



OPERATING PROCEDURE

Document ID: BRFC-000120-PRC
Revision: 1
Section: Belle River F.C.
Sub-section: Teams & Rostering
Authority: Travel Director
Location: Google Drive

Created on: 2025-08-28
Reviewed on: 2025-08-28
Approved on: 2025-09-15
Approved by: Jim Rovers
Supersedes: N/A

BRFC Team Selection Process

Purpose

To ensure a fair, transparent, and consistent process for travel team formation, all applicable teams must hold publicly disclosed tryouts prior to initial roster selection. The procedure is to be followed in the order topics are numbered to ensure both coaches and Belle River F.C. have the opportunity to identify any concerns or gaps within the defined process.

Scope

This procedure applies to all Belle River F.C. Youth Travel teams (Senior Women's teams excluded).

Procedure

1. Tryout Requirements

- Each team must hold a minimum of two publicly announced tryouts before team formation.
- Tryouts must be announced at least 48 hours in advance via official club communication channels.
- Any changes (e.g., weather delays) must be communicated to registered participants as soon as possible.
- All tryout participants must be registered through Belle River F.C.'s official tryout registration system to be eligible for assessment.
- Player notes must be recorded by coaches during tryouts and retained for future reference.

2. Assessment Criteria

Coaches will assess players based on the following factors:

- Technical ability
- Focus and desire for skill development
- Commitment to the team
- Respect for coaching staff
- Overall attitude and coachability
- Desired playing position relative to team needs
- Disciplinary track record (e.g., red cards)
- Team camaraderie and team chemistry
- Attendance history in previous seasons (if applicable)

3. Player Selection

- The head coach will have final say on the roster they choose to submit for approval
- Assistant coaches will be consulted by the head coach when making selections
- Selections shall be limited to players approved by the club to tryout (i.e. registered for tryouts and confirmed via rostering to the tryout team by a club administrator)
- Coaches may indicate their desired roster size, taking into account both minimum and maximum roster sizes indicated by the league.
- Coaches should be prepared to provide supporting documentation for their selection process (i.e. completed assessment forms, matrixes, player notes) if requested
- Where player interest generates enough tryout participants to facilitate multiple teams, coaches should be aware that the division may be subject to multiple balanced teams or player pools at the club's discretion.

4. Roster Submission & Review

- Coaches will submit their proposed roster to travelrosters@belleriversoccer.com, refraining from notifying players of their decisions until the roster has been approved by the club.
- Coaches will provide tryout feedback to the club regarding attendance, talent, and any topics of concern.
- A member of the Belle River F.C. Travel Committee will review all selections for approval or required changes.
- Players will be verified by a club administrator to the best of their ability to ensure a complete and accurate player profile, including potential requests for birth certificates and/or other documentation.
- Coaches will be notified of roster approval status and will receive the registration link for sharing with their selected players as well as instructions for any players denied by the club.

5. Communication with Players

- Coaches are responsible for notifying all tryout participants of their selection status, regardless of outcome.
- Selected players must be provided with the registration link and informed of any registration and uniform order deadlines.

6. Final Registration & Team Formation

- Selected players (or their parent/guardian) must complete the registration process by the stated deadline to avoid late fees.
- Uniforms must be ordered in time to ensure delivery before the first scheduled game.
- Registration is not considered complete until payment is confirmed.
- Players will be officially rostered to a team upon completion of the registration process using Belle River F.C.'s approved travel program registration system.

7. Completion of Process

The team selection process will be considered complete when:

- Rosters are approved by the Travel Committee
- All selected players are registered and assigned to their team
- Registration payments are confirmed
- Uniform orders are placed

Authority and Responsibilities

The Belle River Soccer Travel Director is responsible for the creation, maintaining, and enforcing of this procedure.

This procedure shall be reviewed a minimum of every two (2) years or when new developments in the Belle River Soccer Travel Program or any of its governing bodies occur. All revisions shall be maintained by the Belle River Soccer Travel Director and approved by the Belle River F.C. Travel Committee.

Enforcement

The Registrar and/or club administrators will not approve players to a roster without sufficient documentation supporting eligibility and must be a member in good standing.

Staff, volunteers, or players in violation of this policy are subject to removal from the team, club suspension, and loss of registration fees.

Related Documents

- BRFC Team Selection Policy (BRFC-000120-POL)

Revisions

- A. This policy was originally approved on 2025-09-15
- B. This policy will be reviewed by 2027-09-15