



**CRYSA REP  
POLICY AND PROCEDURES  
MANUAL**

**Adopted August 12, 2024**

## **Preface**

This document is a supplement to CRYSA's "Operational Manual for Coaches and Volunteers" and all other Policies, Procedures, Guidelines, as found on the CRYSA Website. In addition to those documents posted on the CRYSA, CRYSA is subject to the requirements and policies of Upper Island Soccer Association, BC Soccer and Canada Soccer.

## **Definitions**

**CRYSA** means Campbell River Youth Soccer Association.

**Permitting** is a team requesting an additional player or additional players for a specific game or tournament.

**Technical Lead** shall be the technical director if there is one. If there is no technical director at that time it shall be the Director of Accelerated Programming.

**Transfer** is a female player requesting to be evaluated for a male team.

**UISA** means Upper Island Soccer Association.

## **Coaches**

Coaches are all CRYSA volunteer members, who endeavor to provide a positive learning environment for players as outlined in the Mission Statement. All CRYSA coaches, assistant coaches, managers, and other persons representing CRYSA will be familiar with, and adhere to, all CRYSA Policies, Procedures, Guidelines and supporting documents from Canada Soccer or BC Soccer.

### **Application**

Prospective coaches will complete an application form, available on the CRYSA website, and return the form to the CRYSA Technical Lead

### **Selection**

The Technical Lead shall be responsible for the selection of head coaches. Assistant Coaches and Managers shall be selected by the Technical Lead in consultation with the head coach.

### **Requirements of Coaches, Assistant Coaches, Managers and Bench Parents**

All Coaches, Assistant Coaches, Managers, bench parents and any other person with direct or indirect contact with players, are required to

- read CRYSA's 'Behaviour expectations for Coaches, Managers and Trainers and sign the form confirming compliance
- provide to CRYSA a criminal record check
- complete and provide evidence of completion of Respect in Sport for Activity Leaders.
- obtain and provide confirmation of all certifications as required by BC Soccer and Canada Soccer for the level they will be coaching

## **Player Evaluations**

In order to be considered for placement on a rep team, a player must express their interest in placement on a rep team. CRYSA's Technical Lead shall determine the appropriate evaluation procedure, which procedure may include any or all of the following:

- ongoing unofficial evaluation sessions throughout the existing season
- match play and team training environments
- open evaluation environments
- invitation only evaluation environments

Evaluations will be conducted by a committee selected by the Technical Lead and should include experienced CRYSA coaches and CRYSA board members with requisite knowledge.

CRYSA will provide notice of open evaluation sessions along with a request that players express their interest in attending the open evaluations.

## **Team Composition**

### **Selection**

The team selection process will be complete by the Technical Lead with the support of Director of Accelerated and potential and former coaches. If necessary, a panel of Board members will be formed to assist the Technical Lead.

Players will be notified of the results of their evaluation within a reasonable amount of time following the evaluation.

### **Roster size**

All teams will have rosters that comply with UISA minimum roster sizes.

### **Transfers**

Female players may petition the CRYSA BOD to be evaluated for a male team of the same age band. The criteria for such transfers is as follows:

- An application in writing must be received by the Technical Lead prior to the start of evaluations.

- The application must include the rationale of why the applicant wishes to transfer to a male team.
- A committee including the Technical Lead and at least 2 members of the CRYSA board of directors will evaluate the application and determine whether the applicant will be allowed to be evaluated for a male team. In considering whether the applicant will be allowed to be evaluated for a male team the committee shall consider:
  - The reason the applicant has requested a transfer
  - Other options available to place the player
  - The effect of transfer on the player availability for the female team
  - The availability of a female adult to attend practices and games
  - Other factors the committee considers to be relevant to the application
- The Technical Lead shall advise the player of the committee's decision.

### **Registration**

Prior to participating in any REP programming players:

- Must be registered and insured;
- Must have the required team kit; and
- Along with their parents or guardians must have read, signed and returned to their coach CRYSA's "Behavior Expectations"

### **Kit / Equipment**

As representatives of CRYSA all selected players will be required to purchase a kit to be worn at practices, games and when representing CRYSA.

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

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

### **Permitting**

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

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

- If a team requires a permit player they shall notify the Technical Lead at least 48 hours prior to the game
- The Technical Lead shall recommend an appropriate player (considering: age, skill level, position, availability and such other factors as they consider appropriate)

- The recommended player's coach shall be contacted regarding the request
- Provided the recommended player's coach has not raised any new concerns with the selection, the recommended player shall be contacted regarding the request