



## Metro Women's Soccer League Member Handbook

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## Introduction to Metro Women's Soccer League

### **Our Mission:**

To develop the game of soccer inspiring women to life-long active and inclusive team play.

### **Purpose:**

To foster, develop and promote the game of soccer, in all its forms, and to safeguard the interests of the membership of the league.

To govern the Laws of the Game as applied to the league.

To generally provide whatever other assistance is available to support and encourage the game of soccer in the league.

The operations of the Society are to be carried on within the territorial limits of the Province of British Columbia. This provision is alterable.

**Constitution and Bylaws - can be found on the website under the about us tab**

**Rules and Regulations - can be found on the website under the about us tab**

Metro Women's Soccer League. #S40361  
A registered society in the Province of British Columbia (Aug 05, 2008)



## Our League

### Division Structure

- Premier
- Selects A
- Selects B
- Divisions 1, 2, 3, 4 & 5
- U21 A
- U21 B
- Classics Premier
- Classics Divisions 1, 2 & 3

### Promotion and Relegation Schedule

The Metro Women's Soccer League (MWSL) operates a Promotion/Relegation system for its Winter season to ensure that teams continue to play at a level at which they are competitive. Teams that finish in a promotion position at the end of each Winter season will be promoted up one division. Teams that finish in a relegation position at the end of each Winter season will be relegated down one division. Promotion and relegation are mandatory for teams finishing in either position.

After Winter team registration closes, vacant spots in each and every division may be filled using the mechanism of downward pressure. Downward pressure is the process whereby vacant spots will be filled by promoting as many teams as necessary from the division directly below to fill the vacant spots; the process will continue division over division until the vacant spots are pushed downward to the lowest (least-competitive) division in the interest of League divisional structural integrity. Criteria for promotion into vacant spots using downward pressure will be based upon the previous Winter season's final standings.

At the conclusion of every third season, the League will review divisions with more than one group and as determined possible and to an extent possible re-align teams among the groups along approximate geographic criteria as determined by the Board of Directors.

### Scholarships:

Each year MWSL Members have an opportunity to apply for Scholarships.

There are three \$850.00 MWSL Scholarships and two \$500.00 Soccer Express Scholarships available. Applications are due by the end of February each year. Scholarship winners will be chosen and announced sometime in late March or early April.

**\*\*Note you must be a registered player to apply.**

To obtain more information please our league office at [www.mwsl.com](http://www.mwsl.com) or call 604-802-4196.



## Schedule of Fees

### League Fees

Team Fee - Winter (Reserve one team slot in the League for the Winter Season)	\$375
Team Fee - Spring (registered previous Winter)	\$175
Team Fee - Spring	\$200
Player Fee - Winter	\$50
Player Fee - Spring (registered previous Winter) \$15	\$20
Player Fee - Spring (new player, reg. fee + \$5 for ID Card) \$25 plus \$5	\$30
Performance Bond (All teams joining the League must pay a refundable bond) \$100	\$100
Late Registration Team Fee	\$100
Protest Fee	\$250
Field Fee – Winter and Spring	TBD

\* for teams that require MWSL to provide field space

\*final actual costs will vary according to municipality & field type (turf vs grass)



METRO WOMEN'S  
SOCCER LEAGUE

## Schedule of Fines

Any violation of the Operating Rules, as listed, will result in the MWSL Board of Directors levying a fine.

### League Fines

Member Non-Attendance - MWSL Annual/Special General Meetings	\$50
Teams that default two (2) games in a season may be suspended for the remainder of the season and expelled from the MWSL. The team would then have to apply for re-admission to the MWSL.	Suspended Re-Apply
Defaulting games with more than 48 hours' notice is a "D" loss & fine	\$200*
Defaulting games with less than 48 hours' notice is a "D" loss & fine	\$400*
Team fails to comply with FIFA Law #4 Player Equipment	\$50
Failure to provide suitable field liner	\$50
Failure to provide suitable corner flags	\$50
Failure to provide suitable goal net(s)	\$50
Failure to provide suitable match ball or spare ball	\$50
Failure to provide proper team lists (two copies) and any applicable permits to referee when requested prior to the match commencing.	\$50
Failure to provide player I.D. cards to referee at game time	\$50
Failure to pay game official(s)	Default
Team official reported by the referee for being officially warned	\$50
Any team official sent off the field will be fined and will receive an automatic suspension from their team's next League or Cup game and will be required to attend a meeting with the Discipline Committee.	\$50(+) Min 1 game Suspended
Playing a suspended, illegal and ineligible or non-registered player	\$500(+) Additional Suspended
Registering and playing a player (In Div. 1-4) who will not be 17 by March 31st of the Fall/Winter Season she is to play in will result in a fine, loss of games in which the player participated, suspension of the player and team person who registered the player or directed the player be properly registered.	\$200(+)
Registering and playing a player who does not meet the age criteria for U-21 or for 30+Classics divisions will result in a fine, loss of matches in which the player participated, suspension of the player and team principal who registered the player or directed the player be properly registered.	\$200(+)
Offences noted with (+) could, at the discretion of the Board of Directors, result in additional penalties in addition to or in lieu of any stated fine. In order to allow for exceptional circumstances, enforcement of the above Operating Rules is under the discretion of the MWSL Board of Directors.	(+)

\*default fee include Referee & AR fees, pitch fees & administrative fees



## Registration

February/March - Spring Team Registration opens End of February

April- Spring Player Registration opens beginning of April

May/June- Fall Team Registration opens May

August - Fall Player Registration opens beginning of August

**\*\*Note:** Divisional Cup Playoffs usually last weekend in March, 1<sup>st</sup> weekend in April.

## Team Registration Instructions

*Team Managers will need to be aware of specific team registration deadlines. Above is a guideline to when registration typically opens. The last day of registration and payment due dates will be on the website.*

When team registration is open they may register online by clicking the link found along the left hand side on our Home page. Fill out the form and all information required. They will need to pay online, send in or come into the office to pay registration fee in order to complete the team registration process. An email will be sent after team registration closes with direction on how to register their players. The email will contain their login information for the 'admin' link as well as a 'key code' the players will need to register for their specific team. Once they have their 'admin' login, they will be able to use the functions to update their own contact information, team page and team rosters

Be sure to read the rules and regulations, especially those pertaining to home field duties, fines and their specific divisional rules.

## Player Registration Instructions

- 1) Go to [www.mwsl.com](http://www.mwsl.com) click **Player Registration**, enter your player login or if you are a new player click on New User
- 2) Fill in form using Player Key Code given by your coach or manager
- 3) Click Finished at the end of registration to complete this process
- 4) At Confirmation Page click on UPLOAD a PHOTO (This photo will be used to produce player cards so upload a head shot please no hats or sunglasses)
- 5) Once a photo has been uploaded click 'Finish'
- 6) Email confirmation will be sent to coach and player.



### Home page:

On the home page you will find any important notices and news that pertains to our League. As well you will find the link to our Facebook webpage that offers surveys and contests for our members

At the very top of our home page you will find the following tabs:

**Home:** Clicking this tab will bring you back to the Home Page

**About Us:** Clicking this tab will take you to a page with 3 menu items: League Contact List, which provides a list of our Office contacts and our Board of Directors; Team Contacts, which will take you to a page where you can search for Team contacts (must log in to access); MWSL History, which details how the MWSL began and where we are today.

**Register:** Here you will find team and player registration for Spring and Winter.

**League Docs:** Here you will find in .pdf format our Constitution and Bylaws, Rules and Regulations, transfer forms, Request to Reschedule, accident claim and liability forms, scholarship application form, and recent AGM documents.

**Tools and Info:** Here you will find News, Links, Fields, Gallery, Notices, Lost and Found, FAQ, and our online Calendar.

**Ask Your Head Ref:** This page features our Head Referee Michelle Pye and our Referee Scheduler Tim Blaine. You can read their bios and ask any questions you have regarding game.

**Classifieds:** This is where individuals and teams can post advertisements. You will find different sections to post your ads to:

'Events or Tournaments'

'Players looking for Teams'

'Teams looking for Players'

**Admin:** Here is where team management can log in and manage their team pages and team rosters

Down the **left side** of the **Home Page** you will find the Following links;

**News:** Here you will find news featuring specials on events going on as well as news regarding current information pertaining to our league.

**Online Store:** Will bring you to our sponsors online store

**Team Page:** Information for coaches and managers available when logged in

**Schedules:** Check out your schedule for the entire season, also links to field locations

**Standings:** keep an eye on your teams standings throughout the season or see who the top goal scorers are

**Cup Winners:** Lists the cup winners for the last few seasons

**Competitions:** Information on upcoming events

**Match Reports:** Complete all of your match reports from this link (must have authorized login)

**Referee Page:** Ask the ref, referee application, referee login



### Team Manager's Section:

*These tips are not rules to follow but simply some organizational tips that may help you in running and organizing your team.*

Have a binder that the team Manager or Captain brings to the game with the following contents:

- A copy of the Rules and Regulations
- A copy of your team contact list
- A copy of your team roster printed from your team page which has two copies (one for the opponent, one for referee); funds for the Referee in cash; cheques will not be accepted
- Player Cards - Downloaded from team pages

If you have a player that registered late, always bring a printed copy of their online registration in case the player did not make it in to the office. If this is the case, a picture ID must be produced to accompany the registration copy, as this ensures your player can participate in the game. Online registrations are only valid for 6 days after the registration was completed. After that a player card must be shown or a fine will be incurred.

Ensure that your equipment manager has the following items:

- Field liner (ensure that adequate paint and maintenance are regulated)
- First Aid kit - ensure that this is checked and stocked on a regular basis
- Corner Flags (appropriate to grass or turf)
- Net - in decent condition as it must cover and fit the entire goal frame properly
- Game ball - the Referee will check your game ball before the kickoff to ensure that the game ball is properly inflated and in good condition
- Uniforms - it is the home teams responsibility to have an alternate uniform if both teams are the same colour

It is always recommended to have a copy of the Rules and Regulations printed off for reference if needed; it can be a very useful tool if an issue arises. E.g. You are at the field and our Referee has not shown up, who do we contact and what do we do? This question is answered in your copy of the Rules and Regulations.

After each game a game report must be completed, please have a member of team management do this promptly after each game. When including details regarding a referee please do not comment on certain calls but instead the professionalism and ability of the referee.





## FAQ:

**Q: I am an individual looking for a team, how do I find a team to play for in my area?**

**A: On the MWSL website at the very top of the home page you will find a link to 'classifieds' within this link you will find teams looking for players in the different divisions and within various areas. You are also able to post an ad on this section.**

**Q: I am a Coach looking for new players, how can I do a call out to find players in my area?**

**A: On the MWSL website at the very top of the home page you will find a link to 'classifieds' within this link you will find players looking for teams in the different divisions and within various areas.**

**You are also able to post an ad on the classified section, advertising your team.**

**Q: How do I register? What is the process? What are the costs?**

**A: For step by step registration instructions please see the player registration section of this handbook. Registration is done online and a player card downloaded by your Coach or Manager before the start of each game.**

**Q: I am having problems registering my team online who can I contact?**

**A: You can contact our League Manager Jo-Dee Stanley by Phone: 604-291-7511 or Email: [admin@mwsl.com](mailto:admin@mwsl.com)**

**Q: Why am I required to fill out a game report?**

**A: A game report is required from each team every game. This assists the Head Referee and League Manager in assessing referees, tracking scores and logging game incidents.**



**Contacts:**

MWSL- Metro Women's Soccer League  
 6501 Sprott Street  
 Burnaby, BC, V5B 3B8

Phone: 604-291-7511  
 Email: [admin@mwsl.com](mailto:admin@mwsl.com)

**MWSL Office**

League Manager	Jo-Dee Stanley	604-802-4196	<a href="mailto:admin@mwsl.com">admin@mwsl.com</a>
League Scheduler	Leslie Burkinshaw	604-816-6939	<a href="mailto:scheduler_league@mwsl.com">scheduler_league@mwsl.com</a>
Head Referee	Michelle Pye		<a href="mailto:head_referee@mwsl.com">head_referee@mwsl.com</a>
Referee Scheduler	Emad Ghashghaee		<a href="mailto:adminref@mwsl.com">adminref@mwsl.com</a>

**Board of Directors**

President	Bruno Colangeli		<a href="mailto:president@mwsl.com">president@mwsl.com</a>
Treasurer - Finance Committee Chair	Toni Marie Lashta		<a href="mailto:director3@mwsl.com">director3@mwsl.com</a>
Vice President, Co - Treasurer	Garry Sangha		<a href="mailto:director2@mwsl.com">director2@mwsl.com</a>
Secretary	Kirsten Solli-Nowlan		<a href="mailto:director4@mwsl.com">director4@mwsl.com</a>
Director	Sandra Berry		<a href="mailto:director8@mwsl.com">director8@mwsl.com</a>
Director	Tiffany Scott		<a href="mailto:director7@mwsl.com">director7@mwsl.com</a>
Director	Lee Williams		<a href="mailto:director11@mwsl.com">director11@mwsl.com</a>
Director	Albert Stewart		<a href="mailto:director9@mwsl.com">director9@mwsl.com</a>
Director	Michelle Cameron Brooks		<a href="mailto:director6@mwsl.com">director6@mwsl.com</a>
Director	Brittany Schroeder		<a href="mailto:director10@mwsl.com">director10@mwsl.com</a>

**Helpful Links:**

[www.mwsl.com](http://www.mwsl.com)  
[www.bcsa.com](http://www.bcsa.com)  
[www.bcsoccer.net](http://www.bcsoccer.net)