



2025/26 BCSPL Match Day Regulations

BC Soccer Premier League (BCSPL)

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1. INTRODUCTION

This document will inform BCSPS Clubs of what they need to know when managing their BCSPS team on match day. BCSPS Clubs are asked to review and follow the guidelines carefully each weekend when their team competes. This will help ensure the best soccer experience possible for all.

2. SECTION I – PRE-MATCH

1. Match Schedule

- a) The full schedule of matches can be found on the BC Soccer website, under the BCSPS section at <https://www.bcsoccer.net/competitions/bcspl/>.
- b) Teams will play at the designated venues of each Club.
- c) When hosting, the host Club is responsible for permitting, booking and payment of playing fields, and match equipment (i.e. field equipment such as goals, nets, corner flags).

2. Pre-Match Hosting Communication

- a) Host Clubs must provide the Match Day Checklist, including host venue amenities and details, and the venue Emergency Action Plan, to the opposing BCSPS Club(s) by Tuesday for the current round/ upcoming match weekend.
 - i. See **Appendix D** for the outlined Match Day Checklist template

3. SECTION II – AT MATCH VENUE

1. Hosting Venue Responsibilities and Requirements

The host Club assumes lead responsibilities for running match day operations, with support from the BCSPS if needed. See Appendix A for the outlined specific Hosting Responsibilities and Requirements that shall be observed by all BCSPS Clubs.

2. Match Day Countdown

See **Appendix B** for the outlined Match Day Countdown protocol that shall be observed at all BCSPS matches.

3. Change Rooms & Change Room Protocol

Change Rooms

- a) Some venues come equipped with change rooms, allowing your team to change for match play at the venue, and shower and change after. Some venues have limited change rooms that may require your players to arrive at their matches changed and ready for play, but with

change room access after their match to shower and change. Some venues may have no change rooms, requiring players to arrive at and leave the venues in their playing kit.

- b) When using change rooms, please ensure they are treated respectfully and left clean and undamaged. Please ensure valuable items are not left in change rooms, as neither the host Club, the BC SPL, nor BC Soccer will take responsibility for loss or theft of belongings.

Change Room Protocol

- a) Only registered Team Officials and players are permitted in the change room.
 - i. Team Officials must vacate the change room while players are changing and may re-enter once players are finished changing.
 - ii. Unauthorized visitors are not allowed in the change room prior to, during, or after any sanctioned match.
 - iii. It is the responsibility of all team officials working a sanctioned match to ensure that a “professional” appearance and perception is maintained with regards to activities in the change room.
 - iv. Any inappropriate behaviour in the change room must immediately be reported to a team official or someone in a position of trust and may need to be followed up in writing to the BC SPL General Manager.

4. Pre-Match Warm Up

- a) Each team shall be entitled to a concurrent warm-up period of a minimum twenty (20) minutes which shall end strictly five (5) minutes before kick-off.
- b) The warm-up zone will be indicated to you on your arrival by the host Club and may be separate from the designated field of play.

5. Match Sheets & Player Reporting

- a) Match sheets will be available on the BC SPL Competition Management System (<https://comet.canadasoccer.com/>).
- b) Match sheets must be completed electronically at least 30-minutes prior to kick-off.
- c) No printed copies of match sheets will be utilized. No handwritten names or uniform numbers shall be added on printed copies of match sheets.
- d) Uniform numbers shall only be manually added in situations such as a uniform being ruled unsafe by the Match Official, due to the presence of blood, or a player playing in goal for part of the match may warrant this.
- e) The match sheet should be completed appropriately, with a minimum of fourteen (14) and maximum of 22 eligible players for all age groups. A minimum of three (3), maximum of six (6), Team Officials shall be properly listed on the match sheet.
 - a. A minimum of two (2) Team Officials is permitted for matches which include travel to or from Vancouver Island and the Interior.
- f) Each BC SPL team shall have a minimum of fourteen (14) players and a maximum of twenty-22 (22) players dressed in uniform, present and eligible to participate for all BC SPL matches.
 - a. If a team does not meet the 14-player minimum, the match can still proceed in accordance with FIFA regulations.

- g) Team Officials must bring BC Soccer Player Registration Digital ID for all players listed on the match sheet to all BCSPL matches.
- h) Team Officials must only be listed on one match sheet in BC Soccer's competition management system if multiple matches are taking place concurrently. Movement of Team Officials between matches and respective technical areas is not permitted and is in violation of the Laws of the Game.
 - a. The only exception to this rule for regular season matches is for the Clubs' Technical Director. If a sanction is received within one match, the individual is no longer permitted to move from that match to any other concurrent matches.
- i) Without a BC Soccer Player Registration Digital ID, a player is not eligible to take part in a BCSPL match.
- j) Without a BC Soccer Team Official Registration Digital ID, a Team Official is not permitted to take part in a BCSPL match and will not be permitted to sit on the team bench unless there is no other team official present to supervise.
- k) If a discrepancy in player eligibility is identified, it must be brought to the BCSPL General Manager's attention, and the team may be subject to disciplinary action.

6. Match Officials

- a) A (1) Referee and two (2) Assistant Referees shall be appointed to all BCSPL matches.
 - i. Where a full crew cannot be sourced, a 1+1 or single Match Official system may be used
- b) Teams shall adhere to Match Officials requests at all times, including requests for match lineups, digital ID cards (player and/or team official), warm-up completion, match start, and team bench vacation at match completion.
- c) BCSPL Match Officials should be appropriately dressed in official Match Official uniform(s) and come prepared with flags, whistles and other means needed to officiate a match.
- d) All Match Officials shall report immediately to the host Club contact upon arrival.
- e) BCSPL Match Officials may be mentored, developed and evaluated at BCSPL matches. BCSPL clubs may submit feedback to BC Soccer through the BCSPL Referee Performance Report Form after a match to assist with the evaluation of Match Officials. Commitment and cooperation in returning honest and fair feedback on BCSPL Match Officials is requested to ensure proper development outcomes.
- f) Mentors must not be approached by anyone other than the appointed Match Officials, regarding any decision before, during, or after the match.

7. Match Delays, Forfeits & Postponements

- a) A match may be delayed for up to one hour before being deemed cancelled and duly forfeited. The declaration of a forfeited match is the sole decision of the BCSPL, in consultation with the Home and Away Clubs and Match Officials.
 - a. A match is not to be abandoned until the first thirty (30) minute delay has elapsed.
- b) In the event of poor light, an unplayable field or insufficient player volume, the Match Official may at his/her discretion terminate a match before the completion of the scheduled match length.

- c) In the event that a match cannot continue through full regulation play, the match shall count provided seventy-five percent (75%) of the match was completed.
 - a. Match rescheduling to follow processes outlined in the BCSPL Operations Manual.
- d) When match delays occur, proceeding matches will still be afforded appropriate warm-up, match time and half-time break as per usual, albeit with a delayed kick-off time.
- e) Should a team fail to appear for a scheduled league match or not be able to complete a scheduled match, the Club shall incur a forfeit fee as per the Fines in the BCSPL Operations Manual.
 - a. The related Club shall incur a Forfeit fee of \$1,000. \$500 of the Forfeit fee will be provided to the opposition Club to manage any expenses associated to hosting or travelling costs associated with the cancelled fixture.
 - b. The team may also incur a deduction of three (3) points (if applicable) in the league standings, and a 3-0 win will be given to the opposing team.
- f) In case of the following inclement weather-related events, the specified policy / guideline must be followed:
 - a. Lightning: Canada Soccer Lightning Safety/ Severe Weather Policy [\[LINK\]](#).
 - b. Extreme Weather (Heat/ Cold): BC Soccer Extreme Weather Guidelines [\[LINK\]](#).
 - c. Air Quality: BC Soccer Air Quality Safety Guidelines ([LINK](#))
- g) In case of postponements, each home team shall communicate any delay of a postponement with the BCSPL General Manager and the opposing Club. All efforts must be made to cancel/postpone a match before the visiting team begins travel.
 - a. Any postponed match must be rescheduled, not played, within ten (10) days of the original date of the match. If no agreement on rescheduling the match is reached between the Home and Opposing clubs, the matter will be referred to the BCSPL General Manager.
- h) Referees must be notified of any postponement by no later than 8:00am of the match day in question. If they are not notified in advance of the deadline, they are due full payment of fees for said match.

4. SECTION III – IN-MATCH

1. Match Length & Half Time

- a) Match rules employed shall be those of FIFA Laws of the Game except instances noted in the BCSPL Operations Manual, and/or the BCSPL Match Day Regulations.
- b) At the U14, U15, and U16 age groups, matches will be two (2) halves of 40 minutes, with one 10-minute half-time. The half-time period commences when the Match Official blows for the end of the previous period.
 - a. Teams will switch sides at the end of the second period.
- c) At the U17 and U18 age groups, matches will be two (2) periods of 45 minutes, with one 10-minute half-time. The intermission period commences when the Match Official blows for the end of the previous period.
- d) The Match Official will indicate to teams when 2-minutes of halftime are remaining, and players are expected to be on the field ready for play 1-minute before the end of the intermission.

2. Team Officials & Technical Area

- a) The following team officials must be present, on the team bench, at all BCSPL matches:
 - i. Team Head Coach
 - ii. Team Assistant Coach, Goalkeeper Coach, or Team Manager
 - iii. A minimum of one (1) Team Official of the same gender identity as the players
- b) In the event that a Head Coach is sick or unable to attend a match for unavoidable reasons, the Assistant Coach may substitute in their place.
- c) At least one (1) member of the Team Officials who is not the Head Coach should have first aid training, with the responsibility for managing the welfare of injured players (or other parties) that do not require direct ambulatory care.
- d) Teams are also encouraged to have in attendance where possible the following:
 - i. Goalkeeper Coach
 - ii. Assistant Coach
 - iii. Team Manager
- e) The technical area should only extend 1 m (~1 yd) on either side of the designated seated area and up to a distance of 1 m (~1 yd) from the touchline. Management of the technical area is the responsibility of Match Officials.
- f) Only Team Officials and players registered with the team, and on the Match Sheet, may be permitted in the technical area.
- g) Team Officials must remain within the confines of the technical area except in special circumstances, e.g. entering the field of play, with the Match Official's permission, to assist in the assessment of an injured player.
- h) All players in the technical area must have pinnies on that identify them as not being active players in the match.
- i) Only one person per team is authorised to convey tactical instructions to players at any one time, standing within the confines of the technical area during the match, and must return to his/her position after giving these instructions. They must always act in a responsible manner. All players on the substitute's bench must remain properly seated on the bench at all times, i.e., not on the back of the bench or on the ground in the technical area.
- j) A player dismissed from the match may not continue to sit in the technical area. Dismissed players shall remain in a designated dismissed player area away from the field of play, properly identified by the Host Club.
- k) All Team Officials dismissed from the match are not permitted in the technical area and must vacate the vicinity of the field. Dismissed Team Officials are not permitted to continue issuing instructions from any other area at the venue.

3. Match Recording

- a) As of January 2025, on an annual basis BCSPL Clubs must meet the following minimum match recording requirements:
 - i. Record a minimum of 50% of all female and male home games and upload them in the required location and format within 72 hours of the match completion.

- ii. For game model review purposes, provide a minimum of ten (10) female home matches & ten (10) male home matches video and submit these to the BC Soccer, Soccer Development Department in the required formats and templates.
- iii. The *BCSPL Match Recording Guidelines* must be followed [[LINK](#)].

4. Substitutions

- a) All Age Groups – An unlimited number of substitutions are permitted during active play, restricted to five (5) instances per half.
- b) Re-entry is permitted.
- c) A substitute player may not enter the field of play until the Substitution slip(s) has been completed and provided to the Match Official at midfield and has been instructed by a Match Official that he/she/they may enter the field.
- d) Teams must keep substitution slips during the match. Substitutions will not be permitted without substitution forms. This applies to half-time substitutions as well.
- e) Substitution slips are only required per instance, not per player substitution.
- f) Unlimited substitutions are permitted at half-time.
- g) Substitutions can be made at any match stoppage, including “hydration breaks”.

5. Discipline

- a) All BCSPL judicial matters (complaints, discipline, protests, appeals) follow the Policies of BC Soccer. The BCSPL General Manager may issue automatic suspensions for match play on behalf of a Judicial Body of BC Soccer.

6. Medical Services

- a) All BCSPL Clubs are required to have an Emergency Action Plan (EAP) for all match hosting venues and provide this information in the Match Day Checklist to the opposing BCSPL Club(s).

5. SECTION IV – POST MATCH

1. Completing Match Report (Match Officials)

- a) Match reports are completed by the Match Official within twenty-four (24) hours of the match, with the following information recorded:
 - i. Goals (goal scorers with times)
 - ii. Misconduct and discipline (with violation and times)
- b) It is recommended that one Team Official from each of the teams verify the Match Report finalized in the Competition Management System and inform the BCSPL General Manager of any requested changes within 48-hours of the Match Report being submitted.

APPENDIX A – HOSTING REQUIREMENTS

1. Facility & Equipment Requirements

The host Club must provide:

1. Two (2) match balls per field
2. Additional tents/gazebos (10x10, along with weights/sandbags or other method of securing) per field as required to ensure team benches and area at center field for Match Officials are covered.
3. A table and two chairs at center field for each field being used
4. Nets for goals
5. Weights or other methods of securing the goals from tipping over (if required)
6. Four (4) Corner flags
7. Any other equipment needed at the venue
8. BC SPL Clubs are responsible for the replacement of any match day equipment lost, stolen or damaged throughout the season.

2. Pre-Match Day

Host Clubs are required to provide the Match Day Checklist document, including host venue amenities and details, to the opposing BC SPL Club(s) by Tuesday for the current round/ upcoming match weekend. The following information shall be provided in the Match Day Checklist:

- a. Home and Away uniform colours (shirt, shorts, socks, goalkeeper)
- b. Warm-up areas
- c. Pre-match procedures (i.e. walkout, anthem, handshake)
- d. Parking details
- e. Location of washrooms and change rooms (or designated room(s) for players/officials to change in)
- f. Spectator facilities
- g. Nearest hospital, including address
- h. Field address
- i. Contact details for onsite club contact who will have full knowledge of emergency management protocol at the host venue
- j. Indication of whether the match will be video-recorded

3. Match Day - Set Up

The Host Club is responsible for set-up of the event and to ensure the following:

1. Designated parking is available in advance of the first match.
2. Directional signage directing teams/ spectators to the venue is affixed as needed.
3. Any sponsor signage is affixed where appropriate.
4. A minimum of one (1) canopy tents per field is set up with:
 - a. One (1) tent for each team, covering the respective bench.
 - b. An additional tent provided by host club may be set up for dedicated medical support.
5. A table for the Match Officials shall be set-up at centre, between the two team benches.

6. Washrooms are open, unoccupied and checked for cleanliness.
7. Goals are properly dressed with nets firmly secured all around the goal.
8. Corner flags are placed at each corner of the field.
9. All other field markings are clearly visible and marked as per FIFA Laws of the Game.
10. Team benches are set up either side of the halfway mark and are clean and ready for use.
11. Teams' technical areas are marked out in front of each team bench and should only extend 1 m (1 yd) on either side of the designated seated area and up to a distance of 1 m (1 yd) from the touchline.
12. Designated area for dismissed players located away from the field of play and is marked.
13. The playing surface is inspected before the start of the first match and any litter shall be removed.
14. Bleachers/ spectator seating is properly set up, located on the opposite side of the team benches where possible, and free of litter/ debris.
15. If needed, directional signage is affixed showing spectators how to access bleachers/ seating. Spectators should not be permitted to access seating by crossing the playing field.

4. Match Day Operations

A designated representative from the Host Club is also responsible for managing field operations, with any support that you may wish to provide to ensure your BCSPL hosting events are successful. In order to provide the best support possible, the following is protocol for match operations and logistics:

1. Teams must arrive at the venue 45 minutes before kick-off*. If possible, greet the teams in person upon their arrival. The teams should be advised of field location, and designated warm up area.
2. Match Officials should report to the designated Host Club representative. Match Officials are instructed to arrive at the venue a minimum of thirty-five (35) minutes prior, and no later than fifteen (15) minutes prior to kick-off, for their assigned match.
3. Teams should be provided with an area to warm up (which may be the field of play if necessary and not interfering with the preceding match). Teams are permitted a twenty (20) minute warm-up, on the Field of Play, which must finish at least five (5) minutes before kick-off.
4. A match may be delayed for up to one hour before being deemed cancelled and duly forfeited. When a Venue is closed prior to Kick-Off time, the BCSPL General Manager will be notified and will have final say on the suspension or forfeiture of a match. The declaration of a forfeited match due to unplayable conditions is the sole decision of the BCSPL, in consultation with the Match Official.
5. When match delays occur, proceeding matches should still be afforded appropriate warm-up, match time and half-time break as per usual, albeit with a delayed kick-off time.
6. Match sheets / team line ups must be submitted through the BCSPL Competition Management System by each team thirty (30) minutes before the kick-off of each match.
7. A representative from the Host Club will assist with the substitution process. If a team wishes to make a substitution during the match, or during one of the intermissions, one of the team officials must fill in the substitution form and take it to the administration table

prior to the substitution. At the conclusion of the match, the substitution forms must be collected from each team and remitted to the Match Official. The substitution will be at the sole discretion of the Match Official.

8. Within twenty-four (24) hours of the conclusion of each match, the Match Official will login to the BCSPL Competition Management System and record the results of the match and complete the online Match Report.

*For teams travelling to/from the Island or Interior, if a ferry or bus is delayed, team arrival 30 minutes before kick-off will be approved. Note, travel bookings must be made based on arriving at the field 45 minutes before kick-off.

APPENDIX B – MATCH DAY COUNTDOWN

1. Pre-Match

Activity	Responsibility	Time until kick-off
Venue Inspection	Designated Host Club Personnel	120-60 minutes
Venue Set-Up	Designated Host Club Personnel	120-60 minutes

2. Pre-Kickoff

Activity	Responsibility	Time until kick-off
Teams arrive at venue and check-in with designated Host Club Personnel	Team Officials	60-15 minutes
Match Official(s) arrive at venue and check-in with designated Host Club Personnel	Match Officials	
Match Official Inspection of the field	Match Officials	
Match Officials' warm-up starts	Match Officials	30 minutes
Teams' warm-up starts	Team Officials	
Team Line ups submitted and confirmed in Competition Management System	Team Officials	
Player and Team Official ID/ Photo Roster Verification	Match Officials	
Match Officials' warm-up ends	Match Officials	10 minutes
Match Balls provided to Match Official	Host Club	
Teams' warm-up ends	Team Officials	8 minutes
Announcements / Final Instructions	Team Officials	
Players' equipment check	Match Officials	6 minutes
Starting 11 and Match Officials line up for entry to the pitch*	Players & Match Officials	
National Anthem*, Pre-Match Ceremonies*, Coin Toss	Match Officials	5 minutes
Kick-Off	Match Officials	0

*Dependent on pre-match ceremonies confirmed by the Host Club.

3. During Match & Post-Match

Activity	Responsibility	Timeframe
Substitution Forms Submissions	Team Officials	Throughout Match
Match Report Completion on Competition Management site	Match Official	Within 24-hours of Match
Match Report Review	Home & Away Team Officials	Within 48-hours of the Match Report being submitted

4. Match Day Wrap-Up

1. On completion of the final match, host Club is responsible for taking down tents/gazebos, tables, chairs, any other match day equipment, and signage.
2. Equipment used specifically for BCSPL hosting should be stored at a designated storage location at the host organization (ideally at the venue) for reuse for all home match dates.
3. Host Clubs should verify that the venue is left clean and ready for use by the next user group.
4. Any questions should be sent to the BCSPL General Manager.

APPENDIX C – BCSPL HOSTING VENUE CRITERIA

[Redacted Header]								
<i>Venue 1</i>								
<i>Venue 2</i>								

APPENDIX D – MATCH DAY CHECKLIST TEMPLATE



BCSPL Match Day Checklist

HOME CLUB:									AWAY CLUB:								
Team	Shirt Colour	Shorts	Socks	GK	Day	Kick-Off	Date	Locker Room HOME	Team	Field	Surface	Locker Room AWAY	Warm Up Location	Shirt Colour	Shorts	Socks	GK

Water and First Aid Ice	
Change Rooms	
Warm Up Area	
Team Benches	
Physio / Trainer	
Match Video Recording	

Pre-Game Procedures	
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Field / Venue Address	
Parking	
Spectator Facilities	

Host Club Contact(s)	
Nearest Hospital	
Emergency Action Plan	