

CALGARY MINOR SOCCER ASSOCIATION



CLUB ADMINISTRATION RULES OF PLAY

September 2009

Please take the time to read this book. It contains many important rules and information you will need as a club official in CMSA. Most of the questions you have will also be answered within this book. Reminder that not knowing it was a rule is not an acceptable argument or defense.

VISION STATEMENT

Calgary Soccer, the premier sport.

MISSION STATEMENT

Dedicated to working for our member organizations to develop, organize, and promote soccer; and create opportunities that allow all participants to reach their desired level of achievement within the sport

VALUE / BELIEF STATEMENT

Leadership----- Demonstrate leadership in the sport of soccer and being progressive in our actions

Integrity----- Conduct all business in an honest, ethical and trustworthy manner

Fair Play----- Adhere to the principles of "Fair Play" both on and off the field.

Excellence----- Strive for and support the greatest level of achievement for players, volunteers, and staff.

Accountability----- Committed to fiscal responsibility, accountability, and good business practices in all our actions.

Excellence ----- Strive for and support the greatest level of achievement for members, players, volunteers and staff

Stewardship ----- Engagement- Listen vs. telling membership, external communication

COACHING CODE OF ETHICS

Integrity----- The coach must act with integrity in performing all duties owed to athletes, the sport, and other members of the coaching profession and public.

Competence----- The coach must strive to be well prepared and current so that all duties in the respective discipline are fulfilled with competence.

Athletes Interest----- The coach must act in the best interest of the athlete's development as a whole person.

Personal Conduct----- The coach must maintain the highest standards of personal conduct and

support the principles of fair play.

Respect for the Rules----- The coach must accept both the letter and the spirit of the rules that define and govern the sport.

Respect for Officials----- The coach must accept the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

SPECTATOR'S CODE OF ETHICS (Adopted from the YMCA Spectator's Code)

- 1 Remember that children play organized sports for their own fun.
- 2 Be on your best behavior.
- 3 Applaud good plays by your own team AND visiting teams.
- 4 Show respect for your teams opponents.
- 5 NEVER ridicule or scold a child for making a mistake during the competition.
- 6 Condemn the use of violence in all forms.
- 7 Respect the officials' decisions.
- 8 Encourage players to always play according to the rules.

Professional athletes are not always good role models for children, but the good sportsmanship and healthy lifestyle gained in our country's sports programs can make children good role models for each other, parents, and for future generations.

But first adults have to let them play and send them the right messages.

GLOSSARY

Calgary Minor Soccer Association	CMSA
www.calgaryminorsoccer.com	
Calgary Soccer Federation.....	CSF
www.calgarysoccerfederation.com	
Alberta Soccer Association	ASA
www.albertasoccer.com	
Canadian Soccer Association	CSA
www.canadasoccer.com/	
Federation Internationale de Football Association	FIFA
www.fifa.com	

DEFINITIONS

For the purpose of clarity, the following words shall have the following meanings throughout this document.

Club: **Club** shall refer to any **organization** that has applied for, and has been granted membership in the Calgary Minor Soccer Association by the Board of Directors as set out in the current Bylaws of the Association. Such organizations may be from within or without District 4, and may be based around community, cultural, or traditional grounds as set out in the Policies of the Association. For the purposes of tournament discipline only, this definition would be extended to include the guest organizations whose teams are registered in the corresponding tournament.

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CALGARY MINOR SOCCER ASSOCIATION

RULES OF PLAY

These Rules of Play shall conform to the constitution of the Alberta Soccer Association (ASA) subject to minor exceptions. These rules apply only to Calgary Minor Soccer Association (CMSA) programs. Any provincial competition will be governed by Alberta Soccer Association (ASA) rules of play. ASA Rules of Play can be found on the (ASA) website.

Except where modified by CMSA and/or ASA and/or CSA, the Laws by which all games are to be played are those currently approved by the Federation Internationale de Football Association (F.I.F.A.). Laws of the game can be found on the FIFA website.

Upon acceptance by CMSA of a team's initial player registration sheet, such team (and all persons registered to said team) is deemed to have accepted and agreed to CMSA Rules of Play as stated in this book and will accept any interpretation of these rules by the CMSA Board. The singular shall include the plural and vice-versa. Masculine shall include the feminine and vice-versa.

SECTION I - MEMBERSHIP

In all age groups, team entries will be allowed into Club programs as outlined within the CMSA By-Laws, "General Membership Guidelines", and CMSA Rules of Play.

- A. CMSA is the only organization within District 4, Calgary that has the authority to form representative select teams based on players throughout the city. CMSA may delegate this responsibility to another organization depending upon directions of CMSA Board of Directors.
- B. Active CMSA Club Organization must submit a name of a person who will be the liaison between their Organization and CMSA on an annual basis or when requested by CMSA. Any changes must be reported to CMSA. As well, each club and community must submit in writing the name(s) of the person(s) having signing authority each season.

All Clubs must ensure to the maximum extent possible that all those wishing to play soccer are afforded the opportunity to do so. Clubs wishing to merge must complete the appropriate CMSA documentation and submit it to the CMSA Board for approval.

- C. Any CMSA Club that does not submit teams into CMSA leagues for 3 (three) consecutive seasons will be deemed inactive and must reapply for membership.
- D. Any outside organization that wishes to join CMSA must contact the CMSA Executive Director for the appropriate membership application.

SECTION II - TEAM ENTRY

- A. Team Entry dates and fees shall be set seasonally by CMSA. Members will submit their team names, age group, division, and tier (where applicable) via ITRRegistrar. Once all inputted, the member will print off their team list report, have it signed by their President or Registrar, and submit it to the CMSA by the seasonal deadline date along with the applicable fee.
- B. Based on the teams entered, CMSA will determine the format of each division and tier. In general, the following will be followed when possible:

1. CMSA will run age groups U10, U12, U14, U16, and U18 for the 2009/2010 Indoor soccer season.
2. U10 will have Tiers A, B and C
3. U12 will have Tier I/II Seeding, Tier II/III Seeding, Tier III/IV Seeding, Tier V Seeding, and Tier VI Seeding groups
4. U14-U18 will have Tier I, Tier II/III Seeding, Tier III/IV Seeding, Tier V Seeding, and Tier VI Seeding groups

- C. Any CMSA club can enter one team into U14-U18 Tier I. A second team in any Tier I division must be applied for through the resume and interview process, by the dates set seasonally.
- D. Any CMSA club can enter any number of teams into U10, U12 Tier I/II, Tier II / III, Tier III/IV, Tier V and Tier VI divisions. Clubs who enter more than one team into these groups are to rank their teams so CMSA can try and evenly balance the seeding round pools or if no seeding round, then the regular season pools.
- E. Clubs shall pay a minimum of 50% (fifty percent) of their total team entry fees by the team entry deadline date. The remainder of the fees shall be paid within 30 (thirty) days of the team entry deadline date. If all fees are not paid by this date, the club or community will default all games that its teams will play until the fees are paid in full.

Payment must be made by cheque or money order ONLY, CMSA will not accept cash, credit or debit payments for any team entry fees.

- F. Any club that withdraws a team after the team entry deadline date shall be assessed a \$50.00 (fifty dollars) per day withdrawal administration fee. The maximum amount of the fee will not exceed the total entry fee for that team.

Any club that enters a team after the team entry deadline date shall be assessed a \$50.00 (fifty dollars) late entry administration fee and may only be accepted if there is space where they want to be placed and does not effect the scheduling process.

- G. CMSA has the ultimate authority to decide which Tier a team shall enter and, as such, has the right to request that any particular Club place additional team(s) in a specific Tier without reason.
- H. By registering in CMSA, your team is committing to any post season competition (Provincials, Inter-Cities, etc.) that the team may qualify for. A Club whose team withdraws from any post season competition prior to or during the event for any reason (including the inability to field a team) may be subject to a financial penalty as determined by CMSA and ASA.

SECTION III - AGE CATEGORIES AND PLAYER/TEAM OFFICIAL REGISTRATION

<i>PLAYERS BIRTH YEAR</i>	<i>AGE GROUP CATEGORIES</i>
<i>2004 or later.....</i>	<i>U6</i>
<i>2002 or later</i>	<i>U8</i>
<i>2000 or later.....</i>	<i>U10</i>

<i>1998 or later</i>	<i>U12</i>
<i>1996 or later</i>	<i>U14</i>
<i>1994 or later</i>	<i>U16</i>
<i>1992 or later</i>	<i>U18</i>

- A. Anyone wishing to participate within the CMSA league must register with CMSA through one of its members.
- B. A minor player may register with, and play for both a minor team and a senior team, and maintain his eligibility to compete in both Minor and Senior Provincials, provided he has first registered with the minor team. However, when a minor player has first signed with a senior team, there will be no eligibility to sign with or transfer to a minor team.
- C. Player registration dates shall be set seasonally by CMSA. CMSA ID numbers for players who have registered previously with CMSA can be obtained from the IT Registrar via the Club registrar. New players will have to be entered into the system to obtain a CMSA ID number.

The club is responsible to make sure all the information on their players, team officials, etc., is current and up to date. At least one team official for each team must have an active email address and it is encouraged that all team officials and players should have their email addresses in the database.
- D. All players residing outside of District 4 may register for any CMSA team provided that they have been properly released by their district of residence. Once properly identified, CMSA will obtain the releases for these players.
- E. All players that move into District 4 that wants to play soccer here but has played soccer elsewhere prior, must obtain a transfer from their last district or province. Contact the CMSA League Director for more information on this process.
- F. Any false declaration of district of residence and domicile of a player shall result in suspension(s). Where coaching staff or Club officials are knowingly party to erroneous player information, teams may be subject to loss of points and standing. In all cases of player registration, parents, team management and the Club may be held accountable for providing correct registration information.
- G. The clubs assign players and team officials to team rosters by using ITRegistrar. You have access to all persons' information assigned to your club, all year around. For those persons moving to a new club during the Player Transfer Window Period (See Appendix A), the search all function will be turned on once the Transfer Window Period has begun. All players must be transferred to your club
- H. If a club has any players who owe money or/and equipment, (therefore, are not in good standing with your club) and the club notifies CMSA before the Player Transfer Window Period begins or before they are transferred, we will inactivate that players record status and will not transfer him until the issue is cleared with that club. Please note though that once they have been transferred to the new club and are deemed active (in good standing), CMSA can not proceed to stop that player from being active with the past or current Club.
- I. All players' parents/legal guardians must complete a current CMSA liability insurance waiver form in order for their registration to be accepted by CMSA. All waivers shall be submitted to, and retained by, CMSA on registration of the team roster.

The waiver form covers the indoor season and then the outdoor season (approx Oct 1 to Sept 30). A waiver form only has to be signed and submitted once for each player playing within this time period.

- J. In order to register a new player, proof of age or CMSA Player ID Number is required for all players at the time of player registration. This will be indicated on the team (not approved) roster as a no beside the player's name under the Age Authorized column.

Proof of age must be provided by the following documents **ONLY**, birth certificates, baptism certificates, passports, Alberta Health Care, Landed Immigrant papers, or Affidavits for players not previously registered. Affidavits must be signed by the parents or guardians of the player and witnessed by a Commissioner of Oaths. In the event that the Player's last name on their birth certificate does not match the name they go by, an Affidavit is also required. **The burden of proof of age rests with the player, coach, and the Club.**

- K. No player shall have their name registered for more than one team under the jurisdiction of CMSA during any one season unless properly transferred (See Section IV).

- L. Police Clearances and Coaching Code of Ethics for Team Officials:

1. All listed roster officials are required (regardless of occupation) to have a current CPIC and signed Coaching Code of Ethics on file at the CMSA Office
2. Officials will not be added to any team roster until a current CPIC is received in the CMSA Office
3. CPIC's obtained from sources other than the Calgary Police Service or the RCMP must indicate clearly that a Vulnerable Sector Search has been completed
4. CPIC's are valid for 36 (thirty-six) months

- M. Once registered in an age group (U10 – U18), a player or team cannot move to a lower age group or tier in any CMSA or ASA competition without the approval of the organizing body, even if the player or team would otherwise qualify for the lower age group.

- N. A **NEW** player is a player who has not registered with CMSA during the current season. If the **NEW** player exceeds the 20 (twenty)-player limit, 1 (one) player must be deleted from the roster. See Appendix A for the new player registration deadline.

- O. ASA or CSA player registration rules shall apply to teams participating in ASA or CSA competitions.

- P. Player Movement - Players will commit/sign with a club for one full season (Indoor and Outdoor) during the Transfer Window period. (See Appendix A)

1. Players may choose to stay at the same club for another full season or, exercise the freedom to change clubs during the Transfer Window period.
2. Once the team rosters have been submitted to CMSA – players who names appear on that team roster will be locked to that roster/club for a full season.
3. Player movement requests may be made to CMSA after the Transfer Window period close. CMSA will treat these requests on a case by case basis only.

4. Players when registered with a club for tryouts may only sign with one club e.g. (their home club) and cannot attend another club's tryouts, practice, or other soccer activity without a written consent from their home club officers e.g. TD coaching staff, club executive director or designate, or club board members. Failure to adhere to the process and ensure proper verification of the documents by the club will leave the club subject to discipline which could include suspension from all soccer activities and / or fines as defined in the current budget fee schedules.
5. Player's home club MUST release the player upon receipt of the written request and home club will forward the request within 2 (two) days (48 hrs) from the time of receipt. Failures to adhere to the process and ensure the documents are processed appropriately in a timely fashion or could be subject to discipline and / or fines as defined in the current budget fee schedules.

Q. Coach Movement - Coaches may choose to move clubs at any time of the season

1. Coaches that move to a new club can only coach the same age group or gender provided there are not more than 20% (twenty percent) of players on their new club from their previous club, within that season (indoor or outdoor).

PHYSICAL AND / OR MENTALLY CHALLENGED PLAYERS

CMSA has an obligation to allow any player the opportunity to play soccer in its programs, subject to that player observing and conforming to CMSA Rules of Play and FIFA Laws of the Game.

In the case of physically and/or mentally challenged players, subject to the nature of the handicap and the associated safety risks to the individual and/or other participants, the rules of play contained herein shall be relaxed as they relate to age groups to enable such players to register with Tier II or lower teams (whichever is the Clubs lowest team entry in an age group) considered equal to their learning, enjoyment, and capacity, notwithstanding their birth date. In order to clear registration for such players, CMSA must be given a letter from the player's doctor attesting to the player's circumstance.

SECTION IV – TEAM ROSTERS

- A. Team Roster registration dates will be set seasonally by CMSA.
- B. U6 and U8 Teams – The minimum number of players that must register to form a properly registered team is 6-(six) for Indoor League Play. A team that registers 5-(five) or fewer players for indoor League Play by the player registration deadline date shall be deemed as improperly registered and such teams may not be allowed to participate in the CMSA program until properly registered.
- C. U10 – U18 Teams - The minimum number of players that must register to form a properly registered team is 8-(eight) for Indoor League Play. A team that registers 7-(seven) or fewer players for Indoor League Play by the player registration deadline date shall be deemed as improperly registered and such teams may not be allowed to participate in the CMSA program until properly registered.

All U-10 to U-18 teams may register up to 20 (twenty) players at any one time in a season and

may have up to a maximum of 20 (twenty) players dressed for their games.

- D. Each team shall have in attendance at each game a coach or other responsible person to look after and take responsibility for the team, before, during, and after the game. Clubs are responsible for the behavior and actions for their team officials at any soccer event.
- E. Each team can have the following maximums for team officials:
 - a. 1 (One) Coach
 - b. 2 (Two) Assistant Coaches
 - c. 1 (One) Team Manager
 - d. 1 (One) Scorekeeper
 - e. 1 (One) Age Group Coordinator

For male teams, one of the team officials must be a male adult. For female teams, one of the team officials must be a female adult. For any team that has both males and females playing, the team must have a male and female team official. Anyone assigned to a team as a coach, assistant coach, or team manager will also have the ability to score games. They do not need to be set up as a scorekeeper in addition to their other team role.

Every team official must have a valid CPIC on file in order to be registered to a team.

Each team is allowed 1 (One) scorekeeper but this person is not officially considered part of the team official staff.

- F. Once the team has been created in ITRRegistrar, the club will print out the CMSA (not approved) rosters from the admin section and along with all the waiver forms and proof of ages, and bring them to CMSA during the designated hours for team roster registration. CMSA will then verify the information on the roster at that time.
- G. CMSA must approve and validate the player registration sheet for a team/player to be classified as properly registered.

ANY PLAYER OR TEAM OFFICIAL WHOSE REGISTRATION INFORMATION ON THE PLAYER REGISTRATION SHEET IS IN ANY WAY INCOMPLETE SHALL BE DELETED FROM THE PLAYER REGISTRATION SHEET. Such player shall be classified as ineligible to play until properly registered. In order to play in CMSA or ASA sanctioned games, all teams and players must be properly registered.

- H. CMSA will assess a minimum of a \$50.00 (Fifty Dollars) fine per team, per week, for late team roster registration.

SECTION V - PLAYER RECRUITMENT

It is anticipated in an open boundaries system that Players will be solicited to move from one Club to another. If a Player is a minor, the Player must be accompanied by a Parent or Guardian during any

such solicitation. Addressing any minor player outside the company of their legal Guardian may be considered 'conduct likely to bring the game into disrepute' and will be dealt with according to the CMSA Discipline Code.

Irrespective of whether a Player is an unaccompanied minor, is of legal age, or has the counsel of a Parent or Guardian, any persistent, harassing or unwanted contact by an official of any Club seeking to have the Player change Club affiliation will be considered 'conduct likely to bring the game into disrepute' and will be dealt with according to the CMSA Discipline Code.

The specific rules around acceptable and unacceptable player solicitation are as follows:

- A. Recruiting. "Recruiting of players" is defined as any effort, action or solicitation of a prospective player or a prospective player's relatives [or legal guardian(s)] by any club or team representative or person representing a club or team's interests, including parents and players, for the purposes of enticing a player to move from one club or team to another club or team, or to a club or team participating in another league:
 - 1. Club Representative. Any coach, assistant coach, manager, administrator, board member, volunteer, player, parent of a player, guardian of a player, or relative of a player who acts in the interests of a club is considered a club representative.
 - 2. Team Representative. Any coach, assistant coach, manager, administrator, board member, volunteer, player, parent of a player, guardian of a player, or relative of a player who acts in the interests of a team is considered a team representative.
- B. Recruited Prospective Player. Actions by club or team representatives, or persons representing the club or team's interests, that cause a prospective player to become recruited by a club or team are:
 - 1. Having the prospective player attend one or more team practices, training sessions or other events of another club or team outside of the player's current club or team.
 - 2. Having an arranged in-person encounter with the prospective player or the prospective player's parent(s), relative(s), or legal guardian(s) for the purposes of recruitment.
 - 3. Having a chance encounter with a prospective player or a prospective player's parent(s) or legal guardian(s) that results in recruitment of a prospective player.
 - 4. Initiating or arranging a telephone, e-mail, mail, or any other form of contact with the prospective player, the prospective player's parent(s) or legal guardian(s) for the purposes of

recruitment.

C. Recruiting Periods. Recruiting is only permitted during specific recruiting periods.

1. Contact Period. The contact period is that period of time when it is permissible for club or team representatives, or persons representing the club or team's interests, to make in-person contact with a prospective player, or a prospective player's parent(s) or legal guardian(s) through telephone conversations, arranged meetings, open houses, registration events, team training sessions, and other club or team events. See Appendix A for dates.
2. Quiet Period. The quiet period is that period of time where **it is not permissible** for any club or team representative, or person representing a club or team's interests, to have any contact with a prospective player or a prospective player's parent(s) or legal guardian(s), except as outlined under the Permissible Contact section below. The quiet period is that period that falls outside of the contact period.

D. Permissible Contact during Quiet Period. Permissible contact is any contact with a prospective player, or a prospective player's parent(s) or legal guardian(s), which occurs by chance or through an arranged encounter that is not designed to cause a prospective player to become recruited:

1. It is permissible for a club or team representative to greet and speak to a prospective player, or the prospective player's parent(s) or legal guardian(s) in a chance or incidental encounter provided that the prospective player is not recruited during the encounter.
2. It is permissible for a club or team representative to greet and speak to a prospective player, or a prospective player's parent(s) or legal guardian(s) who are known to the club or team representative through a working relationship, family relationship, neighborhood or community relationship, spousal relationship, or other previous relationship provided that the prospective player is not recruited during the encounter.
3. It is permissible for a club to advertise for the next season to the general public. This includes holding open player registrations where players approach the club to play.

E. Permissible Recruitment Activities. Activities that are permitted within the allowable Recruiting Periods are considered Permissible Recruiting Activities. The following are considered Permissible Recruiting Activities:

1. Telephone Contact. It is permissible for a prospective player to receive telephone calls or messages from a club or team representative, or person representing a club or team's interests for the purposes of recruiting the prospective player.

2. **Written Correspondence.** It is permissible for a prospective player to receive e-mail or mailed written correspondence from a club or team representative, or person representing a club or team's interests for the purposes of recruiting the prospective player, provided that the written correspondence is at the club's or team representative's expense.
3. **In-Person Contact.** Direct in-person communication between a prospective player, or a prospective player's parent(s) or legal guardian(s) and a club or team representative, or person representing a club or team's interests for the purposes of recruiting the prospective player is acceptable. In the event that the prospective Player is under the age of eighteen, the Player must be accompanied by the player's parent(s) or legal guardian(s).
4. **Team try-outs for creation of teams for the next season held during the quiet time are permitted so long as the try-outs are open to the general public. **Any player that is currently registered with another club must obtain written permission from their current club or team official in writing to attend said try-out.****

Public means that the information and opportunity is readily available to the general populace.

F. **Impermissible Recruitment Activities.** Activities that are not permitted in the recruiting of a prospective player are outlined below:

1. **Covering of Expenses.** Provision of any form of financial incentive to a prospective player, including waiving or partial waiving of fees, is prohibited. This also includes subsidization of training camps or other related activities unless this benefit is available to all players registered with the club.
2. **Covering of Transportation Costs.** Provision of transportation services or transportation incentives to a prospective player is prohibited.
3. **Roster Guarantees and Team Placement Offers.** Guarantees of team placement in leagues, roster placement, starting line-up status, or the like is prohibited.
4. **Other Placement Incentives.** The use of professional, college, university, provincial or national level exposure incentives is prohibited.

G. **Disciplinary Action.** In the event that any breach to the recruitment rules are identified by the CMSA Discipline Committee, the offending Club/Team/Coach may be penalized under current CMSA discipline rules regarding "conduct likely to bring the game into disrepute":

1. In order to bring about any disciplinary action against a coach, team manager or club for

recruiting a player under the age of 18 (eighteen) years, the minimum requirement shall be as follows:

Any complaint by a registered CMSA player under the age of 18 (eighteen) years, Team Management, or Club Member for attempted or actual recruiting must be submitted in writing to the CMSA Discipline Chair by the player's coach of the team with whom the player registered, parent(s) and/or custodian. The submitted written statement must be dated and documented with details of all persons involved, related to the attempted or actual recruiting for the player's playing services.

Any person submitting a written statement must appear at a discipline hearing if requested by CMSA.

SECTION VI - PLAYER TRANSFERS DURING SEASON PLAY

A. TRANSFERS OF PLAYERS BETWEEN TEAMS WITHIN THE SAME CLUB

1. Intra club transfers of players will not be permitted after the deadline (See Appendix A)
2. A player may transfer no more than twice in one season; however a player transferred once cannot be transferred again in less than 30 (thirty) days from the time of the previous transfer (ASA Rule 5(e)). If a player transfers to a higher Tier team, (e.g.: from Tier 2 to Tier 1), that player cannot play down in a lower Tier until the next playing season.
3. All transfer requests must be made in writing on the proper intra Club transfer form, to CMSA for approval. All player transfer request forms will require the signature from the President or Registrar of the player's current Club. See Appendix A for deadlines as they relate to payment.
4. Players transferring within the same tier after the ASA Cup tied date for Tier I, II, III, and IV will not be eligible to participate in Provincials in that age group and tier.

B. CLUB TO CLUB TRANSFERS

1. Once players register for the Indoor season, they are tied to that club for the following outdoor season.
2. Special requests for transfers can be made to the CMSA Programs Committee explaining the specific reason for the transfer request (eg. no outdoor program is offered). Special requests will only be accepted until the deadline outlined in Appendix A for the Indoor season.
3. Clubs that move players to another club for the indoor season due to program restraints may request for the players to be moved back to their club for the following outdoor season provided that the CMSA League Director is informed prior to indoor roster registration commencing.
4. Transfer fee of \$50.00 (50 dollars).

C. General

1. Playing an ineligible player as determined by CMSA will result in the loss of points for the game(s) in which the player participated, and may lead to disciplinary action being taken against the coach of the team.

2. Clubs have until the no-fee intra-Club transfer deadline to move players around, up, down or laterally. After this date, players will not be able to transfer down or laterally in tiers permanently or temporary unless due to special circumstances (conflict with team officials, club or due to an injury). CMSA will review each of these cases individually and may impose restrictions if granted. (See Appendix A)
3. Should a team fold during the season, all players on that team shall be deemed “free” to go to any other team within their club subject to the play-up rules in Section III except that they may join another team in the same Tier within their age group. Players may be cup tied and unable to play in any provincial competition should their new team qualify for provincials. Players effected, do not require a transfer from the team that folded nor do they have to pay the transfer fee of \$50.00 (Fifty Dollars). They will not be eligible to transfer, under this point, until CMSA receives formal notice that their old team has folded.

SECTION VII - LEAGUE FORMAT AND PLAY

- A. The League competition will commence on the dates set seasonally by CMSA. Schedules may not be altered following commencement of play except by, or with the approval of, CMSA.

ASA Regional, Provincial, and CSA Inter Provincial scheduled games shall take priority over CMSA games.
- B. CMSA will determine the formats of each division and tier based on the number of teams entered in each. Schedules will be posted on the website by the date indicated in the program calendar.
- C. CMSA will have set days of play for U10 Tier A, B and C, and U12 – U14 Tiers V and VI. These dates will remain the same for both the Indoor and Outdoor seasons.
 - i. U10 Tier A play on Wednesdays or Sundays
 - ii. U10 Tier B play on Mondays or Saturdays
 - iii. U10 Tier C play on Thursdays or Sundays
 - iv. U12 Tier V play on Wednesdays or Sundays
 - v. U12 Tier VI play on Tuesdays or Saturdays
 - vi. U14 Tier V play on Tuesdays or Saturdays
 - vii. U14 Tier VI play on Wednesdays or Sundays
- D. Where there are insufficient teams in an age group and/or Tier to form a viable league, CMSA shall combine such teams with other teams of a different age group and/or Tier if it is considered both practical and logical to do so.
- E. CMSA may direct any team to move to another Tier that has a level of play more suitable to that team as illustrated by past performances. Implementation of any such move may be initiated by CMSA at any time during the season.

- F. All players playing U12 and above require a CMSA photo ID card prior to playing.

The coach of any team, U10 and above, require a CMSA photo ID card prior to coaching. It is recommended that each team official on the roster have a CMSA photo ID card.

Photo ID sessions prior to the season starting will be set by CMSA and published on the CMSA website and seasonal calendar.

- G. For any challenge games, CMSA will determine the format and rules when necessary to do so.

- H. CMSA shall determine the teams that shall represent CMSA in the ASA Regional, Provincial, and/or Inter-Cities competitions in those age groups where such competitions are held. Information on ASA or Inter-Cities competitions shall be provided to the teams involved upon receipt of the same from the organizing body.

- I. Any concern, complaint, issue, or possible protest from a Player, Parent, or Team Official will only be heard by CMSA if it is received through proper channels. These issues must be passed on to the individual Clubs. The Club (President / Executive) will address these issues and determine if they need to be forwarded on to CMSA. Protests of any nature must be accompanied by a \$150 (One Hundred and Fifty Dollars) administrative fee which must be paid at the time the protest is lodged.

SECTION VIII – POST LEAGUE PLAY

- A. CMSA Regular Season league rules shall apply to provincial rosters in addition to the ASA Competition Rules. Only clubs that reside in District 4 (City of Calgary) may qualify for provincials through CMSA league play. What this means is that only clubs physically located within the city limits of Calgary can qualify for Provincials (Tier I, II, III, and IV) through CMSA league play. Out of District clubs must qualify for provincials through their own districts.

1. All teams qualifying for ASA competitions must confirm their player roster for said competitions in writing to CMSA prior to dates set by the CMSA office. The appropriate player registration forms for each team will then be filed with the ASA by CMSA prior to the deadline date to confirm each team's entry in the ASA Regional or Provincial competition.
2. If any ongoing regular league play prevents firm identification of the team(s) that will represent CMSA in any ASA regional or provincial finals, all teams that are still in contention to represent CMSA must comply with the above rules and deadline dates as may be applicable.
3. CMSA may host challenge games in designated age groups and tiers to determine who will represent Calgary at provincials.
4. Teams that qualify or are selected to represent District 4 in ASA Regional or Provincial Finals will be allowed to add new players to their ASA Provincial Roster to the maximum permitted by the ASA, no less than 7 (seven) days prior to the competition start date.
5. A player cannot play for, and be registered with, more than one team in minor ASA regional or provincial finals unless the ASA Competition Rules says otherwise.

- B. CMSA Rules of Play shall apply to the rosters for the Inter-Cities Championship. Any CMSA

member can compete and vie for an Inter-Cities berth through CMSA league play (subject to divisional and tier availability.) Special rosters are not need for Inter-Cities play.

- C. A Club whose team withdraws from provincial competition prior to or during the tournament for any reason (including the inability to field a team) may be subject to a financial penalty as determined by CMSA and ASA.
- D. If Provincials or Inter-Cities are to be held in Calgary, the qualifying teams for those competitions must supply one volunteer for a minimum of 3 hours to assist with the running of the event. Any team that fails to provide a volunteer shall have a \$100 (One Hundred Dollars) volunteer levy applied to them.
- E. CMSA will run a City Finals for those teams that do not participate in a division or tier where they are vying for a provincial or Inter-Cities berth.

Appendix A: Important Dates

- A. Transfer Window Period – September 1st to the first Indoor Roster Registration date annually.
 - 1. For the Indoor 2009/2010 Season, the Transfer Window Period will be September 1st, 2009 to October 16, 2009.

- B. Recruiting Contact Period - The Contact Period for the 2009/10 Indoor Season shall be from the end of the Outdoor League Season (August 24, 2009) until CMSA Indoor Season Player Registration date (October 16, 2009).

- C. Club to Club Transfer Special Request Deadline – 4:00PM Tuesday, December 29, 2009
- D. Intra Club Transfer Deadline
 - 1. No Fee – until 4:00PM Wednesday, December 23, 2009
 - 2. \$50 (Fifty Dollars) Transfer Fee –From December 23, 2009 until 4:00PM Friday, February 26, 2010

- E. New Player Registration Deadline – 4:00PM Friday, February 26, 2010

Appendix B: Calgary Minor Soccer Association (“CMSA”) Harassment Policy

The CMSA is committed to providing a sport and work environment that is civil, decent and respectful. This policy shall be deemed to be embodied in and part of the CMSA Rules. **The CMSA has an expectation that each CMSA member club and association will implement and enforce its own rules and policies with regard to Harassment, as the primary obligation in this regard lies with the CMSA member club or association.**

This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants involved with the CMSA. This policy applies to Harassment that may occur in the CMSA workplace or other activities or events where CMSA employees may be involved on behalf of CMSA and during the course of all activities and events of CMSA and its members, and to all Harassment occurring outside those situations when the Harassment involves individuals covered by this policy.

The CMSA will not tolerate disrespectful behaviour, Harassment, abuse or damage to people or property.

In this policy, Harassment means any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. Harassment may be verbal or physical, and may be in the form of a comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause offence, discomfort, or personal humiliation or embarrassment to a person or group of persons. Harassment may involve a person's or a group of persons' appearance, race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, a conviction (whether pardoned or not) or sexual orientation (hereinafter referred to as “characteristics”). Harassment may be a single incident or a series of incidents. A person does not have to intend to harass for the behaviour to constitute harassment.

Examples of Harassment are:

- verbal or physical abuse;
- hostile verbal or non-verbal communications, including yelling and screaming;
- use of terminology that reinforces stereotypes based on a person's characteristics;
- any form of discrimination, including derogatory or demeaning comments, jokes, slurs, innuendos, taunts, posters or cartoons, etc., that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting a person's performance;
- condescending, paternalistic or patronizing behaviour linked to a person's characteristics, which undermines self-esteem or diminishes or adversely affects performance or adversely affects working conditions;
- any form of hazing;
- Sexual Harassment as defined below.

In this policy, Sexual Harassment means unwelcome sexual advances, unwelcome requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature. Sexual Harassment may occur in behaviours by males toward females or by females toward males, between males, or between females. The behaviour does not need to be intentional for it to be considered

Sexual Harassment.

Examples of types of behaviour which may be Sexual Harassment include:

- unwelcome attention or physical contact, including touching, pinching, patting, rubbing, or kissing;
- unwelcome sexual flirtations, advances, or propositions, including repeated unwelcome invitations to socialize;
- leering, staring, gestures of a sexual nature;
- sexually suggestive or obscene comments or gestures;
- sexist joke(s), comment(s), suggestion(s) or innuendo(s) causing embarrassment or offence;
- sexually degrading words used to describe a person;
- the display of visual material such as pictures, pornographic materials, cartoons, graffiti or sayings of a sexual nature which is offensive or which one ought to reasonably know is offensive;
- derogatory or degrading remarks about a person's gender or sexual orientation;
- unwelcome inquiries or comments about an individual's sex life or sexual preferences;
- persistent unwelcome contact or attention after the end of a consensual relationship or otherwise;
- promise or threats contingent on the performance of sexual favours;
- decision-making affecting an individual that is contingent on the performance of sexual favours;
- conduct that creates an intimidating, hostile or offensive environment;
- verbal abuse or threats of a sexual nature;
- sexual assault;
- stalking.

Complaints

If you are the subject of Harassment involving persons covered by this policy, you should:

1. Tell the harasser that his or her behaviour is unwelcome and ask him or her to stop.
2. Keep a record of the incidents (dates, times possible witnesses, what happened, your response). You do not have to keep a record of events in order to file a complaint; however, a record may help you remember the details over time.
3. Contact your CMSA member club or association through its President and register your complaint in accordance with its rules and policies.
4. If your member CMSA club or association does not deal with the complaint in accordance with its rules and policies, you may file a written complaint with the CMSA in care of the Executive Director or the employee or director of the CMSA delegated responsibility by the CMSA Board to receive such complaints. **It should be noted that this Policy is not in any way intended to supersede or replace the rules or policies of your CMSA member club or association and is not intended to provide you with an appeal from a determination by your CMSA member club or association.**

Once the CMSA receives your written complaint, the CMSA Board will appoint a committee of three

Board Members for the purpose of reviewing and attempting to resolve the complaint (the "Committee"). The Committee may also be a standing committee of the Board. The Committee will open a secure file containing all of the relevant information in respect of your complaint and undertake an investigation immediately. If the complaint involves a Board Member or Members or an employee of the CMSA, those individuals will be precluded from partaking in the Committee and from reviewing the file while the matter is being investigated.

The Committee will interview you and the alleged harasser, along with all of the individuals who may be able to provide relevant information. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately in accordance with this policy and the CMSA Rules. Subject to the discretion of the Committee, discipline may include a fine and/or suspension from involvement with the CMSA, or permanent expulsion from any further involvement with the CMSA. If circumstances warrant, the Committee may refer these matters to the City of Calgary Police Service, the Alberta Human Rights Commission or such other body or organization as they deem appropriate.

For the purposes of this policy, threats of retaliation and retaliation by one person against another:

- designed to dissuade an individual from reporting discrimination or harassment;
- to punish an individual who has rejected sexual advances;
- for having invoked this policy (whether on behalf of oneself or another);
- for having participated in any investigation under this policy; or
- for having been associated with a person who has invoked this policy or participated in these procedures

will be considered a form of Harassment.

Complaints found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

In addition to any other findings or sanctions imposed by the Committee, a finding of Harassment will be considered conduct likely to bring the game into disrepute under the CMSA Rules.

Once the matter has been resolved, the CMSA Board will retain the file in a secure location along with all of the other books and records of the CMSA. No absolute confidentiality may be made by the CMSA, particularly in circumstances where the matter warrants police or other regulatory or administrative body intervention.

Notwithstanding this policy, any person who experiences Harassment continues to have the right to seek assistance from the Alberta Human Rights Commission or to file a complaint with the City of Calgary Police Service or such other body or organization as they deem appropriate.

Appendix C: Blood Borne Pathogen Policy

Adopted from the ASA H.I.V. Policy

Dealing with a bloody wound;

- 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, differently numbered jersey, that replaces a blood-stained jersey, **he/she may re-enter only after the referee has been advised of the change of number**.
- d) All equipment and surfaces contaminated with blood and other body fluids should be cleaned with a solution of one part household bleach to nine parts water. This solution should be prepared fresh daily. This is particularly important on the artificial turf of indoor arenas.
- e) While cleaning blood or other body fluid spills, the following must be done:
 - wear waterproof gloves;
 - wipe up fluids with paper towels or disposable cloths;
 - disinfect the area as described in (d);
 - place all soiled waste in a plastic bag for disposal;
 - remove gloves and wash hands with soap and water.

Other wounds must be reviewed by medical personnel, including abrasions and all skin lesions and rashes on athletes, coaches and officials. All wounds, skin lesions and rashes must be confirmed as non-infectious and be securely covered prior to the athlete starting or continuing participation.

Appendix D: Field Marshal Program

Background:

Referee retention issues have been an increasing issue over the past few years in Calgary. This referee shortage is caused by many reasons, but the most worrisome is the abuse from team officials and spectators towards the youth referees. The abuse can come in many forms but in particular, it is the verbal abuse which is personal, provocative and public in regards to the referee's on-field performance that cause for the referee to quit.

This unacceptable behavior towards our youth and new officials must be addressed as a **priority** particularly if soccer is to have an adequate supply of referees. The Field Marshall Program is intended to power one individual from each team to speak up on behalf of the referee among their fellow parents/spectators.

Specifics:

- All teams participating in CMSA league play must designate an individual at each game (home and away) to act as a Field Marshal.
- The individual acting as the Field Marshal (FM) must be named on the team's game sheet.
Teams will be fined if they do not list their FM on the game sheet.
- The Field Marshal is to wear the arm band provided by CMSA as identification

Responsibilities:

- Position yourself in the middle of your team's half of the spectators' seating area
- Monitor the behavior of your teams' parents.
- The Field Marshal is expected to act on behalf of the referee by reminding parents to keep their comments to themselves and refrain from vocalizing their complaints during the game
- Quickly diffuse potential problems before they arise by either being visible or calmly speaking with the individual(s) involved.
- Deal with, and act on, inappropriate comments, gestures and/or general unsporting behavior

directed at referees, players or any other individual by your teams' spectators or coaches but please avoid getting into a confrontation. If someone is still hostile after being asked to calm down, please gather as much information but do not put yourself in a dangerous position.

- The Field Marshal is **not** expected to put themselves in a situation which may compromise their safety and instead are asked to contact Shannon (CMSA Referee Mentor) at referees@calgaryminorsoccer.com
- The Field Marshal is expected to support the referee when requested by the official to do so
- Any questions/comments/complaints/compliments in regards to the officiating should be directed to Shannon at referees@calgaryminorsoccer.com. Based on any official report, CMSA will investigate the incident and act accordingly.

Fines:

- The fine for not participating in the Field Marshal Program shall follow the fee structure for Defaulted Games:
 - 1st Offense: no default fine, Warning Letter
 - 2nd Offense: \$50 (Fifty Dollars) default fine
 - 3rd Offense: \$50 (Fifty Dollars) default fine
 - 4th Offense: \$50 (Fifty Dollars) default fine
- Any team found to be consistently not participating in the program shall be subject to further disciplinary action.

Appendix E: League Structure Indoor 2009/2010

Overall League Changes

1. Full Season (i.e. Indoor and Outdoor) - a player is committed to one club for both the indoor and outdoor seasons. As an example, a player commits to and signs with SWU for 2009-2010 Indoor and will still be effectively signed with SWU for the 2010 Outdoor season. Movement would then be allowed only in the Transfer Window Period.
2. Transfer Window Period – September 1st to the first Indoor Roster Registration date annually.
3. Player Movement - Players will commit/sign with a club for one full season during the Transfer Window period.
 1. Players may choose to stay at the same club for another full season or, exercise the freedom to change clubs during the Transfer Window period.
 2. Once the team rosters have been submitted to CMSA – players whose names appear on that team roster will be locked to that roster/club for a full season.
 3. Player movement requests may be made to CMSA after the Transfer Window period close. CMSA will treat these requests on a case by case basis only.
 4. Players when registered with a club for tryouts may only sign with one club e.g. (their home club) and cannot attend another club's tryouts, practice, or other soccer activity without a written consent from their home club officers e.g. TD coaching staff, club executive director or designate, or club board members. Failure to adhere to the process and ensure proper verification of the documents by the club will leave the club subject to discipline which could include suspension from all soccer activities and / or fines as defined in the current budget fee schedules.
 5. Player's home club MUST release the player upon receipt of the written request and home club will forward the request within 2 (Two) days (48 hrs) from the time of receipt. Failures to adhere to the process and ensure the documents are processed appropriately in a timely fashion or could be subject to discipline and / or fines as defined in the current budget fee schedules.
4. Coach Movement - Coaches may choose to move clubs at any time of the season
 1. Coaches that move to a new club can only coach the same age group or gender provided there are not more than 20% (Twenty Percent) of players on their new club from their previous club, within that season (indoor or outdoor).

Tier I U14-U18

1. CMSA Cup – each team will be scheduled 3-4 (Three to Four) outdoor exhibition games September 19-20 and/or 26-27

2. Each organization in good standing with CMSA may enter 1 (One) team in Tier I should they feel they have the players at that level (both indoor and outdoor)
3. There will be no limit on the number of teams accepted into Tier I in both the indoor and outdoor seasons and will only be restricted by:
 - a. Full Season Definition
 - b. Player Movement
 - c. Coach Movement
4. 2nd Tier I Team Process – Club may submit applications for a 2nd Tier I team in any age group.
 - a. The application process will include:
 - i. Resume Process
 - ii. Interview Process
 - b. Application deadline will be August 10 for the Indoor Season, and January 20 for the Outdoor Season.
 - c. Teams submitting applications for a 2nd Tier I team in any age group must also submit their club's 1st Tier I team information with the 2nd team application.
 - d. \$250 (Two Hundred and Fifty Dollars) application fee (per team) will be required in order for the application to be considered complete. (fee will be refunded if the team is accepted into Tier I)
5. A team that loses 90% (Ninety Percent) of the games and/or has a record of 6 (Six) or more games with a goal difference of 5 (Five) goals in Tier I will be subject to the 2nd team process in order to play in Tier I for the next season.
6. Resume Process – A resume will be submitted to the CMSA Programs Committee by any clubs wishing to submit a second Tier I team in U14-U18.
 - a. A set formatted document will be provided by CMSA
 - b. The resume should be completed by the appropriate club executive or staff e.g. (Exec Director, General Manager, VP, and Technical Director)
 - c. Application deadline will be August 10 for the Indoor Season and January 20 for the Outdoor Season
7. Interview Process – This will follow a standard discipline committee hearing process with committee members
 - a. Chaired by a CMSA Director
 - b. Two or more Peers that are knowledgeable and informed of level of play e.g. Club TD's and may include CMSA Technical Director if appropriate but in all cases at least two peer members.
 - c. In all cases interview process committee must be without conflicts of interest, committee chair to make the final decisions.
 - d. Clubs that submitted a resume for a 2nd Tier I team will be contacted with an Interview date and time
 - e. A ruling will then made and communicated back to the club within 10 working days in writing.

8. The CMSA Programs Committee will review any cases of abuse of the spirit or intent of this process and will present an initial review with recommendations at the 2010 SGM or Spring Planning Meeting.
 - a. CMSA Organizations, coaches, players or members may report any cases of abuse through a standardized form which will be available on the CMSA website prior to the start of the Indoor 2009/10 Season.

U14-U18

1. Tier I, Tier II/III Seeding, Tier III/IV Seeding, Tier V, Tier VI
2. Tiers I-IV leads to Provincial Competition. Tier V leads to Inter-Cities, Tier VI leads to Indoor City Finals
3. U14, U16 and U18 Tier II, III and IV - will be combined into Tier II / III and III / IV seeding groups. Anyone can enter their team(s) into these groupings and rank each of their teams (should they have more than one) to assist CMSA in trying to balance out the seeding groups. The seeding round format will depend on the number of teams entered into these groups. At the end of the seeding round, teams (to be determined when the format is originally created) will advance to Tier II, III or IV playoffs. Again, the format will depend on the number of teams entered. At the end of season, the top finishers in Tier II, III and IV will advance to ASA provincials.
4. Tiers V and VI will play a seeding round and playoff round where possible.
5. For all age groups, Tiers I-IV will play any day of the week.
6. U14 Tier V will play on Tuesdays and Saturdays. U14 Tier VI will play on Wednesdays and Sundays.

U12

1. Tier I/II Seeding, Tier II/III Seeding, Tier III/IV Seeding, Tier V, Tier VI
2. Tiers I-IV leads to Provincial Competition. Tier V leads to Inter-Cities, Tier VI leads to Indoor City Finals
3. U12 Tier I, II, III and IV – U12 will be split into a Tier I / II, Tier II / III and Tier III / IV seeding groups. Clubs are to make sure that teams they feel have a valid shot at a Tier I spot are placed into the Tier I / II seeding group. Anyone can enter their team(s) into these groupings and rank each of their team (should they have more than one) to assist CMSA in trying to

balance out the seeding groups. The seeding round format will depend on the number of teams entered into these groups. At the end of the seeding round, teams (to be determined when the format is originally created) will advance to Tier I, II, III or IV playoffs. Again, the format will depend on the number of teams entered.

4. Tiers V and VI will play a seeding round and playoff round where possible
5. U12 Tier V will play on Wednesdays and Sundays. U12 Tier VI will play on Tuesdays and Saturdays
6. Tiers I-IV will play any day of the week.

U10

1. Scoring changes – website will only reflect wins and losses.
2. Score clocks will only show a one goal difference (ex. 1-0 posted even though the score may be 5-0)
3. League format will remain the same as previous seasons (Tiers A-C; seeding round and playoff round where possible)
4. U10 Tier A will be scheduled on Wednesday and Sunday. U10 Tier B will play on Mondays and Saturdays. U10 Tier C will play on Thursdays and Sundays.
5. All U10 teams will be automatically entered into the Indoor City Finals (formerly Spring Cup) at the end of the season.

U6 and U8

1. Format will be the same as last season: one game per week on either Saturday or Sunday.
2. U6's play at the CSC or CWSC
3. U8's play at the CWSC or CNESF
4. CSC – Calgary Soccer Centre, 7000 48th Street SE
CWSC – Calgary West Soccer Centre, 11014 Bearspaw Dam Rd NW
CNESF – Calgary North East Sports Facility, 401 - 33 Street NE