



VISL Policies and Procedures for Player Identification Cards, 2007-08



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1.0 Why ID Cards?

Soccer leagues throughout the world utilize Player Identification Cards (referred to within as ID Cards) to better manage team activities and to ensure only registered players are participating in league sanctioned matches. Although there may be initial growing pains of implementing the ID Card system in the VISL, the benefits of utilizing the ID Card system include:

- Improved security for players, team officials, and referees
- More consistent application of existing rules and procedures for properly completing pre-game paperwork by team officials
- Reduced incidents of game protests due to incomplete or incorrect paperwork
- Better management and tracking of players for administering discipline
- ID Cards are also a mandatory requirement for all BCSA sanctioned cup matches.

2.0 Implementation of the ID Card System

The VISL ID Card system will be implemented in three phases for the 2007-08 season.

Following the 2007-08 season, these policies and procedures will be reviewed and updated as necessary, and it is expected that starting in the 2008-09 season ID Cards will be a mandatory procedure for all league sanctioned games.

2.1 Phase 1: December 5, 2007 – January 31, 2008

**During Phase 1 of the implementation period, ID
Cards will not be a mandatory requirement.**

During Phase 1 of the implementation period, ID Cards will not be a mandatory requirement. This first phase will provide an opportunity for players, team officials, and referees to become familiar with the game day and other procedures outlined in this policy manual. Referees will be instructed to go through the ID Card procedure prior to each game for all players that do have ID Cards.

Team officials are strongly encouraged to use this period to ensure all players have acquired their ID Cards, as starting in Phase 2, ID Cards will be a mandatory requirement for all teams on each



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game day. Opportunities to provide feedback on the ID Card system will be available through the VISL forum during Phase 1, and changes to this policy manual may be considered by the VISL executive prior to moving into Phase 2.

2.2 Phase 2: February 1, 2008 – Season End

During Phase 2 of the implementation period, ID Cards will be a mandatory requirement for all league sanctioned matches, including league cup games.

During Phase 2 of the implementation period, starting February 1, 2008, ID Cards will be a mandatory requirement for all league sanctioned matches, including league cup games. Players, team officials, and referees will be required to follow the procedures outlined in this manual and will be subject to sanctions by the league if procedures are not being followed correctly.

To provide a safety net during the Phase 2 ID Card period, team officials will be allowed to use one photocopied set of ID Cards as a backup in case ID Cards are unavailable due to an emergency situation. This photocopied set must be available prior to the start of the match so the referee can go through the ID Card process, and the photocopies must be clearly legible including player photos. This option is only available for a team that has no full set of ID Cards, single players that do not have their card may not use the photocopy separately along with the rest of the actual team ID Cards. The referee will be instructed to record that a photocopied set has been used in his/her game report, and this option is only available once per team. Thus, the second time a team uses photocopied ID Cards will result in a game forfeit and any other appropriate sanctions as determined by the VISL. This means lost or otherwise unavailable cards will have to be replaced prior to the next match the team plays.

2.3 Phase 3: 2007-08 BC Cup Play

Once BC Cup play begins all teams taking part in BC Cup games will be required to show valid ID Cards for all players at all games. No photocopies will be accepted, and teams without ID Cards will forfeit the scheduled match. Teams may also be subject to fines and other sanctions if they do forfeit the match.



3.0 Who Will Need ID Cards?

3.1 Registered VISL Players

Starting February 1, 2008, all registered players in the VISL will be required to present valid ID Cards to the referee prior to each league sanctioned game. Each player is assigned a unique ID Number that will be displayed on the ID Card, along with a picture of the player. ID Cards will remain valid for five seasons after the season first processed by the league, and will remain the property of the VISL. Thus, the ID Cards are not assigned to any specific team and may be used by the player for several teams over the five season period. The VISL reserves the right to rescind the ID Cards at any time.

All players not registered in the VISL prior to the 2005-06 season will require new ID Cards. Many players registered in the 2005-06 season or later do have existing ID Cards, which will remain valid from the date they were processed. Team officials likely have these cards. Players joining new teams are expected to bring their cards with them. Players who have changed clubs should contact former team officials to confirm no card exists prior to acquiring a new card. Team officials are expected to release ID Cards to players after each season and/or whenever the player requests the return of the ID Card.

3.2 Team Officials

All registered team officials are required to have a team official ID Card, which have already been issued each season as a standard operating protocol for several years by the VISL. Any team official that is also registered as a player will be required to present a player ID Card as well as their team official ID Card to the referee prior to each match.

3.3 Permitted VISL Registered Players

All VISL registered players that are taking part in any league match will be required to show their ID Card prior to each match they play with any team, including teams that bring players up from lower divisions, U21, and/or Masters divisions on permit. All other permit rules still apply for players in this category. Team officials of players that are requesting their cards for a game they are called up for are expected to make those cards available.



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3.4 Permitted Youth Players

All youth players playing in VISL games, including metro level youth players, are not required to present ID Cards. Normal permit procedures will remain the same for players in this category.

4.0 Do ID Cards Cost Anything?

Each player is granted one ID Card every five years as part of their VISL league registration fees. Replacement ID Cards within the five year period will be charged a \$10.00 handling and processing fee (per card). Upon expiry, ID Cards will be revalidated and re-issued at no cost to the player, should they still require a valid ID Card and as long as the old ID Card is handed in at the time of revalidation. ID Cards remain the sole property of the VISL at all times, and may be rescinded at any time by the league Board of Directors.

5.0 How Do We Get ID Cards?

For local teams (Greater Victoria and Sidney to Sooke), all new players and other players that do not have valid ID Cards must have their picture taken at the Lower Island Soccer Association office to obtain a new ID Card. The office is located at 101-1246 Esquimalt Rd (down from Action Motor Cycles). Office hours are Monday, Tuesday, Wednesday and Friday from 9:30 – 5:00 p.m. The office contact is Lori Marshall.

For non-local teams (currently Saltspring, Duncan, Ladysmith, Nanaimo, Port Alberni, Oceanside, Comox, Campbell River and Powell River), players will be able to email an acceptable Jpeg picture (~200 dpi) to the soccer office, care of Lori Marshall at admin@lowerislandsoccer.com after which the player ID card will be mailed (or couriered by request at your expense.) Photos for ID Cards are to be chest and above shots only. As well, no hats or dark glasses are permitted in the photo.

Depending on the timing of ID Card creation and how busy the Soccer Office is, cards may be available on the same day or may be required to be picked up at a later date. These details can be arranged with Lori Marshall at the Soccer Office. Out of town teams may request the cards be mailed. Also, if a ID Card is created by the Soccer Office for an out of town team and it will not reach the team in time for the next match by regular mail, the team may request a faxed, dated



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photocopy of the ID Card be sent, and this fax may be only used one time. Again, this must be arranged with Lori at the Soccer Office and communicated to the referee prior to the match.

6.0 Team List Requirements

Team officials will be required to include all player ID Card numbers on team lists (except youth payers on permit). Team lists must also include first and last name of all players (including players called up on permit), and the proper jersey number worn by the player that day. By including the player ID Card numbers on the team list, this will allow the referee to give the cards back after the pre-game inspection, thus limiting the chances of a situation where the referee leaves the match with the cards. However, the referee may request to see the ID Cards again at any time during or immediately following the match. A generic Word template has been created and posted on the VISL website that team officials can use to create team lists that include player name, jersey number, and ID Card number. It is strongly recommended that this template, or a similar one, be used for each match.

Remember! Team lists must include first and last name of all players (including all players called up on permit); the proper jersey number worn by the player that day; and the corresponding player ID Card number (except youth players on permit).

7.0 Instructions for Referees

All referees and/or Assistant Referees (AR's) officiating in VISL sanctioned games will be required to check ID Cards prior to each match. The referee will collect all cards from both teams prior to the start of the game and review them along with the team lists and the players present. The referee and/or AR will return the cards following pre-game inspection but retain the right to access the cards at any time during or immediately following the match.

Table 1 summarizes the responsibilities and procedures to be followed by Referees and AR's for each game they officiate.

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Table 1. ID Card System Responsibilities and Procedures for Referees and AR's

Activity	Responsibilities	Procedures
Pre-Game Inspection	Ensuring each player on game day team list has valid ID Card	<ul style="list-style-type: none"> - Game day ID Card checks may be delegated by the referee to a BCSA sanctioned AR (if applicable), reporting match results including ID numbers will remain solely the responsibility of referees - Team lists must have player ID Card numbers along with both first and last name, and the proper jersey number worn by the player - During the pre-game inspection, the referee (and/or AR) must inspect the team ID Cards and cross-reference the pictures on the cards to each player - At the same time, the referee (and/or AR) must inspect the team game list and verify each player has the correct jersey number - The referee is instructed to not allow any player to take part in a league sanctioned game if they cannot produce a valid ID Card - If warranted, the referee may abandon the match if a team is refusing to cooperate or obey the rules pertaining to players and requirements for presenting ID Cards described in this document - During phase 2 of 2007-08 implementation, teams are allowed to use one set of photocopied cards as an emergency backup (see Section 2.2) - Referees will not keep ID Cards during the match, they will return to them to team officials immediately following pre-game inspection
During the Match	Storing ID Cards	<ul style="list-style-type: none"> - The teams officials will store each set of ID Cards in a safe location for the duration of the match
After the Match	Recording player ID Numbers	<ul style="list-style-type: none"> - Referees are required to record player ID numbers from any players who have received a caution, accumulation of two cautions, or direct expulsion from the match
	Accessing ID Cards during or after the match	<ul style="list-style-type: none"> - Referee and/or designated AR may request to see ID Cards again to clarify player ID numbers, cautions, expulsions etc. - Team officials must make the ID Cards available to the referee if requested after the match is completed, or at any other time during the match - Referees are never to keep ID Cards for any reason after the match is completed and any pertinent info is recorded - It is the responsibility of both team officials and the referee to ensure ID Cards are returned from the referee following each match
Post-Game Reporting	Filing of accurate and complete game report including new requirements for ID Cards	<ul style="list-style-type: none"> - Referee must report ID Card numbers of all players who have received a caution, accumulation of two cautions, or direct expulsion from the match - Referee should report any issues or incidents that may occur when inspecting ID Cards - Referee should report any players who are not willing to cooperate with ID Card protocols - Referee should report any team officials who are not cooperating with ID Card protocols - Referee must report any teams that used photocopied emergency backup set of ID Cards during Phase 2 of implementation period - Referees must report any players that use a faxed, dated copy of the ID Card from the Soccer Office



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Failure to adhere to these procedures by referees may result in referee game fees being withheld for any matches where ID Cards were not adequately inspected or other procedures not completed satisfactorily.

IMPORTANT NOTE FOR REFEREES: To provide a safety net during the transition into the Phase 2 ID Card implementation period, team officials will be allowed to use one photocopied set of ID Cards as a backup in case ID Cards are unavailable due to an emergency situation. This

8.0 Responsibilities of Team Officials

All team officials are expected to cooperate with implementing the ID Card system.

Responsibilities of team officials include:

- Ensuring all registered players have valid ID Cards
- Ensuring ID Cards are available each match for pre-game inspection by the referee
- Ensuring players are prepared each match and show a willingness to cooperate with referees to make the ID card process simple and efficient to administer
- Ensuring registered players without valid ID Cards do not take any part in any league sanctioned matches
- Distributing ID Cards back to players following the completion of each season (or upon transfer of a player to a new team)
- Making existing ID Cards available to former players who have requested them

9.0 Responsibilities of Players

All players of the VISL are expected to cooperate with implementing the ID card system. The VISL retains ownership of the ID Cards, and ID Cards are not transferable to other players.

Responsibilities of players include:

- Acquiring a valid ID Card prior to taking part in any league sanctioned games
- Ensuring team officials have access to the valid ID Card for inspection by the referee prior to each game
- Cooperating with referees during pre-game inspections to make the ID card process simple and efficient to administer
- Replacing lost or otherwise unavailable ID Cards prior to taking part in any further league sanctioned games
- Obtaining their ID Card from team officials at the end of each season or when transferring to a new team
- Having only one valid ID Card



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10.0 League Fines and Sanctions

Players, team officials, and team organizations may be disciplined in accordance with VISL and BCSA guidelines for not properly administering the policies and procedures laid out within this policy manual. Depending on the severity of circumstances, this may include forfeit of games in question, suspensions, and fines/bonds in accordance with VISL discipline procedures and Part 16 of the BC Soccer Association Discipline Policy and Procedure Guide.

As of February 1, 2008, all VISL players must have a valid ID Card or they cannot participate in any VISL sanctioned games including VISL league cup playoffs. Any player found knowingly using another player's ID Card, an expired ID Card, more than one ID Card, or participating in a portion of any VISL match with no valid ID Card shall be considered an ineligible/illegal player and discipline will be in accordance with VISL discipline procedures and Part 16 of the BC Soccer Association Discipline Policy and Procedure Guide. Team officials and team organizations may also be disciplined.

Remember! The referee is instructed to not allow any player to take part in a VISL league sanctioned game if they cannot produce a valid ID Card.

11.0 Frequently Asked Questions

I lost my ID Card, can I play today?

No registered players are permitted to play in any VISL league sanctioned match without a valid ID Card.

My coach lost all our team ID Cards, can we play the match today without them?

ID Cards will be a mandatory requirement for all league sanctioned matches. Once Phase 2 is implemented, teams unable to produce ID Cards will be required to forfeit the match. However, to provide a safety net during the initial mandatory ID Card period, team officials will be allowed to use one photocopied set of ID Cards as a backup in case ID Cards are not available due to an emergency. See section 2.2 for further details.

I had an ID Card last year, but now I am on a new team, what should I do?

Contact your former team officials and get your ID Card from them. If they no longer have it, a new ID Card will be required prior to playing in any league sanctioned matches.



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A player in our game yesterday played with someone else's ID Card, what happens?

If a player is deemed to have played using another player's ID Card, an expired ID Card, more than one ID Card, or participating in a portion of any VISL match with no valid ID Card that player will be suspended indefinitely until a VISL disciplinary meeting can be held. Teams, team officials and team organizations may be subject to additional penalties including suspensions, game forfeits, and/or fines and bonds.

I live in Victoria, but can't get to the Soccer Office during regular hours to get my ID Card, what should I do?

It is the player's responsibility to get a valid ID Card prior to playing in any VISL sanctioned games. Alternative arrangements may be possible by contacting the Soccer Office.

A player in a game I was refereeing today refused to present a valid ID Card during the pre-game inspection, what should I do?

The player is not allowed to take part in the game. Team officials are expected to support referees in this regard. If the player insists on playing, and the team official insists on that player taking part with no ID Card, the game may be abandoned and forfeited to the opposition. The player(s) and team official(s) must be reported in the match report.