

FORT SASKATCHEWAN OUTDOOR SOCCER RULES AND REGULATIONS

Approved February 23, 2009

MISSION STATEMENT

Providing outdoor minor soccer players the opportunity to participate and develop to the best of their ability.

DEFINITIONS

FSOS: Fort Saskatchewan Outdoor Soccer

FSMSA: Fort Saskatchewan Minor Sports Association

ASA: Alberta Soccer Association

CSA: Canadian Soccer Association

FIFA: The Fédération Internationale de Football Association is the international governing body of association football and is responsible for the organization and governance of soccer worldwide

Age Group Coordinator: non-elected, non-Executive member of FSOS, responsible for communications between FSOS Executive and FSOS teams at each age group.

Board: Members of the FSOS Executive

Game Official: Refers to the Referee and Assistant Referees (linesman)

Minisoccer: U4 to U10 age groups with modified playing rules adapted to player's size and skill

Player Release: Document from a District Association allowing a player to play in another District

Rain-out hotline: City of Fort Saskatchewan phone number that is updated daily with the status of City fields

Team Official: Refers to any person formally associated with a team, such as coach, assistant coach, manager, trainer, first-aid attendant, bench parent

Technical Area: a defined area where players and team officials must occupy during a game

Tier 4: All teams in FSOS, other than on a Tier 3 team. All players are given equal opportunity to play.

Tier 3 (Selects): An organized, representative team where players are required to play at a higher skill level. Players will be required to "try out" and will be selected based on level of skill.

Trialist: A registered player affiliated on a team in a higher age group or division. A Trialist is usually a player whose skills are being evaluated.

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1.0 EXECUTIVE

1.1 Affiliation

- a) Under the umbrella of the Fort Saskatchewan Minor Sports Association (FSMSA), FSOS was formed to organize and administer all outdoor minor soccer and its operations within the City of Fort Saskatchewan.
- b) FSOS is affiliated under the Canadian Soccer Association (CSA), Alberta Soccer Association (ASA) and the Tri-County Soccer Association (ASA District 10) and follows the rules of these Associations.
- c) FSOS operates under the bylaws of the Fort Saskatchewan Minor Sports Association

1.2 Executive Structure

- a) The FSOS Executive
 - Shall be composed of 11 (eleven) elected members at the Annual General Meeting: President, Vice President, Secretary, Treasurer, Tournament Director, Equipment Director, Registrar, Field Scheduler, Sponsorship Director, Coach Development Director and Player Development Director
 - Elected for 2-year terms
 - 2 (two) non-elected members. Assistant Equipment Coordinator and Referee Coordinator
 - Typically serve 2- year terms
- b) Any vacant executive positions open following the Annual general meeting will be filled through an election process by motion, by an Executive majority, with full voting privileges, at subsequent Executive meetings. Any person so elected shall have their position on the Board ratified at the next Annual General Meeting

1.3 Executive Principles

- a) FSOS shall ensure that the business and affairs of FSOS are conducted in accordance with the FSOS Rules and Regulations.
- b) The Executive supports a position of open access to FSMSA members and shall give full consideration to the affairs brought to its attention by any member.
- c) Emphasis is placed on an attitude of sportsmanship and good conduct from all those who participate.

FSOS has a code of conduct for all members of the association. Any individual in the opinion of the FSMSA Executive that displays: conduct unbecoming or detrimental to the FSOS; disruptive behaviour; criminal offences; verbal, physical or emotional abuse; harassment; discrimination; breach of confidentiality; or other actions not for the good of the FSOS will be subject to discipline as noted in section 5.0.

1.4 Executive Responsibilities

- a) Determine the general policies with respect to the organization, administration and operation of FSOS at all levels
- b) Administer the Policies of the FSMSA with respect to FSOS and ensure the Policies are kept current;
- c) Have the power to rescind, alter or add to its Rules and Regulations at routine or special meetings. Such a resolution must be passed by a majority of not less than 2/3 (two-thirds) of the FSOS Executive present, and a minimum of 2 (two) weeks notice has been provided concerning the nature and details of changes
- d) Host an annual general meeting of the Minor Sport program, for the purpose of receiving public input, reviewing policy, electing new executive members who will assist in the administration of the affairs of FSOS, recording complaints and compliments, and planning future programs to be sponsored by FSOS. This meeting is to be held during the months when the sport is active or within one month of the end of the season.

- e) Elect Executive members from the general membership at the Annual General Meeting. Members of the Executive shall hold office until their successors are duly elected, or re-elected
- f) Have the power to fill by nomination and election by a majority at any regularly scheduled Executive meeting, any office of vacancy which may occur between annual meetings or as a result of the failure of an annual meeting to elect a full slate. Such positions have full voting rights.
- g) Present to the Executive of the FSMSA, annually, a list of executive members elected
- h) Prepare or cause to be prepared minutes of all meetings of the Minor Sport and provide to the FSMSA Registered Office a copy of such minutes
- i) Consider questions brought in written form before it with dispatch and with due consideration of the opinions of the petitioner
- j) Have the power to suspend or discipline any player, team official, league representative, team follower, parent or FSMSA member for conduct in contravention of FSMSA Policies and Procedures, FSOS Rules and Regulations as well as those of Tri-County and Alberta Soccer Association, which govern rules of play
- k) Prepare and present to the Board of the FSMSA by March 30th an annual budget for FSOS and as any revisions when they take place.
- l) Be responsible to report to the Minor Sport and the members for all monies raised through involvement with the participants of the sport
- m) Promote the development of the recreational and leisure time activities of the Minor Sport in the best interest of the participants of the sport and in keeping with the organizational mission, vision and values of the FSMSA
- n) Promote the improvement of the skill levels of all team officials and game officials within FSOS by either hosting or sending volunteers to clinics for training or upgrading
- o) Establish accountability requirements and present to the Board of the FSMSA a minimum set of standards to be met by all volunteers who wish to participate in the sport as a team official, game official. Once established such standards are to be maintained. Volunteers not meeting the standard may be removed from their duties

1.5 Membership

To hold membership in the FSOS, one must have a valid FSMSA membership.

1.6 Resignation of an Executive Member

- a) Members of the Executive can resign their position by providing the President written notice of their resignation.
- b) The effective date of the resignation shall be 30 days after the President receives the resignation, so the Executive will have an opportunity to elect a replacement.

1.7 Removal of an Executive Member

- a) Members may from time to time have their membership revoked by the FSOS Executive for failure to abide by the Bylaws and Policies of the FSMSA and the FSOS. A member's behaviour is expected to mirror the spirit of the Bylaws and Disciplinary Policy as outlined in the Member Code of Conduct.
- b) The FSMS Executive shall have the power, by a vote of two-thirds of those present, to expel or suspend any member of the FSMSA whose conduct shall be determined by the Board to be improper, unbecoming or likely to endanger the interests or reputation of the Association, or who commits a breach of the Bylaws of the FSMSA; provided, however, that not less than seven (7) days notice of such meeting and of the intention to consider the matter shall be given to the member involved and member shall be entitled to be present at such a meeting and to make representations.
- c) Executive or Minor Sports Executive Committee members may be removed for: conduct unbecoming or detrimental to FSOS; disruptive behaviour; criminal offences; verbal, physical or emotional abuse; harassment; discrimination; breach of confidentiality; or other actions not for the good of FSOS.

- d) The Executive shall determine the length of time for which any member shall be removed. Once removed, the member has the right to appeal the terms of his/her removal.
- e) Any member of the Executive who fails to attend two consecutive meetings of the Executive without notice of intent to miss the meeting will be contacted by the President. Failure to attend the next meeting and with poor performance will be deemed to have resigned, and the position considered vacant by the Executive.

1.8 Roles/Responsibilities

1.8.1 President Responsibilities

- a) Overall direction of FSOS
- b) Supervision and direction of all Executive members, including standards of performance, sphere of control, and disciplinary action
- c) Oversees preparation of agenda by Secretary for Executive meetings
- d) Schedules, presides over and controls Executive meetings
- e) Oversees the preparation of annual budget and financial statements
- f) Maintains contacts with other soccer oriented regulatory and resource groups
- g) Serves as a member of grievance and disciplinary committees
- h) Becomes Past-President in an advisory capacity when term is complete
- i) Has signing authority
- j) Attends or appoints a designate to FSMSA, Tri-County, ASA and other meetings
- k) Oversees the operations of all teams and their Age Group Coordinators
- l) Performs all required press releases through the media as required by the Executive
- m) Ensures FSOS has a webmaster and monitors content of the FSOS website
- n) Co-ordinate all advertising for FSOS, which may include: Registration, Annual General Meetings, Special Meetings and Special Events
- o) In co-ordination with other Executive members, prepares and distributes via the website, newsletters to keep the general membership informed

1.8.2 Past President Responsibilities

- a) Serves in an advisory capacity to FSOS
- b) Works on special projects at the request of the President
- c) Serves as the Chairman of the Nominating Committee for the annual election of Executive positions (conducts the election)
- d) Has no voting privileges

1.8.3 Vice President Responsibilities

- a) Runs meetings in the President's absence
- b) Serves as an alternative in attendance at various soccer oriented regulatory, league and resource groups
- c) Supervises the Referee Coordinator
- d) Assists the Field Scheduler
- e) Oversees application for government/industry grants
- f) Has signing authority
- g) Reports to the President
- h) Other assigned duties as directed by the Executive

1.8.4 Treasurer Responsibilities

- a) Maintains, in conjunction with the FSMSA staff, all FSOS accounting records and back-up data
- b) Prepares purchase orders on request from authorized executive members
- c) Prepares financial statements for presentations at monthly and annual meetings

- d) Maintains files with all current pertinent data
- e) Ensures all teams properly document and report fund raising and gaming revenues
- f) Prepares an annual budget for FSOS
- g) Has signing authority
- h) Reports to the President

1.8.5 Secretary Responsibilities

- a) Records the minutes of all meetings and circulates them to all Executive members and to the FSMSA file.
- b) Maintains files with all previous pertinent data
- c) Has charge of all Executive records
- d) Maintains and updates the FSOS Rules and Regulations as required
- e) Arranges for photographer for FSOS team photos
- f) Performs such other duties as designated by the President
- g) Reports to the President

1.8.6 Registrar Responsibilities

- a) Plan, Coordinate with the FSMSA staff the annual registration process
- b) Register all players in FSOS and sends completed ASA registration forms to Tri-County Registrar
- c) Updates computer data concerning registration
- d) Prepares, annually, (February) an analysis of registered players concerning age level
- e) Compiles a directory of all players regarding name, address, phone number and e-mail address
- f) Compiles a directory list of all coaches, managers and referees
- g) Monitors player movement between teams, (final movement must be made before May 7)
- h) Reports to the President

1.8.7 Field Scheduler Responsibilities

- a) Book field requirements with the City at the beginning of April
- b) Allocate fields for teams and keep a record of field use.
- c) Coaches are responsible for booking their own practices then notifying the Field Scheduler of their practice times and locations.
- d) All exhibition games must be booked with the Field Scheduler.
- e) Book fields for any County Cups or other tournaments.
- f) Develop schedules for the U4 to U10 age groups
- g) At end of season will file a report with City Booking Agent regarding use of all fields, consisting of games, practices and tournaments on fields
- h) Reports to the Vice President

1.8.8 Equipment Director Responsibilities

- a) Purchases and maintains all equipment.
- b) Arranges for handling, storage, repair, cleaning and inventory of equipment
- c) Maintains a record of current inventory and files a copy with the minutes and with the FSMSA for insurance purposes
- d) Maintains reasonable access for equipment inquiries by teams
- e) Has one of 4 keys for the equipment storage shed. Assistant Equipment Director, President and MSA office have the other keys.
- f) Obtains best prices possible for equipment, but is to buy locally if prices are competitive
- g) Extraordinary, non-budgeted equipment needs must be approved by FSOS before purchase

- h) On high priced equipment competitive bids must be obtained to assure fair price is negotiated
- i) Ensures that a record of all equipment released during the off season is maintained
- j) The Equipment Coordinators will set a day in April to dispense jerseys, balls and nets to each coach. Each coach or representatives of that team will be required to sign an equipment sheet and agree to return all equipment on a set day in the last week in June.
- k) To assign sponsors to teams with Assistance from Sponsorship Director (i.e. special requests from sponsors, sponsor colours, etc.)
- l) Disposes of old, unusable equipment; either by donation or destruction upon approval of the executive.
- m) Supervises Assistant Equipment Director
- n) Reports to the President

1.8.9 Assistant Equipment Coordinator Responsibilities

- a) Assists Equipment Director
- b) Has no voting privileges on the Executive
- c) Reports to the Equipment Director

1.8.10 Coach Development Director Responsibilities

- a) Maintains a regularly updated database as required by ASA of all coaches and their coach levels and certification
- b) Co-ordinates coaches, manager and trainer clinics as required by ASA and FSOS
- c) Plan and chair the Coaching Selection Committee for the purpose of the selection of coaches and manager for FSOS teams
- d) Is to bring forward all names of coaching staff to Executive for ratification before any involvement with the team members.
- e) Ensure coaches and managers fulfill obligations to their team and FSOS
- f) Prepare and propose changes or amendments to soccer program as needed
- g) Ensure all coaches submit a Criminal Background check to the FSMSA office
- h) Reports to the President

1.8.11 Player Development Director Responsibilities

- a) Co-ordinate and set up team selection at the end of April
- b) Co-ordinates player clinics and soccer schools
- c) Prepare and propose changes or amendments to soccer program as needed
- d) Develop and support Tier 3 programs as directed by the FSOS Executive
- e) Reports to the President

1.8.12 Sponsorship Director Responsibilities

- a) Obtains new sponsors and supports existing sponsors
- b) Follows up with team pictures and game schedules to sponsors
- c) Collects sponsorship fees
- d) Ensures that sponsor cresting is up to date
- e) Solicits and secures a sponsor for each team
- f) Advises sponsors of special functions and tournaments
- g) Ensures teams provide publicity for their sponsors
- h) Reports to the President

1.8.13 Tournament Director Responsibilities

- a) Co-ordinates all FSOS tournaments
- b) Researches and obtains information regarding tournaments in other areas
- c) Assists individual teams with their tournaments as required
- d) Provides information to Tri-County as required for the Tri-County Cups
- e) Reports to the President

1.8.14 Referee Coordinator Responsibilities

- a) Ensures proper accreditation of FSOS referees
- b) Schedules referees for all games in Fort Saskatchewan
- c) Coordinates routine assessment on FSOS referees and provides constructive feedback
- d) Investigates FSOS referee incidents and complaints
- e) Arrange two-day course once a year for all new referees 14 years and older. A refresher course may be provided for experienced refs.
- f) Ensure Linesmen should be at least as old as the players and the referee should be 2 years older than the players he/she is refereeing if at all possible; two age groups for Tier 3 games.
- g) Organize referee clinics
- h) Will be paid an honorarium, based on 10% of all referee fees incurred per season
- i) Has no voting privileges on the Executive
- j) Reports to the Vice President

1.8.15 Field Maintenance Coordinator

- a) Uses FSOS equipment to line soccer fields for FSOS teams
- b) Maintains visible lines throughout the season: white for full fields, yellow for small fields
- c) Will maintain an inventory of latex paint for lining fields
- d) Communicates to City of Fort Saskatchewan any problems with City owned fields
- e) Will be paid an honorarium per field, re-negotiated annually with FSOS
- f) Purchases additional insurance for field marking activities. This cost is not reimbursed by FSOS
- g) Has no voting privileges on the Executive
- h) Reports to the President

1.9 Regular Meetings

- a) Meetings will follow the guidelines set out by Robert's Rules of Order
- b) Meetings of FSO Executive may be held as often as necessary.
- c) Generally, September until January meetings will be held monthly. February to May meetings will be bi-weekly.
- d) The President and Secretary must be advised of all items to be included on the agenda of any meeting of the FSOS Board a minimum of 7 days prior to the meeting. The agenda for the Executive meeting will be drafted by the President and Secretary after consultation with the Executive and must be made available to the Executive members at least 5 days prior to the meeting.

1.10 Conduct of Regular Meetings

1.10.1 Order of Business

- a) Reception of Visitors
- b) Approval of Agenda
- c) Review of Minutes of Previous Meeting (Regular/Special)
- d) Treasurer's Report
- e) Executive Reports (Attachments)
- f) New Business
- g) Scheduling of next meeting
- h) Adjournment

1.10.2 Minutes

- a) The minutes of FSOS meetings shall include a record of those in attendance, motions considered and their disposition and reports received either explicitly or as attachments.
- b) The minutes shall be distributed to Executive members within 7 days of the meeting. Copies of the meeting minutes shall be kept on file at the FSMSA office and be available for review by any FSMSA members.

1.10.3 Voting

- a) Every Executive member present shall vote on every matter unless excluded from voting by reason of perceived conflict of interest. The prevailing modern view is to disclose the conflict and then proceed with decision making under certain safeguards which would ensure the interests of the organization prevail over the interests of the individual.
- b) **Conflict of interest** is a situation in which someone in a position of trust has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duty or impartiality. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person, profession, or court system. A Director, Officer or member of a committee who has a interest in a proposed contract or transaction of FSOS shall disclose fully and promptly the nature and extent of such interest to the Executive or committee, as such case may be, shall refrain from voting or speaking in debate on such contract or transaction, shall refrain from influencing the decision on such contract or transaction, and shall otherwise comply with all requirements of the rules of FSMSA regarding conflict of interest.
- c) Recognizing that the Executive consists of volunteers, an e-mail vote may be undertaken to handle business that requires urgent attention and when an Executive meeting cannot be conducted in a timely manner. (Procedure: motion presented by President, 2nd executive member, vote within, min of 72 hours) The Secretary will maintain the e-mail votes until the next regular meeting of the Executive, at which time the motion and vote is recorded in the minutes of the meeting and the voting information destroyed by a separate motion.

1.10.4 Motions

- a) Each member shall have the privilege of proposing motions for consideration by the Executive with a requirement of a seconder.
- b) On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had the opportunity to do so.
- c) Each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer.

- d) A proposer has the right to withdraw the motion at any time.

1.11 Special Meetings

- a) A special meeting may be called on the instructions of the President or any 3 (three) Executive members of the FSOS, providing all Executive members have been duly informed.
- b) No business can be conducted unless there is a quorum of Executive Members in attendance.

1.12 Annual General Meeting (AGM)

- a) FSOS shall hold an AGM open to all FSMSA members in good standing, at least once per year. Due notice of the annual general meeting will be advertised to all participating members and those interested in the soccer program, with a minimum of 4 (four) weeks notice.
- b) FSOS shall hold elections for executive positions at the AGM. The elected Executive should then form part of FSOS until successors are elected, and installed.
- c) Only members of the FSMSA in good standing may attend the AGM and vote. Proxy votes are not allowed. Members have the privilege of standing for or nominating a representative for election for each position.
- d) Executive terms are for a period of two years.
- e) The role of President may only be filled by a member in good standing who has served on the FSOS Executive for a minimum of one year.
- f) If an executive member is unable to attend the AGM, they must submit their intentions in writing to the FSOS President. If any executive is not in attendance and has not submitted their intentions in writing, their position will be put up for re-election.
- g) Amendments to the FSOS Policies and Procedures cannot be made at the AGM.
- h) FSOS should use the AGM to respond to concerns and report details as to their ideas, initiatives and policy changes in relation to the operations of FSOS.
- i) FSMSA membership can petition FSOS at least 21 (twenty-one) days prior to an AGM with a written request to the President for any topic they wish to have added to the agenda
- j) An annual report from all Executive Members is to be made available and filed with the minutes of the AGM.
- k) The agenda for the AGM will be finalized at least 14 (fourteen) days prior to the meeting. FSOS Executive members shall receive the agenda by email; as well copies of the agenda and individuals applying for positions will be posted on the FSOS website and made available at the FSMSA office for the general public.

1.13 Quorum

- a) A quorum of the Executive shall consist of one member more than 50% of the filled positions on the Executive.
- b) Vacant Positions are excluded for purposes of calculating quorum requirements.

1.14 Annual Budget

- a) The FSOS President shall be responsible to present an annual budget to the FSMSA by the end of March, which accurately reflects all financial aspects of the outdoor soccer operations to the end of the fiscal year (31st of July).
- b) In addition to the Treasurer, the following must be involved in the budget development:: President , Vice President and one other representative from the Executive.
- c) The budget will not reflect a deficit.
- d) The budget will include all program expenses for the forthcoming season.
- e) The budget will include all revenue earned on behalf of the FSMSA.

1.15 Accounting and Auditing

- a) The Treasurer and the FSMSA staff shall work together to prepare and administer an adequate system which shall, in accordance with approved accounting procedures, assure correct measurement and control of revenues and expenditures of FSOS operations
- b) On a monthly basis, the President and Treasurer shall receive and review the financial status, reporting variations exceeding 10% of budget to the Executive.
- c) Explanations and contingencies backed by the approval of the Executive will be required to assure the organization remains solvent.
- d) Any extraordinary items dealing with revenues/expenditures not budgeted, including FSOS Executive expenses, must be discussed and approved in the form of a resolution approved by the Executive during regular or special meetings
- e) A year end report should be made available to the FSOS membership at the end of the soccer season and tabled at the Annual General Meeting.
- f) All approved budget items require a purchase order with 2 signatures.

1.16 FSMSA Financial Policy

FSOS will follow the requirements set out in the FSMSA's Financial Policy

- a) Any budget accounts in arrears require FSMSA Executive approval prior to any additional purchases.
- b) There shall be no independent bank accounts allowed for the Minor Sport programs, except as required by Alberta Gaming for fundraising accounts and individual representative team accounts. A \$100 petty cash fund will be given to the individual Minor Sport, if requested, and a cheque issued by the Treasurer. This fund could be used to cover minor expenses such as postage, coffee for clinics, etc. However, receipts must be retained and turned over to the Treasurer for those monies expended. No additional monies will be issued if receipts are not turned in. This is necessary to record all expenses and for the preparation of the financial statements.
- c) The books, accounts and records of the FSMSA as they pertain to the FSOS, are audited at least once a year.
- d) Approval of a budget indicates approval of submitted expenses only, however, all monies and revenue must be turned in to the FSMSA to ensure budgeted expenses are recovered and the budgets remain balanced as submitted.

1.17 Expense Allowance

- a) Members shall be entitled to a refund of all expenses incurred during their performance of approved business of FSOS. Expenses must have prior approval of the FSOS Executive to be approved for payment. .
- b) Receipts must be provided to support all claims.
- c) FSOS provides an incentive of 50% reduction of the following season's registration fees for Coaches (Head and 1 Assistant per team) and Age Group Coordinators who complete their season of volunteering.
- d) FSOS provides an incentive of 50% off one registration for Executive members of that season they serve on the FSOS Executive.

Procedure: Executive members, coaches and age group coordinators receive 50% discount off one child's registration. Executive members who also coach or age group coordinate receive an additional 50% off another child or if only one child registered, maximum 75% discount off one child's registration (using child with the highest fee)

2.0 REGISTRATION

2.1 Player Registration

- a) The FSOS Executive will set Player registration dates annually. Every player must be registered with FSOS and the official FSOS registration form must be used.
- b) The ASA Team Registration Form will be handed out by each Age Group Coordinator to each coach and must be filled out and handed in by the first Friday in May, to the Registrar, who will then forward all completed forms to Tri-County.
- c) All information must be entered except for the district registration number which is left blank.
- d) A separate individual registration form is filled out in the event another player is added to the team after the team form is handed in.
- e) All completed paper copies will be forwarded to the FSOS Registrar via the Age Group Coordinator. Signed copies will be returned to the team officers and must be produced for inspection upon the request of a game official. Any change of team officers must be communicated to the Age Director. Forms sent electronically will go to the Registrar.
- f) Players' birth certificates or other proof of age must be made available to FSOS upon request.
- g) It is the responsibility of the team officials to ensure that all players are eligible to play.
- h) Team officials of FSOS teams playing in other leagues must ensure that the team and player registration is completed according to the rules and regulations of the host league. In the case of roster changes, Team officials must ensure that all transfer/release forms have been completed.
- i) In league play, any player playing for a FSOS team or in a FSOS league must be registered twenty-four hours prior to the commencement of any game.
- j) No player may play or register for more than one FSOS team during one season unless duly transferred by formal notification to the Registrar, and in the case of teams playing in other leagues, required transfer/release forms are completed.

2.2 Registration Fees

- a) Registration fees are set annually by the Executive, are due and payable on or before the final registration date set by the Executive. No player may play or practice with a FSOS team prior to payment of fees.
- b) In the case where the payment of fees would cause financial hardship, or the inability to pay result in a player not participating, Kidsport Program is available. FSMSA office has more information.
- c) Discounts on fees apply before the 3rd week of March. Regular fees apply after 3rd week of March.
- d) Family discount applies per additional player.
- e) All cheques returned from the bank will be levied a \$25.00 NSF surcharge as per FSMSA policy. NSF cheques should be cleared up within 14 days. Players will not be permitted to play if the balance remains outstanding.
- f) Outstanding NSF cheques from a previous season will result in the disqualification the player's registration and will be required to be cleared by cash or a certified cheque before registration for the new season will be accepted.

2.3 Registration Refunds

- a) before May 15: 100% of fees minus 10% administration fee
- b) May 15-31: 50% of fees minus 10% administration fee
- c) After June 1: no refund

2.4 Player Recruitment

- a) FSOS recognizes the address of permanent residence as a condition of registration.
- b) When there are insufficient players at any age group to form a Tier 4 team or league, FSOS will attempt to arrange their participation in other leagues or organizations.

- c) Teams are permitted to recruit players from a lower division or age group within FSOS on a trial basis (Trialists). Recruited players must have written permission of the coach they are currently playing for and comply with the conditions in section **2.6**.
- d) Players whose place of residence is within the boundaries of Fort Saskatchewan must have formal written permission (Player Release) from Tri-County to play outside of Tri-County.
- e) Players over the age of sixteen may play unlimited games for a registered ASA Senior team, which is affiliated with the FSOS, with prior written permission of an officer of the team with which they are currently registered. ASA rules regarding the conditions under which a minor player may play for a senior team will apply.

2.5 Age Groups

- a) The age group categories for FSOS are as follows: U4 mixed, U6 mixed, U8 mixed, U10 mixed, U12 boys, U12 girls, U14 boys, U14 girls, U16 boys, U16 girls, U18 boys and U18 girls.
- b) Categories are comprised of teams of players who have not exceeded the limiting age before December 31 of the year for which they have registered.
- c) The above age limitations may be waived for handicapped players at the discretion of the Age Director with the approval of the Executive

2.6 Trialist

Any registered player may play an unlimited number of games for an older age group team within FSOS, providing that the following conditions are met::

- a) Written permission of two (2) team officials of the team with which he/she is registered. This information must be forwarded to FSOS.
- b) The Trialist does not miss any games or practices for team they are registered on due to playing as a Trialist.
- c) Not more than two Trialists may play for a team per game.
- d) It is recorded on the game sheet that the player is a Trialist and noting in which league and age group the player is registered.

2.7 Team Roster

- a) No more than 20 players may be dressed for a game.
- b) Each team will consist of no more than 20 players during a single season. This applies from U-6 to U-18 inclusive.
- c) U4 will have 10 players on each roster.
- d) U6 to U10 will play 7 a side soccer and have 11-12 players on each roster.
- e) U12 will play 8 a side and have a maximum of 14 players on each roster.
- f) U14 and older teams will play 11 a side and have 14-16 players on the roster.
- g) Up to four players may be replaced during a single season for age groups U-6 to U-16
- h) No Trialists may be added to a roster for any league games where fourteen or more of the registered players are dressed.
- i) Trialists may be used to increase a roster to sixteen players in Tournaments or Exhibition games if registered players are not available to play (due to injury or other circumstance). Tri-County rules apply to Tri-County Cup Tournaments and ASA rules apply to Provincial Tournaments.
- j) Trialists may only play in the League they are registered.
- k) Where they are required, the player's identification card of a player being replaced must be submitted to the Registrar before the new player is added to the roster.

2.8 Tampering with Team Rosters

The tampering with Team Rosters is forbidden. Team officials who have altered team rosters will be subject to discipline

2.9 Player Playing for Higher Division Team in Same Age Group

All the provisions of section 2.6 apply with the exception that the number of games is limited to three. Should a player wish to play more than three games, then a formal transfer must be processed and the player must remain with the higher level as per 2.1.

2.10 Transfers to a Lower Tier within the Same Age Group

The transfer of players from Tier 3 to Tier 4 within the same age group is only permitted with approval by FSOS.

2.11 Player Releases

- a) Tri-County will provide signed releases to players wishing to play outside of the district.
- b) Release is not to be used for the purpose of forming teams outside of FSOS

2.12 Non-District Players (Imports)

FSOS allows for Non-District Players (Imports) to play on FSOS Teams provided that the following conditions are met:

- a) FSOS Executive approves inclusion of additional players based on player registration numbers.
- b) All Imports must have signed releases from their District provided to FSOS and Tri-County.
- c) Import Player playing with FSOS must adhere to the Import rules of the Teams and Leagues in which they play.
- d) All Import players agree to adhere to all FSOS bylaws, rules and regulations, decisions of the Executive and agree by their participation to be subject to discipline as described in Section 5.0. All violations may be reported to their respective soccer organization, District and the ASA if required.

2.13 Agreement with Bruderheim

- a) FSOS has an agreement with Bruderheim Minor Soccer to allow inclusion of Bruderheim teams in FSOS scheduled games in U10 and below, unless FSOS player registration maximum numbers prevent inclusion of additional teams.
- b) In U12 and above, rule 2.12 does not apply as Bruderheim is not outside the District. FSOS Executive approves inclusion of additional players based on total registration numbers.

2.14 Tier 4 Program

- a) The Tier 4 program is the main focus of FSOS and will accommodate those players who do not wish to compete at the higher levels. FSOS has a responsibility to provide community level soccer with balanced, competitive teams.
- b) These teams are eligible to compete at Tier 4 level Provincial competitions.
- c) All registered players are eligible to play and all receive equal playing time.

2.15 Tier 4 Team Selection

- a) Teams will have equivalent skills, numbers and ability to play competitive against one another.
- b) Balancing the teams is the primary objective.
- c) Siblings of the same age group and gender will be assigned to the same team.
- d) Other special requests (to play with friends, specific coaches etc.) will be considered in the team selection process but accommodation of these requests is not guaranteed.

2.15.1 Evaluation Responsibilities

- a) The FSOS Player Development Coordinator will assign a committee to manage the player evaluation and team selection process.

- b) One coordinator (preferably an executive member) is required at each evaluation with 4 – 6 evaluators (preferably coaches or executive members) and two administrators identified by name in advance of the evaluation session.
- c) One executive member is required at each team selection meeting to facilitate the process.

2.15.2 Evaluations

- a) Player evaluation will not take place for age groups with only 1 team declared.
- b) Player evaluation will not take place for U4 to U8, as the Executive balances these teams based on age and gender
- c) Players will be contacted with their scheduled evaluation time at least 1 week in advance. Participation of all players will be strongly encouraged.
- d) One 60 minute field time can be used to evaluate two teams. Two 60 minute field times will be required where three or more teams have been declared (with the players divided into 2 groups for evaluations).
- e) Players to register 30 minutes prior to field time. They will be given a colored pinny with a number (even distribution of colors) by an evaluation administrator.
- f) The administrator will note all players with an interest in playing goalie.
- g) At field time, one evaluator will lead a 5 minute warm-up while 3 evaluators set up stations for 3 drills
 - 1) Shooting
 - 2) Ball Control (Cones)
 - 3) Speed (timed sprints)
- h) The drills will be run by the evaluators/coaches. Each evaluator will have 10 minutes to assign a score of 1 to 3 (3 the best) to each of the players, identified by their pinny color and number.
- i) After all players have rotated through all stations, the evaluation sheets are returned to the administrators for consolidation. New sheets are given to the evaluators.
- j) A game will follow. One evaluator, coordinator or administrator will be assigned to each bench and one assigned to referee. The rest will evaluate the players independently for the remainder of the time allotted. A score of 1 to 3 will be assigned to each player.
- k) All potential goalies should be given the opportunity to try goal during the game.
- l) After the field time is completed, the evaluators will agree on a score of 1 – 3 for each player, which will be added to the score from the stations, giving each player a maximum score out of 12.

2.15.3 Players Missing

- a) Players missing, sick or injured will be assigned an evaluation score based on the best available knowledge of the player's history.
- b) From the coaches' evaluation sheet, identify a player of equivalent skill that was evaluated. Assign the missing player the same evaluation score.
- c) This same process may be used if a player's evaluation performance is "challenged" by an evaluator or coach knowledgeable of the player's historical performance.

2.15.4 Players moving up an Age Group

Players seeking to move up must be evaluated at both age groups. To be considered eligible to move up:

- a) The higher level should have fewer players per team than the player's age group level.

- b) There must be consent from the player and guardian.
- c) The player must be in their second year of their current level (safety and maturity consideration).
- d) The player's evaluation at the level up should be very competitive.
- e) FSOS Executive reserve the right to limit player movement outside their age group to maintain competitive teams and will be responsible for any decisions to be made on which eligible players will move up to available positions.

2.15.5 Team Selection Process

- a) After completion of the evaluation process and the determination of players to be moved up, the administrator for the evaluation process will have a list of all registered players from that level with their evaluation scores.
- b) A meeting will be scheduled in a meeting room with a whiteboard or projector that will include:
 - 1) An Executive member to facilitate the process.
 - 2) Team Officials: a minimum of one and a maximum of two representatives from each coaching staff – preferably the head coach.
 - 3) The level director if possible.
- c) One Official from each team will pick the players. If there is no available representation for a team, the team will be represented by the level director.
- d) All the names with the evaluation scores will be displayed. Legitimate special requests (i.e. documented on the registration form that players, need to be on the same team) will also be noted to be facilitated where possible.
- e) Team Officials are reminded of the intent of the exercise – to establish balance in team selection, and are encouraged to exercise principles of fair play and level the playing field by sharing knowledge.
- f) Random draw will determine which team picks first. With 3 teams picking, order is 1,2,3,3,2,1,1,2,3,3,2 etc. Coaches are expected (but not required) to pick from the players remaining with the highest score. All players in their second year at a level are to be selected equally between the teams.
- g) The selected teams are subject to final approval by FSOS Executive.

2.15.6 Late registrations

- a) Any player registering after the teams have been assembled will be assessed using the best available knowledge of the player's history.
- b) Late registrations will be communicated to the coach of each team. Each coach has the opportunity to "make their case" for the new player (providing the opportunity to communicate an unexpected change in roster – such as a player quitting).
- c) The level director in consultation with the Registrar and Player Development Director will assign the player to a team with consideration given to numbers and any game results indicating strength.

2.16 Tier 3 Program

- a) Based on projected enrolment and competitive assessment from prior seasons, FSOS will, prior to registration, identify any levels for which Tier 3 will be considered.
- b) The intent is to offer a higher level of competitive play that does not compromise the quality of the community level Tier 4 program
- c) When Tier 3 is considered, all players at that level will be eligible.

2.16.1 Tier 3 Criteria

- a) FSOS must establish that there is or will be (based on previous year projections) enough players to make three (3) teams of the same age/gender category with a minimum # of players per team, for U10 – U18. (see section 2.7 for team roster size)

- b) Registration forms must reflect adequate interest in trying out for a tier 3 team. This will be indicated by the player checking off the appropriate box on the registration form. Number of players required for try-outs will be determined by FSOS after early-bird registrations are complete.
- c) FSOS must ensure that a dedicated coach is found that is fully ASA qualified as per FSOS policies for each Tier 3 team under consideration.
- d) The coach must apply to FSOS for the head coach position and be accepted. The application will be reviewed by the Executive and the coach may be interviewed by a selection committee

2.16.2 Tier 3 Evaluations

- a) Providing the prior criteria support forming a Tier 3 team at a certain age/gender category, try-outs and player assessments must be held in order to determine if there are enough players to make up a quality team.
- b) Try-out fee will be charged, non-refundable
- c) The Tier 3 Coach must be present at the player evaluations, but will not be an evaluator.
- d) Minimum of 5 evaluators required, 2 must be FSOS Executive members.
- e) If there are an adequate number of quality players to make up a competitive team and there is still enough players left over to make up two (2) quality Tier 4 teams, then a Tier 3 team shall be declared.
- f) The evaluations of the players not assigned to Tier 3 will be used for the Tier 4 team selection process.
- g) If there are not enough players left over to make two quality Tier 4 teams, then a Tier 3 team will not be declared, and players will be divided into three equal Tier 4 teams. Consideration will be given for the formation of a 'Selects' team
 - 1) The Selects program is geared toward those players who are seeking a greater degree of challenge with opportunities to take their skills to a higher level.
 - 2) The Selects program will be the foundation in which we can grow a club level team when the player intake increases for soccer in future years.
 - 3) The Selects team will play at a Tier 3 and/or Tier 2 level as an exhibition and/or tournament team. They may also be able to represent Fort Saskatchewan at the Tier 3 provincials depending on this level of team within the Tri-County District.
 - 4) The basis of this program is allow the development of minor soccer players between the ages of U12 and U16 (Boys and Girls) and allow them to play at competitive level against other Tier 3 teams in the area and possibly in the province.
 - 5) This program will allow the community teams to be competitive throughout the season with balanced teams and allow those player the chance to try0out for the Selects team.
 - 6) Each Selects team will have a minimum roster of 15 and a maximum of 20.

2.16.3 Tier 3 Provisions

- a) Any extra costs incurred by the Tier 3 team that normally would not be incurred by a Tier 4 team will be paid by the Tier 3 team.
- b) Teams participating in Tier 3 leagues have the opportunity to qualify for Tier 3 Provincials and will receive the same support that Tier 4 teams receive from FSOS.
- c) The FSOS Executive has complete responsibility for this program and has ultimate responsibility with any decisions made in the running of the program. Players who play in this program are selected on the basis of skill levels needed to play at this level of competition.

- d) Fort Saskatchewan Tier 3 players may be required to play their regular season games within the EMSA system. EMSA requires all tier 3 players and coaches to be carded within their system. All EMSA rules and regulations are to be followed in accordance with their system.
- e) Tier 3 teams playing in the EMSA league will still be eligible for a provincial berth under the Tri-County system.

3.0 GAME REGULATIONS

3.1 Laws of the Game

The playing rules of soccer are the FIFA Laws of the Game except where noted in FSOS, Tri-County or ASA Rules and Regulations.

3.2 Game Officials

- a) The FSOS Referee Assigner will assign game officials for games in Fort Saskatchewan
- b) FSOS referees are paid: age group plus \$5 (example U14: \$19)
- c) FSOS assistant referees are paid: age group only
- d) If no officials are available the match may be postponed unless both Coaches agree on appropriate substitute officials and play the regular league game; in this case the result will stand.
- e) U6 and U8 do not use referees as each coach will take turns refereeing a half.
- f) The referee and assistant referees enforce the Laws of the Game as soon as they enter the area surrounding the field of play and up to the time they leave the area.
- g) The decisions of the referee regarding facts connected with the play are final as far as the result of the game is concerned.
- h) The referee may expel from the field of play and the immediate surroundings any team official or spectator who fails to conduct themselves in a responsible manner.
- i) When a referee issues a red card or ejects a team official the referee will have no part in deciding on subsequent action FSOS may take.
- j) When a referee gives a yellow or red card it must be reported to the Referee Coordinator of the community where the game is held within 72 hours.

3.3 Team Officials (Coaches, Managers, Trainers)

- a) FSOS teams must adhere to the rules for Provincial Competition, Tournaments or play in other leagues regarding number of team officials allowed on the bench or technical area when playing in those competitions.
- b) All FSOS teams comprised of female players must have an adult female attendant present at all times. All FSOS teams comprised of male players must have an adult male attendant present at all times.
- c) No team official or parent is permitted behind the goal line during play.
- d) Team officials must stay in the technical area.
- e) Coaches will be recruited and selected for FSOS teams by the Coaching Selection Committee of FSOS based on having or will be obtaining the minimal requirements for coaching the different age levels as set out by the FSOS Executive. Coaching preferences will be accommodated as much as possible.
- f) Head coaches are responsible to coach and lead their team as selected through the selection process and select their additional team officials (assistants, managers, trainers) from parent volunteers.
- g) The Head Coach and Assistant coaches are required to have a Criminal Record Check completed with the certification document from the RCMP and a FSOS Coaches Code of Conduct document signed and returned to the FSMSA office by May 1st of each year to be able to coach.
- h) Coaches are required to participate in an annual coaching information meeting in April each year.

- i) Head Coaches should be dedicated to one team only, in FSOS though they may assist on other teams as assistants or mentors for less experienced coaches.
- j) Every coach involved in all Outdoor Provincial Competitions must be certified at the Community Coach Youth Level for a Youth Team.

3.4 Criminal Record Checks

- a) FSMSA, in recognition of steps taken by other organizations that deal with minors, has established a policy requiring that all board or executive members, coaches, assistant coaches, managers, trainers submit their names to the RCMP for a Criminal Records Check on an annual basis.
- b) Each volunteer will be provided with a letter from the FSMSA, which they should complete and submit to the local RCMP detachment that will run a check on the individual. If there is no criminal record, a certificate will be prepared and should be submitted to the MSA office no later than the end of the second week of the season.
- c) There are no costs to obtain the certificate.
- d) This information will be maintained in a confidential manner and made available only to those Minor Sports groups that require a confirmation of this information.
- e) In the event that a criminal record exists, it is up to the individual to disclose to the FSMSA that a record exists.
- f) If the individual wishes to obtain a copy of their criminal record they must go to the Edmonton RCMP office for fingerprinting and are responsible for paying the appropriate fee for this service. They will receive a detailed record of all convictions. Should the individual wish to pursue a volunteer opportunity with the MSA or any of its Minor Sports programs, they must submit this information and a decision will be made by the executive of the Minor Sports program affected as to whether or not the individual will be granted a position.
- g) Failure to report a criminal record may result removal from any volunteer coaching or other positions as outlined in the FSOS Rules and Regulations operating under the umbrella of the MSA.
- h) See attached Criminal Record Check Policy **6.3**

3.5 Equipment

3.5.1 Team Equipment

- a) FSOS will provide team equipment. Team equipment shall include:
 - 1) A complete set of team jerseys with a distinct goalie jersey
 - 2) A bag of soccer balls:
 - U6-U8 age groups will use a size 3 ball
 - U10-U12 will use a size 4 ball
 - U14 & older will use a size 5 ball
 - 3) Pylons
 - 4) First Aid Kit
 - 5) Corner flag markers (U12 and older)
 - 6) Goal net (U12 and older)
 - 7) Goalie gloves
- b) Failure to return equipment or the return of equipment that has been abused will result in discipline to the person that signed out the equipment.

3.5.2 Player Equipment

- a) Each player is required to provide soccer style shoes:
 - cleats are required for U12 and above
 - cleats are recommended for U8 and U10
 - cleats are not allowed for U4 and U6
- b) all players must wear soccer style shin pads, which are to be covered by soccer socks

- c) all players must wear soccer shorts, with the exception of the goaltender, who may wear long pants
- d) All warm clothing must be worn under the jersey
- e) Jewelry of any kind is not permitted
- f) Referees shall have the final say as to what constitutes dangerous equipment
- g) All dangerous equipment must be removed and failure to comply with the game official may result in a disciplinary action

3.5.3 Jersey Deposit Cheques

- a) All coaches must ensure that FSOS receives a post-dated jersey deposit cheque before handing over a jersey to a player (\$75)
- b) All Coaches must submit a team list to the Equipment Director, with player names and jersey numbers. This will be used to track jersey returns.
- c) Once the jersey has been returned the deposit cheque will be destroyed.
- d) If the jersey has not been returned within 1 month of the end of the season, the deposit cheque will be cashed.
- e) If the jersey is returned after the deposit cheque has been cashed, FSMSA will issue a cheque to player for reimbursement of deposited funds.

3.6 Game Schedules

- a) Season starts the first week of May.
- b) U12 and under game schedules are provided by FSOS
- c) U14 and older game schedules are provided by Tri-County
- d) Practice(s) will be held on a day of the Coach's choosing

3.6.1 Game times, locations and durations:

- a) U4 play at 18:15, Mondays and Wednesdays
- b) U6 play at 18:15, Tuesdays and Thursdays
- c) U8 play at 18:15, Mondays and Wednesdays. They start with a 15 minute practice, then a game of two 20 minute halves with a 5 minute break at half time.
- d) U10 play at 18:15, Tuesdays and Thursdays. They play two 25 minute halves with a 5 minute break at half time. U10 fields are 3/4 size. Practices determined by the coach.
- e) U12 play at 19:30, Mondays and Wednesdays. They play two 30 minute halves. Practices determined by the coach
- f) U14 play at 19:30, Tuesdays and Thursdays. They play two 35 minute halves. Practices determined by the coach
- g) U16 play at 19:30, Mondays and Wednesdays. They play two 40 minute halves. Practices determined by the coach
- h) U18 play two 45 minute halves.

3.7 Game Cancellations

3.7.1 Field closure information

- a) The decision to cancel games or close fields will be made by FSOS. The City of Fort Saskatchewan rainout hotline is a factor that will be considered. In the event that FSOS decides to cancel games, all age group coordinators will be contacted by an Executive member no later than 16:00 on game days.
- b) Age group coordinators will contact all coaches as soon as they receive the information and the coaches will contact parents.
- c) Coaches will contact any out of town teams immediately and then will contact the parents on their team.

3.7.2 Adverse Weather

- a) U4 to U8: If weather should become inclement during a game, the decision to call a game will be at the discretion of both Coaches.
- b) U10 and older: A decision to call a game while in progress due to inclement weather is the decision of the Referee.
- c) All games cease immediately in the event of electrical storm activity anywhere in the vicinity. Clear fields immediately.
- d) If a game has been cancelled due to a rainout, under no circumstances is the game to be played even if the rain has stopped.
- e) Check field condition upon arrival to determine safety. If both Coaches determine that field condition is in any way unsafe, do not proceed with game

3.7.3 Uncompleted Games

- a) For U12 and higher there must be a minimum of 8 players per team on the field to start an official game
- b) If a referee terminates a game, the referee has no authority in deciding the result of such a game. The referee must write on the game sheet the reason for terminating the game, the score at termination and the time already played and ensure a copy is sent to FSOS.
- c) If a team refuses to attend or finish a game that team will be penalized.
- d) A team not showing within 15 minutes of the scheduled game kick-off is considered late and shall forfeit the game if the attending team can field the required minimum of 8 players. The team in attendance does have the option of requesting a postponement of the game or, if the late team does show up, to choose to play the game, rather than claiming the forfeit.
- e) In the spirit of good sportsmanship, where a team cannot field the full complement of players, the respective Coaches of the teams may play the game with an equal number of players on the field so that neither team has an advantage.
- f) The referee may shorten a late game if necessary. Procedure is to split the halves evenly and advise both Coaches.
- g) Any team that does not show for a scheduled game without giving notification of such intent may be assessed the Referee's fees and fined by Tri-County.

3.7.4 Tournaments.

- a) Should a team wish to reschedule a league game to attend a tournament, both Coaches involved in the league game must agree to reschedule the game.
- b) The coaches involved must find and book an appropriate field for the rescheduled game with written confirmation to the Age Group Coordinator and FSOS so that a referee can be scheduled for the game.

3.8 Rescheduling Games

- a) U10 and up, in the event of game cancellation, it is the responsibility of the home team Coach to contact the Referee Coordinator to cancel Referees.
- b) It is also the responsibility of the home team Coach to consult with the opposing Coach and Referee Coordinator to schedule make up games. They must also contact the City of Fort Saskatchewan to schedule a field.
- c) U4 to U8 may make up any cancelled games if they so wish, although it is not necessary, by the Coaches consulting with each other and then the home team Coach booking a field through the City of Fort Saskatchewan.
- d) Field scheduling priority will be given to U10 and up league games.
- e) Regularly scheduled practice times in all age groups may be bumped in order to accommodate makeup games.

- f) All postponed league games for U10 and older leagues must be made up within 3 weeks of the original game date and no later than the Sunday prior to the County Cup of that age group. Any league game not made up by these deadlines will result in zero points awarded to both teams.

3.9 Game Sheets

- a) Each player's name must be on the game sheet against the number corresponding to the jersey number.
- b) Both coaches shall provide a game sheet, list players and sign the game sheet and give it to the referee.
- c) After the game the referee shall sign the game sheets, mark the scores and write any reports or comments required.
- d) Each coach shall keep a copy of their game sheet and a copy of the other team's game sheet.
- e) Both coaches are responsible to email the league statistician within 24 hours with the game results and retain the copies should the league of FSOS request the original.

3.10 Playing Time

All players on teams playing in all FSOS competition are given equal opportunity to play.

3.11 Substitutions

- a) An unlimited number of substitutions may be made during League and County Cup games.
- b) Number of players substituted is at the discretion of the referee.
- c) Substitutions shall be made near the centre line only at a stoppage of play and only with the permission of the referee.
- d) Substitutions will normally be allowed only on that team's possession or if the other team has already received permission from the referee to substitute.
- e) Players on the sidelines should cover their jerseys and remain 3 feet from the sideline so that they do not distract the referee.
- f) No substitution is allowed for an ejected player.
- g) If in the opinion of the referee the game is being held up due to excessive substitutions, they may inform the coaches and deny the request for substitution.
- h) Substitutes are subject to the laws of the game exactly as if they were on the field of play and are subject to the same discipline.

3.12 Injuries

- a) If bleeding occurs where other participants may be exposed to blood, the individual's participation must be interrupted until the bleeding has been stopped. The wound must be cleansed with antiseptic and securely covered.
- b) All clothing soiled with blood should be replaced prior to the athlete resuming training or competition. Clothing soiled with blood and other body fluids must be washed in hot, soapy water.
- c) If an athlete leaves the field, has his/her injury treated and covered and wishes to re-enter the game in another different numbered jersey, he/she may re-enter only after the referee has been advised of the change of number.
- d) All equipment contaminated with blood and other body fluids should be cleaned with a solution of one part household bleach to nine parts water.
- e) All wounds, skin lesions and rashes must be confirmed as non-infectious and be securely covered prior to the athlete starting or continuing participation
- f) While cleaning blood or other body fluid spills, the following must be done:
 - 1) wear waterproof gloves
 - 2) wipe up fluids with paper towels or disposable cloths
 - 3) disinfect the area as described in **3.12 d)**
 - 4) place all soiled waste in a plastic bag for disposal
 - 5) remove gloves and wash hands with soap and water

4.0 GENERAL REGULATIONS

4.1 Trophies

- a) Any trophies awarded to teams (other than individuals) by FSOS will remain the property of FSOS.
- b) FSOS will record the signature, name and address of the team representative accepting the trophy for future reference.
- c) Trophies will be returned upon request to FSOS.

4.2 Sponsors

- a) Any person, business or organization may apply to sponsor a team.
- b) FSOS encourages sponsorship; but reserves the right to reject advertising on the grounds of taste, wording or product.
- c) All inquiries on Sponsorship should be directed to FSOS.
- d) FSOS has the right to establish fees for sponsorship.
- e) Individual teams are not to procure sponsors for jerseys, equipment, special events or to offset team costs, without first getting approval of the President and Sponsorship Director. Team officials who do so may be subject to disciplinary action.

4.3 Fundraising

- a) Teams and Team officials may engage in fundraising activities only with the written permission of FSOS.
- b) All requests to participate in fundraising activities must clearly state the type of fundraising activity to be undertaken and how the proceeds from the fundraising activity will be used.
- c) FSOS has the right to limit or deny any fundraising activities.
- d) Any individual, player, team official fundraising without the written permission of FSOS Executive of directors is subject to discipline or legal action.

4.4 Publicity

- a) FSOS may make an announcement regarding statistics and activities.
- b) Announcements regarding policy or Executive decisions may only be made by the President or appointed representative of FSOS only.
- c) FSOS has the option of initiating legal action and will challenge individuals making false or slanderous statements to the media.

4.5 Injury, Liability, Insurance

- a) FSOS is not liable for any injury to individuals, players, team officials, game officials or spectators.
- b) All registered players and team officials will have limited insurance coverage, through the Alberta Soccer Association, for all FSOS sanctioned events.

4.6 Non Game Activities

- a) Team and individual pictures are to be funded by the individual teams.
- b) Year end parties are the responsibility of Age Group Coordinators and /or the coaches and parent volunteers; funds may be provided to teams on Executive's discretion.
- c) Teams may be provided with trophies or medals.

4.7 Tournaments

- a) No registered ASA team may participate in any invitational tournament inside Alberta, unless the tournament is sanctioned by ASA. Any deviation will result in disciplinary action being applied to the team.
- b) No registered Alberta Team may participate in any invitational tournament outside of Alberta, unless (A) the tournament is sanctioned and (B) prior approval to participate has been granted by FSOS. All teams also require approval by Alberta Soccer Association. Any deviation from (A) or (B) above will result in disciplinary action being applied to the team.
- c) Where an Alberta Team desires to participate in a sanctioned tournament that allows the use of "guest" players, that team who wishes to add players to its tournament roster who are not part of its regular roster, must acquire written permission from the team from whence the guest player(s) will be drawn. In the case of players from outside the District of domicile of the team who wishes to use them for tournament participation, then written permission must also be obtained from the District in which the "guest" player is registered.
- d) For Tournaments, the sponsoring organization's team roster rules apply provided that every effort is made for all players to play equal time.
- e) FSOS teams that qualify for Provincial tournaments have the entry fee paid by FSOS.

4.8 Soccer School Instruction

- a) ASA shall be the sole authority for the organization and conduct of soccer schools within Alberta. From time-to-time, ASA may enter into cooperative profit-sharing soccer skills instructional programs with members of ASA
- b) No member of ASA may conduct soccer skill camps, schools or clinics by whatever name without the written consent of, and in conjunction with, the ASA.
- c) No participant in a program of a member may conduct soccer skills instruction unless in the direct employ of the ASA or in the employ of a member engaged in an approved instructional program with the ASA.
- d) No applicant for ASA sanctioning of a soccer instructional venture will be considered unless such applicant has first received endorsement of their application by the ASA member District for the community in which the proposed instructional venture would be conducted (Tri-County).

4.9 Involvement with Non-Affiliated Teams

- a) No individual of the age of majority involved as an active player, coach, manager or Executive Member with an Association may play with or coach for any non-affiliated organized league team in or out of Alberta.
- b) Failure to comply will result in that individual being ineligible to participate in any capacity in Provincial Competition, within the current playing season, with possible further disciplinary action being applied.

5.0 DISCIPLINE

5.1 Expectation

All participants of FSOS are expected to obey the FSOS rules and regulations. Any organization affiliated with FSOS in contravention of FSOS, ASA or CSA bylaws, or rules or regulations may face disciplinary action.

5.2 Responsibility of volunteers

- a) To uphold the spirit of the game of soccer
- b) To provide an atmosphere of fun and healthy exercise with competition suitable to the age group and skill level.

- c) To insure that spectators or volunteers do not show dissention to the coach, players, or the referee in any way and to provide support to the referee if such occurs.
- d) To keep parents and players informed as to important dates in the soccer calendar such as evaluation days, game schedules, County Cup weekends and provincial dates. It is very important that all parents are aware of these times so that they can plan ahead.
- e) To insure each player plays at least 1/3 to 1/2 of each attended game
- f) That each player attends practices requested by coaches. Parents or players are required to advise coach if unable to attend games or practices.

5.3 FSOS Disciplinary Committee

- a) The Disciplinary Committee consists of the following members of FSOS: the President, or Vice President, the relevant Age Director and one other member of the Executive.
- b) Any member, parent(s) or legal guardian or any team officials or registered players may be required to appear at a disciplinary hearing, if charged for good and sufficient cause, by violation of FSOS Rules or Regulations or a decision of the Executive.
- c) Decisions at the hearing may include suspension, fine, bond, and revocation of membership, forfeit of registration fees or any combination thereof.

5.4 FSMSA Disciplinary Committee

- a) The FSMSA Disciplinary Committee may address issues that arise from time to time concerning disciplinary situations involving executive members of any Minor Sport program under the FSMSA or the Executive of Directors of the FSMSA.
- b) Executive or Minor Sport Executive Committee members may be removed for: conduct unbecoming or detrimental to the FSMSA; disruptive behaviour; criminal offences; verbal, physical or emotion abuse; harassment; discrimination; breach of confidentiality; or other actions not for the good of the FSMSA.
- c) Minor Sport programs or provincial sport governing bodies shall be responsible for disciplinary situations involving players, coaches, managers, officials or parents whose actions are disruptive to a sporting event.
- d) The FSMSA Executive of Directors will act as the Disciplinary Committee only after the complaint has been heard by the appropriate Minor Sport program and when a solution acceptable to all parties has not been achieved or in exceptional circumstances where elected members are involved.

5.5 Registration Violations

- a) For the use of over age players, non-registered players or players from a higher division, the penalties are as follows:
 - 1) 1st Occurrence: All games played under these infringements shall count as a loss with three goals to zero and a win awarded to the opposing team.
 - 2) 2nd Occurrence: the Disciplinary Committee will suspend the team and team officers pending a hearing and discipline.

5.6 Violation of Game Regulations

- a) If a team does not show within 15 minutes of kick-off time and the game is claimed a forfeit by the team in attendance, the game shall be recorded as a 3 to 0 game result with a win for the team in attendance.
- b) If a team refuses to complete a game, they will forfeit the game and have all goals deducted. The remaining team will be awarded three goals and a win.
- c) Where members of both teams engage in a brawl or fight, the Tri-County Discipline Committee will suspend both teams pending a hearing and discipline

5.7 Acts of Misconduct by Players

The referee may issue a warning in a form of an explanation of the offense committed. If the behavior is repeated or persistent, action under the laws of the game will occur, including ejection.

5.7.1 Cautionable offenses (yellow cards)

- a) Any two yellow cards in the same game automatically becomes a sending off offense (red card). These two yellow cards do not count towards his caution record in rule **5.7.1b**
- b) When a player accumulates 3 yellow cards (cautions) recorded against him during league play, or 3 yellow cards during a County Cup Tournament, that player will be suspended for one game.
- c) For this same player the next two yellow cards will result in a one game suspension and thereafter any yellow card will result in a four game suspension.
- d) A player may reduce the number of yellow cards on his record by one for each 4 consecutive games without a caution.

5.7.2 Sending off offenses (red cards)

- a) Any Player that receives a Red Card during a game will be ejected from the game and is automatically suspended.
- b) Red cards issued for violent conduct or attempted violent conduct, including fighting, shall result in a 4 game suspension for the first occurrence and a 9 game suspension for the second occurrence.
- c) Red cards issued for the second yellow card in a game will result in a one game suspension.
- d) A red card issued for denying an opponent an obvious goal scoring opportunity by deliberately handling the ball or denying an obvious goal scoring opportunity to an opponent by an offense punishable by a direct free kick or a penalty kick shall result in a one game suspension.
- e) Red cards issued for serious foul play or the use of offensive or insulting language shall result in a 2 game suspension for the first occurrence and 4 games for the second occurrence.
- f) Any player found guilty of any third red card offense shall be immediately suspended and shall be required to appear before the Tri-County District Discipline Committee.
- g) Any player guilty of verbally threatening or having physical contact with a referee or assistant referee shall immediately be suspended and the case referred to the ASA Discipline Committee.
- h) Any two teams engaged in a brawl that results in the game being abandoned by the referee shall be immediately suspended pending a hearing with the Tri-County District Discipline Committee.

5.8 Acts of Misconduct by Team Officials, Players and Spectators

- 5.8.1** Any player, coach or other team official ejected from a game for the following shall be suspended for 2 games for the first offense and 4 games for the second offense. A third offense will result in an immediate suspension and a hearing with the Tri-County District Discipline Committee.
- a) Continuous dissent of referee's decision.
 - b) Entering field of play without permission.
 - c) Refusing to assist the referee in maintaining sideline discipline including own team officers, players and spectators.
 - d) The use of abusive or foul language, threats, obscene gestures, demeaning comments, insults, racial or sexual comments toward any player, team official, referee, assistant referee, spectator, FSOS Executive members or staff of FSOS
 - e) Intentional altercations or harassing behavior toward any player, team official, referee assistant referee, spectator, FSOS Executive members or staff of FSOS

5.8.2 Any team official that threatens or has physical contact with any other person before, during or after a game, at the game site, shall be immediately suspended and the case shall be referred to the FSOS or Tri-County Discipline Committee.

5.8.3 Any spectator that is ejected from the area surrounding the game may be identified to the FSOS or Tri-County District Discipline Committee for further discipline.

5.8.4 Any player or team official guilty of verbally threatening, or having physical contact with, a referee or assistant referee shall immediately be suspended and the case referred to the ASA. Discipline Committee.

5.8.5 JURISDICTION

- a) FSOS shall have the power to deal with violations of the laws of the game, the rules, regulations and bylaws of the ASA or misconduct by any of their Clubs or Associations, or by any of their players, officials or members. In all cases the party complained against shall have the right to appeal and to offer a full answer or defence to any charges against him/her when the case is heard;
- b) All Hearings involving offences listed other than those involving physical contact with game officials or attempted physical contact with game officials, shall be dealt with by Tri-County or Regional or Inter-District League in whose jurisdiction the alleged offence took place;
- c) All Hearings involving physical contact with game officials or attempted physical contact with game officials shall be dealt with by the Provincial Association;

5.9 Discipline Procedure

- a) A complete report must be written on the back of the Referee's copy of the game sheet for red cards and expulsions and kept by the Referee until requested.
- b) All players receiving red cards and any team official who were expelled from a game must be reported by the FSOS Referee Coordinator to the Tri-County District within 24 hours or soonest thereafter.
- c) FSOS Referee Coordinator is responsible for local yellow card rule enforcement and to report visiting team yellow cards to the appropriate Referee Coordinator.
- d) When a player accumulates 3 yellow cards as per **5.7.1** the FSOS Executive must be immediately notified.
- e) The FSOS Disciplinary Committee shall apply discipline with consultation of Tri-County Discipline Committee.

5.10 Suspensions

- a) All of the suspensions must be served on games scheduled by the FSOS and played by the team.
- b) Suspended players or team officers may not participate in any game with any team during the term of their suspension.
- c) All suspensions are automatic and Team Officials shall be responsible for ensuring that player suspension are carried out, whether or not they have been officially informed by the FSOS or the FSOS Disciplinary Committee.
- d) Team Officials that play suspended players will be required to appear before the Disciplinary Committee and may face suspension.
- e) All suspensions issued will carry forward in community District or inter-district league play, County Cups but will not carry forward into Provincial tournaments
- f) Suspensions not fully served in one season will be carried over to the next season.

5.11 Appeal Procedure

- a) Any registered player or team official has the right to appeal decisions affecting their status.
- b) All appeals must be presented to FSOS before being heard by Tri-County or ASA.
- c) All appeals to FSOS must be made in writing and accompanied by a \$50.00 cheque (payable to FSMSA) within 48 hours of the infraction. The \$50.00 is refundable if the appeal is upheld, otherwise it is forfeited.
- d) All appeals regarding Tri-County Scheduled games must be addressed to the Tri-County District President or, if unavailable, a member of the Executive of the Tri-County District Association within 72 hours.
- e) All appeals to Tri-County must be accompanied by a cheque for \$25.00 made payable to the District. If the appeal is upheld the \$25.00 will be refunded. If the appeal is denied the \$25.00 is forfeited.

5.12 Game Protests

- a) Protests on games should be made according to the rules of the competition in which the game was played.
- b) The decisions of the referee regarding facts connected with the play are final as far as the result of the game is concerned.
- c) FSOS, on behalf of a team, may protest a game to the Tri-County District Competitions Committee within 24 hours.
- d) A cheque for \$25.00 made payable to the Tri-County District must accompany the game protest. The \$25.00 will be refunded if the protest is upheld. If the protest is denied the \$25.00 is forfeited.

5.13 Harassment

All issues regarding harassment will follow the ASA harassment policy

FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION MEMBER CODE OF CONDUCT Zero Tolerance Policy

1. Membership and participation in sports administered by the Fort Saskatchewan Minor Sports Association (FSMSA) is a privilege, not a right. All members, officials, parents, players, team officials, and volunteers are required to abide by the bylaws, rules and policies of the FSMSA. Their behavior is expected to mirror the spirit of the bylaws, rules and policies of this Code of Conduct.
2. All members and participants of Fort Saskatchewan Minor Sports Association shall respect other members, officials, parents, players, fans, team officials, volunteers and all FSMSA Board and Minor Sports Executive members. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers or Board of Directors or Executive Committee member(s) of Fort Saskatchewan Minor Sports Association, Minor Sports groups under its umbrella, or any other associations, will not be tolerated.
3. All members, fans and participants of Fort Saskatchewan Minor Sports Association shall respect the rules of each of the Minor Sports and their provincially governed bodies, and shall behave in a manner respectful of these rules.
4. Any disciplinary situations involving players, coaches, managers, officials or parents whose actions are disruptive to a sporting event, will be the responsibility of the appropriate Minor Sports group or provincial sport governing body.
5. All community and area organizations shall, at pre-season registration, make all participants aware of this Code of Conduct. **All FSMSA members must sign the Code of Conduct – Zero Tolerance Policy form at the time of player registration**, with one copy forwarded with the team's hard card to each Minor Sports' Registrar. This includes all players, parents/guardians and coaching staff.
6. Parents shall make their young athletes aware of the Code of Conduct and explain the inappropriate behavior noted above.
7. Upon any violation by any member, fan or participant of any provision of this Code of Conduct, an Incident Report shall be completed and presented to the appropriate Minor Sports group, which may result in immediate suspension or expulsion of the offender and/or the offender's family, being consistent with the Zero Tolerance Policy.

 Player Name (please print)

MSA Membership Number

 Parent/Guardian Name (please print)

Parent/Guardian Signature

 Parent/Guardian Name (please print)

Parent/Guardian Signature

 Date

SOCCER COACHES CODE OF CONDUCT

Fort Saskatchewan Outdoor Soccer Executive Approved April 17, 2007

Preamble

1. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how athletes regard their sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

Coaches' Responsibilities

2. Coaches have a responsibility to:

- a. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status;
- b. direct comments or criticism at the performance rather than the athlete;
- c. consistently display high personal standards and project a favorable image of their sport and of coaching. For example, coaches should:
 - 1) refrain from public criticism of fellow coaches, especially when speaking to the media or recruiting athletes,
 - 2) abstain from the use of tobacco products while in the presence of their athletes and discourage their use by athletes,
 - 3) abstain from drinking alcoholic beverages when working with athletes,
 - 4) refrain from encouraging the use of alcohol in conjunction with athletic events or victory celebrations at the playing site, and
 - 5) refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties;

- d. ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
- e. communicates and cooperates with registered medical practitioners in the diagnosis, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training;
- f. recognizes and accepts when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own;
- g. regularly seeks ways of increasing professional development and self-awareness;
- h. treats opponents and officials with due respect, both in victory and defeat and encourages athletes to act accordingly. Actively encourages athletes to uphold the rules of their sport and the spirit of such rules;
- i. in the case of minors, communicates and cooperates with the athletes' parents or legal guardians, involving them in management decisions pertaining to their children's development; and
- j. in an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

Coaching Imperatives

3. Coaches must:

- a. Ensures the safety of the athletes with whom they work;
- b. at no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threats of reprisal for the rejection of such requests;
- c. respects their athletes' dignity. Verbal or physical behaviors that constitute harassment or abuse are unacceptable (the Alberta Soccer Association definition of harassment, and the associated Bylaw (Article 30) can be found on the ASA web site for viewing.
- d. Never advocate or condone the use of drugs or other banned performance enhancing substances; and
- e. never provides under-age athletes with alcohol.

Coaches' Statement:

- 4 This Fort Saskatchewan Outdoor Soccer Coaches Code of Conduct has been developed to be consistent with the Coaches Code of Ethics (Principles and Ethical Standards) developed by the Coaching Association of Canada. All Coaches, Assistant Coaches, and Managers are required to sign below and return to the FSMSA office or Age Group Coordinators, as confirmation that they understand and will comply:

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this FSOS Code of Conduct and the Fort Saskatchewan Minor Sports Association (FSMSA) Member Code of Conduct available from the FSMSA office.

DATE: _____

NAME: _____

WITNESS: _____



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION CRIMINAL RECORD CHECK POLICY

The Fort Saskatchewan Minor Sports Association (FSMSA) has developed this policy to address the need for criminal records checks for all Board and Executive committee members, Coaches, Managers, trainers and other volunteers involved with minors.

This policy was adopted at a general meeting of the FSMSA Board of Directors on March 6, 2007, as part of its Policies and Procedures. This policy will apply to all Minor Sports groups under the umbrella of the FSMSA.

Rights of the Society

The Fort Saskatchewan Minor Sports Association (FSMSA), and any of the Minor Sports groups under its umbrella, has the inherent right to ensure the safety of the young athletes registered in any of its programs and to mitigate risk to the Association.

The FSMSA does not have the right to go beyond what is necessary for self-protection.

The FSMSA and its Minor Sports groups will require all Board or Executive Members, Coaches, assistant Coaches, Managers, trainers, and any other volunteer as may be appropriate for a Minor Sports group, to provide the FSMSA with an annual criminal record check. Failure to produce this information will mean the individual will forfeit their position.

It is the responsibility of each Minor Sports group to notify the FSMSA Board of Directors and the appropriate governing provincial sports body of any complaints concerning abuse of a youth within their sport. It is a responsibility of the Board of Directors to ensure the Minor Sports groups are aware of the legal and moral obligations toward the youth.



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION CRIMINAL RECORD CHECK POLICY

Process for a Criminal Record Check

Volunteer Positions

The Fort Saskatchewan Minor Sports Association (FSMSA) has the right to investigate the character of its volunteers and shall require them to undertake an annual criminal record check before commencing any coaching or other team-related activities. This applies to all Coaches, assistant Coaches, Managers, trainers or other volunteer positions as may be determined by a Minor Sports group. In addition, all Board or Executive members must undertake a criminal record check within one month following their election to any position.

Each volunteer will be provided with a letter from the FSMSA, which they should complete and submit to the local RCMP detachment that will run a check on the individual. If there is no criminal record, a certificate will be prepared and should be submitted to the FSMSA office. This information will be maintained in a confidential manner and made available only to those Minor Sports groups that require a confirmation of this information.

In the event that a criminal record exists, it is up to the individual to disclose to the FSMSA that a record exists. If the individual wishes to obtain a copy of their criminal record they must go to the Edmonton Police Service for fingerprinting and are responsible for paying the appropriate fee for this service. They will receive a detailed record of all convictions. Should the individual wish to pursue a volunteer opportunity with the FSMSA or any of its Minor Sports programs, they must submit this information and a decision will be made by the Executive of the Minor Sports program affected as to whether or not the individual will be granted a position.

Failure to report a criminal record may result in removal from office in accordance with the Disciplinary Policy, or removal from any volunteer coaching or other positions as may be outlined in the Policies and Procedures of a Minor Sports program under the umbrella of the FSMSA.

Paid Positions

A criminal record check shall be required as a term and condition of employment and provided before being offered a position with the Association or any of its Minor Sports groups. A criminal record check will be required annually.



Fort Saskatchewan Minor Sports Association

P.O. Box 3071, Fort Saskatchewan, AB
T8L 2T1

Phone/Fax: (780) 998-1835

The following individual is a volunteer for the Fort Saskatchewan Minor Sports Association and has consented to a criminal record check.

Name: _____

Address: _____

Phone No.: _____

Signature: _____

Date: _____

The volunteer has been requested to provide this form and identification to the Fort Saskatchewan RCMP Detachment for a criminal record check. We understand that a certificate will only be generated if no criminal record exists.

The volunteer will provide the certificate generated to the Association.

FSMSA Office Administrator