



Information for New Teams

April 2026

Contents

Paying for Players	3
Pre-paid Credit	3
Printing Game-Day Rosters and Downloading ID Cards	3
Call-Ups.....	4
Spring ICP Rules	4
Exclamation Marks.....	5
Player Registration	5
Photo ID Requirements for Players	5
Adding Team Staff	5
CRCs	6
Other Info: TEAM HANDBOOK	6

Paying for Players

Players can choose to pay for themselves when they register or they can select **Team to Pay**.

If you have told your players to choose **Team to Pay** when registering, this is the way to cover those payments:

1. Log in with your coach login and go to your team page.
2. Go to **Player Fee Summary: Click here for Report**.
3. Click the boxes beside those players you wish to pay for, then click the **Pay checked** link at the bottom.
4. Chose payment method: You can pay with credit card or eTransfer. Or pre-paid credit if you have any (see below).
5. Post and you're done. Note that eTransfer payments have to be processed by us before players will appear as paid.

Pre-paid Credit

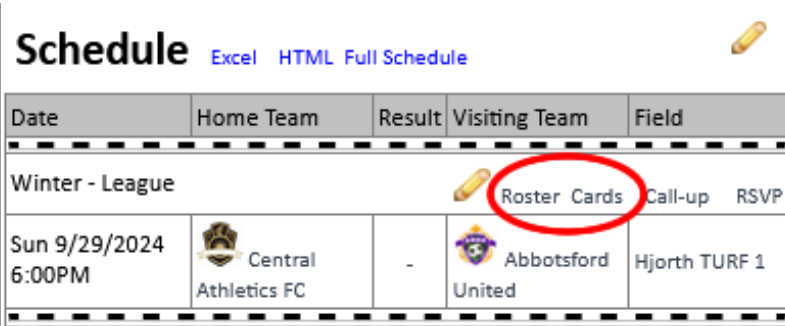
You can pay for players before or after they register by using pre-paid credit.

1. E-transfer a payment stating your team and division and that it is pre-payment for player registrations.
2. Log in with your coach login and go to your team page.
3. Look at the **Team Fee Summary** on your team page. You will see the prepaid credit there.
4. Get your players to register, choosing **Team to Pay**.
5. Go to **Player Fee Summary: Click here for Report**.
6. Click the boxes beside those players you wish to pay for, then click the **Pay checked** link at the bottom.
7. Chose payment method: you will see an additional payment option to use your prepaid credit.



Printing Game-Day Rosters and Downloading ID Cards

You need two printed rosters to give to the match official and a “card deck” of players’ ID photos to show him. ROSTERS MUST BE PRINTED FROM OUR WEBSITE USING THE FOLLOWING PROCEDURE:

1. Log in as coach, go to your team page, find the scheduled game.



The screenshot shows a 'Schedule' page with a table of games. The table has columns for Date, Home Team, Result, Visiting Team, and Field. A row for 'Winter - League' is highlighted, and the 'Roster Cards' link is circled in red. Below this row, a specific game is listed for Sun 9/29/2024 at 6:00PM, featuring Central Athletics FC vs. Abbotsford United at Hjorth TURF 1.

Date	Home Team	Result	Visiting Team	Field
Winter - League				
			Roster Cards	Call-up RSVP
Sun 9/29/2024 6:00PM	 Central Athletics FC	-	 Abbotsford United	Hjorth TURF 1

There is a **Roster** link and a **Cards** link.

2. Click **Roster** to print your game-day rosters, you need 2 to give the ref. Click **Cards** to download your ID cards to your phone or tablet, to show the ref.

Call-Ups

If you want to call up a player on permit from another team, this is the procedure:

1. Log in as coach, go to your team page, find the scheduled game.



Schedule [Excel](#) [HTML](#) [Full Schedule](#)

Date	Home Team	Result	Visiting Team	Field
Winter Masters - League				
			 Roster Cards Call-up RSVP	
Fri 9/6/2024 9:00PM	 North Delta FC Rangers	-	 Langley Utd Knights	Delsom TURF

2. Click the **Call-up** link. You will be taken to the ICP (Intra-Club Permit) page. The ICP rules are listed there.
3. READ THE RULES! (Rules for Spring listed in the next section).
4. The form will allow you to choose **eligible** players to call up on permit for that game. It also allows you to call up Youth Permit Players who are in Youth Pool. (See the **Youth Pool FAQ** under the **Registrations** menu).
5. Called-up players are automatically added to your game-day roster and their ID cards added to your game-day card deck.

Spring ICP Rules

1.0 ICPs may be used to allow players to play on different League teams through the use of the online call-up feature on the FVSL team page. No club-affiliation is needed in Spring.

2.0 Call-ups are strictly limited for use by league-registered players only.

3.0 Teams may call up players from any lower-division team, with the following provisos:

3.1 For the purposes of ICPs, Burnaby 1, 2 and 3 are equivalent to Divisions 1, 2 and 3, and Burnaby Masters is equivalent to Masters.

3.2 Masters teams (O-35) can call up O-35 players from any team except for teams in their own division.

3.3 Masters teams (O-45) can call up O-45 players from any team except for teams in their own division.

3.4 Players in Premier U-19 teams can be called up by ANY team.

4.0 Intra-Club Permits are allowed in League matches only.

5.0 A maximum of seven (7) permits may be used by a team in a single League or Cup match.

6.0 There is no limit to the number of times a player can play on an Intra-Club Permit.

Match Balls

All teams must use the league-approved Adidas TIRO PRO. New teams can purchase by e-mailing admin@fraservalleysoccer.com at \$95 (tax incl.) send payment to payments@fraservalleysoccer.com

Exclamation Marks

Red exclamation mark next to a player:

If using a PC, **hover** over the **red !**. If on a smart phone, **touch** it.

1. "invalid pay status Incomplete." The player has not completed his registration by clicking "Finish". They won't appear on the Player Fee Summary until they do.
2. "Headshot missing." Contact your player to upload a picture.
3. "invalid pay status Pend" means this player has to pay or be paid for.
4. "???" or "cerr" means credit card error, so payment has not been received.

Red exclamation marks next to team staff are self-explanatory.

Note also, you have to be logged in as a coach to manage your team. Seems obvious, but some coaches are emailing me saying they can't do things, and it's because they are just clicking on their team page without first logging in.

Player Registration

Information about [player registrations can be found here.](#)

Photo ID Requirements for Players

All Players must supply a head-and-shoulders passport-type photo for use as playing ID. Players will be prompted to upload their photo during the registration process.

Tell your players:

- NO BALL CAPS,
- NO LONG SHOTS WITH THE PLAYER IN THE DISTANCE
- NO GOOFY EXPRESSIONS

Adding Team Staff

You can add or delete team staff to your team yourself.

Log in with your coach login. Go to your team page and click the edit pencil in the top left area, see below:



This takes you to **Team Detail Maintenance**.

Scroll down until you see **Changing team staff - PLEASE READ!**

Read the **red text** and follow the instructions.

Adding staff who are not in the system: It's a 2-part process.

1. Using the **Add** link, fill out the form and post.
2. Go back to the staff position, use the pull-down to find the person just added.

CRCs

All team staff **MUST** have current Criminal Record Checks (CRCs). They will not appear on game-day rosters and cannot sit on the team bench without a CRC.

If you have one, please send proof to Thomas Mills admin@fraservalleysoccer.com.

Team staff can log into their profile (by clicking the wrench next to their name) and go down to the CRC section for how to apply.

Other Info: TEAM HANDBOOK

Please read the Team Handbook, available on our website home page, or [download it here](#).