

**LISA  
ADMINISTRATIVE  
HANDBOOK  
2001 – 2002**

**Introduction**





## Introduction

The Lower Island Soccer Association (LISA) provides administrative services to eleven soccer clubs whose territories extent from Duncan and the Cowichan Valley in the north, to the Western Communities and Sooke in the West and Salt Spring, the outer Gulf Islands and Thetis Island in the East. The eleven clubs vary in size and register all youth age girls and boys (U6 to U18) who desire to participate in soccer as members of the Lower Island Soccer Association. The LISA in turn carries membership with the British Columbia Soccer Association. The Clubs (Associations) in the Lower Island include:

Club	Registered Players	
	Boys	and Girls
Sooke Soccer Club	275	
Salt Spring Island Soccer Association	295	
Prospect Lake Soccer Club	364	
Peninsula Soccer Association	663	
Lakehill Soccer Association	526	
Juan de Fuca Soccer Association	847	
Gorge Soccer Association	682	
Gordon Head Soccer Association	577	
Cowichan Valley Soccer Association	986	
Cordova Bay Soccer Club	313	
Bay United Soccer Association	970	
Selects and Metro Programs	150	

Vancouver Island is known as District 1 of the eight Regions in the Province. The other five Districts on Vancouver Island are:

- Alberni Valley
- Nanaimo
- Powell River
- Strathcona (consisting of Campbell River, Comox and Cumberland)
- The North Island

The North Island Districts normally participate in regional finals as an Upper Island group and are sometimes mistakenly thought of as a single district.

## Governance

Each Club is administered by a Board of Directors with each having one vote in the District affairs. The District Board consists of twelve Directors who are elected by the Clubs for two year terms at the Annual General Meeting. The District Board functions under a strict set of Bylaws, Standing Orders and Terms of Reference which clearly defines the role to be played by the Board and individual Directors and Committees of the Board.



# Soccer - The Governing Model

## Soccer Clubs – The Basic Building Blocks of Soccer Administration

Individual soccer clubs are the building blocks of soccer in British Columbia. They are the source from which all other organizations gain their membership and the majority of their funding. This extends to the district via District Associations then through to the British Columbia Soccer Association and the Canadian Soccer Association.

Clubs may be as small as one team (as is the case with many Men and Women's teams) or they may be as large as several thousand. In a few districts a single club makes up an entire district.

Many clubs have developed a Constitution and Bylaws that outline the manner in which they chose to govern themselves. All members (the players on adult teams or youth players and their parents on youth teams) each have a constitutional and regulatory right to participate in the club and to make decisions as to how their club shall be governed.

The most important unit of a club is the players. With only a few exceptions, clubs hold exclusive rights to all the players and to all the teams that are formed with those players. Clubs also hold the proprietary rights to all member, player and team information. The only exceptions that occur are when a club assigns the right to a district to manage a "select" or "metro" team. In this instance, players from several different clubs are released to the district for placement on these teams. Clubs may decide not to form such teams or they may attach conditions they think necessary regarding the formation of the teams. The same conditions can be attached to the formation of Provincial teams

If a club desired to play only "in-house", they could do so at their leisure. No other governing body could exercise any control over how they formed or how they functioned. This is largely how 'mini soccer' is administered at the present time. It is only when a club desires to place teams in a league outside the confines of their own club, or wish to allow teams to play in other competitions (e.g. tournaments) that they may seek to join a larger organizational unit.

## District Associations – The Next Building Block:

District Associations are formed in order to govern interaction between clubs that seek to place teams in inter-club leagues or who desire to participate in other inter club competitions (e.g. tournaments, exhibition matches, etc.). These affiliating clubs often develop another Constitution and Bylaws to govern operations at the district level. They elect a Board of Directors to act as trustees of the association. As the complexity of the district association grows, it is usually necessary to develop a comprehensive set of rules and regulations to govern inter club activity. It may also become necessary to hire full time or part time help to carry out objectives set within the district.

The significant difference between a **club association** and a **district association** is that the district association, with only a few exceptions, does not have any registered players<sup>1</sup>. The membership in a District Association is usually restricted to the clubs making up that district. In the case of the Lower Island the members are the eleven clubs.

### Limitations on a District Association

Joining a district association does not take away the right of a club to govern their own affairs. For the most part they remain independent, autonomous, and self-governing units. Any Constitution, Bylaws, Rules, Regulations or policy developed at the district level should be concerned primarily with subjects relating to the operation of the district as a whole (e.g. team and club interaction). The district has no authority to involve themselves in club affairs except as approved by the membership at large. This concept is necessary for it would stretch district resources far to thin and could potentially cause a great deal of

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<sup>1</sup> An exception exists when clubs decide to form Select teams. These teams are made up of players who have been released from clubs to play on a district team. These players, and only these players, register directly with the district. Control of all select teams, players and the league in which they play remains the sole prerogative of participating districts.



friction with or among the district clubs, if the district board attempted to involve themselves in the day-to-day operations of a club. Situations will of course arise where the boundary between district and club responsibility is blurred.

Once the district governing documents are in place, it is important for clubs to allow the district board to manage the affairs of the district on a day to day basis as well as work toward developing a long term plan and vision. No club, parent or coach, has the right to demand they be allowed to participate in every decision made at the district level. Many districts have a mechanism in place that will allow club boards to express their opinions on matters of concern to the district. In the Lower Island there is a monthly District Representatives meeting provided both in the Bylaws and in the district Standing Orders. Additionally, a club presidents meeting may be called to discuss issues were additional club input is needed. Overall, it is also important that all clubs and club members follow the natural route for making inquiries, providing suggestions or lodging complaints. That route is member (player), team (if a team issue), club, district, provincial, and national.

If a district, at the direction of their member clubs, desired only to play “in-district” leagues and competitions, they could do so at their leisure. No other governing body (e.g. the BCSCA or the CSA) would have any right of control over how the district formed or how it functioned. It is only when districts desire to play teams against teams in other districts (e.g. league and cup play) that some form of larger unit is needed. In British Columbia the unit formed by the districts is the BCSCA. The provincial unit will continue as long as the districts, as directed by the clubs, continue to support the concept.

#### **The British Columbia Soccer Association – The Provincial Body**

The same principles that apply to the formation of a district body apply in total to the BCSCA. The BCSCA Board of Directors through their officers and directors, and assisted by their employees, act as the governing trustees for the provincial association. The BCSCA board is made up five officers and nine directors. In addition the BCSCA board operates a full time office with a compliment of seven full-time personal supervised by an Executive Director.

#### **The Canadian Soccer Association – The National Body:**

The same principles that apply to the formation of a District and the BCSCA apply in total to the CSA. The CSA Board of Directors through their officers and directors, and assisted by their employees, act as the governing trustees for the national association. The CSA board is made up seven officers and fourteen directors. Of the fourteen directors, twelve are the presidents of Provincial Associations. The CSA board also operates a full time office with a compliment of twenty full time personal supervised by an Executive Director. Of the employees, ten are in Ottawa, three in Vancouver and one in Montreal.

#### **Summary:**

The overriding rules that govern every society operating or registered in British Columbia are contained in the Societies Act. In the final analysis every society, be they a club, district, or provincial organization, are subject to the same rules and regulations and those rules and regulations are clearly defined within the Societies Act. The Societies Act states that Directors of every Society are only trustees of the organization. They are governed by their membership not by any other organization.

*Tim Satterford*



## **MISSION**

It is the mission of the LISA to foster, develop and govern youth age soccer in the Lower Vancouver Island District on behalf of the members of the Association. Then District Board of Directors is committed, through the membership, and as mandated in the Constitution, Bylaws, Rules, Regulations and Policy to creating and maintaining equal opportunities for girls and boys. The Board is also committed to creating and maintaining equal opportunities for players at all skill levels from mini through those playing on Copper, Bronze, Silver, Gold and Select teams.

## **VISION**

The Lower Island District by geography, size and co-operative effort is ideally positioned to set standards of excellence at all levels. With a player population that will soon reach 10,000 and with a continuing high degree of co-operation that exists between the district, clubs, teams, players and others who work or volunteer in the system, we will be able to collectively achieve goals not even remotely dreamed of in the past. Over the next five years, with continued effort directed toward improving our coaching, player and administrative systems at the team, club and district level, we will become a positive and influential force in all areas of soccer. In furtherance of this vision, the District Board commits to improving our administrative systems as well as seeking additional funding sources that will allow for new programs to be initiated at the club and district level. While clubs maintain primary responsibility for player and coaching development at all levels, a high degree of emphasis must be placed upon the development of our mini team players and coaches. It is by building programs from the mini level up that soccer in this District, Province and Country will eventually take its place on the world stage.

## **RESPONSIBILITY**

The District Board is the responsible authority (trustees) who oversee all League and Cup play and assist in development and administration of programs that benefit all members. The rules, regulations, policies, procedures and programs outlined in this manual are used to define and assist in that process. The membership (clubs), through processes defined in the Constitution and Bylaws, are the final authority in all matters that affect the district. Without limiting the power of the membership, the District Board may at any time make decisions, not inconsistent with the intent of these rules, regulations and policies, to cover emergency situations.



# Administration Manual Contents

Introduction (approved)

Constitution and Bylaws (approved by Societies Branch June 6, 2001)

Chapter 1 Board Administrative Procedures (approved)

Chapter 2 Harassment and Risk Management (approved)

Chapter 3 Rules and Regulations – Inter-Club Competitions (approved)

Chapter 4 Rules and Regulations - Mini and Euro Soccer (in progress)

Chapter 5 U11 and Euro Soccer (in progress)

Chapter 6 Select and Metro League Soccer (in progress)

Chapter 7 Registration and Team Formation (approved)

Chapter 8 Technical Directions and Coaching Development Programs (in progress)

Chapter 9 Referees and Discipline (in progress)

Chapter 10 “A” and “B” Cup (in progress)

Chapter 11 Other Cup Play (District Cup, Euro Cup, etc) (in progress)

Published by  
Lower Island Soccer Association  
Member of the British Columbia Soccer Association

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