



**Tri Cities Youth Soccer Association
Policies and Procedures
Updated July 2020**

Policies and Procedures

This document is not meant to provide hard and fast rules for every situation but to be used as a guide. You will find some situations are not covered. We ask that you bring these to the Board of Director's attention so that consideration may be given to updating or re-evaluating policies in the future.

1. District travel grants

TCYSA, depending on the current year's financial status, will consider travel grants to teams participating in either National or Provincial cup competitions. These competitions must be held outside of the Lower Mainland, which includes Chilliwack.

Grants will be determined by the following:

Maritimes – up to \$1500

Alberta – Quebec – up to \$1000

Northern BC and Kootenays – up to \$500

Okanagan, including Kamloops – up to \$300

2. Youth transfer application protocol – mid season

All TCYSA Coaches and Managers should avoid becoming embroiled in mid-season transfers. Once a player/parent makes their commitment to a team/Club we believe they should see it through until the end of their playing season. We know all too well the impact mid season moves can have on individual teams. Poaching of players from other Clubs is not allowed, and if a coach is deemed to be poaching they are subject to discipline by TCYSA and BCSA. That said, upon receiving an inquiry for a transfer, TCYSA Clubs are to adhere to the following protocol:

If approached about a potential transfer, coaches need to:

1. Contact either your **Club Administrator or Technical Director** via email and provide the following information on the player wishing to transfer – player name, current club, team, and division, and to what team/level the player is wishing to transfer.
2. Advise the player's parents that you have forwarded their request to the Club Administration, and that the Club will respond within 7 days.
3. A team official cannot advise nor imply to a family wishing to transfer to a club that there is a position available for the player.

Club Administration next steps:

Current club of player:

1. **Club Administrator and/or Technical Director** will discuss transfer request with the Coach/Division Rep of the current team to determine potential impact to the team.
2. **Club Administrator, Divisional Rep and/or Technical Director** will contact the family to discuss reasoning for the transfer request.
3. **Club Administrator** will check with the **Club Registrar** to confirm if the family account is in good standing.
4. **Technical director** of current club will connect with opposing TD to discuss the transfer request.
5. **Club Administrator or the Technical Director** will sign as the Team Official releasing the player and provide to the Club Registrar.
6. **Registrar** will forward the completed transfer request to the accepting club, maintain a copy of the transfer, and include information in their executive report to the Board of Directors.

Proposed club of player:

1. If the proposed club is contacted directly, the request is to go to the **Club Administrator and/or Technical Director**.
2. **Technical Director** will then contact the current club's **Technical Director** to discuss the transfer request. The onus to complete the transfer now falls to the current club.
3. If the transfer is agreed upon, proposed **Club Registrar** will forward the completed transfer request, once received from the current club, to the District Registrar for submission to BCSA and maintain a copy of the transfer.

All transfers are subject to BCSA Rule7 - Transfer of Players