without them there would be no game.

I will do my best to be a true team player by showing up to practices and games with a positive attitude for myself, my team and my opponent.

I will remember that winning isn’t everything – that having fun, improving my skills, making friends and doing my best are important.

I will acknowledge all good plays and performances – those of my team and my opponent.

I will do my best to be coachable. This means being on time to practice, listening to instruction, wearing proper equipment, and always putting forth my best effort.



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I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I will trust the judgment of officials and treat them with courtesy and respect at all times.

9. Expectations of Parents

Parents are respectfully asked to adhere to the Parent Code of Conduct shown in Section 9.1.

Parents should remember that referees know the game but may make errors. It is the officials call, not the parents. The decision of the referee is final. BVSS highly values its game officials and will not tolerate any form of harassment or abuse shown toward them.

If parents have a grievance, they should wait at least 24 hrs cooling down period before talking to the coach or other party. If this proves to be unsatisfactory, speak to the Division Coordinator. The final step should be in writing to the Board of directors. The BVSS Discipline Policy (Section 11.3) describes how a complaint should be pursued with the Association.

9.1 Parent Code of Conduct

I will not force my child to participate in soccer. I will remember that children play for their enjoyment and gain, not mine.

I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.

I will encourage all athletes to play by the rules and resolve conflicts without resorting to hostility or violence.

I will express to all athletes that doing one's best is more important than winning, so that they will never feel defeated by the outcome of a game or event.

I will help all athletes to be true team players by supporting their commitment to attend practices and games.

I will offer praise for competing fairly and trying hard.

I will never criticize an athlete for making a mistake or losing a competition. I will instead give positive comments that motivate and encourage continued effort.

I will model respect for opponents, because without them there would be no game.

I will not use bad language, nor will I harass or bully athletes, coaches, officials, or other spectators.

I will respect the officials' decisions and never openly criticize their performances. I will encourage participants to do the same.

I will show respect and appreciation for the volunteer coaches and others who give freely of their time to provide sport activities for my child. I will not publicly question the coach's judgement.



I will not give instructions to players -- that is the coach's role.

If I am upset by something I will wait 24 hours before discussing the issue with the team coach and will do so in a private and constructive manner, if the issue is unresolved, a report to the incident tracking system may be made.

10. Officials

BVSS highly values its game officials and invests considerable effort in training and development of referees and assistant referees. The association will not tolerate harassment or abuse of its officials, but also expects officials to behave and officiate in a manner that should generate respect from players, coaches and spectators including parents.

The Referee Coordinator schedules officials for games. By the end of each month, all officials must turn in their league game sheets to referee@bvsoccer.ca

Referees must report all yellow cards and red cards to the Referee Coordinator within 24 hours of issuance.

Referees must submit an Injury Report Form to the association's Safety Manager if there is an accident during a game that requires a player to seek medical attention.

The BVSS "Laws of the Game" are as laid out by the world organization for soccer, FIFA, and are generally adhered to in BVSS House and Development programs. However, in small-sided soccer various modifications are made (see House Soccer section 5.3).

10.1 Game Official Expectations

Referees, and Assistant Referees (formerly referred to as linesmen), must follow game protocols:

1. Abide and officiate by FIFA, Soccer Canada, BC Soccer and BVSS rules and perform their duties to the best of their abilities.
2. Respect the players and coaches and control one's own temper.
3. Be at the field at least 30 minutes prior to the game.
4. Wear a proper referee jersey, black referee shorts and long black socks. Jerseys must be tucked into shorts and socks pulled up.
5. Have in possession a whistle, wrist stopwatch, cards, pen and a coin at all times during games.
6. Assistant Referees must have an Assistant Referee flag (carried furled), whistle and stopwatch at all times during games.
7. Officials must do a safety check prior to the start of the game, to scan fields for any potential hazardous objects that can injure players. No bicycles, strollers or any other such equipment should be left anywhere close to the field, and spectators should be a safe distance from the playing area.



8. After rules have been explained to both teams and the coin has been tossed, Assistant Referees must check the nets before they get into position. When the game is about to start, Assistant Referees unfurl their flags which is a sign they are ready to start.
9. Keep a record of disrespectful behaviour by players, coaches and crowd towards Referee and Assistant Referee and towards each other and provide to the Referee Coordinator.

11. Incident Reporting System

The BVSS Incident Reporting System is a formal process used to document and address situations that impact player safety, conduct, or the overall well-being of participants, officials, volunteers, and spectators. This system helps ensure concerns are handled consistently, appropriately, and in alignment with BVSS, BC Soccer, and Canada Soccer policies.

Incident reports are used to document and address:

- Player, coach, or spectator **misconduct** (on or off the field)
- **Unsafe behavior** or situations that pose a risk to participants
- **Injuries** requiring medical attention or follow-up
- **Abuse, harassment, bullying, or discrimination** of any kind
- **Referee incidents**, including abuse or interference
- **Facility or equipment safety concerns**
- Any situation that escalates beyond normal game or practice management

Incident reports are reviewed by BVSS to determine appropriate follow-up, which may include further investigation, support measures, or disciplinary action if required. The priority of the incident reporting process is always the **safety, well-being, and fairness** of everyone involved.

Link:

<https://docs.google.com/forms/d/e/1FAIpQLSc8nUkXC-Aba8nqIbfYETee1bAc7kWt7e35bdqt7HmIzUGbLA/viewform>

12. Discipline Policy

The fundamental goal of the Association is to provide a positive soccer experience for the BVSS community. At times the conduct of individuals can result in incidents and conflicts negatively impacting the soccer experience. The purpose of this policy is to describe our efforts to informally resolve those issues, and the process for addressing them formally when necessary.



12.1 Automatic Discipline

Behaviour by players and coaches that will result in automatic disciplinary action is as follows:

- a red card, directly or as a result of two yellow cards, shall result in an automatic suspension for the next game.
- three yellow cards accumulated through multiple games will result in an automatic one game suspension.
- if a player is suspended more than once in a season then the Referee Coordinator shall submit a complaint to the President of the Association to initiate the formal discipline process, and the player shall be notified that he/she is not permitted to resume playing, even in the subsequent season, until after a recommendation of the Discipline Committee.

12.2 Handling Behavioural Issues at Practices

Players, coaches, officials, and parents are expected to abide by the codes of conduct outlined for each in the handbook. We understand that sometimes things happen and thus have added this to our policy to help give more clarity when managing situations where a breach of the code of conduct occurs. BC Soccer also has codes of conduct which our club abides by.

1. In a game/tournament situation, there are already ways of managing breaches of the code of conduct through the use of yellow and red cards. Officials also have the ability to ask parents in breach to leave the field if needed.
2. For practices, more guidance is needed, especially for athlete behaviors that cause harm to others. The preference is that these matters are settled immediately on the field at the time of occurrence. However, that is not always possible. The following are some guidelines to help everyone resolve these situations consistently. For serious breaches (i.e. egregious violence, assault, criminal acts, etc.), it may be necessary to skip the early steps and call police or suspend from the club pending resolution, depending on the nature of the breach. However, these should be rare occurrences. Alternatively, if it is in the best interests of everyone involved, an alternate solution to the guidelines below are permissible.

In light of the above, the following can help guide a resolution. In all cases, it is important to document in writing what happened, and action taken, so that it can be referred to later if needed.

a) Players:

1st time: The coach will speak to the athlete and give a reminder of the code of conduct and expectations for participation in soccer and solicit a commitment from the athlete to recommit to the code of conduct. If anyone has been negatively affected by the athlete's actions, amends in the form of an apology should occur before a return to play.



2nd Time: If it happens again, the coach will speak with both the parent and the athlete and remind them of the expectations for participation in soccer with a warning that a repeat breach will result in consequences ranging anywhere from a ban on attending the next practice or game to a longer ban, suspension, or expulsion from the club, depending on the nature of the breach. Again, amends in the form of an apology to anyone affected should occur before a return to play.

3rd time: If it happens again, the coach will inform the athlete and parent that the matter will be referred to the discipline committee and that until a decision is made by the committee, the athlete will be banned from practices and games.

The committee will meet according to the guidelines set out elsewhere in the handbook. The committee can decide whether or not to place sanctions on the athlete. If it's determined that sanctions are needed, they can range from a ban from play for a day to suspension to expulsion from the club for the rest of the year, depending on the nature of the breach and the athlete's willingness to commit to the code of conduct.

b) Coaches

Ideally the parent or other coach/official will speak directly to the coach about their concerns and resolve it at that level.

If it can't be resolved by the people involved, the matter should be reported through the online incident reporting system and will be reviewed by a BVSS official(s), who will follow the steps outlined elsewhere in the handbook.

c) Parents

Ideally the coach or other parent or athlete will speak directly to the parent about their concerns and resolve it at that level.

If it can't be resolved by the people involved, the matter will be referred to a BVSS Official, who will follow the steps outlined elsewhere in the handbook.

d) Officials

If there is a concern about officiating, this can be resolved by BC Soccer once an official complaint is made. It is important not to argue with officials during the game, but to follow the proper channels available through BC soccer after the game.

12.3 Informal Discussions

Issues related to team management, coaching, player conflicts, and spectator behaviour have the potential to grow and worsen over time. BVSS contends that concerns are best addressed directly as they arise.

Any issue or concern that cannot be resolved through discussions between the parties involved following an initial 24-hour cooling-off period, should be reported to the incident reporting



system. A BVSS official will contact the parties and attempt to work cooperatively with them to resolve the matter informally to the satisfaction of all.

12.4 Formal Complaints

In the event that informal cooperation facilitated by a BVSS Official cannot resolve an issue or concern, the BVSS Official may assign to the Discipline Committee the disciplinary investigation of any team official, player, parent, supporter or referee in connection with their activities associated with BVSS, whether in the Bulkley Valley or elsewhere.

Formal processes will be triggered by a submission to the incident reporting system.

- (1) the relevant date, time, and field location,
- (2) the teams/clubs involved,
- (3) the names of individuals involved,
- (4) a brief description of the incident being reported, and
- (5) any other information that might be relevant.

12.5 Discipline Committee

The Discipline Committee shall:

- include the President or Vice President and two other members of the Board; a quorum will be all members of the committee.
- be responsible to review, impose probation, suspend, expel from membership, or take other disciplinary actions that may be deemed necessary if BVSS members do not abide by the laws, policies and rules adopted by the association,

Any committee member may recuse himself or herself from consideration of any incident due to familiarity with the persons involved or similar reasons. In the event of a recusal, the President will designate another Board member to serve on the committee.

The Discipline Committee may conduct a hearing, if necessary, to obtain relevant facts and information. The hearing shall be held within ten days of the complaint. If the complaint cannot be resolved, both the complainant and the respondent shall be interviewed, and the following principles of procedural due process shall apply:

- fair hearing, unbiased, and with no conflict of interest.
- the respondent must be informed of all details of the complaint.
- relevant information must be available to all parties; and



- the complainant and the respondent will have the right to a written decision, have the right to appeal, and will be provided with the appeal process in writing.

Unless invited by the committee, no one other than committee members and the president of the Association shall be permitted to attend committee meetings or to participate in committee deliberations. BVSS appreciates the sensitive nature of reported incidents and complaints and will make every effort to ensure that information received by the Discipline Committee is kept confidential, except to the limited extent necessary to evaluate and respond to reported incidents.

The written notice of decision shall provide a summary of any action taken or to be taken by the association and shall be provided to the parties within three business days after the decision is made. The Committee shall provide a summary of findings and the decision to the Board of Directors at its next scheduled Board meeting.

12.6 Discipline Appeals

A complainant or respondent who is dissatisfied with the decision of the Discipline committee may initiate an appeal within seven days of written notice of the decision of the Discipline Committee, based on any of the following criteria:

- new evidence not used at the hearing is brought forward which might affect the decision that was made.
- evidence is brought forward that due process was not followed; or
- the decision of the Discipline Committee is asserted to have been too severe.

The notice of appeal must be in writing and include grounds for appeal, the facts in support of the appeal and \$100 cash or e-transfer payable to BVSS. If the appeal is upheld, the deposit is forfeited to the Association. If the decision of the Discipline committee is overturned or modified, the deposit is returned. The Appeals Committee shall:

- (1) be chaired by someone mutually agreed upon by Appeals Committee members.
- (2) consist of three members of the association, appointed by the President or Vice President, where quorum will consist of all members of the committee.
- (3) be responsible to evaluate whether the appeal has merit and if so, conduct a hearing and provide a decision on the appeal.

If sufficient grounds for appeal are found, a notice of hearing shall be delivered to the complainant and the respondent within seven days of the appeal hearing. The principles described for hearings of the Discipline Committee shall also apply to an appeal hearing.

Once the Appeals Committee has made a decision it will notify the parties of its decision within three business days. If sufficient grounds are not found for appeal, the committee will dismiss the appeal and notify the parties in writing of the decision. Any penalty or sanction imposed by the Discipline Committee will remain in effect pending the results of the Appeals Committee.



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13. Safety and Risk Management

13.1 Parent/ Guardian Responsibility – U6 and U8

All players in U6 and U8 divisions must have a parent/guardian or responsible adult stay during soccer sessions who is responsible for the child and their safety for the entire practice or game. If parents/guardians need to leave the field due to an emergency, they should inform the Team Parent/Coach.

13.2 Accident Insurance

All youth soccer players, coaches and volunteers registered with BVSS are covered by BC Soccer's insurance for medical expenses resulting from an injury while participating on a BVSS affiliated team in the province of BC. For information regarding BC Soccer's insurance coverage details, please visit the Insurance Page on BC Soccer's website:

[Insurance | BC Soccer Association](#)

BC Soccer's Insurance policy offers both Liability Insurance and Sport Accident Insurance. For coverage on certain items, please see the Sport Insurance Information Brochure:

[W63U0NGH4YCC \(bcsoccer.net\)](#)

To file a claim, complete the Athletic Accident Claim Form:

[athleticaccidentclaimform20211001.pdf \(bcsoccer.net\)](#)

The form also includes instructions for filing. Please note that the insurer must receive notice of your accident within 30 days of the accident date and receive claim documentation within 90 days. Please contact BC Soccer's Member Services Coordinator if you have any BC Soccer insurance-related inquiries.

13.3 Liability Insurance

All members of BVSS organization, including executives, managers, coaches, trainers, officials, employees and volunteers while acting within the scope of their duties on the organization's behalf are covered by BC Soccer's liability insurance:

[Insurance | BC Soccer Association](#)



13.4 Lightning

BVSS seeks to comply with Canada Soccer's lightning policy:

[Microsoft Word - LIGHTNING Policy.doc \(bcsoccer.net\)](#)

Soccer practice cancellations will be made up to 30 minutes before start time based on expected conditions during the scheduled practice period. Lightning which is first observed while practices or games are already underway should trigger the implementation of Canada Soccer's 30/30 rule by coaches and officials.

13.5 Air Quality & Heat Guidelines

BC Soccer Air Quality and Extreme Heat Policy.

[air-quality-guideline-bc-soccer-updated.pdf \(bcsoccer.net\)](#)

[bc-soccer-extreme-weather-guidelines_24.pdf](#)

BVSS will comply with BC Soccer Air Quality & Extreme Heat Policies with the following modifications. BVSS will cancel practices if the following occurs:

- Air Quality Index is 6 or greater.
- Temperature is 33 degrees Celsius or higher for U10 and younger.
- Temperature is 36 degrees Celsius or higher for U12 and older.
- BVSS also strongly encourages coaches to practice in the morning during hot times.

Soccer practice cancellations will be made up to 30 minutes before start time based on expected conditions during the scheduled practice period.

13.6 Pets

As per municipal bylaws and our local school districts' policies, BVSS will notify all members at the beginning of the season that no dogs are allowed on the soccer fields during any BVSS house, development, or any soccer activities.



13.7 Criminal Record Checks (CRC)

In compliance with our mandate for player and adult protection, BVSS requires that the board members, coaches, and all volunteers on the field interacting with players must complete a Criminal Record Check and receive clearance. Information about the procedure for obtaining the CRC is provided by BVSS to all volunteers for whom a CRC is required. The submission shall be kept in complete confidence and only used to protect each participant should an incident arise. Volunteers will incur no cost to complete this requirement.

13.8 Cast Policy

As per Canada Soccer policy, players are required to follow guidelines regarding the wearing of casts during games to ensure the safety of all participants.

Players wearing a hard cast are not permitted to participate in games or team practices under any circumstances.

Players wearing a soft cast may be permitted to participate in team practices. Participation in games while wearing a soft cast will be at the referee's discretion, and the referee's decision will be final.

Player safety remains the top priority at all times, and all decisions will be made with the safety of the individual player and others on the field in mind.

13.9 Code of Ethics and Conduct to Protect Children

Bulkley Valley Soccer Society (BVSS) has developed the following Code of Ethics and Conduct to guide our employees/volunteers in their interactions within the club and with children. The safety, rights, and well-being of children we serve are at the core of our daily programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. Further to this policy, BVSS supports and complies to the [British Columbia Universal Code of Conduct \(BCUCC\)](#) and the [BC Soccer Conduct & Ethics Policy](#) for all soccer activities and related events organized, including but not limited to practices, training sessions, competitions, and fundraising events.

Importance

Our club is committed to ensuring all children are protected and safe. A Code of Ethics and Conduct is an important part of creating safe environments for children. The safety, rights and



well-being of children participating in our programs is a priority in our daily operations. The intent of this Code is to guide our staff/volunteers in developing healthy relationships with the club members and specially with the children involved in our programs and to model appropriate boundaries for children.

A. STANDARDS

Integrity in Sport

- a. All participants in soccer have an obligation to ensure that there is integrity in the sport and as such must refrain from:
 - i. Non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, BVSS adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this program shall be considered an infraction of this Code and may be subject to disciplinary action and possible sanction. The Member will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the club or any other sport organization;
 - ii. Associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has violated an anti-doping rule and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code;
 - iii. Consuming alcohol and/or illicit drugs, while participating in soccer programs, activities, and competitions;
 - iv. Consuming alcohol in excess and using illicit drugs, cannabis, or tobacco in situations where Youth are present; Page 1 of 7v. Accepting, encouraging, or participating in forms of bribery and corruption;
 - vi. Accepting or giving gifts or other benefits that influence an act that is related to their official activities. If in doubt, gifts shall not be offered or accepted;
 - vii. Offering or accepting cash, other than reasonable per diems, expense reimbursement or salaries, bribes;
 - viii. Forging or falsifying a document, nor use such;
 - ix. Betting in connection with soccer and tolerating any form of manipulation of match results whether for financial, sporting, or political gain, and ensuring information in any form that is not publicly available is not used for the above purposes for oneself or another party.



b. Participants will:

- i. Ensure information obtained while carrying out one's duties is treated as confidential if that information is received or can be understood as confidential;
- ii. Respect the confidentiality of the information after the relationship with BC Soccer ceases;
- iii. Ensure transparency in all actions and decisions;
- iv. Remain politically neutral with respect to sporting matters;
- v. Remain responsible for following BVSS's Code(s) of Conduct.

B. STANDARDS OF BEHAVIOUR

General

Those participating in sanctioned soccer have a duty and responsibility to conduct themselves appropriately respecting the F.I.F.A. Laws of the Game, Canada Soccer Rules & Regulations, British Columbia Universal Code of Conduct (BC UCC), BC Soccer Rules & Regulations and BVSS's Rules & Regulations. These laws and rules are published and readily available.

a. All participants in soccer have a responsibility to:

- i. Comply, at all times, with Canada Soccer's, BC Soccer's and BVSS's By-laws, Policies, procedures, directives, and Rules and Regulations, as adopted and amended from time to time.
- ii. Resolve conflicts in a professional and civil manner on issues that may be in dispute.
- iii. Maintain and enhance the dignity and self-esteem of all individuals involved in soccer by:

1. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation;
2. Directing comments or criticism appropriately and avoiding public criticism of participants in soccer and sport;
3. Demonstrating the spirit of fair play, sport leadership, and ethical conduct;
4. Treating individuals fairly and reasonably;
5. Ensuring adherence to the Laws of the Game.
 - iv. Demonstrate respect for the principle of fair play, which includes:
6. Respect for both the letter and spirit of the rules;



7. Respect for referees and their decisions;
8. Respect for opponents, including modesty in victory and composure in defeat;
9. Facilitation of access to sport;
10. Maintenance of self-control at all times;
 - v. Any adult aged 19 years or older must report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance to the Risk and Safety Coordinator at riskandsafety@bvsoccer.ca or submit an incident report through the [BVSS Online Incident Reporting System](#) on our website.

Club Officials, Staff and Volunteers

While ignorance of the Laws of the Game or of the rules is not a defense, depending on the nature of the charge, it is viewed that a participant in a position of authority or trust is held to a higher standard when going beyond the norms of proper behaviour; i.e. behaving in an unsporting manner or not in the best interest of the game. Notably directors, committee members, and staff should be aware of various rules, regulations, guidelines, programs, and expectations within the soccer playing and administrative environment; and indeed, are charged with upholding and defending the same. Failure to act properly can be tantamount to unsporting or unethical behaviour and brings the game directly into disrepute and lead to charges.

b. All club officials, staff and volunteers must:

- i. Comply and be familiar with the various laws and governance documents that apply to their responsibilities;
- ii. Act with honesty and integrity and conduct themselves in a manner which maintains the confidence of BVSS, its members and other stakeholders;
- iii. Ensure that their organization's financial affairs are conducted with due regard for all fiduciary and operational responsibilities;
- iv. Conduct themselves openly, professionally, lawfully and in good faith
- v. Be independent and impartial and not influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
- vi. Behave with decorum appropriate to both circumstance and position, and be fair, equitable, considerate, and honest in all dealings with others;
- vii. Keep informed about local, provincial, and national sport community happenings, and general trends in sport;
- viii. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which BVSS is incorporated;



- ix. Respect the confidentiality appropriate to the business at hand;
- x. Ensure that Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- xi. Respect the decisions of the majority and resign if unable to do so; unless the decision of the majority is unlawful;
- xii. Commit the time to attend meetings and be diligent in preparation for, participation in, and follow-up from such meetings.

Spectators and Parents

Spectators and Parents are an all-important part of the game and necessary to maintain the sustainability of the game. In appreciating the game to its fullest potential, spectators and parents are expected to behave in a manner that does not bring the game into disrepute and participate in ways that ensure a healthy and safe environment. Spectators and parents must:

- i. Encourage players to abide by the rules and to resolve conflicts without resorting to hostility or violence;
- ii. Never ridicule a player;
- iii. Only provide positive comments that motivate and encourage participants' continued effort;
- iv. Respect the decisions and judgments of officials and encourage athletes to do the same;
- v. Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers who give their time to the sport;
- vi. Refrain from entering the training or competition area and from interfering with any activities;
- vii. Refrain from any negative or critical comments towards a Match Official.

C. TREATING CHILDREN WITH DIGNITY AND MAINTAINING BOUNDARIES

a. Club Officials, Staff and Volunteers must:

- i. Treat all children with respect and dignity.
- ii. Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by BVSS. It is important for staff and volunteers to monitor their behaviour towards children and pay close attention to the behaviour of their peers to ensure that interactions are appropriate and respectful, and perceived as such by others.



b. All interactions with children must be:

- i. Known and approved by the board, where applicable, and the parents of the child.
- ii. Tied to staff and volunteers' duties.
- iii. Designed to develop the child's skills in soccer.

Club Officials, Staff and Volunteers must always consider the child's reaction to any activities, conversations, behaviour or other interactions. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the Risk and Safety Coordinator at riskandsafety@bvsoccer.ca or submit an incident report through the [BVSS Online Incident Reporting System](#) on our website.

D. GENERAL RULES OF BEHAVIOUR TOWARDS CHILDREN

a. Club Officials, Staff and Volunteers **MUST NOT**, regardless of whether or not they are serving the club at that moment:

- i. Engage in any sort of physical contact with a child that may make the child, or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
- ii. Engage in any communication with a child, within or outside of duties, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- iii. Engage in any behaviour that goes against (or appears to go against) the club's mandate, policies, or Code of Conduct to Protect Children.
- iv. Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour – it is a staff and volunteer's duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate.

E. WHAT CONSTITUTES INAPPROPRIATE BEHAVIOUR

a. Inappropriate Communication. Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For example: personal phone calls not tied to duties with the child; electronic communications (email, text message, instant message, online chats, social networking including "friending", etc.) not tied to duties with the child; personal letters not tied to duties with the child; excessive communications (online or offline).



b. Inappropriate Contact. Spending unauthorized time with a child outside of designated duties.

c. Favouritism. Singling out a child or certain children and providing special privileges and attention (for example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate).

d. Taking Personal Photos/Videos. Using a personal cell phone, camera, or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behaviour also includes:

e. Telling sexual jokes to a child or making comments to a child that are in any way suggestive, explicit, or personal.

f. Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child or making such material available to a child.

g. Intimidating or threatening a child.

h. Making fun of a child.

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by BVSS.

F. REPORTING REQUIREMENTS

All BVSS staff and volunteers must report suspected child sexual abuse, inappropriate behaviour or incidents that they become aware of, whether the behaviour or incidents were personally witnessed or not.

a. All allegations or **suspicious of inappropriate behaviour** that a staff/volunteer learns of, or witnesses first-hand, must be reported to Risk and Safety Coordinator at riskandsafety@bvsoccer.ca or submit an incident report through the [BVSS Online Incident Reporting System](#) on our website.

b. All allegations or suspicions of **potentially illegal behaviour (for example, child sexual abuse)** that a staff/volunteer learns of, or witnesses first-hand, must be promptly reported to police and/or child welfare and must also be reported to Risk and Safety Coordinator at riskandsafety@bvsoccer.ca or submit an incident report through the [BVSS Online Incident](#)



[Reporting System](#) on our website. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation. Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party. Potentially illegal behaviours could come not only from staff or volunteers, but also from a parent, teacher, babysitter, or a coach from a different organization.

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal or inappropriate behaviour, discuss the issue Risk and Safety Coordinator at riskandsafety@bvsoccer.ca or submit an incident report through the [BVSS Online Incident Reporting System](#) on our website.

G. FOLLOW UP ON REPORTING

- a. When an allegation or suspicion of potentially illegal behaviour is reported, police and/or a child welfare agency will be notified. BVSS will follow up internally as appropriate.
- b. When an allegation or suspicion of potentially inappropriate behaviour is made, BVSS will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.
- c. In the case of inappropriate behaviour, if multiple behaviours were reported, inappropriate behaviour is recurring, or the reported behaviour is of serious concern, BVSS may refer the matter to a child welfare agency or to the police.

DEFINITIONS

Participant(s): everyone involved in soccer activities such as players, coaches, officials, volunteers, administrators, executives, board members, trainers, etc. as well as anyone who has signed a participant code of conduct; for example, a guardian of a minor who is registered and has signed the code of conduct.

Club Officials, Staff and Volunteers: Board Members, Executive Director, Technical Director, Operational Staff, hired Coaches, Volunteer Coaches, General Volunteers, and any other individual in similar roles with BVSS.

Spectators and Parents: any individual, related or not to any of the participants, that attend a BVSS session and remain in the premises for its duration.

Match Officials: a referee, assistant referee, fourth official, match commissioner, any person in charge of safety or any other person appointed to assume responsibility in connection with a Match.



Good Faith: the sincere intention to be honest and law-abiding; good and honest intentions; act in a fair and appropriate manner.

13.10 Anti Bullying Policy

Bulkley Valley Soccer Society (BVSS) has adhered to this Anti-Bullying Policy to help guide and protect the children that participate in our activities as players, referees, coaches or in any other capacity. Bullying can be defined as intentional hurtful and aggressive behaviour that makes others feel uncomfortable, scared or upset, and it is the responsibility of the club, our staff and volunteers to create a safe, free of bullying soccer environment.

*Resources below were provided by the Government of British Columbia

Importance of an Anti-Bullying Policy

According to the data provided by the Provincial Government, 1 in 3 Canadian teens say they've been bullied recently and almost half of Canadian parents say their kid has been bullied at some point.

A person who shows bullying behaviour usually picks on another person's culture, disability, ethnicity, gender identity, looks, religion, or sexual orientation - children who identify as lesbian, gay, bisexual, trans-identified, two-spirited, queer or questioning (LGBTQ) are discriminated against three times more than heterosexual students.

The effects of bullying can be traumatic and long-lasting, affecting even adulthood by causing extended psychological harm.

Defining Bullying

It's important to know the difference between bullying and single acts of aggression or conflict. Not all mean or rude behaviour or conflict is bullying. Understanding the difference helps when it comes to knowing how to intervene.

Bullying is a persistent pattern of unwelcome or aggressive behaviour that hurts others physically and/or emotionally. For a situation to be considered bullying, three indicators are usually present:



- Power – children who bully acquire their power through physical size and strength, by status within the peer group, and by recruiting support of the group.
- Frequency – bullying is not a random act. It is this factor that brings about the anticipatory terror in the mind of the child being bullied that can be so detrimental and have the most debilitating long-term effects.
- Intent to harm – children who bully generally do so with the intent to either physically or emotionally harm the other child.

A person who shows bullying behaviour says or does something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse – even when it’s obvious that they’ve hurt a person or when they’re asked to stop.

Types of Bullying

- Physical – hitting, kicking, tripping, pinching, pushing, damaging property.
- Verbal – name-calling, insulting others, teasing, intimidating others, making homophobic or racist comments, verbal abuse.
- Social and emotional (or relational) – Doing things to harm someone else’s reputation or make them feel embarrassed or humiliated by lying, spreading rumours, making mean gestures or jokes, excluding someone.
- Cyber – teasing or humiliating a person online using social media, cruel websites (e.g. posting photos of others on rating websites), video games, instant message or texting. Cyberbullying is constantly evolving and changing with new technology and it can reach a child even in the privacy of their own home.

Signs That a Child is Being Bullied

Kids who are being bullied by others will often display a change in behaviour or emotions, like:

- Not wanting to go to school or participate in extra-curricular activities.
- Anxious, fearful or over-reactive.
- Having low self-esteem and making negative comments about themselves or a former friend
- Regular complaints of stomachaches, headaches, and other physical symptoms without any particular cause.
- Less interest in school or soccer.
- Injuries, bruising, damaged clothing, or broken items.
- Unhappy and irritable.
- Trouble sleeping, nightmares, bedwetting.



- Frequently crying.
- Threatens to hurt themselves or others.
- Significant changes in social life (i.e. no one is calling or inviting them out).

Signs That a Child is Engaging in Bullying Behaviour

Kids who exhibit bullying behaviour may show signs that they are using power aggressively, such as:

- Little concern for the feelings of others.
- Aggressive with siblings, parents, teachers, friends and animals.
- Bossy and manipulative to get their own way.
- Coming home with unexplained objects or extra money.
- Secretive about possessions, activities or where they've been.
- Easily frustrated and quickly angered.
- Believe aggression is an acceptable way to resolve conflicts.
- Abuse others physically or verbally.
- Get into fights and blame others for starting them.
- Have a need to dominate others.
- Have two or three friends who are also aggressive.
- Hang out with increasingly younger children.
- Quick to interpret accidents or neutral events as deliberate hostile acts.

Bullying Reporting Procedure

Incidences of bullying are to be reported through the BVSS incident reporting, located on the main page of our website at www.bvsoccer.ca. This will allow for a documented incident report on which the club can utilize to move forward with appropriate action.

All reports will be reviewed by the BVSS Risk and Safety Officer.

If deemed necessary, the club will consult the police.

There is no express time limit for initiating a complaint, but every effort should be made to quickly bring the complaint to the attention of the appropriate organizational leadership to stop the bullying behaviour as soon as possible and to make sure that memories are fresh, and behaviour can be accurately recalled.



Bullying Conflict Resolution

Upon review of any potential bullying reports to the incident reporting system. The following steps will be taken by a subcommittee of the BVSS board to deal with bullying incidents.

- A designated BVSS official will be the point of contact for the initial report for parents/guardians of the athletes involved.
- A follow up within 48 hours acknowledging receipt of the incident to the incident reporting system.
- The BVSS Official will begin by assessing the situation and attempting a reconciliation between the bullied individual and the bully, where appropriate and safe to do so.
- The BVSS Official should mediate the conversation between the kids involved and their parents/guardians by meeting with both parties individually, then if direct reconciliation is deemed feasible, then a meeting between all parties can occur.
- Based on the findings from these discussions, take appropriate action. If necessary, place the bully on notice, and if the issue persists, initiate a formal disciplinary process. The severity of the situation will guide the specific course of action, which the club should assess based on its policies and the nature of the incident.
- Resolution decisions will be communicated to all parties involved upon conclusion of the incident.

Documentation and Transparency: A summary of all meetings will be recorded and actions documented throughout the process. This serves to protect both the club and everyone involved.

Prioritize Reconciliation: Above all, always keep an open mind for the possibility of genuine reconciliation. This should be the primary objective throughout the process, provided it remains a safe and constructive option.



13.11 Diversity, Equality and Inclusion Policy

Bulkley Valley Soccer Society (BVSS) welcomes all individuals to participate in soccer and believes that embracing differences while removing barriers to promote diversity and equity and foster inclusion, is integral to serving the wider soccer community. The purpose of the Diversity, Equity and Inclusion Policy is to promote diversity, equity, and inclusion as integral parts of soccer in British Columbia.

Definitions

- Gender - refers to the socially constructed roles, behaviors, activities, and attributes that a society assigns to masculinity or femininity.
- Diversity - Diversity is the range of human differences, including but not limited to race, ethnicity, indigeneity, gender, gender identity, gender expression, sex, sexual orientation, age, social class, physical ability or attributes, religion, national origin, political beliefs, body type, athletic ability, ancestry, colour, citizenship, creed, disability, family or marital status. Diversity embraces people's characteristics and qualities, unique backgrounds, experiences and ways of relating to one another.
- Equity - Equity recognizes that individuals do not always 'start at the same place' due to different advantages, challenges or barriers that exist. Equity is taking action to make the appropriate modifications to provide everyone access to the same opportunities.
- Inclusion - Inclusion is when everyone feels welcome and has a sense of belonging.

Standards

- BVSS will commit to annual self-assessment and seek feedback to maintain their commitment to be a diverse, equitable and inclusive organization.
- BVSS commits to consider the diversity of their members and soccer participants when developing policies, procedures, programs, and internal operations.
- BVSS commits to review and implement initiatives from the Canada Soccer Guide to Accessibility and Inclusion.
- BVSS will encourage the board and staff to participate in diversity and inclusion training.
- BVSS will consider making accommodations for individuals where doing so would support diversity, equity, and inclusion.



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- BVSS will actively seek viewpoints and experiences from the soccer community to foster a more diverse, equitable and inclusive environment.
- BVSS will support members in fostering diverse, equitable and inclusive environments through educational initiatives and by providing resources.

Reporting Concerns

Any concerns or complaints regarding discrimination, harassment, or any other violation of this policy should be reported to the Risk and Safety Officer at riskandsafety@bvsoccer.ca.

Responsibility

All members, volunteers, staff, and participants of BVSS are responsible for upholding the principles of this policy.