



***Soccer Nova Scotia  
Policies  
and  
Procedures***

***May 28, 2006***



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## OVERVIEW

### 1. INTRODUCTION

This section provides an informal overview of Soccer Nova Scotia (SNS) – how it is organized, governed, who are its members, what are its programs. Where applicable, any topic that exists in the official bylaws or policies which define each in more detail will be italicized (eg. *Players*). You should be able to locate such topics in the table of contents of the Bylaws or Policies and Procedures.

**Soccer Nova Scotia also maintains other documents that provide additional program details, rules, or procedures. These are available through the Soccer Nova Scotia website.**

### 2. ORGANIZATION WITHIN NOVA SCOTIA

Soccer Nova is responsible for organizing soccer activities for all its members. Activities include competitions, training, and general administration.

‘Official’ Member organizations of Soccer Nova Scotia include *Districts, Leagues, Associates, Referee Associations, and Life members*, as defined in the SNS bylaws. Districts and Leagues include another level of organization membership – *Clubs*.

*Players* are the ‘foundation’ membership units in soccer. Players register with Clubs, and as such, have the right to participate in competitions and training activities. Club membership automatically includes membership in all other member organizations of the Club, including Districts, Leagues, and Soccer Nova Scotia. Membership includes the obligation and acknowledgment for an individual to adhere to all bylaws, policies and procedures of all these organizations.

Clubs are the ‘grass root’ organization for registration of and program delivery to Players. Clubs form Club *Teams* and manage all team related activities including selection, registration, training, and coach selection. Clubs may also organize non-team related training or activities for its members. Clubs are members of Districts and Leagues. Clubs register players, and where applicable, assign players to registered teams.

Districts serve as the representative for its member Clubs and their players on Soccer Nova Scotia governing bodies. Districts may also be members of Inter-District Leagues, and as such serve the interests of their members on that League.

Leagues organize seasonal league play for its member District or Club teams. This includes creating divisions, schedules, and where applicable publishing standings and statistics.

### 3. ORGANIZATION OUTSIDE NOVA SCOTIA

Soccer Nova Scotia, as the recognized governing body of soccer in the province, is a member of the larger national governing association, the “Canadian Soccer Association” (CSA). As a member of the CSA, our President sits on the CSA Board and our Competitions Committee chair sits on the national Competitions Committee. From time to time other Soccer Nova Scotia representatives serve on other CSA committees. Our affiliation with the CSA also includes involvement in

training through a National Training Centre located in Halifax, Nova Scotia at the SNS Indoor Training Facility.

The CSA is in turn part of an international soccer organization network through a confederation known as the “Confederation of North, Central American and Caribbean Association Football” (CONCACAF). The CONCACAF has 29 national associations in its membership.

This confederation, along with 5 others, makes up the world governing body of soccer known as “Federation Internationale de Football Associations” (FIFA).

As a member of these higher organizations, Soccer Nova Scotia is subject to the rules, decisions, and government of each. The strength of this network includes delivery of standardized rules of play, discipline and appeals hierarchy, and participation in national and international competitions.

#### 4. DECISION-MAKING LEVELS WITHIN SOCCER NOVA SCOTIA

Within Soccer Nova Scotia, decisions are made by Members, the Board of Directors, the Executive Committee, Soccer Nova Scotia Committees, and Operations (i.e. Staff)

The **Membership** is the top decision-making body. The Membership meets at least once per annum at its Annual General Meeting. When necessary, a Special General Meeting of the Membership may be held. Responsibilities of the Membership are outlined in the Bylaws. The Membership elects the Board of Directors.

The **Board of Directors** consists of elected Soccer Nova Scotia Officers and member Regional Representatives. The powers of the Board of Directors are vested to direct the affairs of Soccer Nova Scotia as outlined in the Bylaws.

***Between General Meetings of its members, the Board of Directors has the power to develop or update policies and procedures, or to strike committees or perform other tasks as so required to carry out the business of Soccer Nova Scotia.***

The Board of Directors is supported by a number of **Committees** and delegates authority to each committee by approving its objectives, membership, duties and responsibilities. Each Soccer Nova Scotia Committee consists of a Chair and Members. Each Chair is appointed by the Executive Committee based on the recommendation of the President or, in the case where the Chair is an Officer, is elected at an AGM. Other committee members are selected either by the Committee Chair in consultation with staff and subject to the veto of the President, or as outlined under specific Committee policies. Staff members, as required, provide support for committees.

The role of each committee is to assist the Board of Directors in directing the affairs of Soccer Nova Scotia as defined in the “Committees” Policies and Procedures.

The **Executive Committee** consists of the seven elected Officers on the Board of Directors: President, Vice-President, Treasurer, Technical Committee Director, Competitions Committee Director, Referee Development Committee Director, Technical Director, and Chief Operations Officer. During the intervals between meetings of the Board of Directors, the Executive Committee possesses and exercises the powers of the Board of Directors in the management and direction of the affairs of Soccer Nova Scotia.

The **day-to-day Operations** of Soccer Nova Scotia are the responsibility of the Executive Committee and are carried out under its direction by the staff. The CHIEF EXECUTIVE OFFICER is responsible for the implementation of operations.

## 5. SOCCER NOVA SCOTIA ACTIVITIES

Soccer Nova Scotia and its Members, through its Bylaws, Policies and Procedures, support all member soccer activities. The following is an overview of these activities that also identifies roles and responsibilities of organizations and governing bodies in these activities.

### Competitions

The major competition format for teams is through *Leagues*. Leagues are registered either through Soccer Nova Scotia or with Districts depending on the clubs that play in the League. There are 'provincial', 'inter-district', and 'district' leagues. Leagues are responsible for forming divisions for applicable age categories and creating schedules for each club team in those divisions. Leagues may also be required to maintain standings and statistics. Depending on the league authority, the League may also be responsible for identifying one or more teams that will participate in the Provincial tournament for Soccer Nova Scotia.

*Tournaments* are organized by Districts, Clubs, Leagues, or Soccer Nova Scotia. All tournaments must be sanctioned by Soccer Nova Scotia and as part of this process must file pre-tournament reports and post tournament reports. Tournaments must also form divisions by age categories and provide teams with schedules, and where applicable tournament specific rules. Soccer Nova Scotia controls Provincial tournaments, annually awarding host sites to Districts, and providing rules and regulations to govern provincial play through a *Competitions Handbook*.

Districts and clubs also organize competitions through 'exhibition games' for their competitive teams or informal league play for recreational level teams and players.

### Registration

Soccer Nova Scotia governs the registration of *Players, Referees, Teams, and Coaches* through policies and procedures. A province wide IT Registration System serves as the central database/application for all registrations. Registration of players, teams, and coaches is carried out by Clubs. Registrations are 'seasonal' – summer, winter, and spring, with registrations expiring at the end of each season. Soccer Nova Scotia insures registered players and coaches, and for the purposes of insurance, coverage begins at the time of registration and ceases prior to the next summer season.

### Player Development

Player Development and Training is carried out at two levels. Soccer Nova Scotia runs programs for '*Provincial-All Star Teams*', open to players throughout the province through a tryout process. These teams may compete in provincial Tier 1 leagues, exhibition games/tournaments, maritime or national tournaments, and require an extremely high commitment from player and parents. Soccer

Nova Scotia also organizes *Regional Training Centres* throughout the province where provincial calibre players train on a regular basis through the winter, and “Under 12” RTC programs are run each winter to train and help identify upcoming potential provincial players.

Individual Clubs and Districts also organize training programs for their players. This may be individual team training for competitive teams, soccer camps, or seasonal programs for mini-soccer or recreational players.

### ***Coach Development***

Coaching Development is the responsibility of Districts and Clubs, with direction and assistance from the Soccer Nova Scotia Technical Committee through its Technical Director. Coaching certification is required for all competitive coaches and strongly encouraged for ALL coaches. The Canadian Soccer Association’s certification program, that is soccer specific training, is made available to coaches through regular coaching clinics organized by Soccer Nova Scotia. Coaches may also participate in the NCCP training that provides non-sport specific levels of certification. Soccer Nova Scotia also provides ‘Mini-Coaching’ training sessions for those looking for a very basic level of training.

### ***Referee Development***

Through the local referee associations and the Referees Committee, Soccer Nova Scotia provides officials with formal training and certification. Referees are also required to attend regular ‘refresher training’ and to insure adequate fitness levels, all officials must pass annual fitness tests.

Local referee associations also provide assessments during the season to help identify opportunities for improvement/advancement and ‘mentor programs’ to utilize existing expertise in training new officials.

### ***Administration***

Soccer Nova Scotia provides administrative services to support all its members through its staff members. The primary focus of staff is province wide services, including but not limited to financial management, overseeing registration, sanctioning of competitions, organizing training programs, coordinating maintenance of bylaws, policies and procedures, and any other rules or regulations. Soccer Nova Scotia also serves as the representative of soccer in liaison with other sports organizations and government bodies and manages Corporate Image, Corporate Sponsorship, Fundraising, Media Relations, Special Events.

While many day to day administrative tasks of clubs, districts, and leagues are carried by those individual organizations, Soccer Nova Scotia staff can offer support, guidance, and advice to all these groups.

## **1 - POLICY DEVELOPMENT**

### **1.1 GENERAL**

**1.1.1** A policy is a position statement adopted by the Board of Directors to define the intent of Soccer Nova Scotia's Bylaws or to cover matters related to administration managed by Association's staff. Policy includes all Policies and Procedures or other rules and regulations adopted by Soccer Nova Scotia. Policy does NOT include Bylaws.

### **1.2 TYPES OF POLICIES**

**1.2.1** There shall be two types of policies:

- a) Member Policies; and
- b) Operational Policies.

**1.2.2** Member policies are those that affect members and member's affiliated governing bodies.

**1.2.3** Operational Policies are those that pertain to administration managed by staff.

**1.2.4** Member Policies and associated Procedures shall be developed and approved in accordance with this policy.

**1.2.5** Operational Policies and associated Procedures shall be developed and approved by the Executive Committee.

### **1.3 PROCEDURES**

**1.3.1** Procedures shall be detailed statements covering the manner in which a Policy will be executed.

### **1.4 DEVELOPMENT OF NEW MEMBER POLICIES AND PROCEDURES**

**1.4.1** Policy must be developed by the Board of Directors.

**1.4.2** Policy must be customer driven and always developed, maintained, and evaluated from that perspective.

**1.4.3** Any Member Organization, any member of the Board of Directors, any Committee, and any staff member may initiate the development of a Policy by submitting to Soccer Nova Scotia's CHIEF EXECUTIVE OFFICER a proposal on a "Policy and Procedures Introduction" form provided by Soccer Nova Scotia, in accordance with the procedures and timelines specified in "Policy Development - Procedures and Timelines for Requests for Decisions"

**1.4.4** The CHIEF EXECUTIVE OFFICER shall ensure that the issue is properly identified, the intent is clear, and that adequate rationale is included.

**1.4.5** The Board of Directors must decide on whether it agrees with the basic need and principal issue prior to the development of any new policy. If the Board of Directors agrees with the basic need and principal issue, it shall delegate the development and wording of the policy to the appropriate group or individual.

**1.4.6** The group, committee, or individual delegated by the Board of Directors is to develop the policy; and

- a) Shall advise Soccer Nova Scotia's Member Organizations that the policy is being developed and shall solicit Member's input, which shall be in writing;
  - b) Shall consult, as required, with other Association Committees, and Staff and each shall respond in writing;
  - c) Shall consult with the policy initiator as needed.
- 1.4.7** When policy development has been completed, shall submit the results, together with supporting documentation, on a Request for Decision form to the CHIEF EXECUTIVE OFFICER as per "Policy Development - Procedures and Timelines for Requests for Decisions".
- 1.4.8** The CHIEF EXECUTIVE OFFICER shall verify that all procedures have been followed.
- 1.4.9** Once it has been established that proper procedures have been followed, the CHIEF EXECUTIVE OFFICER shall arrange for the distribution of the Request for Decision (RFD) as per "Policy Development - Procedures and Timelines for Requests for Decisions".
- 1.5 REVISIONS TO EXISTING MEMBER POLICIES AND PROCEDURES**
- 1.5.1** Any Member Organization, any member of the Board of Directors, any Association Committee, and any Staff member may propose a revision to an existing Member Policy and Procedure by submitting a proposal to Soccer Nova Scotia on a Request for Decision (RFD) form provided by Soccer Nova Scotia, in accordance with "Policies – Requests for Decision", and the procedures and timelines specified in "Policy Development - Procedures and Timelines for Requests for Decisions".
- 1.6 REQUESTS FOR DECISION**
- 1.6.1** Any Member Organization, any member of the Board of Directors, any Association Committee, and any Staff member may submit a Request for Decision (RFD) proposal to the Board of Directors for its approval.
- 1.6.2** The decision requested may pertain to the revision of existing, or the creation of new policy or procedure, or it may pertain to any other decision which requires Board approval.
- 1.6.3** RFD's shall be submitted to Soccer Nova Scotia's CHIEF EXECUTIVE OFFICER in accordance with the procedures and timelines specified in "Policies - Procedures and Timelines for Requests for Decisions"
- 1.7 PROCEDURES AND TIMELINES FOR REQUESTS FOR DECISIONS**
- 1.7.1** RFD's shall be submitted to Soccer Nova Scotia's CHIEF EXECUTIVE OFFICER no later than sixty (60) days prior to the Board of Directors meeting (at which the RFD will be considered by the Board of Directors).
- 1.7.2** The CHIEF EXECUTIVE OFFICER shall verify that all procedures have been followed.
- 1.7.3** Once it has been established that proper procedures have been followed, the CHIEF EXECUTIVE OFFICER shall circulate the RFD to Member Organization, the Board of Directors, other Association Committees, Task

Forces, and Staff no later than forty-five (45) days prior to the next Board of Directors Meeting.

**1.7.4** Member Organizations, members of the Board of Directors, Association Committees, and Staff members may submit written comments regarding the RFD to the CHIEF EXECUTIVE OFFICER no later than twenty-one (21) days prior to the Board of Directors meeting.

**1.7.5** The CHIEF EXECUTIVE OFFICER shall circulate all written comments received from Member Organizations, Association Committees, and Staff members to the Board of Directors and to the organization/group/person that submitted the RFD no later than fourteen (14) days prior to the Board of Directors meeting.

## **1.8 APPROVAL OF MEMBER POLICIES AND PROCEDURES**

**1.8.1** Policies shall be approved by the Board of Directors at a regularly scheduled meeting.

**1.8.2** Policies approved by the Board of Directors shall be in effect as of the date determined by the Board.

**1.8.3** Publications of Policies approved by the Board of Directors shall be updated no later than thirty (30) days following approval by the Board.

**1.8.4** Policies approved by the Board of Directors shall be ratified by the Membership at Soccer Nova Scotia's Annual General Meeting.

## **1.9 EXEMPTIONS OF MEMBER POLICIES AND PROCEDURES**

**1.9.1** Exemptions to Soccer Nova Scotia Policies and Procedures will be heard only by the Soccer Nova Scotia Discipline and Appeals Committee.

**1.9.2** Deadlines as contained in Policies cannot be appealed.

## **2 - COMMITTEES**

### **2.1 MANDATE**

**2.1.1** The mandate of a committee shall be the objectives, duties, and instructions as determined by the Board of Directors.

**2.1.2** A committee shall oversee the administration of a program, including:

- a) budgeting
- b) formal meetings
- c) progress reports
- d) periodic Board presentations

### **2.2 STANDING COMMITTEES**

**2.2.1** Standing committees shall include:

- a) Competitions Committee
- b) Constitution Committee
- c) Discipline and Appeals Committee
- d) Facilities Grants Committee
- e) Finance Committee
- f) Marketing Committee
- g) Medical Committee
- h) Referee Development Committee
- i) Scholarships & Awards Committee
- j) Staff Evaluation Committee
- k) Technical Development Committee
- l) Volunteer Screening and Harassment Committee

### **2.3 AD-HOC COMMITTEES**

**2.3.1** The Board of Directors or any Standing Committee may form an Ad-Hoc Committee as required.

**2.3.2** The mandate of an Ad-Hoc committee shall be restricted to the mandate of the Board or the Standing Committee.

### **2.4 COMMITTEE SELECTION**

**2.4.1** The Chair of each Committee will be elected at the Annual General Meeting where bound by SNS Bylaws or be appointed through an application process initiated by the President and approved by the Board of Directors before appointment.

**2.4.2** The appointments to each committee will be for a renewable two-year term.

**2.4.3** The Chair of each Committee will select the members of that Committee, subject to the Membership terms for the committee.

- a) Where Membership terms of a Committee do not specify inclusion of a Soccer Nova Scotia staff member, the President may appoint a staff person as an ex-officio member.

## **2.5 COMPENSATION**

- 2.5.1 Committee members will be paid expenses at a rate determined by the Board only when attending the entire meeting, unless excused by the President or Committee Chair.

## **2.6 MINUTES OF MEETINGS**

- 2.6.1 Minutes shall be kept of all meetings of Soccer Nova Scotia and its Committees, and they shall be submitted for ratification at the next relevant meeting.
- 2.6.2 Copies of minutes of each Committee meeting shall be submitted promptly to that Committee's members and to the Board of Directors.
- 2.6.3 Copies of minutes of Board of Directors' meetings shall, after approval of the minutes, be submitted to all members of Soccer Nova Scotia. Draft copies will be available to Board, Executive and Committee members through a login system on the SNS Web page.

## 2.7 COMPETITIONS COMMITTEE

### OBJECTIVE:

- To provide competition opportunities (i.e. mini soccer, festivals, tournaments, leagues, Provincial/National Championships) for all players regardless of sex, age, or skill level.

### MEMBERSHIP:

- Chair (Elected by Membership at AGM)
- Maximum of nine (9) members is required (reflecting regional representation). Each region shall have the right to elect one committee member. Identification to Soccer Nova Scotia of the elected representative shall be made in writing, signed by the Regional Chair or District President as applicable, by a date designated by Soccer Nova Scotia. Changes in a region's member must likewise be done in writing. In the event that a region does not appoint a member, Soccer Nova Scotia may do so.
- The election process shall be as follows:

A designated region that is comprised of a single district association shall elect the region's representative at an Annual General Meeting of the district association. A designated region, which is comprised of more than one district association, shall elect the region's representative, according to provisions of the mandatory agreement between all districts within the region.
- Member representing the Nova Scotia Soccer League as ex-officio.

### DUTIES AND RESPONSIBILITIES:

- To develop rules and regulations for Provincial Championship Competitions and evaluate same on an on-going basis, making necessary modifications where necessary.
- To determine the dates and days during which various competitions must be played in each year.
- To develop procedures and rules for the hosting of tournaments.
- To award venues for the Provincial Championship Tournaments each year.
- To draft a yearly committee budget for consideration by the Finance Committee.
- To be responsible for running all Provincial Championships.
- To sanction outdoor leagues and tournaments at the March meeting and to sanction indoor leagues and tournaments at the July meeting.
- To be responsible for awarding special dispensation for dual registration to players.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.

- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- To delegate outdoor league and tournament sanctioning to the Competitions Committee at the March meeting, and indoor league and tournament sanctioning at the July meeting.
- Other duties as required.

## **2.8 CONSTITUTION COMMITTEE**

### **OBJECTIVE:**

- To ensure that Provincial, District, League and Club bylaws, polices and procedures enable fair, equitable and effective administration of organized soccer.

### **MEMBERSHIP:**

- Chair (Appointed by the Executive)
- Other Members as Required (Appointed by Chair)

### **DUTIES AND RESPONSIBILITIES:**

- To receive all members' submissions with regard to proposed changes to Soccer Nova Scotia Bylaws, and to act accordingly.
- To be responsible for all matters relating to the Soccer Nova Scotia Bylaws and to consider and present to members all proposed amendments thereto (including a rationale for the proposed change).
- To give interpretations on issues related to the Soccer Nova Scotia Bylaws.
- To advise members and Soccer Nova Scotia's Committees on all matters related to Soccer Nova Scotia's or Member's bylaws, polices and procedures.
- To advise members with reference to their bylaws, polices and procedures and to suggest necessary changes to those documents.
- To draft a yearly committee budget for consideration by the Finance Committee.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

## 2.9 DISCIPLINE AND APPEALS COMMITTEE

### OBJECTIVE:

- To hear discipline and appeal cases, administer discipline within the spirit of the “Laws of the Game”, and to protect the rights of all participants.

### MEMBERSHIP:

- Chair (Appointed by the Executive)
- Two other members as required (Appointed by Chair)

### DUTIES AND RESPONSIBILITIES:

- To hear all discipline and appeals cases presented to Soccer Nova Scotia.
- To develop policies for the Chief Executive Officer, Discipline Committees and Appeals Committees acting on behalf of Soccer Nova Scotia.
- To develop and maintain appropriate policies and procedures, in collaboration with the Constitution Committee.
- To ensure an effective system for the investigation of all complaints made respecting any member or registrant of Soccer Nova Scotia who is alleged to be guilty of unethical practice detrimental to the game.
- To develop policies for the coordination and management of hearings into all Referee reports containing allegations of physical contact with referees.
- To monitor all written submissions concerning allegations of misconduct by referees in accordance with the Policies and Procedures of Soccer Nova Scotia.
- To develop policies for the coordination and management of appeal hearings as required by the Policies and Procedures of Soccer Nova Scotia.
- To draft a yearly committee budget for consideration by the Finance Committee.
- To appoint Discipline sub-committees, as required, to deal with regional discipline matters. Sub-committees will have the same authority, within their region, as does the committee.
- The Committee’s meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

**2.10 FINANCIAL SERVICES COMMITTEE****OBJECTIVE:**

- To supervise the management of Soccer Nova Scotia's finances.

**MEMBERSHIP:**

- Chair (who shall be the Soccer Nova Scotia Treasurer)
- CHIEF EXECUTIVE OFFICER (Ex-Officio)
- Two Other Members as Required (Appointed by Chair)

**DUTIES AND RESPONSIBILITIES:**

- To draft and monitor all Committees' budgets and prepare the annual budget for Soccer Nova Scotia.
- To monitor and control the expenditure of funds allocated to the different committees on a continuing basis.
- To be responsible for having the books of Soccer Nova Scotia audited each year.
- To prepare reports and financial statements for the membership, Board of Directors, Executive Committee and Provincial Committees.
- To maintain bookkeeping and accounting systems necessary to ensure adequate maintenance of Soccer Nova Scotia's accounting records.
- To ensure the collection of all accounts receivable.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

**2.11 MARKETING COMMITTEE****OBJECTIVE:**

- To be responsible for the development of a comprehensive marketing program for Soccer Nova Scotia.

**MEMBERSHIP:**

- Chair (Appointed by Executive)
- CHIEF EXECUTIVE OFFICER (Ex-Officio)
- Maximum of six other members as required (Appointed by Chair)

**DUTIES AND RESPONSIBILITIES:**

- To prepare a marketing strategy reflecting Soccer Nova Scotia's marketing goals and priorities.
- To liaise with the Finance Committee on marketing revenues attainable during each fiscal year.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.

**2.12 MEDICAL COMMITTEE****OBJECTIVE:**

- To develop and implement a model of management or prevention of injuries to the team athlete.

**MEMBERSHIP:**

- Chair (Recognized Physician – appointed by President at AGM)
- Two members (Appointed by Chair)
- SNS Technical Director – Ex-officio
- SNS CHIEF EXECUTIVE OFFICER – Ex-officio

**DUTIES AND RESPONSIBILITIES:**

- To consult Soccer Nova Scotia on preventative methods on injuries.
- To speak on behalf of Soccer Nova Scotia on medical issues as relating to the sport.
- General consultation on athletes' injuries.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.

**2.13 REFEREE DEVELOPMENT COMMITTEE****OBJECTIVE:**

- To develop and implement the Referee Development Program of Soccer Nova Scotia.

**MEMBERSHIP:**

- Chair (Elected by SNS Membership at AGM)
- Chief Referee Assessor
- Chief Referee Instructor
- One representative from each SNS recognized regional Referee Association
- Soccer Nova Scotia CHIEF EXECUTIVE OFFICER (ex-officio)
- Female Referee Representative (appointed by Chair if not appointed by at least one Regional Referee Association)

**DUTIES AND RESPONSIBILITIES:**

- To develop, monitor and oversee the Referee Development Program.
- To provide opportunities for referees to reach their potential.
- To develop, refine and review short and long term plans for referee development and submit recommendations to the Board of Directors.
- To liaise with the Canadian Soccer Association's Referee Committee on all issues relating to referees.
- To liaise with all Association Committees on issues of mutual concern.
- To evaluate the entire Referee Development program on an annual basis and provide a report to the Board of Directors.
- To actively promote the Referee Development Program at all levels of the game.
- To draft a yearly committee budget for consideration by the Finance Committee.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- Referee Associations that fail to forward to SNS their AGM minutes and financial statements by March 31<sup>st</sup> will not be afforded a place on the Committee and may be liable for further action.

- Other duties as required.

**2.14 STAFF EVALUATION COMMITTEE****OBJECTIVE:**

- To ensure that Soccer Nova Scotia has adequate human resources and that they are able to efficiently carry out the activities of Soccer Nova Scotia.

**MEMBERSHIP:**

- Chair (the President)
- Secretary/Treasurer
- One other member (Appointed by the President)

**DUTIES AND RESPONSIBILITIES:**

- To ensure sufficient Soccer Nova Scotia staffing requirements to ensure that Soccer Nova Scotia is able to efficiently carry out its programs.
- To establish job descriptions for each staff position.
- To annually evaluate the performance of each staff member in relationship to the standards for the appropriate staff position.
- To recommend salaries based on performance and the dictates of the marketplace.
- To report staff changes to the Board of Directors and to make recommendations for adding to or reducing staff positions.
- To draft a yearly committee budget for consideration by the Finance Committee.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

**2.15 TECHNICAL COMMITTEE****OBJECTIVE:**

- To develop coaches to support the Soccer Nova Scotia playing structure and to improve the playing skills across the province.

**MEMBERSHIP:**

- Chair (Elected by Membership at AGM)
  - Up to Six (6) members (appointed by the Chair)
  - Chief Executive Officer – ex-officio
  - Director of Player and Coaching Development – Ex Officio
  - Seven (7) Regional Representatives (appointed by Regions)
- There must be Five (5) members to make up a quorum.

**DUTIES AND RESPONSIBILITIES:**

- To develop, monitor and oversee the coaching and player development activities offered by Soccer Nova Scotia.
- To develop long-term and short-term plans for Soccer Nova Scotia's Technical Program.
- To liaise with the Canadian Soccer Association and other Provincial Associations on issues which directly or indirectly affect Soccer Nova Scotia.
- To evaluate the committee programs on an annual basis and provide recommendations to the Board of Directors.
- To draft a yearly committee budget for consideration by the Finance Committee.
- The Committee's meeting dates for the year to be forwarded by its Chair to the Soccer Nova Scotia Board Meeting that immediately follows its AGM in May.
- Committee chairs provide to Soccer Nova Scotia CHIEF EXECUTIVE OFFICER their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, clubs and districts.
- The Committee Chair shall forward committee agendas to all Club and League Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

**2.16 VOLUNTEER SCREENING AND HARASSMENT COMMITTEE**

**OBJECTIVE:**

**MEMBERSHIP:**

**DUTIES AND RESPONSIBILITIES:**

### 3 - DISTRICTS

#### 3.1 GENERAL

- 3.1.1** District Association membership in Soccer Nova Scotia is categorized as “District membership” as described in Soccer Nova Scotia Bylaws. As such, Districts are obliged to adhere to all the conditions defined in the bylaws.
- 3.1.2** Notwithstanding bylaw requirements, District Associations have the following terms of reference:
- a) To affiliate with Soccer Nova Scotia, and act as its branch association within a District boundary defined by the Board of Directors of this Association.
  - b) Adhere to Soccer Nova Scotia’s Standardized District Association Bylaws**
    - i) Districts may include additional bylaws providing they do not conflict with the standardized bylaws or the bylaws, policies and procedures of Soccer Nova Scotia.**
  - c) To promote and develop the game of soccer, both indoor and outdoor, in the District.
  - d) To provide play for all ages and both sexes.
  - e) To administer Discipline and Appeals according to standards in the ‘Discipline’ and ‘Appeals’ policies.
  - f) To affiliate all clubs headquartered within the boundaries of the District.
  - g) To affiliate all leagues providing approved play within the District.
  - h) To approve and monitor all tournaments within the District.
  - i) To maintain accurate written and financial records, and to submit annually to its Members and to this Association an audited financial statement.

#### 3.2 ASSOCIATION MEMBERSHIP APPLICATION/RENEWAL

- 3.2.1** New applications or renewal of memberships shall be made in accordance to “Membership Renewal” section of the Soccer Nova Scotia’s Standardized District Association Bylaws.
- 3.2.2** The Board of Directors shall approve or deny membership applications at the first Board of Directors meeting following the Annual General Meeting.

#### 3.3 ADHERENCE TO SOCCER NOVA SCOTIA BYLAWS, POLICIES AND PROCEDURES

Each District is required to respect the aims and objectives of Soccer Nova Scotia and comply with the bylaws, policies and procedures of Soccer Nova Scotia. Each District may maintain published rules in conformity with that of Soccer Nova Scotia. Deviations from Soccer Nova Scotia’s bylaws, policies and procedures to accommodate local customs and conditions must be approved by the Board of Directors of Soccer Nova Scotia. Districts wishing to deviate from Soccer Nova Scotia’s bylaws, policies and procedures must submit a formal request. Requests shall be submitted on a form provided by

Soccer Nova Scotia at least sixty (60) days prior to a Soccer Nova Scotia Board of Directors meeting. All Requests shall be reviewed by Soccer Nova Scotia staff, which shall submit recommendations to the Soccer Nova Scotia Board of Directors.

### **3.4 DISTRICT BOUNDARIES**

**3.4.1** In Regions having more than one (1) District, boundaries shall be determined by Soccer Nova Scotia.

### **3.5 REGIONAL AGREEMENTS BETWEEN DISTRICTS**

**3.5.1** In accordance with “Article 14 (b)” of Soccer Nova Scotia Bylaws:

- a)** All districts that are situated within a designated region comprised of more than one district association are required to sign an agreement among all districts within that region, establishing a regional governing body for the purposes specified in the agreement.
- b)** At a minimum, the agreement will require:
  - i)** At least one meeting each year with mandatory attendance of all districts within the region, **to be held at least two (2) months prior to the SNS Annual General Meeting;**
    - (a)** Failing this, Soccer Nova Scotia shall set a mandatory meeting date, place and time.
  - ii)** Minutes to be kept of all meetings and provided to Soccer Nova Scotia;
  - iii)** A process for voting and allocation of votes to be part of the agreement;
  - iv)** That such issues as the participants may determine as affecting more than one district, will be discussed and agreed to; at minimum to include field allocation and field maintenance issues; procedures and rules for a regional training centre; and a schedule for determination of teams representing the region for provincial playoffs;
  - v)** Election of officers, which shall include a representative to the Soccer Nova Scotia Board of Directors and representative to any Soccer Nova Scotia Committee requiring regional representation as are required;
  - vi)** The officers and representative shall have duties and responsibilities as provided by the agreement.

### **3.6 MEMBERS OF DISTRICTS**

**3.6.1** Districts shall include Clubs as members.

**3.6.2** Where District Leagues are affiliated with a District, that League shall also be considered as a member of the District

## 4 – CLUBS

### 4.1 GENERAL

4.1.1 A Club is an governing body operating one or more Teams or organized soccer programs under a common Executive.

### 4.2 CLUB REQUIREMENTS

4.2.1 All Clubs located within the geographic area of a District must be members of their District, and as such, are associated with this District.

4.2.2 In addition to requirements contained herein, Clubs must meet all additional requirements of their District for Club status.

4.2.3 A Club is responsible for all actions of its players, officials and spectators.

4.2.4 A Club is required to take all precautions necessary to prevent its players, officials, and spectators from threatening or assaulting anyone present at a game, especially the game official(s).

4.2.5 A Club must provide to its District, on or before the District Annual General Meeting:

- a) A copy of its Annual General Meeting Minutes;
- b) A financial statement covering the previous year's financial activities;
- c) A list of its elected and appointed officers;
- d) A copy of bylaws;
- e) Proof of registration and good standing in the Registry of Joint Stocks.

4.2.6 A club should notify its District in writing within fifteen (15) days of any change of officers or any change of address.

4.2.7 Clubs are responsible for registering Teams as outlined in Soccer Nova Scotia polices.

4.2.8 Clubs are responsible for registering Players as outlined in Soccer Nova Scotia polices.

### 4.3 ADHERENCE TO SOCCER NOVA SCOTIA BYLAWS, POLICIES AND PROCEDURES

4.3.1 Each Club is required to respect the aims and objectives of Soccer Nova Scotia and comply with the bylaws, policies and procedures of Soccer Nova Scotia. Each Club may maintain published rules in conformity with that of Soccer Nova Scotia. Deviations from Soccer Nova Scotia's bylaws, policies and procedures to accommodate local customs and conditions must be approved by the Board of Directors of Soccer Nova Scotia. Clubs wishing to deviate from Soccer Nova Scotia's bylaws, policies and procedures must submit a formal request. Requests shall be submitted on a form provided by Soccer Nova Scotia at least sixty (60) days prior to a Soccer Nova Scotia Board of Directors meeting. All Requests shall be reviewed by Soccer Nova Scotia staff, which shall submit recommendations to the Soccer Nova Scotia Board of Directors.

## 5 – PLAYERS

### 5.1 DEFINITION OF A PLAYER

**5.1.1** A Player is defined as any person who participates in any program, or on any team associated with a club or district that are 'active members' of Soccer Nova Scotia. This includes programs and teams under direct control of Soccer Nova Scotia.

### 5.2 DEFINITION OF A SEASON

**5.2.1** All registrations shall be associated with a Season. Annual Seasons are defined as Summer, Winter, and Spring. Dates for each Season are defined as:

- a) Summer: May 15 to October 15
- b) Winter: October 16 to March 14
- c) Spring: March 15 to May 14

### 5.3 DEFINITION OF AGE CATEGORIES AND TIERS

**5.3.1** All players shall register in an "Age Category" defined by Soccer Nova Scotia. Each Age Category contains 3 components:

- an Age Group
- a Tier Level
- a Gender.

a) **Age Groups** are determined by Soccer Nova Scotia. Current Age groups are:

- |               |              |                |
|---------------|--------------|----------------|
| i) Masters    | iv) Senior   | vii) Under 14  |
| ii) Senior    | v) Under 18  | viii) Under 12 |
| iii) 7 A Side | vi) Under 16 | ix) Mini       |

b) **Tier Levels** are defined as:

- i) **Youth** Tier levels are defined as follows:
  - (a) **Tier I** : Enables a player to participate in Tier I competitions including those leading to a national championship.
  - (b) **Tier II A** : Enables a player to participate in Tier II A competitions including those leading to Tier II A Provincial Championships.
  - (c) **Tier II B** : Enables a player to participate in Tier II B competitions including those leading to Tier II B Provincial Championships, OR, where no Tier II B provincials exist, Tier II A competitions including those leading to Tier II A Provincial Championships
  - (d) **Tier II C** : Enables a player to participate in Tier II C competitions (8 a side)
  - (e) **Tier III** : Enables a player to participate in club "house" league competition only. A Tier III player cannot play in a Tier 1 / Tier II tournament or league game.

ii) **Senior** Tier Levels are defined as follows:

- (a) **Senior A** : Enables a player to participate in Senior A competitions including those leading to a national championship.
- (b) **Senior B** : Enables a player to participate in Senior B competitions including those leading to Senior B Provincial Championships.
- (c) **Senior C** : Enables a player to participate in Senior C competitions including those leading to Senior C Provincial Championships and further enables a player to register and participate in Masters competitions if the player has reached the age of 45 years by January 1<sup>st</sup> of the calendar year for which the player is registering. In addition, affected players can only play in one Summer Season Provincial Championship.
- (d) **Rec** : Enables a player to participate in club “house” league competition only. A Rec player cannot play in a Senior A, B, or C tournament or league game.

iii) **Other** Tier Levels recognized by Soccer Nova Scotia are:

- (a) **Masters** : Enables a player to participate in Masters competitions including those leading to a national championship.
- (b) **7 A Side** : Enables a player to participate in 7 A Side competitions including those leading to 7-a-Side Provincial Championships.

c) **Gender** is defined as:

- i) Male (Boys/Men)
- ii) Female (Girls/Women)

**5.3.2** A player may be registered in the corresponding Age Category listed below with his/her stipulated birthday, provided s/he has not reached the stipulated birthday before January 1<sup>st</sup> of the calendar year for Season in which s/he is registering:

<b>Stipulated Birthday</b>	<b>Age Category</b>
<b>i)</b> 35 <sup>th</sup> Birthday	Masters
<b>ii)</b> 30 <sup>th</sup> Birthday	Senior 7 A Side
<b>iii)</b> 19 <sup>th</sup> Birthday	Senior
<b>iv)</b> 18 <sup>th</sup> Birthday	Under 18
<b>v)</b> 17 <sup>th</sup> Birthday	Under 18
<b>vi)</b> 16 <sup>th</sup> Birthday	Under 16
<b>vii)</b> 15 <sup>th</sup> Birthday	Under 16
<b>viii)</b> 14 <sup>th</sup> Birthday	Under 14
<b>ix)</b> 13 <sup>th</sup> Birthday	Under 14
<b>x)</b> 12 <sup>th</sup> Birthday	Under 12
<b>xi)</b> 11 <sup>th</sup> Birthday	Under 12
<b>xii)</b> 10 <sup>th</sup> Birthday or earlier	Mini

## **5.4 REGISTRATION**

- 5.4.1** All player registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia Registration System (ITSNS) provided to all clubs by Soccer Nova Scotia.
- 5.4.2** Every registration shall be associated with an individual Season.
- 5.4.3** A Club shall not register any player without obtaining a written request or registration form from that player requesting registration with that Club. At a minimum, any player registering with a club must include a signed document acknowledging acceptance of :
- a)** the “SNS Athlete Waiver and Release of Liability” as part of the registration process
  - b)** a “SNS Amateur Athletic Agreement” which states that players will abide by the bylaws, policies and procedures, and rules of their club and Soccer Nova Scotia.
- 5.4.4** Clubs may incorporate the “SNS Athlete Waiver and Release of Liability” and “SNS Amateur Athletic Agreement” into their standard registration form.
- 5.4.5** When necessary, birth certificates, passports or other evidence acceptable to Soccer Nova Scotia shall be recognized as proof of age and evidence shall accompany all registration forms. The burden of proof of age shall rest with the player.
- 5.4.6** A player is considered to be registered once his/her name is entered into the ITSNS system by his/her club. At a minimum, the Club will register the player to an Age Category, and will submit a full name, address and birth date.
- 5.4.7** When applicable, the Club will further register a Player with a Registered Team of that Club for the purpose of playing in a Registered League and/or a Sanctioned Competition(s).
- a)** Players must be registered to a Team at least 48 hours prior to any team competition before being permitted to participate in that competition (exception: refer to ‘Player Movement’ sections)
  - b)** A player, after being registered to a Team, may compete in competitions in which that team is registered as provided by the rules of such competition.
- 5.4.8** A player’s obligation as a registered player for any Season with a Club shall cease when the Season has ended.
- 5.4.9** A player registered with a club which has declared him / her surplus to their requirements may be granted a release from that club by filing a form supplied by Soccer Nova Scotia.
- 5.4.10** A Club shall be obliged to release (un-register) any registered player upon written request from that player. Any such request made after Registration Deadlines may be subject to monetary penalties for Soccer NS registration fees at the discretion of the Club. A Club may also withhold all or part of any associated registration fees based on Club Policies.

## **5.5 TEMPORARY REGISTRATION**

- 5.5.1** Players not currently registered with Soccer Nova Scotia before applicable Registration Deadlines may register by means of a “Temporary Registration”. The Temporary Registration affords the player training privileges with a team but does not permit competitive and / or exhibition games. The registration will expire on May 1<sup>st</sup> annually and carries a fee of \$10.00.

## **5.6 REGISTRATION DEADLINES**

- 5.6.1** Player registration deadlines for each season are:
- a) Summer – June 30<sup>th</sup>
  - b) Winter – December 15<sup>th</sup> (exception: Tier II - January 31<sup>st</sup>)
  - c) Spring – April 30<sup>th</sup>
- 5.6.2** A player must be registered at least seven (7) days prior to in any cup competition leading to a National Competition in order to participate in any such cup competition.
- 5.6.3** A League may further establish a deadline for players registering to play in league competitions organized by that League. In such a case, the League must advise, in writing, to its Governing Body that such a deadline has been established.
- 5.6.4** The CHIEF OPERATIONS OFFICER is empowered to access the ITSNS system and register any youth or senior player after the registration deadline upon receipt of satisfactory evidence that the player was mistakenly left off his/her club registration. A \$25 fee may be applied to every such registration.

## **5.7 REGISTRATION FEES**

- 5.7.1** Player Registration Fees shall be based on the actual registered player counts in the Soccer Nova Scotia computerized registration system
- 5.7.2** By May 31, each Club registered and in good standing with Soccer Nova Scotia shall pay an amount equal to 75% of the previous year’s player registration fees and will pay the balance of player registration fees against invoices received from Soccer Nova Scotia which will be based on the actual data in the Soccer Nova Scotia computerized registration system.
- 5.7.3** All applicable player fees associated with district affiliation will be paid to the District that clubs have affiliated with in a manner to be communicated to clubs by their respective Districts no later than January 31<sup>st</sup> annually.

## **5.8 PRIVILEGES AND RESPONSIBILITIES**

- 5.8.1** A player registered with Soccer Nova Scotia shall be entitled to all associated privileges, including, but not limited to participation in programs, teams, and leagues, and limited insurance coverage.
- 5.8.2** However, for the purpose of insurance, a player’s summer registration with Soccer Nova Scotia is effective until May 31<sup>st</sup> of the following year, and winter or spring registration is effective until May 31<sup>st</sup> immediately following the winter or spring season.

- 5.8.3** Soccer Nova Scotia's player Summer registration affords insurance for all programs, practices, and summer season outdoor sanctioned games for the period May 1 – May 15.
- 5.8.4** Soccer Nova Scotia's player Winter registration affords insurance coverage for sanctioned winter (indoor) soccer games.
- 5.8.5** Soccer Nova Scotia's player Spring registration affords insurance coverage for sanctioned spring league games.
- 5.8.6** The act of registration by any individual with Soccer Nova Scotia will oblige that individual to adhere to all bylaws, policies and procedures of Soccer Nova Scotia.
- 5.8.7** A player found guilty of providing false information for registration purposes shall be suspended for one year, in accordance with the discipline policies and procedures.
- 5.8.8** **Players contravening registration policies will be suspended immediately pending a Soccer Nova Scotia Discipline and Appeals Hearing.**

## **5.9 RESTRICTIONS**

- 5.9.1** A player going from Nova Scotia to another province, under the jurisdiction of the C.S.A. shall not be registered in that province until he/she receives in writing a clearance from the Registrar of Soccer Nova Scotia under which he/she was last registered.
- 5.9.2** **In order to participate in any competition leading to National Championships, including but not limited to Leagues, Challenge Games, Provincial Championships, and Maritime Championships, a player shall be either:**
- a) a Canadian citizen;
  - b) a landed immigrant;
  - c) a refugee claimant;
  - d) a full-time student who has been continuously resident in Canada for at least six (6) months as of the start of the National Championships

## **5.10 EXCEPTIONS**

- 5.10.1** Under exceptional circumstances, Soccer Nova Scotia may, at its discretion, enact regulations to allow a player to play for more than one amateur team. However, a player may not register or play for more than one team in the same league, or cup, or youth age-group competition.
- 5.10.2** Under exceptional circumstances, Soccer Nova Scotia may, at its discretion, enact regulations to allow a player to play for more than one amateur team. However, a player may not register or play for more than one team in the same league, or cup, or youth age-group competition.
- 5.10.3** Under exceptional circumstances, players may request for Soccer Nova Scotia to appeal on their behalf to the Director of Competitions of the Canadian Soccer Association for special permission to enable them to participate in competitions leading to National Championships

## 5.11 AMATEUR-PROFESSIONAL STATUS

- 5.11.1 A player shall be registered either professional or amateur.
- 5.11.2 An amateur player shall be registered either youth or senior.
- 5.11.3 Players who are not in receipt of any remuneration other than “Approved Expenses” incurred during the course of their participation in soccer, or any other Club activity associated with the current soccer season shall be regarded as amateur.
- 5.11.4 “Approved Expenses” shall include travel and hotel expenses incurred through involvement in a match, and the costs of a player’s equipment, insurance, and training.
- 5.11.5 Any player who receives remuneration for any cost or purpose not listed as “Approved Expenses” in respect of participation in, or an activity connected with, soccer shall be regarded as professional.

## 5.12 REINSTATEMENT FROM PROFESSIONAL TO AMATEUR STATUS

- 5.12.1 A player who has been registered as professional with a national Association may not be classified as amateur by another National Association until a period of six (6) months has elapsed. The interim period shall start as from the day the player competed in his/her last match with the Club at which he was classified as a professional.
- 5.12.2 Each application for reinstatement shall:
  - a) Be on a form approved by Soccer Nova Scotia;
  - b) Be accompanied by a fee as established by Soccer Nova Scotia; and
  - c) Shall include a “**letter of release**” from the Club with which the player was registered as a professional player.
- 5.12.3 The procedure for approving the reinstatement of a player from professional to amateur status shall be:
  - a) The application form shall be completed and signed by the player and his/her new Club; and shall be submitted to Soccer Nova Scotia with the following items:
    - i) A letter of release from the Club with which the player was last registered as a professional player; and
    - ii) The application fee as established by Soccer Nova Scotia.
  - b) Soccer Nova Scotia is required to:
    - i) Check that the application is in order and that all requirements have been fulfilled;
    - ii) Approve the application form;
    - iii) Receive and deposit the application fee;
    - iv) Forward the application form and the letter of release to the Soccer Nova Scotia office, who in turn forwards all documents to the Canadian Soccer Association.

- v) After notification from the C.S.A. that the reinstatement has been approved by that organization, send a copy of the “**C.S.A. authorized**” reinstatement form to the player; or
  - vi) If the C.S.A. “**Denies the Reinstatement**” the player’s status remains as “professional”;
  - vii) Send a copy of the “**Reinstatement Approval**” form to the player or the letter of denial from the C.S.A.
- c) The C.S.A. is required to:
- i) Review application for reinstatement received from Soccer Nova Scotia;
  - ii) If everything is in order, approve the reinstatement of a player from "professional status" to “amateur status” and sign the form at the section requiring C.S.A. Authorization; or
  - iii) If necessary, deny the application for reinstatement;
  - iv) Advise Soccer Nova Scotia about its approval or denial of the application for reinstatement; and
  - v) Send the approved reinstatement from Soccer Nova Scotia.

### **5.13 PLAYER MOVEMENT TO OTHER CLUBS**

- 5.13.1** Any player registered with Soccer Nova Scotia is eligible to obtain a “TEMPORARY REGISTRATION PERMIT
- 5.13.2** A Temporary Registration Permit shall entitle a player to play for a higher level team in a Club other than one with which he/she is registered, in a game of any registered league or sanctioned competition.
- 5.13.3** A Temporary Registration Permit may not be used for movement between teams within the same Club.
- 5.13.4** A Temporary Registration Permit cannot be utilized by a player to play for more than one team in the same division of a League.
- 5.13.5** A Temporary Registration Permit shall be validated by an Executive Member of the Club with which the team, from which he/she is playing up, is registered.
- 5.13.6** A player using a Temporary Registration Permit in order to be eligible to play for a competitive team must also possess a SOCCER NOVA SCOTIA I.D. CARD available for presentation at the game. Failure to present the SOCCER NOVA SCOTIA I.D. CARD shall render the player ineligible to play in that game.
- 5.13.7** A player shall be entitled to three (3) Temporary Registration Permits during each Season.
- 5.13.8** Clubs are responsible for maintaining a record of the number of Temporary Registration Permits issued to their players.
- 5.13.9** A “higher level team” shall be defined as a team which is:
- a) Registered in a higher Age Group;
  - b) Registered in a higher Tier level; or
  - c) Playing in a higher division of the same league.

- 5.13.10** In a tournament, a Temporary Registration Permit must be used by any player playing for a Club Team, other than one with which he/she is registered, subject to the following conditions:
- a) the tournament rules permit guest players;
  - b) if the tournament permits competitive teams only, the player has a SOCCER NOVA SCOTIA I.D. CARD available for presentation at each game in which he/she plays;
  - c) A Temporary Registration Permit entitles the player to play in all of the games in the tournament.
- 5.13.11** Any player that is registered with a Soccer Nova Scotia registered club, and participates, as a player with any other team in Canada without the consent of his club and Soccer Nova Scotia will be suspended immediately pending a discipline hearing.

#### **5.14 PLAYER MOVEMENT WITHIN A CLUB**

- 5.14.1** With the permission of his/her Club, a player may play for a “higher level Club Team” than, and within the same Club as, the Club Team to which he/she has been assigned and registered.
- 5.14.2** A “TEMPORARY REGISTRATION PERMIT” is not required when such movement within a Club occurs.
- 5.14.3** A “higher level team” shall be defined as a team which is:
- a) Registered in a higher Age Group of the same tier;
  - b) Registered in a higher Tier level AND in an age group that is of the same age group or higher than the player requesting movement is registered; or
  - c) Registered in a higher tier level.
- 5.14.4** If the “higher level team” is a competitive team, the player must possess a SOCCER NOVA SCOTIA I.D. CARD which must be available for presentation at each game in which he/she is playing. Failure to present the SOCCER NOVA SCOTIA I.D. CARD shall render the player ineligible to play in that game.
- 5.14.5** A Club or District League may impose limitations on such movement within a Club, provided that the limitations are applied consistently.

#### **5.15 PLAYER MOVEMENT TO PROVINCIAL – NATIONAL – ALL STAR TEAMS**

- 5.15.1** Only registered players may play for Provincial, National, or All-Star Teams.
- 5.15.2** Any such team may be formed to represent:
- a) Canadian Soccer Association
  - b) Soccer Nova Scotia;
  - c) A District Association;
  - d) A sanctioned League.
- 5.15.3** Any such team may only play in game(s) that are sanctioned competitions.

**5.15.4** In all cases in which a player is playing for a competitive team under one of the conditions above, the player must possess a Soccer Nova Scotia ID Card and have such document available for presentation at the game in which he/she is playing. Failure to present the Soccer Nova Scotia ID Card shall render the player ineligible to play in that game.

## **5.16 TRANSFERS**

**5.16.1** A District Association, League or Club shall not alter the Bylaws, Policies and Procedures governing transfers which have been established by Soccer Nova Scotia.

**5.16.2** In the summer season, the transfer deadline shall be June 30th for Tier I and Senior A players, and July 15<sup>th</sup> for Tier II, Senior B and Senior C players.

**5.16.3** In the winter season, the transfer deadline shall be December 31st.

**5.16.4** All transfers require completion of a "Player Transfer Form" and shall be processed by Soccer Nova Scotia and shall be requested by electronic means from the Soccer Nova Scotia Registrar.

**5.16.5** The transfer of a player between Soccer Nova Scotia and another Provincial Association or a National League shall be in accordance with the C.S.A. Published Rules.

**5.16.6** A player shall be entitled to the following transfers:

- a) Two transfers only during the current season within the jurisdiction of Soccer Nova Scotia. However, a player, once transferred, cannot be transferred back to the team for which he was originally registered until a period of thirty (30) days has elapsed.
- b) One transfer between Soccer Nova Scotia and any other Provincial Association, except that in the event of a player, having been transferred under Section a) and finding it necessary to return to the jurisdiction under which he was originally registered, shall be allowed to transfer his/her services back to the team for which (s)he was last registered.
- c) A player moving outside the jurisdiction of Soccer Nova Scotia may apply for, and be granted, an "open" transfer upon payment of the applicable fee. The transfer will bear the required signatures of the officials of the team from which (s)he is transferring and will become effective when completed by officials of his/her new team in the receiving jurisdiction.

**5.16.7** No person, association, league, club or team shall limit unreasonably the right of a player to transfer to the team of his/her choice. If a transfer is denied, the player may appeal in accordance with Policy of the Appeals and Procedures.

**5.16.8** Notice of all transfers as hereby provided shall immediately be mailed to the Secretary of the Club. Save and except the National Championships and Soccer Nova Scotia competitions, the player so transferred shall be eligible after one day following the registration of such transfer, to play all games for the team to which his transfer has been granted.

**5.16.9** The fee payable for a transfer shall be set by Soccer Nova Scotia, and it applies to players transferring to a different club. There is no transfer fee associated

with transferring players within the same club. Clubs receiving the transferring player will be billed the transfer fee by Soccer Nova Scotia.

## **5.17 YOUTH PLAYING ZONES**

### **5.17.1 This policy applies to all youth age registered players.**

**5.17.2** Such players must register and play within the region in which that player resides (“home region”) except as specified here.

**5.17.3** The residency of the player is determined by the residency of the parent. For the purposes of this regulation the parent of the player is:

- a) Either parent where both parents have a common residence or if there is only one surviving parent, such surviving parent and
- b) In the event that the parents are living apart, the parent who has custody of the player, or if both parents have custody, the parent with whom the player habitually resides or if the player does not habitually reside with either parent, then either parent, and
- c) In the event both parents are deceased, the person who is the guardian

**5.17.4 Any player who wishes to return to play in his/her home region may do so without penalty or formal request.**

**5.17.5** A player may register and play outside his / her home region providing that no youth team exists for the age category of the player. In such circumstance the player is still required to request and obtain approval from Soccer Nova Scotia as outlined in this policy.

**5.17.6** A player may be allowed to play Out-Of-Region on the basis of exceptional circumstances provided the player request and obtain approval from Soccer Nova Scotia as outlined in this policy.

**5.17.7 Any such permission granted by Soccer Nova Scotia to play Out-Of-Region shall be valid for only the upcoming season. At the end of that season, the player shall be considered as having returned to his/her home region, and a new request must be made for subsequent seasons.**

**5.17.8 For players who do not intend to play in their home region for an upcoming season:**

- a) **The player must submit a ‘Request to Play Out-Of-Region’ form to Soccer Nova Scotia no later than:**
  - i) **March 1 for upcoming summer season**
  - ii) **September 1 for upcoming winter season**
  - iii) **February 1 for upcoming spring season**
- b) **Soccer Nova Scotia shall forward all requests to the player’s home region district(s) within five (5) days of the applicable deadline for receipt.**
- c) **Districts in affected Regions shall have fourteen (14) days to respond to Soccer Nova Scotia with acknowledgement of either:**
  - i) **Acceptance, as there will be no team for the player in his age group/division, or**



## 6 - COACHES

### 6.1 REGISTRATION

**6.1.1** All coach registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia Registration System (ITSNS) provided to all clubs by Soccer Nova Scotia.

**6.1.2** Registration includes:

- a) Entry as a person to include names, address, and phone number,
- b) For competitive teams, registration to an Age Category and a Team as a Team Official,
- c) For recreational teams, registration to an Age Category.

**6.1.3** Every registration shall be associated with an individual Season.

**6.1.4** At a minimum, every coach registering with a club must include a signed document acknowledging acceptance of :

- a) the “SNS Coach Waiver and Release of Liability” as part of the registration process
- b) a “SNS Amateur Coach Agreement” which states that coaches “Abide with the bylaws, policies and procedures, rules and regulations of their club and those of Soccer Nova Scotia.”

Clubs may incorporate the “SNS Coach Waiver and Release of Liability” and “SNS Amateur Coach Agreement” into their standard coach registration form.

**6.1.5** Competitive team coaches must be registered prior to participation in any Competition.

**6.1.6** A coach's obligation as a coach for any Season with a Club shall cease when the Season has ended.

**6.1.7** A Club shall be obliged to release (un-register) any coach upon written request from that coach. Any such request made after Registration Deadlines may be subject to monetary penalties for Soccer NS registration fees at the discretion of the Club. A Club may also withhold all or part of any associated registration fees based on Club Policies.

### 6.2 REGISTRATION FEES

**6.2.1** All applicable coach registration fees will be paid to Soccer Nova Scotia by the Club where a coach is registered in a manner to be determined by Soccer Nova Scotia annually, such manner to be communicated to Clubs no later than January 31<sup>st</sup> annually.

### 6.3 PRIVILEGES AND RESPONSIBILITIES

**6.3.1** A coach registered with Soccer Nova Scotia shall be entitled to all associated privileges, including, but not limited to participation in programs, teams, and leagues, and limited insurance coverage.

**6.3.2** However, for the purpose of insurance, a coach's summer registration with Soccer Nova Scotia is effective until May 31<sup>st</sup> of the following year, and winter

or spring registration is effective until May 31<sup>st</sup> immediately following the winter or spring season.

- 6.3.3** Soccer Nova Scotia's coach Summer registration affords insurance for all programs, practices, and summer season outdoor sanctioned games for the period May 1 – May 15.
- 6.3.4** Soccer Nova Scotia's coach Winter registration affords insurance coverage for sanctioned winter (indoor) soccer games.
- 6.3.5** Soccer Nova Scotia's coach Spring registration affords insurance coverage for sanctioned spring league games.
- 6.3.6** The act of registration by any individual with Soccer Nova Scotia will oblige that individual to adhere to all bylaws, policies and procedures of Soccer Nova Scotia.
- 6.3.7** A coach found guilty of providing false information for registration purposes shall be suspended for one year, in accordance with the discipline policies and procedures.
- 6.3.8** Coaches contravening registration policies will be suspended immediately pending a Soccer Nova Scotia Discipline and Appeals Hearing.

#### **6.4 CERTIFICATION REQUIREMENTS**

- 6.4.1** Each coach registered with a Club and assigned as the Team Head Coach to a competitive Youth team other than Tier I is required to have completed the Youth Level of the CSA Community Coaching Program.
- 6.4.2** Each coach registered with a Club and assigned as the Team Head Coach to a competitive Senior Team other than Tier A is required to have completed the Senior Level of the CSA Community Coaching Program.
- 6.4.3** Each coach registered with a Club and assigned as the Team Head Coach to a Youth Tier I or a Senior A team must have full certification of CSA Community Coaching Program.
- 6.4.4** Competitive team coaches must be properly certified prior to participation in any Competition or supply a letter of intent to get their required coach certification within forty-five (45) days following their first game. All letters of intent will be forwarded to Soccer Nova Scotia for monitoring and fulfillment. Coaches failing to meet coaching credentials within the forty-five (45) days shall withdraw from participation for the Season.

#### **6.5 BACKGROUND CHECK**

- 6.5.1** All coaches must submit a Canadian Police Information Check (CPIC) criminal record check to their Club at least every three (3) years
- 6.5.2** Clubs or Districts shall also have the right to require a Nova Scotia Child Abuse Registry check at least every three (3) years.

## 7 – REFEREES

### 7.1 DEFINITION

7.1.1 “Referees” are defined as any sanctioned competition referee, assistant referee, fourth official, referee assessor, referee assignor, or referee instructor.

### 7.2 REGISTRATION

7.1.1 All Referees shall register annually with Soccer Nova Scotia.

7.1.2 Applications to register shall use the Soccer Nova Scotia “Referee Registration Form”. The name of the applicant shall be placed on the official list in the classification for which s/he is qualified. All Registration Forms must be accompanied by the appropriate registration fee.

7.1.3 At a minimum, every referee registration must include a signed document acknowledging acceptance of :

- a) the “SNS Referee Waiver and Release of Liability” as part of the registration process
- b) a “SNS Referee Agreement” which states that coaches “Abide with the bylaws, policies and procedures, rules and regulations of their Regional Referee Association and those of Soccer Nova Scotia.”

Clubs may incorporate the “SNS Referee Waiver and Release of Liability” and “SNS Referee Agreement” into their standard referee registration form.

7.1.4 Registration is effective from April 1<sup>st</sup> or on the date late registration is accepted, and terminates on March 31<sup>st</sup> of the following year.

- a) Late Registration will be accepted after June 1<sup>st</sup> and includes a late fee penalty as prescribed by Soccer Nova Scotia. This late fee shall be directed to the Regional Referee Association to cover costs related to managing the refresher training for late registering referees.

7.1.5 A referee must register at his/her appointed classification unless they wish to register at a lower appointed classification at which time he/she must notify the Soccer Nova Scotia Director of Administration.

7.1.6 Registration includes:

- a) Registration with Soccer Nova Scotia;
- b) Registration with the Canadian Soccer Association for Senior Referees (i.e. Class 3 and up);
- c) Registration with the referee’s Regional Referee Association.

7.1.7 Referees with appointed classifications that wish to register at a lower appointed class or an entry level class must notify the Director of Administration.

7.1.8 Persons who have let their registration lapse more than one year and who apply for registration will have their case reviewed by the Director of Administration who, in making a decision, will be guided by the Canadian Soccer Association regulation on Reinstatement of Registration.

7.1.9 Referee registration fees are set annually by Soccer Nova Scotia.

## 7.2 REFEREE REGISTRATION CLASSIFICATIONS AND STANDARDS

7.2.1 Persons wishing to register as a referee must attend a course of instruction conducted under the jurisdiction of Soccer Nova Scotia. Upon successful completion, candidates shall be classified as Class 3 Referees.

7.2.2 Candidates must be not less than 14 years of age as of January 1<sup>st</sup> of the current year. Proof of age may be required at the time of application. Failure to adhere to the age policy will result in Candidates being required to re-take the course of instruction.

7.2.3 Class 3 Referees shall be eligible:

- a) Within their first year as a Class 3 Referee, to officiate as a Referee in Youth Competitive and Youth Recreational Games and as an Assistant Referee in Senior Amateur games.
- b) Within their second and subsequent years as a Class 3 Referee, to officiate Senior Amateur games as a Match Referee or Assistant Referee.

7.2.4 To maintain standing as a Class 3 Referee, a Referee must:

- a) Actively officiate within Soccer Nova Scotia;
- b) Adhere to all Bylaws, Policies and Procedures of Soccer Nova Scotia and be in good standing;
- c) Must remain current by attending annual courses (see "*Refreshment Training*") held in their Regional Referee Association;
- d) Pay the annual fees as published by Soccer Nova Scotia;
- e) Maintain registration each year.

7.2.5 To be eligible for consideration for promotion to a Class 2 Referee, a Class 3 Referee must complete an application form and complete the criteria below in the order listed.

- a) Be recommended for upgrading by their Regional Referee Association or the Provincial Assessment Program and be considered an above average Class 3 Referee. This recommendation shall be made by the March RDC meeting in the season before attendance at an upgrading clinic.
- b) Meet the Class 2 fitness standards the season before being invited to a Class 2 upgrading clinic.
- c) Within two years following a passing mark on the Class 2 Examination, obtain a minimum of three qualifying assessments by more than one assessor, at least two of which must be obtained in Senior Men's Competitive games with the other assessment obtained in another Competitive caliber game;
- d) Fulfill the yearly fitness standards in supervised tests each of the following two years following the Examination.

7.2.6 **Class 2 Referees** shall be eligible:

- a) To officiate in any category of amateur soccer under the jurisdiction of a Provincial Soccer Association

- 7.2.7** To maintain standing as a Class 2 Referee, a Referee must:
- a) Actively officiate within Soccer Nova Scotia;
  - b) Adhere to all Bylaws, Policies and Procedures of Soccer Nova Scotia and be in good standing;
  - c) Must remain current by attending education programming (see *"Refreshment Training"*);
  - d) Pay the annual fees as published by Soccer Nova Scotia;
  - e) Maintain registration each year;
  - f) Complete a minimum of one formal assessment per year in an appropriate Senior Competitive game;
  - g) Fulfill the fitness test requirement for Class 2 Referees;
- 7.2.8** To be eligible for consideration from promotion to a Class 1 Referee, a Class 2 Referee must complete all the criteria below within a two year time period:
- a) Be an above average Class 2 Referee for two years;
  - b) Be recommended for upgrading by their Regional Referee Association or the Provincial Assessment Program and be considered an above average Class 2 Referee. This recommendation shall be made by the March RDC meeting in the season before attendance at an upgrading clinic.
  - c) Meet the Class 1 fitness standards the season before being invited to a Class 2 upgrading clinic.
  - d) Attend the Class 1 preparation sessions ;
  - e) Attend and pass the Class 1 Examination;
  - f) A minimum of four qualifying assessments, at least one of which shall be by a National Assessor and all of which shall be in Senior Men's Competitive games;
  - g) Fulfill the yearly fitness standards in supervised tests each year;
  - h) Candidates may be required to complete additional assessments above the minimum to show proficiency of performance at the required level. In such cases, an extension beyond the two-year limit may be granted.
- 7.2.9** Evaluation of candidates in the Upgrading Program will be completed each year at the need of the outdoor season and will be effective for the following registration year.
- 7.2.10** **Class 1 Referees** shall be eligible to officiate in any category of amateur soccer and may be appointed to non-amateur and inter-provincial competitions.
- 7.2.11** To maintain standing as a Class 1 Referee, a Referee must:
- a) Actively officiate within Soccer Nova Scotia;
  - b) Adhere to all Bylaws, Policies and Procedures of Soccer Nova Scotia and be in good standing;
  - c) Must remain current by attending education programming (see *"Refreshment Training"*);

- d) Pay the annual fees as published by Soccer Nova Scotia;
  - e) Maintain registration each year;
  - f) Complete a minimum of one formal assessment per year in an appropriate Senior Competitive game;
  - g) Fulfill the fitness test requirement for Class 1 Referees;
- 7.2.12** To be considered for status as a Nominated National Referee, a Class 1 Referee must:
- a) Perform as an above average Class 1 Referee for a minimum of 2 years;
  - b) Fulfill the requirements of a Class 1 Referee;
  - c) Fulfill the entry fitness test requirements of the Canadian Soccer Association;
  - d) Obtain assessments performed by National Assessors in suitable competitions;
  - e) At the call of the Canadian Soccer Association through Soccer Nova Scotia, prepare a resume of all soccer related activities for the past two years;
  - f) Meet age qualification standards of the CSA;
  - g) Be a Canadian citizen or landed immigrant;
  - h) At all times (whether on or off the field play) exhibit professional conduct, a positive attitude and commitment to the game.
- 7.2.13** Nominations as a National Referee shall be recommended by the Referee Development Committee to Soccer Nova Scotia.
- 7.2.14** Appointment as a **National Referee** is under the jurisdiction of The Canadian Soccer Association, which may also make nominations to the International List of Referees or Assistant Referees.
- 7.2.15** Referees who are unable to fulfill the fitness or assessment requirements to maintain their classifications (those under the jurisdiction of Soccer Nova Scotia) in a given year shall be allowed the next season in which to fulfill the requirements and be reinstated to the higher classification.
- 7.2.16** Transferring Referees from other jurisdictions shall have their credentials checked by the Director of the Referee Development Committee, who will notify them at what classification they may register and what additional requirements they must meet.
- 7.2.17** Referees who have let their registration lapse more than one year may apply for reinstatement and have their cases reviewed by the Director of the Referee Development Committee.
- 7.3 GENERAL REGULATIONS**
- 7.3.1** A person wishing to register as a referee must be examined and classified in accordance with the standards published by the Canadian Soccer Association.
- 7.3.2** No person shall act as a referee, in any competition, under the jurisdiction of Soccer Nova Scotia who is not on the Official List of the Provincial Soccer Association.

- 7.3.3** For each referee on the Official List, Soccer Nova Scotia shall forward the latest copy of the Laws of the Game.
- 7.3.4** Soccer Nova Scotia may re-examine or re-classify any registered referee at its discretion, and may also remove a referee from its Official List of Referees for just cause.
- 7.3.5** A registered player, who is also on the Provincial Official List of Referees, shall not officiate in any competition in which the player's team is entered.
- 7.3.6** The match referee shall decide on the fitness of the ground, and his/her decision shall be final.
- 7.3.7** The match referee must, within 48 hours of the conclusion of the game, or such other time as may be stipulated in the rules of the competition, forward to the appointing body a written report containing the result of the game and details of any misconduct.
- 7.3.8** In the event of serious foul play or violent conduct or misconduct toward the match referee or assistant referees, the match referee shall, within 24 hours of the conclusion of the game, submit a copy of the Soccer Nova Scotia Misconduct Report to Soccer Nova Scotia.
- 7.3.9** All referees shall be under the jurisdiction of Soccer Nova Scotia and shall only officiate games involving registered teams playing in approved competitions.
- 7.3.10** Soccer Nova Scotia Registered Referees shall adhere to the regulations and standards for referees as set by the National Referees' Committee and approved by the Board of Directors of the Canadian Soccer Association.
- 7.3.11** When officiating, all referees shall wear the official uniform for a Canadian referee, which is:
- a)** Black shirt with white collar and cuffs, black shorts, black soccer-style shoes and black knee-high length socks with three white rings around the top. The shirt may have short sleeves for summer use.
  - b)** When there is a clash of colours with a team wearing black, the alternate shirt for Nova Scotia referees is yellow. If there is a clash with yellow and black, a red shirt may be worn.
  - c)** One badge shall be worn on the left breast area of the shirt. The badge shall be for the highest level for which the referee is qualified such as F.I.F.A. or National or as approved by the Provincial Association.
  - d)** Soccer Nova Scotia will make available for purchase, a black ball cap with crest. This cap may only be worn when officiating as an assistant referee, and when officiating more than one game on the same day.

## **7.4 CODE OF ETHICS**

- 7.4.1** Referees, having certain privileges through and by Soccer Nova Scotia, with respect to the game, shall realize their responsibilities and duties to Soccer Nova Scotia and the game. Soccer Nova Scotia's Code includes and enlarges upon the Canadian Soccer Association's "Code of Ethics" for referees. Specifically, a Soccer Nova Scotia Referee shall:

- a) Conduct him/herself with dignity both on and off the field of play and shall, by example, seek to inspire the principles of fair play and earn the respect of those the referee serves.
- b) Not cause the Canadian Soccer Association, Soccer Nova Scotia, or any Regional Referee Association to become involved in any controversial matters and shall abide by the bylaws, policies and procedures of Soccer Nova Scotia and the referee's own Regional Referee Association.
- c) Adhere to all standards and directives established by the international [F.I.F.A.], national [C.S.A.], and provincial [S.N.S.] soccer associations, and the referee's Regional Referee Association.
- d) Always be neat in appearance and maintain a high level of physical and mental fitness.
- e) Study the Laws of the Game and be aware of all changes and enforce all said laws and changes.
- f) Perform his/her designated duties, including attending organized clinics and lectures, etc. and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing.
- g) Adhere to the Canadian Soccer Association's Anti- Doping Policy.
- h) Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency.
- i) Not publicly criticize other referees, national or provincial soccer association, or any Regional Referee Association.
- j) Not make any statement to the media (newspaper, television, radio, etc.) related to a game in which the referee has officiated, or to the performance of the players or other officials.
- k) Not accept any appointment to officiate in any competitive game involving a team in the same age and gender division in the same league to which the referee is directly affiliated as a registered coach or manager.
- l) Not accept an appointment to officiate in any provincial championship game involving a team or club to which the referee is directly affiliated as a player, a registered coach or manager, an elected Executive or Board member.
- m) Not accept any appointment to officiate in any competitive game in which an immediate member of his/her family (by marriage or common law) is a registered player or coach. An immediate member of the family is a parent, a spouse, a son or daughter, a brother or sister.
- n) Be subject to disciplinary action by the Referee Ethics Committee for not complying with this Code of Ethics.

## **7.5 REFRESHER TRAINING**

- 7.5.1** A referee must attend annual refresher training as directed by the referee's Regional Referee Association. A referee will not be placed on the Soccer Nova Scotia Official list of referees until annual refresher training is completed to the satisfaction of the referee's Regional Referee Association and reported to Soccer Nova Scotia by that association.

## 7.6 MEDICAL AND FITNESS TESTING

- 7.6.1** Referees have an obligation to ensure that they are in first-class physical and mental condition.
- 7.6.2** F.I.F.A., National and Class 1 match referees and assistant referees must have an annual medical examination and successfully complete the F.I.F.A. approved fitness test. The organizing of fitness tests for FIFA and National Referees is the responsibility of the Soccer Nova Scotia Chief Assessor. All fitness tests must be supervised by either the Soccer Nova Scotia Chief Assessor or the Soccer Nova Scotia Assistant Chief Assessor.
- 7.6.3** Class 1 and 2 referees must meet annual fitness requirements as determined by the Referee Development Committee. Tests will be administered and managed by the Provincial Assessment program and under the authority of the Chief Assessor. Results must be submitted to the referee's Regional Referee Association and to Soccer Nova Scotia.
- 7.6.4** The guide for physicians conducting the medical examination is as follows:  
 Eyes: 20/20 corrected vision in both eyes, normal colour vision  
 Ears: Hearing should be adequate for normal conversation  
 Heart: No murmurs, normal size and shape, regular pulse under 80 at rest.  
 Blood pressure within 145/85 at rest. Normal exercise electrocardiogram. No evidence of congestive failure, peripheral edema and enlarged liver, pulmonary congestion, etc.
- 7.6.5** The Fitness Standard for FIFA, and National Referees is:
- 50m sprint, maximum of 7.5 seconds, 9.0 seconds for women (1st time)
  - 200m run, maximum of 32.0 seconds, 37.0 seconds for women (1st time)
  - 50m sprint, maximum of 7.5 seconds, 9.0 seconds for women (2nd time)
  - 200m run, maximum of 32.0 seconds, 37.0 seconds for women (2nd time)
  - 12-minute run during which a distance of at least 2,700m must be covered, 2,400 metres for women (walking not permitted).
- Test components must be completed within two consecutive hours on same day*
- 7.6.6** The fitness standard for Nova Scotia referees are:

### **Female Fitness Standards**

<b>Class</b>	<b>Age</b>	<b>12 min. run</b>	<b>50 m</b>	<b>200 m</b>	<b>50m</b>	<b>200 m</b>
<b>1</b>	<i>35 and under</i>	<i>2400 m</i>	<i>9.0 sec</i>	<i>37 sec</i>	<i>9.0 sec</i>	<i>37 sec</i>
<b>1</b>	<i>36 – 45</i>	<i>2200 m</i>	<i>10.0 sec</i>	<i>41 sec</i>	<i>10.0 sec</i>	<i>41 sec</i>
<b>1</b>	<i>Over 45</i>	<i>2200 m</i>	<i>10.5 sec</i>	<i>44 sec</i>	<i>10.5 sec</i>	<i>44 sec</i>
<b>2</b>	<i>35 and under</i>	<i>2200 m</i>	<i>10.0 sec</i>	<i>39 sec</i>	<i>10.5 sec</i>	<i>40 sec</i>
<b>2</b>	<i>36 – 45</i>	<i>2100 m</i>	<i>10.5 sec</i>	<i>42 sec</i>	<i>11.0 sec</i>	<i>43 sec</i>
<b>2</b>	<i>Over 45</i>	<i>2000m</i>	<i>11.0 sec</i>	<i>44 sec</i>	<i>11.5 sec</i>	<i>45 sec</i>

Class 3 Officials participating in Leagues that require fitness standards must meet the appropriate Class 2 standards based on age.

### **Male Fitness Standards**

<b>Class</b>	<b>Age</b>	<b>12 min. run</b>	<b>50 m</b>	<b>200 m</b>	<b>50m</b>	<b>200 m</b>
<b>1</b>	<i>35 and under</i>	<i>2700 m</i>	<i>7.5 sec</i>	<i>32 sec</i>	<i>7.5 sec</i>	<i>32 sec</i>
<b>1</b>	<i>36 – 45</i>	<i>2400 m</i>	<i>8.5 sec</i>	<i>36 sec</i>	<i>8.5 sec</i>	<i>36 sec</i>
<b>1</b>	<i>Over 45</i>	<i>2200 m</i>	<i>9.5 sec</i>	<i>41 sec</i>	<i>9.5 sec</i>	<i>41 sec</i>
<b>2</b>	<i>35 and under</i>	<i>2450 m</i>	<i>8.5 sec</i>	<i>35 sec</i>	<i>9.0 sec</i>	<i>37 sec</i>
<b>2</b>	<i>36 – 45</i>	<i>2300 m</i>	<i>9.0 sec</i>	<i>37 sec</i>	<i>9.5 sec</i>	<i>39 sec</i>
<b>2</b>	<i>Over 45</i>	<i>2200m</i>	<i>9.5 sec</i>	<i>41 sec</i>	<i>10.0 sec</i>	<i>42 sec</i>

Class 3 Officials participating in Leagues that require fitness standards must meet the appropriate Class 2 standards based on age.

- 7.6.7** Referees who fail to pass the fitness test appropriate for their classification, within the specified time period each year, shall be subject to downgrading.
- 7.6.8** Referees who have greatly contributed to the betterment of Nova Scotia may be awarded Emeritus status by the Soccer Nova Scotia Referee Development Committee on the following conditions:
- a) Emeritus Referees shall be designated as “Class 1 Emeritus” or “1E” or “Class 2 Emeritus” or Class 2E.
  - b) Emeritus Referees will be assigned games based on whatever standards they are able to meet. For example a 1E referee who meets all Class 2 standards could be assigned games as a Class 2 Official.
  - c) To be an active Referee, Emeritus Referees must register with SNS and pay the fee as set by SNS from time to time.
  - d) There shall be no upgrading from an Emeritus grade, it is intended to be a final grade.

## **7.7 APPOINTMENTS**

- 7.7.1** Referee appointments to District/Club League and Tournament games will be assigned by the local referee assignor, as appointed by the District Soccer Association. The appointments will be made from the SNS official list of referees for the current year.
- 7.7.2** Referee appointments to League and Tournament games under the jurisdiction of Inter-District and/or Provincial leagues will be assigned by the Leagues. The leagues may delegate assigning to any of the local societies within the soccer regions that the leagues represent, based on a mutual contract. The appointments will be made from the SNS official list of referees for the current year.
- 7.7.3** Referee appointments to provincial Tier I championship games and Division I Men’s and Women’s playoffs will be assigned by the SNS Chief Assessor, in consultation with the SNS Referee Development Committee and the League.

The appointments will be made from the SNS official list of referees for the current year.

- 7.7.4** Referee appointments to Tier II and Senior B provincial championship games will be assigned by the regional referee assessor serving the hosting district in consultation with the SNS Chief Assessor. The appointments will be made from the SNS official list of referees for the current year.
- 7.7.5** The SNS Chief Assessor reserves the right to make referee appointments for assessment purposes to any league, tournament or provincial championship game. The appointments will be made from the SNS official list of referees for the current year.
- 7.7.6** Appointments made by Soccer Nova Scotia shall take precedence over those made by Leagues and Competitions.
- 7.7.7** Referees shall not be appointed to games for which their classification does not permit.
- 7.7.8** Appointments made by Soccer Nova Scotia shall take precedence over all others, save those made directly by the Canadian Soccer Association, CONCACAF or FIFA.
- 7.7.9** A referee shall only officiate at games involving:
- a) Registered teams playing in approved competitions,
  - b) School, college and university teams, and
  - c) Exhibition games sanctioned by Soccer Nova Scotia.
- 7.7.10** Referees shall have the right to choose the competitions for which they are willing to officiate, provided the competitions meet the criteria for which the referees are registered.
- 7.7.11** A referee shall be deemed to have accepted an appointment if, within 48 hours after its receipt, the referee does not return it to the appointers.
- 7.7.12** A referee who accepts two appointments shall accept the higher valued appointment as deemed by the Referee Development Committee flow chart.
- 7.7.13** Maximum number of games per one day for a match referee and assistant referee: Match referees and assistant referees shall abide by a 360 minute maximum in one day with a maximum of 180 minutes as a match referee and assistant referee, excluding overtime. Upon completion of 180 minutes, there must be a two-hour break before returning to officiate.
- 7.8 GAME FEES**
- 7.8.1** Leagues or competitions shall pay such fees to referees as are approved by Soccer Nova Scotia and/or District Associations under whose jurisdiction the games are played. It is an offence for an official to ask for or receive more than the set rates.
- 7.8.2** Referees may only be paid game fees and expenses at rates set in advance by Soccer Nova Scotia or Leagues under whose jurisdiction the games are played. In the case of provincial leagues the rates are those set by Soccer Nova Scotia at its annual September Board Meeting.

**7.8.3** Unless otherwise stipulated in the rules of the competition, the home team, Club, League or Association shall pay all the designated fees and expenses.

## **7.9 REFEREE STATUS AFTER ABSENCE FOR NON-MEDICAL REASONS**

**7.9.1** A referee who wishes to register for the upcoming season, but who did not register for the previous season for non-medical reasons, will revert back to the next lower classification pending the completion of the following requirements:

- a) Attend the course and pass the exam of the classification that the referee wishes to attain. This requirement only pertains to referees who have not previously attended and passed the relevant course.
- b) Obtain at least two satisfactory assessments.
- c) Pass the fitness test required for the desired classification.
- d) Register through Soccer Nova Scotia.

## **7.10 REFEREES, LEAGUES, PAYMENT AND ASSIGNING**

**7.10.1** Referee appointments will be assigned as per guidelines of the '*Appointments*' subsection of this policy.

**7.10.2** A referee who accepts two appointments shall accept the higher valued appointment as deemed by the Referee Development Committee flow chart.

**7.10.3** Referees shall not be charged any of the costs of assigning.

**7.10.4** All leagues, after negotiations with the relevant Regional Referee Association(s), must have written policies on the payment of referees.

**7.10.5** All leagues must pay referees either before each game or at regular intervals during the season, as agreed with the applicable referee Regional Referee Association(s).

**7.10.6** All leagues must have written policies, negotiated with regional referee's Regional Referee Association(s) on payment of referees arriving at the field for games cancelled at late notice or no notice at all, and for games that referees attend but are not played due to team no-shows.

## 8 – TEAMS

### 8.1 DEFINITION

- 8.1.1 Teams are formed by Clubs and must consist of registered Players. Teams compete in sanctioned Competitions.
- a) Soccer Nova Scotia creates Provincial or All Star Teams that are controlled by a separate policy “Provincial-All Star Teams” and as such, may not be subject to all conditions and limitations of this policy.

### 8.2 REGISTRATION

- 8.2.1 All team registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia Registration System (ITSNS) provided to all clubs by Soccer Nova Scotia.
- 8.2.2 All Teams must register for play in a sanctioned competition. A Sanctioned Competition is a registered League, sanctioned tournament (including provincials), sanctioned cup competition, or sanctioned exhibition game (see “Competitions”).
- 8.2.3 Every team registration shall be associated with:
- a) A Season, as defined by Soccer Nova Scotia (see “*Players-Definitions*”).
- b) An Age Category, as defined by Soccer Nova Scotia (see “*Players-Definitions*”).
- c) Where participating in league play, a Division, being the League Division that the team shall compete in.
- i) Leagues are required to create a Division in the Soccer Nova Scotia Registration System (ITSNS) for each Season and Division that the League administers.**
- 8.2.4 A team is registered by its Club to play in sanctioned competition(s). Such registration shall be defined by:
- a) For League play, registration of a team to a Division in the ITSNS and authorization from that League;
- b) For a tournament or cup competition, application and acceptance into a sanctioned tournament or cup competition by the event organizers;
- c) For exhibition games, sanctioning by the Club host District(s) for the playing teams.

### 8.3 REGISTRATION FEES

- 8.3.1 All applicable League Team fees will be paid to the League that Clubs are affiliated with in a manner to be communicated to clubs by their respective Leagues no later than January 31<sup>st</sup> annually.

### 8.4 TEAM DESIGNATIONS

#### 8.4.1 Recreational Teams

- a) Shall be composed entirely of players registered in either youth 'Tier III' or senior 'Rec' tier levels.
- b) May only participate in club house league competition.

#### **8.4.2 Competitive Teams**

- a) Shall be composed entirely of competitively registered players of the same Tier.
- b) May participate in competitions conducted outside the jurisdictional areas of Soccer Nova Scotia with written permission from Soccer Nova Scotia, obtained prior to departure.
- c) May participate in only one Competitive League.
- d) May participate in Soccer Nova Scotia Provincial Championships provided that their coach is certified:
  - I) at the Community Coach youth level for Tier II youth teams.
  - II) at the Community Coach Senior level for Senior B or C teams.
  - III) at the full Community Coach Certification level for Tier I or Senior A teams.
- e) Shall not participate in any competition that is not relevant to their Age Category without the permission of Soccer Nova Scotia.

#### **8.4.3 Non Amateur Teams**

- a) May be composed of registered non-amateur or amateur players.
- b) May participate in competitions outside the jurisdiction of Soccer Nova Scotia, with written permission, obtained prior to departure.
- c) May participate in only one Non-Amateur League.

#### **8.4.4 Professional Teams**

- a) May be composed of any players registered with Soccer Nova Scotia or the Canadian Soccer Association.

### **8.5 AGE CATEGORIES**

**8.5.1** Each amateur team shall register and compete in an Age Category defined by Soccer Nova Scotia. Refer to "*Players*" section of these policies for definitions of valid Age Categories.

### **8.6 NUMBER OF PLAYERS**

**8.6.1** The number of players per team permitted to be registered to an OUTDOOR team is:

- a) Tier III, Rec, Mini: minimum of 10 players, maximum of 27 players.
- b) Tier II B, Senior B, Rec Masters: minimum of 14 players, maximum of 27 players.
- c) Tier I, Senior A: minimum of 14 players, maximum of 22 players.
- d) Senior 7 A-Side and Tier II C: minimum of 10 players, maximum of 22 players.

**8.6.2** The number of players per team permitted to be registered to an INDOOR team is:

a) All teams: minimum of **10** players, maximum of 18 players.

## **8.7 RESTRICTIONS**

**8.7.1** Any team or club official reported for approaching players for the purpose of transferring from another club or joining their team **will be subject to a discipline hearing by Soccer Nova Scotia, and if found guilty, may face a suspension for a period of time of three (3) years.**

**8.7.2** Any registered team that wishes to participate in any competition outside of the province must submit an 'Application to Travel Out of Province' form to Soccer Nova Scotia, no later than four (4) days prior to the first date of competition.

## **9 – PROVINCIAL-ALL STAR TEAM POLICIES**

### **9.1 GENERAL**

**9.1.1** A Provincial – All Star Team is comprised of the best players in the province in a particular age group. Each year Soccer Nova Scotia selects male and female Provincial teams at Under 13 to Under 16 age groups. A male and female Under 18 team are selected every fourth year for the Canada Summer Games.

### **9.2 PROGRAM RESPONSIBILITY**

**9.2.1** Soccer Nova Scotia shall be responsible for and operate the Provincial-All Star Team Program. Soccer Nova Scotia's Director of Coaching and Development shall be accountable for the All Star Team Program.

### **9.3 SCOPE OF THE PROGRAM**

**9.3.1** The Program shall consist of Male and Female Youth All Star Teams.

### **9.4 PROGRAM DURATION**

**9.4.1** The Program shall operate on a continuing basis with down time as scheduled by Soccer Nova Scotia.

### **9.5 PLAYER SELECTION**

**9.5.1** To be eligible to participate in Soccer Nova Scotia's All Star Program, a player must be registered with Soccer Nova Scotia.

**9.5.2** The Under 13 age group for the Provincial All Star Teams shall be scouted by Soccer Nova Scotia's official scouts who will scout the regional Under 12 Leagues and specific tournaments.

**9.5.3** The Under 14 age group for the Provincial All Star Teams will be a continuation of the Provincial Under 13 program but will be open to other players as scouted by Soccer Nova Scotia official scouts who will scout the Nova Scotia Soccer League's Under 14 divisions.

**9.5.4** The Under 15 and Under 16 Male and Female age groups shall be continuation of the previous years All-Star team and players will be scouted by Soccer Nova Scotia official scouts who will scout the Nova Scotia Soccer League's Under 15/16 divisions:

- a)** SNS Director of Coaching and Development
- b)** SNS Official scouts
- c)** Training Centre Coaches
- d)** Club Head Coach
- e)** Club Technical Coach

**9.5.5** Players that were members of the previous year's U14 Provincial All Star Team are excluded from scouting and will receive an automatic invitation to the U15 and U16 Provincial Team try-out.

**9.5.6** Players that were members of the previous year's U15 Provincial All Star Team are excluded from scouting and will receive an automatic invitation to the U16 Provincial Team try-out.

**9.5.7** The Provincial Coach has the responsibility/duty to select the best players to represent the Province. His/her decision can only be appealed to SNS's Director of Coaching and Development.

**9.5.8** Under age players will be permitted to play on an older age All-Star team if in the opinion of the team's coach they are a starter or reasonably expected to be the first two players off the bench.

## **9.6 COACH SELECTION**

**9.6.1** The coaches for the Provincial All Star Teams Program will be selected by a Committee appointed by Soccer Nova Scotia.

**9.6.2** The members of this committee shall be:

- Chair, Technical Committee
- Soccer Nova Scotia's Director of Coaching and Development
- Member at Large appointed by Soccer Nova Scotia's Technical Chair

## **9.7 COACH APPROVAL**

**9.7.1** The Selection Committee recommendations will be reviewed and approved by Soccer Nova Scotia's Executive Committee.

## **9.8 COACH QUALIFICATIONS**

**9.8.1** The minimum requirement is a B National Coaching License.

## **9.9 COACH PERIOD OF APPOINTMENT**

**9.9.1** The term of all coaching positions is one year (i.e., September 1 to August 31 of the following year).

## **9.10 APPLICATIONS FOR PROVINCIAL COACH POSITION**

**9.10.1** All coaches certified at a minimum B License will be invited by June 1 of each year to apply for the position of Provincial Team Coach.

## **9.11 PROVINCIAL TEAM STAFF COACHES**

**9.11.1** Each team shall have a coach, and an assistant coach.

## **9.12 APPLICATIONS FOR MANAGER POSITION**

**9.12.1** The positions will be circulated to Soccer Nova Scotia's Office by June 1 of each year.

## **9.13 MANAGER SELECTION AND APPROVAL**

**9.13.1** Soccer Nova Scotia's Chief Executive Officer will select the team manager of each team, with input from the team's Head Coach.

## **9.14 MANAGER PERIOD OF APPOINTMENT**

**9.14.1** The term of all Manager positions shall be one year (i.e. April 1 to August 31).

**9.15 TEAM BUDGETS**

**9.15.1** The budgets will be set by the Director of Coaching and Development, approved by Soccer Nova Scotia's Board, and ratified by the SNS Board.

**9.16 TEAM TRAVEL**

**9.16.1** All team travel will require prior approval by Soccer Nova Scotia's Director of Coaching and Development.

**9.17 SCHEDULING COMPETITIONS FOR PROVINCIAL TEAMS**

**9.17.1** Soccer Nova Scotia, annually by April 1, will notify the Nova Scotia Soccer League of Provincial Teams competitions at regional or National Level. During these times the League shall not conduct competition.

## 10 - COMPETITIONS

### 10.1 DEFINITION OF A COMPETITION

- 10.1.1** A competition shall include any games in a sanctioned League, Tournament or Cup competition, or Exhibition Game.
- 10.1.2** All competitions shall have a designated Governing Body, being either a registered district or club, league, or tournament/cup organizing committee. This designated governing body shall be referred to as the competition 'Host'.
- 10.1.3** Soccer Nova Scotia competitions are also governed by the rules, regulations, and policies found in the "Competitions Handbook". Where conflicts exist between these policies and the Competitions Handbook, these policies will prevail.

### 10.2 DEFINITION OF COMPETITIVE CLASSIFICATIONS

- 10.2.1** For the purposes of Competition, "Competitive Classifications" are defined to include the following Tier Levels:
- a) Tier I
  - b) Tier II A
  - c) Tier II B
  - d) Senior A
  - e) Senior B
  - f) Senior C
  - g) Masters
  - h) 7 A Side
- 10.2.2** All other Tier Levels shall be considered "Recreational Classifications".

### 10.3 SANCTIONING

- 10.3.1** All competitions must be sanctioned by a "Governing Body". Based on the competition, the Governing Body shall be:
- a) The District for District competitions excluding Inter-District exhibition games.
  - b) Soccer Nova Scotia for Provincial / Inter-District / Inter-Region competitions.
    - i) The Competitions Chair is empowered to sanction Leagues or Tournaments that meet all requirements as contained in the 'Leagues' and 'Tournaments' policies.**
  - c) The District(s) of the Club(s) in which the participating Club teams are registered for exhibition games
- 10.3.2** When applying for sanctioning, the Host must provide the information required on the appropriate application form, in accordance with the bylaws, policies, procedures, and/or published rules for the Governing Body.
- 10.3.3** A Governing Body must specify which age division(s) the competition will include.

- a) In the case(s) where there is a maximum age limit, a participating team's age division shall not exceed the competition's age division.
- b) In the cases where there is a minimum age limit, a participating team's age division shall not fall short of the competition's age division.

#### **10.4 RESTRICTIONS**

- 10.4.1** Only teams whose team status, team classification, team season and team gender correspond with the competition status, competition classification, competition season and competition gender may compete in that competition.
- 10.4.2** For the purposes of Competitive League play, a team may only participate in one Competitive League per Season.
- 10.4.3** For competitions outside the jurisdiction of Soccer Nova Scotia, must meet requirements outlined under "*Teams – Team Designation*"

#### **10.5 NATIONALS**

- 10.5.1** **Current Tier 1, Senior A, and Masters provincial cup competition champions are recognized as the provincial representative team to attend annual national Club championships.**
- 10.5.2** **In the event that any provincial cup competition champion team declines to attend or withdraws from national Club championships, the privilege of representing Soccer Nova Scotia at Club Nationals will be offered to the other participants in the provincial championships in the order of final standings of that tournament.**
- 10.5.3** **If the opportunity arises for Soccer Nova Scotia to send a 2<sup>nd</sup> team to national Club championships hosted by a district/club within the province, the privilege of representing Soccer Nova Scotia at Club Nationals will be offered to the other participants in the provincial championships as described below:**
  - a) the privilege of representing Soccer Nova Scotia at Club Nationals will be offered to the 2<sup>nd</sup> place in the final standings of that tournament;**
  - b) If the 2<sup>nd</sup> place team declines, the host district/club will be offered the opportunity;**
  - c) If the host district/club declines, the Nationals will be offered to the remaining participants in the provincial championships in the order of final standings of that tournament.**
- 10.5.4** **If the opportunity arises for Soccer Nova Scotia to send a 2<sup>nd</sup> team to national Club championships NOT hosted within the province, the privilege of representing Soccer Nova Scotia at Club Nationals will be offered to the other participants in the provincial championships in the order of the final standings of that tournament.**

#### **10.6 PROVINCIALS**

- 10.6.1** Provincial Cup Competitions shall be held annually in accordance with rules and regulations as published by Soccer Nova Scotia in the "Competitions Handbook".

- 10.6.2** Soccer Nova shall designate and/or organize competitions that declare provincial cup competition representatives.
- 10.7 EXHIBITION GAMES**
- 10.7.1** District(s) responsible for sanctioning an Exhibition Game are responsible to ensure teams, coaches, and players involved are properly registered.
- 10.8 PROTESTS**
- 10.8.1** Protests on any games shall be made according to the rules of the competition in which the game was played.
- 10.8.2** All protests must be filed within 24 hours of the game being protested. The rules of the competition may require inclusion of a monetary deposit, with this deposit being refunded only upon the protest being successful.
- 10.8.3** It is mandatory that formalized hearings be convened and conducted for all protests.
- 10.8.4** All decisions are to be rendered in writing to all concerned parties within a reasonable timeframe of the hearing, maximum fifteen (15) days, Saturday, Sunday or Legal Holidays excepted.
- 10.8.5** Unless the rules of the competition specify otherwise, all protest meetings will be convened in accordance with the same timeframes specified for discipline hearings (see "Discipline")
- 10.8.6** The Protest Panel should consist of at least three members: a Chair, a Recording Secretary and a third member. Any parties involved in the protest, including the person filing the protest shall be invited, but are not required, to attend the protest meeting.
- 10.8.7** All protest meetings will be documented with formal findings and decisions arrived at by the panel.
- 10.8.8** Competitions such as Tournaments and Cup Games may not allow for protests to be dealt with in normally accepted timeframes. Since disputes must be dealt with as quickly as possible in these instances, the normally accepted timeframes will be waived.
- 10.8.9** Members of Protest Panels may not be members of any subsequent Discipline or Appeal Hearing Panel that deals with the same protest matter.

## 11 - TOURNAMENTS

### 11.1 DEFINITION OF A TOURNAMENT

- 11.1.1** A tournament will consist of a series of games between a minimum of four teams.
- 11.1.2** Tournaments shall be conducted in accordance with the Policies and Procedures of the Soccer Nova Scotia as approved and published annually by its Board of Directors.
- 11.1.3** The Tournament Rules as defined in this policy are applicable to all tournaments, indoor and outdoor, conducted under the jurisdiction of Soccer Nova Soccer.
- 11.1.4** The failure of any person(s) to comply fully with the terms of these published Tournament Rules and of the accompanying Policies and Procedures may render such person(s) subject to disciplinary action.
- 11.1.5** A tournament is a competition that teams register to participate in. A tournament shall take place through part or all of the playing season in a series of rounds (or draws) with the losing team(s) at the end of each round (or draw) being eliminated from further play in the tournament.

### 11.2 TOURNAMENT CLASSIFICATIONS

- 11.2.1** A tournament must comply with one or more of the following Tier Classifications:

- Tier I
- Tier II
- Senior A
- Senior B
- Senior C
- Mini / Tier III / Rec Festival
- Masters
- Ladies 7 A Side

### 11.3 AGE CATEGORIES

- 11.3.1** A tournament must comply with one of the following age classifications:

- a) Open Age – no age restrictions
- b) Under 18 – all players must be under 18 years of age
- c) Under 16 – all players must be under 16 years of age
- d) Under 14 – all players must be under 14 years of age
- e) Under 12 – all players must be under 12 years of age
- f) Under 10 – all players must be under 10 years of age
- g) Ladies 7 A Side – all players must be 30 years of age or over
- h) Masters – all players must be 35 years of age or over

- 11.3.2** Age classifications are based on team/player Age Category on January 1<sup>st</sup> of the tournament year.

- 11.3.3** Notwithstanding the above age classifications, tournaments may require other age restrictions or permit other age categories.

**11.3.4** A Tournament Host may host more than one class of tournament at the same time. Teams are eligible to participate in only one of those class of tournaments.

#### **11.4 RESTRICTIONS**

**11.4.1** Tournaments may impose other restrictions on the players or teams permitted to participate.

#### **11.5 TOURNAMENT HOST**

**11.5.1** A Tournament Host must be one of the following:

- a) Soccer Nova Scotia
- b) A District member of Soccer Nova Scotia
- c) An Affiliated Club
- d) An Affiliated League
- e) Other

**11.5.2** 'Other' hosts must negotiate a tournament fee and tournament bond with Soccer Nova Scotia for each application.

#### **11.6 SANCTIONING OF TOURNAMENTS**

**11.6.1** A *TOURNAMENT APPLICATION FORM* must be used when applying for sanctioning of a tournament.

**11.6.2** *TOURNAMENT APPLICATION FORM* will be obtained from Soccer Nova Scotia.

**11.6.3** The *TOURNAMENT APPLICATION FORM* must be completed by the Tournament Host and returned to the Governing Body as defined in "*Competitions – Sanctioning*".

- a) A \$250 bond will be required with all tournament applications, with the provision that the bond will be returned if the tournament report is received within forty-five (45) days of the last day of the tournament.

**11.6.4** The tournament host must appoint a Discipline Committee and identify the Tournament Discipline Chair including name, address, phone number, and email, no later than fifteen (15) days before the start of the tournament.

**11.6.5** All tournaments must have an appeals process in place for the duration of the tournament. *Failing to identify a separate appeals process in tournament rules, Soccer Nova Scotia Appeals policy shall apply.*

**11.6.6** Deadline for sanction requests to host outdoor tournaments shall be March 1<sup>st</sup> annually.

**11.6.7** Deadline for sanction requests to host indoor tournaments shall be **November 1<sup>st</sup>** annually.

**11.6.8** The Governing Body shall approve/deny sanctioning no later than thirty (30) days after the deadline.

**11.6.9** The Tournament Host must indicate in writing on the *TOURNAMENT APPLICATION FORM* that it will comply with all of the Soccer Nova Scotia Rules, Policies and Procedures governing tournaments.

**11.6.10** Failure to comply with the terms of 'Approval of Tournament' may result in the Governing Body not approving the tournament application.

## **11.7 TOURNAMENT REQUIREMENTS OF PARTICIPANTS**

**11.7.1** Each team must provide the tournament host with a tournament registration document that shall include a list of all players that will participate or that team will not be allowed to play in that tournament.

**11.7.2** Participation in any class/division is open only to teams registered with Soccer Nova Scotia or other provincial or state associations in an age category denoted by the class/division, or a lower age category than that denoted by the class/division.

## **11.8 REQUIREMENTS OF TOURNAMENT HOSTS**

**11.8.1** The Tournament Host must comply with all Competition Rules as published by Soccer Nova Scotia.

**11.8.2** Tournament registration/application forms for participants must include the Tobacco Free Logo.

**11.8.3** The Tournament Host shall provide team sheets which shall be completed by each team prior to each game and which must be submitted to the referee prior to the kickoff.

**11.8.4** Game sheets that document cases of filed misconduct reports and/or injury to a player must be forwarded to Soccer Nova Scotia within seven (7) days from completion of the tournament.

**11.8.5** Where red cards are issued in final games, the game sheet(s) shall be forwarded to Soccer Nova for further appropriate action.

**11.8.6** In all cases of alleged physical contact or attempted physical contact with a game official, the misconduct report (i.e., Referee Assault Report Form) shall be forwarded by the referee to:

- a) Soccer Nova Scotia
- b) His/her District
- c) The Tournament Host (subject to the last requirement) as indicated on the form within forty-eight hours of the conclusion of the game.

**11.8.7** Any cases of alleged misconduct by a referee must be reported to Soccer Nova Scotia by the Discipline Chair no later than twenty-four (24) hours following the completion of the tournament.

**11.8.8** The Tournament Host must submit a tournament report to the Governing Body within forty-five (45) days of the final day of the tournament or the required security bond submitted upon sanctioning request will be forfeited to Soccer Nova Scotia.

**11.8.9** The tournament report shall include:

- a) a list of participating teams;
- b) a list of teams failing to show up;
- c) a list of teams which failed to play all their games;

- d) a summary report of serious injuries;
- e) discipline problems, including all misconduct reports;
- f) the tournament schedule and results of each game;
- g) all tournament game sheets;
- h) any other relevant comments.

**11.8.10** Failure to comply with the terms of this section will render the Tournament Host subject to disciplinary action, including, but not limited to, non-sanction of hosting any tournament in the following year.

## **11.9 REQUIREMENTS OF THE GOVERNING BODY**

**11.9.1** The Governing Body shall appoint or delegate the appointment of referees.

- a) Only referees on the “Official List of Referees” maintained by Soccer Nova Scotia shall be used unless prior written approval to use unlisted referees has been received from Soccer Nova Scotia.

## **11.10 TOURNAMENT RULES**

**11.10.1** Tournament rules may be submitted at the time of request for Sanctioning. The Governing Body shall either accept the submitted rules as part of sanctioning or otherwise dictate that the tournament will be governed by the Soccer Nova Scotia tournament rules as described below.

**11.10.2** Tournament hosts must convey the tournament rules and regulations to participating teams no later than seven (7) days before the start of the tournament.

**11.10.3** In the event that the Tournament host is unable to provide acceptable tournament rules as per above, the following Tournament Rules shall apply.

- a) *Age Category* – Tournaments may be played:
  - i) at the North American, International and Inter-provincial classes, by Over-11 age divisions and above;
  - ii) at the Inter-District and District classes, by all age divisions.
- b) *Team Eligibility*
  - i) All teams must be registered with their Provincial, State or National Association.
  - ii) All teams from outside Nova Scotia must supply proof of “Permission to Travel” duly authorized by the Governing Association to the Tournament Host not later than **fourteen (14)** days prior to the first day of the tournament.
  - iii) All teams from outside Nova Scotia must supply proof of accident/ injury/ illness medical insurance to the Tournament Host not later than **fourteen (14)** days prior to the tournament.
  - iv) Teams may only use players who are registered with **their Club, unless on a Temporary Registration Permit**
  - v) Teams may only dress and play up to a maximum of eighteen players in each game of the tournament.

- c) *Laws of the Game*
  - i) All games shall be played in accordance with the Laws of the Game observed by Soccer Nova Scotia and the CSA.
- d) *Duration of Game*
  - i) The following tournaments shall not exceed the permitted time limit per day:
    - (a) Mini-Festivals: not to exceed 100 minutes of regulation play per day.
    - (b) Over 11 to U15: not to exceed 150 minutes of regulation play per day.
    - (c) Over 15: not to exceed 180 minutes of regulation play per day.
    - (d) Masters, 7 A Side: not to exceed 180 minutes of regulation play per day.
  - ii) There must be a minimum of one hour between each game played by any team.
- e) *Game sheets and Misconduct Reports*
  - i) The Tournament Host shall provide game sheets which shall be completed by each team prior to each game, and which must be submitted to the referee prior to the kickoff.
  - ii) The referee shall sign the game sheets and misconduct reports for each game that (s)he officiates.
  - iii) The Tournament Host shall collect game sheets and misconduct reports from referees immediately after each game.
  - iv) All game sheets and misconduct reports shall be forwarded by the Tournament Host to the Governing Body of the tournament, no later than forty-eight hours after the last day of the tournament.
- f) *Protest*
  - i) All tournaments must have an appeals process in place for the duration of the tournament. *Except for conditions listed here, Soccer Nova Scotia Appeals policy shall apply.*
  - ii) Protests, which may only be made by a team Coach or Manager, must be in writing and delivered, with a minimum fee of \$100.00 to the Tournament Chair or his/her designate within one hour of the end of the game in question.
  - iii) The decision of the Tournament Host shall be final.
- g) *Referees*
  - i) No referee will officiate in the centre for more than two consecutive games in one day.
  - ii) Every effort must be made by the tournament host to appoint three (3) officials for each tournament game.
- h) *Awards Recognition*

i) Award recognition shall be provided for all medal/final games.

i) *Services*

i) The tournament must provide fields, field marshals, washroom facilities, corner flags, *netting*, and emergency medical services.

**11.10.4** In instances when the Tournament Host's Tournament Rules conflict with Soccer Nova Scotia's Tournament Rules, Soccer Nova Scotia's Rules shall apply.

## **11.11 DISCIPLINE MEASURES**

**11.11.1** Tournaments negligent in assuring that all teams seeking participation in their tournament are members of a club duly affiliated with a district association shall lose their privilege of hosting for the following calendar year.

**11.11.2** Tournaments negligent in assuring that all referees utilized in their tournaments are those listed in the current official Nova Scotia referee list shall lose their privilege of hosting for the following calendar year.

## 12 - LEAGUES

### 12.1 DEFINITION OF A LEAGUE

12.1.1 A League is a governing body that organizes Competitions for its members.

### 12.2 LEAGUE SEASONS

12.2.1 Every League shall be sanctioned annually for one or more "Seasons" as defined by Soccer Nova Scotia.

12.2.2 Summer and Spring Leagues shall be considered "Outdoor Leagues" and Winter Leagues shall be considered "Indoor Leagues".

### 12.3 LEAGUE CATEGORIES

12.3.1 A League Category is defined by its:

a) League Level

- i) Provincial League
- ii) Inter-District League
- iii) District League
- iv) Educational and Other Leagues

b) League Status

- i) Amateur
- ii) Non-Amateur

c) League Classification

- i) Mini Soccer Recreational
- ii) Youth Competitive
- iii) Youth Recreational
- iv) Senior Competitive
- v) Senior Recreational
- vi) Masters Competitive
- vii) Senior 7 A Side Competitive

d) League Gender:

- i) Male
- ii) Female

e) League Age Divisions:

- |               |               |                 |
|---------------|---------------|-----------------|
| i) Under 6    | v) Under 14   | viii) Open      |
| ii) Under 8   | vi) Under 16  | ix) 30 and over |
| iii) Under 10 | vii) Under 18 | x) 35 and over  |
| iv) Under 12  |               |                 |

12.3.2 A League may operate other age division(s) as approved by its governing body.

### 12.4 LEAGUE REGISTRATION

12.4.1 All Competitive Leagues shall create a Division in the Soccer Nova Scotia Registration System (ITSNS) for each Season and each Age Category (division) that the League administers.

**12.4.2** All Competitive Leagues shall add Clubs as Members in the Soccer Nova Scotia Registration System (ITSNS) for each Club that will register a team in a League Division in any Season.

## **12.5 AFFILIATION**

**12.5.1** Every League shall affiliate with a governing soccer body and be subject to the bylaws and policies of the governing body, and is immediately subordinate to the governing body which delegates it the right to operate;

**12.5.2** Leagues shall be governed as follows:

- a) A **National League** shall affiliate with the Canadian Soccer Association and be subject to the bylaws of that governing body.
- b) A **Provincial League** shall affiliate with Soccer Nova Scotia and be subject to the bylaws, policies and procedures of Soccer Nova Scotia.
- c) An **Inter-District League** shall affiliate with Soccer Nova Scotia and be subject to the bylaws, policies and procedures of Soccer Nova Scotia.
- d) A **District League** shall affiliate with a District Association and be subject to the bylaws, policies and procedures of that governing body.
- e) An **Educational or Other League** may affiliate, as an Associate Member, with Soccer Nova Scotia and shall be subject to the bylaws, policies and procedures.

**12.5.3** Provincial and Inter-District Leagues shall provide for appointment of one Soccer Nova Scotia representative to its Board, at the discretion of Soccer Nova Scotia.

## **12.6 SANCTIONING**

**12.6.1** A League must be sanctioned annually by its governing body.

**12.6.2** Sanctioning shall be requested by the League submitting a "League Sanction Request Form" to its governing body.

**12.6.3** Deadlines for submitting a sanction request form for New Leagues:

- a) September 1 for a Spring (Outdoor) League
- b) November 30 for a Summer (Outdoor) League
- c) February 1 for an Winter (Indoor) League

**12.6.4** Deadlines for submitting a sanction request form for existing Leagues

- a) February 1 for a Spring (Outdoor) League
- b) March 1 for a Summer (Outdoor) League
- c) July 15 for an Winter (Indoor) League

**12.6.5** A sanction request form includes:

- a) League Season to be sanctioned
- b) League Categories (level, status, gender, classification, age divisions)
- c) Geographical location (e.g.. Nova Scotia for a Provincial Outdoor League and the specific Districts for Inter-District Outdoor Leagues)

- d) League Office address, phone numbers, and primary contact
- e) For new Leagues: expected member clubs/districts, and copies of bylaws, policies and procedures, published rules, and a list of officers

**12.6.6** The governing body will provide a sanctioning decision within fifteen (15) days of receipt of a league sanction request form. For Provincial or Inter District leagues, the Soccer Nova Scotia Executive Committee shall make a recommendation to the Board of Directors about approval, in principle, and including the division(s) to be operated, and at the next meeting of the Board, the Board of Directors shall give final approval for the inter-district Outdoor League to operate and shall specify the terms of Outdoor League operations.

**12.6.7** Should sanctioning be denied, the League may file an appeal under Soccer Nova Scotia Discipline and Appeals policies.

## **12.7 LEAGUE MEMBERSHIP**

**12.7.1** All Leagues shall comply with the **Membership Criteria** outlined in this Policy. A League may establish additional criteria, subject to the Soccer Nova Scotia Board of Directors approving the **Membership Criteria** of a League prior to the implementation by that League.

**12.7.2** Based on the Level of a League, membership conditions/restrictions are:

- a) A Provincial and Inter District League shall:
  - i) Consist of Clubs as members.
  - ii) Be open to any Club team in the province, subject to the criteria contained in the League bylaws and policies and Soccer Nova Scotia policies and procedures.
  - iii) Only be open to participation by properly registered Teams and Players as defined by Soccer Nova Scotia
    - (a) No team will be permitted to participate unless it meets Soccer Nova Scotia coaching certification requirements (see “Coaches - Certification Requirements” policy).
- b) A District League shall:
  - i) consist of Clubs as members;
  - ii) be open to any Club team within its approved District, subject to any criteria required by its District Association;
  - iii) permit the participation of players registered in any approved playing classification of Soccer Nova Scotia;
- c) Educational League membership shall consist of its school member(s) only.
- d) Membership for ‘Other Leagues’ shall consist of teams agreed upon from time to time between Soccer Nova Scotia or any of its District Associations.

**12.7.3** Members shall apply for League membership annually, in accordance with League policies.

**12.7.4** Failure to comply with any deadline or other requirements for submitting an application may, in itself, be sufficient reason to deny membership and/or team(s) participation in the League, provided that such denial is applied

consistently to all applications for a particular season. However, in the interests of the players, the League will make every effort to accommodate late applications, provided that the interests of the League, other Member Clubs and participating teams are not compromised.

- 12.7.5** The League Executive, or a committee to which this responsibility is delegated, **may** meet with the representative(s) of any existing Member Clubs applying for renewal of membership and **shall** meet with the representative(s) of any Club whose Club membership and/or team participation in the League is under review or not in good standing.
- 12.7.6** In the event that a Club is denied membership in a Provincial or Inter-District League or is denied its team(s) participation in a Provincial or Inter-District League, it may appeal such decision(s) to Soccer Nova Scotia.

## **12.8 LEAGUE REQUIREMENTS**

- 12.8.1** A League controls its teams, for league operation purposes only, in accordance with bylaws, policies and procedures, and published rules;
- 12.8.2** A League shall have at least one division with a minimum of four teams, or, in the case of Provincial or Inter District Leagues:
- a)** Have a minimum of eight teams; and notwithstanding this requirement, be permitted to operate with fewer teams with the special approval of the Soccer Nova Scotia Board of Directors and only based on exceptional circumstances.
  - b)** Have a minimum of four teams for each age division; and notwithstanding this requirement, be permitted to operate with fewer teams with the special approval of the Soccer Nova Scotia Board of Directors and only based on exceptional circumstances.
- 12.8.3** All Leagues shall operate under an Executive and a set of bylaws, policies and procedures, and published rules to provide competition for teams entered in the League.
- 12.8.4** District Leagues shall operate directly under the jurisdiction and supervision of its District Association.
- 12.8.5** Provincial and Inter-District Leagues must register with the Registry of Joint Stocks, and as such, must operate under bylaws, policies and procedures, and published rules.
- 12.8.6** Provincial Leagues and Inter-District Leagues must enter into an agreement with Soccer Nova Scotia that may include authority to declare the number of teams the League may bring forward to attend provincials.
- a)** The length of the agreement shall be determined by Soccer Nova Scotia
  - b)** The success or failure to meet the terms of the agreement shall be taken into account when determining league sanctioning
- 12.8.7** Leagues must provide an avenue for recognition and inclusion of wild card challenges in the declaration of teams attending provincials from non-League teams within their region(s).
- 12.8.8** Each League's bylaws, policies and procedures, and published rules shall not prohibit a person who is affiliated to a Club, League or other soccer governing

body from being nominated or elected to a position on its Board of Directors, Executive Committee, or an equivalent governing council.

- 12.8.9** League bylaws, policies and procedures, and published rules must not conflict with the bylaws and policies of Soccer Nova Scotia. In such circumstances the Bylaws, Policies and Policies of Soccer Nova Scotia bylaws shall govern.
- 12.8.10** Provincial and Inter District Leagues must hold an Annual General Meeting, to be held no later than January 15<sup>th</sup> of each year.
- 12.8.11** Soccer Nova Scotia must receive a Notice of each of a League's General Meetings and be entitled to send a representative(s) to such meetings, and **upon request**, receive a copy of the Minutes of all of the League's General Meetings.
- 12.8.12** Each League shall have its annual budget, including team fees, fines, and all other financial items, approved at either the League General Meeting or the governing body's Annual General Meeting.
- 12.8.13** Provincial and Inter-District Outdoor Leagues shall be annually audited and a copy of the audited financial statement shall be submitted to:
- a) Soccer Nova Scotia;
  - b) its Members at its Annual General Meeting.
- 12.8.14** Provincial and Inter-District Leagues shall annually provide its governing body, on or before the governing body's Annual General Meeting:
- a) a copy of the latest publication of its bylaws, policies, procedures, published rules
  - b) a list of officers
  - c) and a financial statement on its previous year's operations.
  - d) Any other additional items required by its governing body.
- 12.8.15** **Prior to start of play for any season**, a League must submit to Soccer Nova Scotia an up-to-date list of its teams, team contact persons, team addresses, and team telephone numbers.
- a) **A League that utilizes the Soccer Nova Scotia Registration System (ITSNS) for scheduling and managing their League shall be considered to have already met this requirement.**
- 12.8.16** Provincial and Inter-District Leagues shall submit their schedule of regular season games to the Soccer Nova Scotia Office no later than two weeks following the commencement of League play.
- a) **A League that utilizes the Soccer Nova Scotia Registration System (ITSNS) for scheduling and managing their League shall be considered to have already met this requirement.**
- 12.8.17** A league shall perform such functions as are delegated to it by its governing body. Such delegation may be withdrawn at any time.
- 12.8.18** A league shall provide scheduled games for its member teams
- 12.8.19** A league shall maintain and publish statistics and standings, however this is optional for leagues classified as recreational.

- 12.8.20** A league may provide a knock-out or cup competition(s) for its member teams only, at which one or more winners may be declared.
- 12.8.21** A league may provide a play-off competition or similar format of play following completion of the regularly scheduled games, from which one or more winners may be declared.
- 12.8.22** A league may host a tournament in accordance with the Soccer Nova Scotia policies and procedures governing tournaments
- 12.8.23** Referee appointments to District league games will be assigned by the local referee assignor(s), appointed by the District Soccer Association. **Referee appointments to Provincial or Inter District league games will be assigned by the regional referee assignor(s), appointed by the Provincial or Inter District league.**
- a) All Outdoor 11 a side League games shall be assigned a referee and two assistant referees.
  - b) All Indoor League games shall be assigned one referee.
- 12.8.24** District Leagues will negotiate referee and assigning fees with the President of the local referee association annually, no later than September 15<sup>th</sup> for an Indoor League and no later than February 1 for an Outdoor League. If agreement is not reached, the Soccer Nova Scotia Board will set the fees at its September meeting. In the case of Provincial and Inter District leagues, referee and assigning fees will be set by the Soccer Nova Scotia Board at its September meeting.
- 12.8.25** Each League shall submit its schedule of referee fees to Soccer Nova Scotia by no later than March 31st of each year.
- 12.8.26** Discipline pertaining to League activities may be delegated to the League by Soccer Nova Scotia and shall be done in accordance with Soccer Nova Scotia Policies and Procedures for discipline, appeals and protests.
- 12.8.27** Soccer Nova Scotia must receive a copy of the results of all League discipline cases.
- 12.8.28** Each League must honour a team's requests to have league games postponed whenever more than two provincial players from that team are unavailable to them due to provincial team competitions.
- 12.8.29** Each Indoor League shall ensure that the facilities it uses within which it operates do not present a danger to players, officials and/or spectators.

## 13 - RULES OF PLAY

### 13.1 GENERAL

- 13.1.1** Unless otherwise specified here, all soccer competitions shall follow standard *FIFA Laws of the Game* as adopted by the Canadian Soccer Association.
- 13.1.2** Before participating in any soccer competition under the jurisdiction of Soccer Nova Scotia a team and player must be registered with Soccer Nova Scotia as described in “Teams” and “Players” policies.
- 13.1.3** For the purposes of Indoor (Winter) soccer competitions that begin play prior to January 1<sup>st</sup> of any year, *Age Categories* for teams and players shall be determined by the player age that year, and not the year play begins.
- 13.1.4** Any changes shall come into effect in the playing season immediately following their adoption. No changes may be made subsequent to the May Board Meeting (for Outdoor Soccer) or the September Board Meeting (for Indoor Soccer) each year.

### 13.2 INDOOR SOCCER RULES

#### 13.2.1 Law 1 - FIELD OF PLAY

- **Dimensions**

The field of play must be rectangular. The length shall in all cases exceed the breadth. Where space is available, the recommended dimensions will be 61 metres by 30.5 metres (200 ft. by 100ft.)

- **Marking**

The field of play shall be marked with distinctive lines not more than 10 cm (4 inches) in width. A halfway line shall be marked out across the field of play. The centre of the field of play shall be indicated by a suitable mark and a circle with a 3 metres (10 ft) radius marked around it.

- **Goal Area**

At each end of the field of play two lines shall be drawn at right angles to the goal-line, 1.5 metres (5 ft) from each post. These shall extend into the field of play for a distance of **3 metres (10 ft)** and shall be joined by a line drawn parallel with the goal-line. Each of the spaces enclosed by these lines and the goal-line shall be called a goal area.

- **Penalty Area**

At each end of the field of play two lines shall be drawn at right angles to the goal line, 3 metres (10 ft) from each post. These shall extend into the field of play for a distance of 8 metres (26 ft) and shall be joined by a line drawn parallel with the goal-line. The enclosed space is called the penalty area.

- **Penalty-Kick Spot/Arc**

On an imaginary line forming a right angle with the centre point of each of the end lines and at a distance of 7.5 metres (25 ft) from said lines there shall be a spot of 10 cm (4 in) in radius that shall be called the penalty-kick spot.

From each penalty kick mark an arc of a circle, having a radius of 3 metres (10 ft) shall be drawn outside the penalty area.

- **Corner Area Arcs**

At each corner a quarter circle having a radius of 1 metre (3 ft 3 in) will be drawn inside the field of play.

- **Goals**

These shall be located on the centre of each goal line, facing the internal part of the playing field. They are formed by two posts, fixed equidistant from the intersections of the end lines with the sidelines and 3.5 m (12') distance between the inner side of the two posts. The posts will be joined by a crossbar whose inner side should be two metres (6' 6") from the surface of the playing field.

### 13.2.2 Law 2 -THE BALL

- The ball shall be spherical; the outer casing shall be of leather or other suitable materials. No material shall be used in its construction that might prove dangerous to the players. For competitions up to and including Under-12 the ball shall be a size 4. For all other competition the ball shall be a size 5.
- The ball shall be judged fit for play by the referee and shall not be changed during the game unless authorized by the referee.

### 13.2.3 Law 3 - NUMBER OF PLAYERS

- Games shall be played between two teams, each consisting of seven players, one of whom is designated as the goalkeeper. A game will not start or continue if a team has less than five players.

#### **Substitutions**

- Substitutes may be used in any match played under the jurisdiction of Soccer Nova Scotia and may either be "flying" in nature or made during a stoppage in play.
- A "flying" substitution is one that is made while the ball is in play and for which the following conditions apply:
  - "Flying" substitutions will take place along the sideline, between the team bench and the centerline and within three metres (10 ft) of the centerline.
  - When any player other than the goalkeeper is to be replaced, the substitute shall not enter the field of play until the player being replaced is within 1 metre ("handshake distance") of the substitution area. Neither the player entering nor the player leaving may interfere with the play while both are on the field. The substitution is completed when the substitute enters the field of play, from which moment the substitute becomes a player and the player being substituted ceases to be a player.
- Unlimited substitution shall be allowed.

- Any of the other players may change places with the goalkeeper, provided that the referee is informed before the change is made, and provided also, that the change is made during a stoppage of the game.

#### **Infringements/Sanctions**

- a) Play shall not be stopped for an infringement of the paragraph above (goalkeeper substitution). The player(s) concerned shall be warned and/or cautioned immediately after the ball goes out of play.
- b) If during a player substitution, a substitute player enters the playing field before the player being replaced is within one metre, the referee shall stop the game. (S)He shall warn and/or caution the substitute and restart the game with an indirect free kick to be taken by the team opposing that of the infringing player from the spot where the ball was situated when the game was stopped. (in accordance with Law 13)

#### **13.2.4 Law 4 – EQUIPMENT**

- A player will not be permitted to use any object that the referee may judge to be dangerous to other players. The referee will require players to remove equipment and jewellery that in his/her judgement can be dangerous to another player. If a player fails to carry out the referee's instruction, the player shall not take part in the match.
- The usual player's uniform consists of: a shirt of long or short sleeves, shorts, socks, shin pads and appropriate footwear. The use of footwear is mandatory and what is appropriate will be determined by the laws of the indoor facility in which the game is being played.
- The players' shirt shall be numbered, each player of the same team having a different number. Shirts must be tucked into the shorts.
- Shin pads must be covered by socks.
- Team colors shall not conflict with each other or those of the referee.
- The goalkeeper will wear a uniform of different color from the other players and the referee. For protection, (s)he will be allowed to wear long pants.

#### **Infringements/Sanctions**

- a) For any infringement of this playing law, the player at fault shall be instructed to leave the field of play by the referee, when the ball next ceases to be in play, unless by then there is no longer an infringement.
- b) Play shall not be stopped immediately for an infringement of this playing law. A player who is instructed to leave the field to adjust equipment or obtain missing equipment shall not return without first reporting to the referee, who must ensure that the player's equipment is in order. The player shall only re-enter the game at a moment when the ball has ceased to be in play.

#### **13.2.5 Law 5 – REFEREE**

- A referee shall be appointed to officiate at each game and direct the game within the playing field. The authority and exercise of the powers granted to the referee by these playing laws commence as soon as the referee enters

the field of play. The referee's powers of penalizing shall extend to offences committed when the ball is in play, the ball is out of play or play has been temporarily suspended. The referee's decision on points of fact connected with the play shall be final, so far as the result of the game is concerned.

- The powers and duties of the referee shall be as stated in FIFA: Laws of the Game, Law 5 - the Referee.

### **13.2.6 Law 6 - ASSISTANT REFEREES**

This law does not apply to indoor soccer.

### **13.2.7 Law 7 - LENGTH OF THE GAME**

- The length of the games will be fifty minutes, divided into two equal twenty-five minute halves.
- The duration of any one of the halves will be extended to allow the taking of a penalty kick, even if the normal time has expired.
- The half-time interval shall not exceed three minutes.

### **13.2.8 Law 8 - THE START AND RESTART OF PLAY**

- Preliminaries: A coin is tossed and the team that wins the toss decides which goal it will attack in the first half of the game and kicks off in the second half of the game. The other team takes the kick-off to start the game. In the game's second half, the teams change ends and attack the opposite goals.
- Kick-Off : A kick-off is the way of starting or restarting play;
  - at the start of the game
  - after a goal has been scored
  - at the start of the second half of the game
  - at the start of each extra period of extra time, when applicable
- A goal may not be scored directly from a kick-off.
- **Kick-Off Procedure:** The referee having given a signal, the game shall be started by a player taking a place kick (a kick at the ball while it is stationary on the ground in the centre of the field of play) in any direction (forwards, sideways, or backwards) on the field of play. All players shall be in their own half of the field and every player of the team opposing that of the kicker shall remain not less than 3 metres (10 ft) from the ball until it is kicked. The ball is in play when it is kicked and moves. The kicker shall not play the ball a second time until it has been touched or played by another player.

#### **Infringements/Sanctions**

- a) For any infringement of this playing law, the kick-off shall be retaken, except in the case of the kicker playing the ball again before it has been touched or played by another player; for this offence, a free kick shall be taken by a player of the opposing team from the place where the infringement occurred, subject to the over-riding conditions as described in Law 13.
- b) When restarting the game after a temporary suspension of play from any cause not mentioned elsewhere in these playing laws, provided that

immediately prior to the suspension the ball had not passed over the touch or goal lines, the referee shall drop the ball at the place where it was when play was suspended, unless it was within the penalty area at that time, in which case it shall be dropped on the penalty-area line, parallel to the goal line, nearest to where the ball was when play was suspended. It shall be deemed in play when it has touched the ground.

### **13.2.9 Law 9 - THE BALL IN AND OUT OF PLAY**

- The ball is out of play:
  - a) when it has crossed completely, whether on the ground or in the air, the sidelines or end lines;
  - b) when the game is stopped by the referee;
  - c) when it comes in contact with the ceiling or any apparatus hanging from the ceiling
- The ball will be in play on all other occasions, from the beginning of the game until its end, including:
  - a) if the ball bounces off one of the goalposts or crossbars;
  - b) if it hits the referee when s(he) is in the field of play;
  - c) in the event of a supposed infringement of the Laws of the Game until a decision is given by the referee.

### **13.2.10 Law 10 - METHODS OF SCORING**

- Except as otherwise provided by these Laws, a goal is scored when the whole of the ball has passed over the goal line between the goal posts and under the cross-bar, provided it has not been thrown, carried or intentionally propelled by hand or arm, by a player of the attacking side.
- The team which scores the greater number of goals during the game will be the winner. If there is an equal number of goals or if no goals are made by either competing team, the game will be considered a tie.
- For games ending in a draw, the competition laws may state provisions involving extra time and/or the "*Taking of Kicks from the Penalty Mark*" (Appendix A) or other procedures to determine the winner of a game.

### **13.2.11 Law 11 - OFFSIDE**

The offside law does not apply to indoor soccer.

### **13.2.12 Law 12 - FOULS AND MISCONDUCT**

- A player who commits any of the following six offences in a manner considered by the referee to be careless, reckless or involving disproportionate force:
  - i) kicks or attempts to kick an opponent;
  - ii) trips or attempts to trip an opponent;
  - iii) jumps at an opponent;
  - iv) charges an opponent, including forcing into the boards;

- v) strikes or attempts to strike an opponent; or
  - vi) pushes an opponent;
- or who commits any of the following five offences:
- i) when tackling an opponent makes contact with the opponent before contact is made with the ball;
  - ii) spits at an opponent;
  - iii) holds an opponent;
  - iv) handles the ball deliberately, i.e., carries, strikes or propels the ball with hand or arm (this does not apply to the goalkeepers within their penalty areas); or
  - v) **slides toward another player in an attempt to play the ball, whether touching that player an opponent or not** (goalkeepers are allowed to slide within their area in an attempt to play the ball as long as it is not done in a dangerous or reckless manner)

shall be penalized by the award of an **indirect free kick** to be taken by the opposing team from the place where the offense occurred, subject to the over-riding conditions described in Law 13. Should a player of the defending team commit one of the above eleven offences within the penalty area, the player shall be penalized by a **penalty kick**, regardless of the position of the ball, as long as it is in play.

- A player committing any of the six following offences:
  - i) playing in a manner considered by the referee to be dangerous;
  - ii) charging fairly, i.e., with the shoulder, when the ball is not within playing distance of the players concerned and they are definitely not trying to play it;
  - iii) when not playing the ball, impeding the progress of an opponent, i.e., running between the opponent and the ball, or interposing the body so as to form an obstacle to an opponent;
  - iv) moving with the goalkeeper while he/she is holding the ball in an effort to prevent the goalkeeper from releasing it;
  - v) when playing as a goalkeeper and within the penalty area commits any of the following five offences:
    - (a) takes more than six seconds while controlling the ball with her/his hands, before releasing it from her/his possession,
    - (b) touches the ball again with her/his hands after it has been released from her/his possession and has not touched any other player,
    - (c) touches the ball with her/his hands after it has been deliberately kicked to her/him by a team-mate,
    - (d) touches the ball with her/his hands after she/he has received it directly from a kick-in taken by a team-mate,
    - (e) wastes time,

**vi) during a “flying substitution” enters the playing field before the player being substituted is within one metre of the touch line.**

shall be penalized by the award of a free kick to be taken by the opposing side from where the infringement occurred, subject to the over-riding conditions of Law 13.

- A player shall be cautioned and shown the yellow card if, in the opinion of the referee, the player:
  - i) is guilty of unsporting behaviour;
  - ii) shows dissent by word or action;
  - iii) persistently infringes the Playing Laws Of Indoor Soccer;
  - iv) delays the restart of play;
  - v) fails to respect the required distance when play is restarted with a corner kick or a free kick;
  - vi) enters the field of play without the referee’s permission other than in the act of substitution;
  - vii) deliberately leaves the field of play without the referee’s permission other than in the act of substitution, or
  - viii) slide tackles or attempts to slide tackle in a dangerous or persistent manner.

If the referee stopped play to administer the caution, a free kick shall be awarded to the opposing team from the place where the offence occurred, subject to the over-riding conditions imposed in Law 13, unless a more serious infringement of the playing laws was committed.

- A player shall be sent off the field of play and shown the red card if, in the opinion of the referee, the player:
  - i) is guilty of serious foul play;
  - ii) is guilty of violent conduct;
  - iii) spits at an opponent or any other person;
  - iv) denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within her/his own penalty area);
  - v) denies an obvious goal-scoring opportunity to an opponent moving towards the player’s goal by an offence punishable by a free kick or a penalty kick;
  - vi) uses offensive, insulting or abusive language and/or gestures; or
  - vii) receives a second caution (yellow card) in the same match.

If play is stopped by reason of a player being ordered from the field of play for an offence without a separate breach of the playing law having been committed, the game shall be resumed by a **free kick** awarded to the opposing team from the place where the infringement occurred, subject to the over-riding conditions described in Law 13

**13.2.13 Law 13 - FREE KICKS**

- All free kicks shall all be classified as "indirect" (a goal cannot be scored unless the ball has been played or touched by a player other than the kicker before passing through the goal).
- When a player is taking a free kick inside their own penalty area, all of the opposing players shall be at least three metres (10 ft) from the ball and shall remain outside the penalty area until the ball has been kicked out of the area. The ball shall be in play immediately when it is kicked directly beyond the penalty area. If the ball is not kicked directly into play, beyond the penalty area, the kick shall be retaken.
- When a player is taking a free kick outside the player's own penalty area, all of the opposing players shall be at least three metres (10 ft) from the ball, until it is in play, unless they are standing on their own goal line, between the goal posts. The ball shall be in play when it is kicked and moves.
- If a player of the opposing team encroaches into the penalty area, or within 3 metres (10 ft) of the ball, as the case may be, before a free kick is taken, the referee shall delay the taking of the kick, until the playing law is complied with.
- The ball must be stationary when a free kick is taken, and the kicker shall not play the ball a second time until it has been touched or played by another player.
- Any free kick awarded to the defending team, within its own goal area, may be taken from any point within the goal area.
- Any free kick awarded to the attacking team within its opponent's penalty area, which is not a penalty shot, shall be taken from the penalty-area line nearest to where the offence occurred and at least one metre from the goal line.

**Infringements/Sanctions:**

- a) If the kicker, after taking the free kick, plays the ball a second time before it has been touched or played by another player, a free kick shall be taken by a player of the opposing team from the spot where the infringement occurred, subject to the above guidelines.

**13.2.14 Law 14 - PENALTY KICK**

- A penalty kick is a free kick taken from the penalty spot on the playing field. At the moment of the kick, all players, with the exception of the goalkeeper and the player taking the kick, should be inside the playing field, outside the penalty area, behind the ball and at least three metres (10 ft) from the ball.
- The goalkeeper should take his/her position on his goal line and between the goalposts, and may not move forward off the line until the ball is kicked.
- The player taking the kick must kick the ball forward; (s)he shall not play the ball a second time until it has been touched or played by another player.
- The ball shall be deemed in play directly after it has been touched and moves. A goal may be scored directly from a penalty kick.

- When a penalty kick is being taken during the normal course of play, or when time has been extended at half-time or full time to allow a penalty kick to be taken or retaken, a goal shall not be nullified if, before passing between the posts and under the crossbar, the ball touches either or both of the goalposts, or the crossbar, or the goalkeeper, or any combination of these, providing that no other infringement has occurred.

#### **Infringements/Sanctions**

- a) For any infringement by the defending team, the kick will be repeated, if the kick did not result in a goal.
- b) For any infringement by the attacking team, if a goal is scored it will be disallowed and the kick retaken.
- c) For any infringement by the player taking the penalty kick after the ball is in play, a player of the opposing team shall be awarded an indirect free kick from the penalty spot.
- d) For an infringement by a member of both teams, the kick shall be retaken.
- e) For an infringement by the player taking the penalty kick, committed after the ball is in play, a player of the opposing team shall take an indirect free kick, subject to the conditions described in Law 13.

#### **13.2.15 Law 15 - KICK-IN**

- When the whole of the ball completely crosses over the touch line, it shall be kicked back into the game in any direction from the place it crossed the touch line. It will be kicked by a player of the opposing team to that of the player who last touched it.
- The ball must be placed on or behind the line (within 50cm), at the point where the ball crossed the line.
- The ball must be stationary when kicked back in play.
- The ball must enter the field within one metre of where the kick-in is taken.
- The ball shall be deemed in play as soon as it has been touched, moves and enters the field of play. The player taking the kick shall not touch the ball a second time until it has been played or touched by another player.
- The players of the opposing team shall be at least 3 metres (10 ft) away from the spot where the kick is being taken from.
- A goal cannot be scored directly from a kick-in.

#### **Infringements/Sanctions**

- a) If the kick-in is not carried out within six seconds from the time the player taking the kick takes possession of the ball, it shall be retaken by a player of the opposing team.
- b) If an attempted kick-in does not enter the field of play, the kick will be retaken by the **opposing team** at the original location.
- c) If the player taking the kick-in plays the ball a second time before it has touched or been played by another player, an indirect free kick shall be

awarded to the opposing team, to be taken from the place where the infringement occurred, subject to the conditions of Law 13.

#### **13.2.16 Law 16 - GOAL KICK**

- When the whole of the ball passes over the goal-line, excluding that portion between the goal-posts, either in the air or on the ground and having last been played by one of the attacking team, it shall be kicked by a player of the defending team.
- The ball shall be placed at any point within the goal area.
- If the ball is not kicked beyond the penalty area, directly into play, the kick shall be retaken. The kicker shall not play the ball a second time until it has touched or been played by another player.
- Players of the team opposing that of the player taking the goal-kick shall remain outside the penalty-area and at least 3 metres (10 ft) from the ball until the ball has been kicked out of the penalty-area.
- A goal may not be scored from a goal kick.

#### **Infringements/Sanctions**

- a) If the player taking a goal-kick plays the ball a second time after it has passed beyond the penalty-area, but before it has touched or been played by another player, an indirect free kick shall be awarded to the opposing team, to be taken from the place where the infringement occurred, subject to the conditions of Law 13.

#### **13.2.17 Law 17 - CORNER KICK**

- When the whole of the ball passes over the goal line excluding that portion between the goal-posts, either in the air or on the ground having last been played by one of the defending team, a member of the attacking team shall take a corner-kick.
- For the corner kick, the whole of the ball shall be placed on, or within, the corner arc. For facilities without corner arcs, the ball shall be placed on the spot where the touchline meets the goal line.
- Players of the team opposing that of the player taking the corner-kick shall not approach within 3 metres (10 ft) of the ball until it is in play, (kicked and moves) nor shall the kicker play the ball a second time until it has been touched or played by another player.
- A goal shall not be scored directly from a corner-kick.

#### **Infringements/Sanctions**

- a) If the player who takes the kick plays the ball a second time before it has been touched or played by another player, the referee shall award an indirect free-kick to the opposing team, to be taken from the place where the infringement occurred, subject to the conditions described in Law 13.

### **APPENDIX A – PENALTY KICK INSTRUCTIONS**

In the event that penalty kicks have to be taken to determine the winner of a match the following conditions shall apply:

- 1) All dressed players (excluding any who were dismissed) shall be “eligible players” to take part in the kicks.
- 2) When a team finishes the match with a greater number of players than its opposing team, that team shall reduce its numbers to equate with that of its opposing team.
- 3) Before the start of "kicks from the penalty mark", the referee shall ensure that only an equal number of players from each team remain within the centre circle and they shall take the kicks.
- 4) The referee shall choose the goal at which all of the kicks shall be taken.
- 5) The referee tosses a coin and the team whose captain wins the toss decides whether to take the first or second kick.
- 6) The referee shall keep a record of the kicks being taken.
- 7) Subject to the conditions below, both teams shall take 5 kicks, which will be alternately taken by the teams.
- 8) If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks shall be taken.
- 9) If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks.
- 10) Each kick is taken by a different player and all *eligible players* must take a kick before a player can take a second kick.
- 11) An eligible player may change places with the goalkeeper at any time when kicks from the penalty mark are being taken.
- 12) Only the eligible players and match officials are permitted to remain on the field of play when kicks from the penalty mark are being taken.
- 13) All *eligible players* except the two goalkeepers and the player taking the kick must remain at centre-line.

#### **APPENDIX B - VARIATIONS for LADIES 7-ASIDE PLAY**

- The Ladies 7-aside league will play following the indoor rules as described in this document with the exception of having a crease rule. This rule states that except for the defending goalkeeper, no player or part of a player (eq. leg) may enter into the goal area (cross over the lines) while the ball is in play. The principle of “verticality” applies.
- \*\*\* If both teams agree prior to the start of a game, the crease rule will not be used.
- If a player other than the goalkeeper takes a goal kick that player shall immediately leave the goal area upon completion of the kick. If the ball returns to the area and is touched by the kicker before she is able to leave, the attacking team will be awarded a free kick as described below.

- This crease rule means that for any free kicks awarded to an attacking team within the penalty area, the ball will be placed on a line of the penalty area, nearest the point where the offence occurred, but a minimum of 3 metres (10 ft) from the goal area lines. This will allow the defending team's players to line up on the goal area line while still heeding both the 3 metres (10 ft) and crease rules.
- If any defending player or part thereof enters the area while the ball is in play, play will be stopped and the attacking team will be awarded an indirect free kick to be taken as described above.
- If any attacking player or part thereof enters the area while the ball is in play, play will be stopped. The ball will be kicked from any point within the goal area by any member of the defending team.

### **13.3 MINI SOCCER RULES**

These rules for Mini Soccer shall apply to the Under 6, Under 8, Under 10 and Under 11 age groups designated by Soccer Nova Scotia. Older age groups may also play by these Mini Soccer rules if so designated by a local club or District Association.

These rules are numbered in the same sequence and with the same topics as the FIFA Laws Of The Game in order to simplify comparison.

#### **13.3.1 RULE 1: THE FIELD OF PLAY**

- a) Whenever possible Mini Soccer should be played on a field designed for that purpose. In many instances, however, games will be played within or across standard soccer fields. Games may also be played indoors.
- b) Field dimensions shall vary according to the age group, and shall be no less than 15 metres by 20 metres [for 3 on 3, for example] and no more than 50 metres by 60 metres. Touchlines and goal lines shall be clearly marked. A centre mark is required, with a centre circle and centre line being optional.
- c) The size of the goals shall vary according to the age group: a maximum of 1.5 metres high by 2.75 metres wide for U-6 and U-8 age groups; a maximum of 2 metres high and 5 metres wide for U-10 and U-11 age groups. Whenever possible, goal nets shall be used, however cones or markers are acceptable as goals for the U-6 and U-8 age groups.
- d) The goal area shall be rectangular in shape, no less than 3 metres from the goal post and no less than 3 metres from the goal line. District Associations may designate the goal area as a restricted zone for play in the U-6 and U-8 age groups only. Only the goalkeeper or other defenders are permitted in this restricted zone.
- e) The penalty area shall be rectangular in shape, no less than 6 metres from the goal post and no less than 6 metres from the goal line. A penalty spot shall be marked no less than 4 metres and no more than 6 metres from the goal line. District Associations may decide to have no penalty area and penalty spot for U-6 and U-8 age groups.
- f) For U-6 and U-8 age groups, there shall be specially designated goal kick marks on the playing field for returning the ball into play when it crosses the goal line (but not scoring a goal) as described in Rule 16 – Goal Kicks.

These four designated points shall be located at least 5 metres from each goal line and no more than 10 metres from each touchline.

### **13.3.2 RULE 2: THE BALL**

- a) Shall be constructed of materials that meet the requirement of “FIFA Laws of the Game”.
- b) Ball size for U-6 shall be size three; for U-8, U-10 and U-11 size four.

### **13.3.3 RULE 3: NUMBER OF PLAYERS**

- a) The game shall be played by two teams. The U-6 and U-8 age groups shall play with no less than 3 players per team, and may play with no designated goalkeeper. The U-10 and U-11 age groups shall play with a maximum of 8 players per team, one of whom shall be a goalkeeper.
- b) The minimum and maximum number of players dressed to play shall be at the discretion of the local District Association.
- c) There shall be unlimited substitution at any stoppage of play. A local District Association may also adopt ‘on the fly’ substitutions.
- d) The local District Association shall enact rules that require **Fair and Equal playing time** for all dressed players.

### **13.3.4 RULE 4: PLAYERS EQUIPMENT**

- a) Player equipment shall meet the requirements of the “FIFA Laws of the Game”. However, shirt numbers are not required. Sneakers may be worn.

### **13.3.5 RULE 5: THE REFEREE**

- a) The “FIFA Laws of the Game” shall apply.

### **13.3.6 RULE 6: THE ASSISTANT REFEREE**

- a) When assistant referees are available, the “FIFA Laws of the Game” shall apply.

### **13.3.7 RULE 7: DURATION OF THE GAME**

- a) The game shall be divided into two equal halves or four equal quarters, the length of which shall be determined by the event organizers. Games shall be no less than 50 minutes, and no more than 70 minutes in duration
- b) The interval between periods of play shall be no less than 5 minutes.
- c) The referee shall be the timekeeper.

### **13.3.8 RULE 8: THE START OF PLAY**

- a) The “FIFA Laws of the Game” shall apply.

### **13.3.9 RULE 9: BALL IN AND OUT OF PLAY**

- a) The “FIFA Laws of the Game” shall apply.

### **13.3.10 RULE 10: METHOD OF SCORING**

- a) The “FIFA Laws of the Game” shall apply.

**13.3.11 RULE 11: OFFSIDE**

- a) The Off Side Law does not apply to Mini Soccer.

**13.3.12 RULE 12: FOULS AND MISCONDUCT**

- a) With the exceptions noted in these Rules, fouls and misconduct shall be dealt with as in the “FIFA Laws of the Game”.
- b) Sliding Tackles, regardless of whether or not the player makes contact with the ball or player, are not permitted.
- c) There shall be no Cautions or Ejections. Referees shall verbally warn a player who persistently infringes the Laws, and shall require the coach to substitute that player if the player persists in infringing the Laws.

**13.3.13 RULE 13: FREE KICKS**

- a) Free kicks and penalty shots shall be awarded according to the “FIFA Laws of the Game”.
- b) All free kicks, with the exception of a penalty-kick, shall be indirect kicks.

**13.3.14 RULE 14: PENALTY-KICK**

- a) The standard “FIFA Laws of the Game” shall apply.

**13.3.15 RULE 15: THROW-IN**

- a) With the exceptions noted in these Rules, the “FIFA Laws of the Game” shall apply.
- b) In the U-6 and U-8 age groups, a ball out of play by crossing the touch line shall be returned to play with an indirect kick-in from the point it left the field of play. (no throw-ins). A local District Association may also apply this rule to U-10 and U-11 age groups.

**13.3.16 RULE 16: GOAL KICK**

- a) With the exceptions noted in these rules, Goal Kicks shall be taken as required in the “FIFA Laws of the Game”.
- b) In the U-6 and U-8 age groups, balls crossing the goal line, but not scoring a goal, shall be returned to play by an indirect kick-in by the defending team at the nearest designated point on the playing field. These two designated points shall be located at least 5 metres from the goal line and no more than 10 metres from each touchline.

**13.3.17 RULE 17: CORNER KICK**

- a) With the exceptions noted in these rules, Corner Kicks shall be taken as required in the “FIFA Laws of the Game”.
- b) In the U-6 and U-8 age groups, balls crossing the goal line, but not scoring a goal, shall be returned to play by an indirect kick-in by the defending team at the nearest designated point on the playing field. These two designated points shall be located at least 5 metres from the goal line and no more than 10 metres from each touchline.

**FIFA RULES SHALL APPLY WITH THE FOLLOWING MODIFICATIONS:****13.4.1 ELIGIBILITY**

The Provincial Championship is for players who have reached their 30<sup>th</sup> birthday on or before January 1<sup>st</sup> of the year of play.

Players registered senior A or senior B teams are not eligible to play in the provincial championship.

**13.4.2 LAW 1 FIELD OF PLAY**Dimensions

The field of play shall be no less than half of a minimum regulation sized field.

Markings

Markings and dimensions shall be in proportion to the size of the field compared to a regulation-sized field.

- **The centre circle** shall have a radius of 6yds.
- **The penalty mark** is 10 yards from the goal line
- **Goals:** 6 yards wide and 6 feet high if possible

**13.4.3 LAW 3 THE NUMBER OF PLAYERS**Players

No more than 7 players, one of whom shall be a goalkeeper, per team on field.

Substitution

There shall be unlimited substitution at any stoppage in play at the discretion of the referee.

**13.4.4 LAW 7 THE DURATION OF THE MATCH**Periods of Play

The game is divided into two halves, each of thirty minutes duration. There shall be a five-minute break for half time.

**13.4.5 LAW 8 THE START AND RESTART OF PLAY**

Opponents shall be 6 yards from the ball.

**13.4.6 LAW 11 OFFSIDE**

There is no offside rule in 7-a-side soccer.

**13.4.7 LAW 12 FOULS AND MISCONDUCT**

**Slide tackles** are not allowed. Referee shall interpret them as dangerous play.

## 14 – DISCIPLINE

### 14.1 GENERAL

14.1.1 The Discipline and Appeals Committee is a Standing Committee of Soccer Nova Scotia whose mandate, as defined under the duties and responsibilities of the Discipline and Appeals Committee, includes but is not limited to:

- a) hear discipline cases that are the exclusive jurisdiction of Soccer Nova Scotia as per this policy;
- b) hear appeal cases that are the exclusive jurisdiction of Soccer Nova Scotia as per the “Appeals” policy;
- c) to hear appeals for discipline administered by leagues and other competitions under the jurisdiction of Soccer Nova Scotia as per the “Appeals” policy;
- d) to provide direction to all Soccer Nova Scotia sanctioned competition discipline committees, district discipline committees, and the referee ethics committee.

14.1.2 Every Club is responsible for the action of its players, officials and spectators.

14.1.3 Every Club and League is required to take every precaution to prevent players, officials, and spectators, from threatening or assaulting anyone present at competitions.

14.1.4 Districts and Leagues in Membership shall ensure that their disciplinary Rules, Regulations, Policies, and Procedures are consistent with those of Soccer Nova Scotia.

14.1.5 Time is of the essence and failure to observe timelines established by these policies may render any disciplinary action taken after the expiration of the time null and void.

14.1.6 A person subject to a discipline proceeding has the right to attend any discipline hearing at his/her own expense.

14.1.7 The report provided by the game official to Soccer Nova Scotia, leagues, and / or other competitions shall be regarded as his / her report to a Discipline Hearing Committee. As far as Points of Law is concerned, Law V in “Laws of the Games” is final. The presence of the game official is not required at any discipline hearing unless the Committee deems it necessary.

### 14.2 EXCLUSIVE JURISDICTION OF SOCCER NOVA SCOTIA

14.2.1 Soccer Nova Scotia shall have exclusive jurisdiction in the following circumstances:

- a) All cases of misconduct towards any game official by any person involving alleged physical assault, attempted physical assault or threatening behaviour or verbal abuse and/or the use of clear and unambiguous gestures of an insulting nature;
- b) All cases of misconduct towards any person by a game official involving alleged physical assault, attempted physical assault, threatening behaviour

or verbal abuse and/or the use of clear and unambiguous gestures of an insulting nature;

- c) Misconduct involving violent conduct or serious foul play requiring a discipline hearing when the reportable incident also includes a charge under paragraph (a);
- d) Misconduct by any person arising from participation in National or Regional Competitions;
- e) Misconduct by any officer or official of any governing body under the jurisdiction of Soccer Nova Scotia;
- f) Misconduct arising from any international event (in or out of Canada) where participation is given prior approval by Soccer Nova Scotia;
- g) Any other matter directly related to Soccer Nova Scotia that Soccer Nova Scotia, in its sole discretion, deems should be dealt with by Soccer Nova Scotia;

**14.2.2** Soccer Nova Scotia, in its sole discretion, may delegate its jurisdiction to a District or League in Membership.

### **14.3 DISTRICT OR LEAGUE JURISDICTION**

**14.3.1** Except as herein set out, the Discipline Committee of Districts or Leagues affiliated thereto shall have the power to deal with violations of the Laws of the Game, Bylaws, Policies and Procedures of Soccer Nova Scotia, or misconduct by any of their clubs or by any of their players, officials or members. In all cases, the party complained against shall have the right to appear and to offer a full answer or defence to any charges against him/her when the case is heard.

**14.3.2** All discipline hearings involving offences listed, other than those involving physical contact with referees or attempted physical contact with referees, or threatening behaviour towards a game official or verbal abuse and/or the use of clear and unambiguous gestures of an insulting nature towards a game official, shall be dealt with by the District Association or Regional or Inter-District League in whose jurisdiction the alleged offence took place.

**14.3.3** The disposition of all discipline hearings must be reported to Soccer Nova Scotia.

### **14.4 DISCIPLINE ACTION**

**14.4.1** A Discipline Hearing Committee may, at its discretion, take action against any Club whose players, officials or spectators have been found guilty of misconduct and/or violence towards anyone present at a game and especially towards referees.

**14.4.2** Any misconduct that requires a discipline hearing shall result in immediate suspension from applicable soccer activities (as described in 'Extent of Affected Activities') of the person(s) involved until such discipline hearing takes place.

### **14.5 EXTENT OF AFFECTED ACTIVITIES**

**14.5.1** All suspensions resulting from player-related incidents shall be from playing in all soccer competitions within the jurisdiction of Soccer Nova Scotia.

- 14.5.2** All suspensions resulting from coach-related or team official-related incidents shall be from coaching/team officiating in all soccer competitions within the jurisdiction of Soccer Nova Scotia.
- 14.5.3** All suspensions resulting from referee-related incidents shall be from refereeing in all soccer competitions within the jurisdiction of Soccer Nova Scotia.
- 14.5.4** A Discipline Hearing Committee shall also have the authority, as a result of the discipline hearing, to suspend any player, coach, team official, or referee from any or all soccer competition related activities within the jurisdiction of Soccer Nova Scotia.

#### **14.6 MISCONDUCT – DEFINED**

- 14.6.1** In addition to matters referred to in any other By-Law, Policy or Procedure of Soccer Nova Scotia, it shall be misconduct if any person or governing body is proved at a discipline hearing to the satisfaction of a Discipline Hearing Committee of Soccer Nova Scotia to have done, or permitted or assisted in doing or permitting any of the following:
- a) Violated the Laws of the Game or the Bylaws, Polices or Procedures of Soccer Nova Scotia or a District or League in Membership;
  - b) Committed any act or made any statement either verbally or in writing, or been responsible for conduct, continuing misconduct or any other matter which, in the opinion of Soccer Nova Scotia is considered to be unsportsmanlike, insulting or improper behaviour or likely to bring the game into disrepute.
- 14.6.2** Soccer Nova Scotia reserves the right to take disciplinary action in any case of criminal misconduct or human right abuse not covered specifically in the Bylaws, Polices and Procedures.

#### **14.7 FILING OF COMPLAINT**

- 14.7.1** A Misconduct Report and the accompanying game sheet(s) shall be considered a Complaint of Misconduct for the purposes of this section and shall be acted upon by the Authority having Jurisdiction.
- 14.7.2** A Complaint of Misconduct may also be initiated by filing a written complaint with **Soccer Nova Scotia** and the President of the District or League concerned, within seven (7) days of the alleged occurrence. The written complaint shall contain a consistent statement of the facts and the relevant rule or regulation under consideration. Each complaint shall be accompanied by a \$100.00 fee payable to Soccer Nova Scotia in the form of a certified cheque or money order. In the event the complaint is upheld, the fee is refundable.

#### **14.8 DISCIPLINE HEARINGS**

- 14.8.1** Each discipline hearing held within the jurisdiction of Soccer Nova Scotia and its Member District shall be conducted in accordance with the following:
- a) A Discipline Hearing Committee shall have no less than three members, one of whom shall act as Chairman.

- b) One of the Committee members shall act as Recording Secretary, or a non-voting Recording Secretary (not one of the Committee) shall be appointed to be present for the whole discipline hearing.
- c) A person subject to a discipline proceeding may be accompanied by legal counsel only with the permission of Soccer Nova Scotia or the District or League in Membership with jurisdiction over the discipline.
- d) In the event the person subject to a complaint does not attend the discipline hearing, the discipline hearing may proceed in his/her absence.
- e) Failure to appear at a discipline hearing when due notice has been given, may result in suspension of the person subject to a discipline proceeding until (s)he requests in writing and attends another discipline hearing.
- f) A request for a discipline hearing under the above shall be accompanied by the fee set by Soccer Nova Scotia or its Member, in the form of a certified cheque or money order.
- g) Adjournment of a discipline hearing may be granted by the Committee on such terms as are reasonable.

#### **14.8.2 LOCATION OF DISCIPLINE HEARING**

- a) Unless the parties to a complaint otherwise agree, discipline hearings shall be held within the district where the complaint arose.

#### **14.8.3 TIMELINESS AND NOTICES**

- a) Any person or governing body accused of misconduct shall be given at least ten (10) 'clear days' notice of any scheduled discipline hearing into the allegation. A copy of such notice shall also be sent to the governing body if the person complained against is one of their registered players or is acting as an official representative. Where special circumstances exist, the Appeals Committee may abridge the notice period, but the parties concerned must receive written notice of the discipline hearing.
- b) Notwithstanding a), Soccer Nova Scotia, Districts and Leagues in Membership, or their Members, may publish in advance the dates of regularly scheduled discipline hearings, and the giving of notice in a) is waived.
- c) Any person or governing body shall be given at least seven (7) working days notice of any scheduled discipline hearing, if their presence is required by a Discipline Hearing Committee.
- d) Requests for postponement of a discipline hearing scheduled by Soccer Nova Scotia must be received by Soccer Nova Scotia at least five (5) working days prior to the date of the discipline hearing, accompanied by the approved fee in the form of a certified cheque or money order, which shall be refunded if the request is denied.
- e) In cases where a person, subject to a discipline hearing, stands suspended pending a discipline hearing, or for any adjourned discipline hearing, the date for the discipline hearing shall be set within fifteen (15) working days of the receipt of the misconduct report (or previous discipline hearing).

- f) The result of any discipline hearing shall be sent to the accused no later than fifteen (15) working days after the discipline hearing.
- g) By mutual consent, in writing, of the person subject to a discipline proceeding and a Disciplinary Hearing Committee, any terms in d) may be waived.

#### **14.8.4 DISCIPLINE HEARING PROCEDURE**

- a) With all required persons present, the discipline hearing shall proceed as follows:
  - i) The Chairman shall read the report and state the complaint;
  - ii) The person(s) writing the report(s) (if present) shall be given the opportunity to amplify or qualify the report(s);
  - iii) The person subject to a discipline hearing shall be allowed to ask relevant questions of the author of the report if (s)he is present or to make submissions on the report and testify on his/her own behalf.
  - iv) The person subject to a discipline hearing and the person(s) writing the report(s) shall have the opportunity to call witnesses;
  - v) The Chairman and any Discipline Hearing Committee member may question the accused or any witness;
  - vi) The person(s) writing the report and the person subject to the discipline hearing shall be allowed to make final summations before withdrawing;
  - vii) The Discipline Hearing Committee shall consider the report and any further evidence provided, and shall either decide the case, or adjourn the discipline hearing for decision;
  - viii) The person, club, and affected competition involved in a discipline hearing shall be notified of the result in writing.
  - ix) All decisions are to be rendered by the Discipline Hearing Committee within fifteen (15) days of the discipline hearing unless all parties agree to a further specified extension.

#### **14.9 PUNISHMENT**

- 14.9.1** On misconduct being proved to its satisfaction, a Discipline Hearing Committee shall have the power to order the offender to be suspended, or fined, or both.
- 14.9.2** A Discipline Hearing Committee shall set timelines for the payment of any costs, fines or bonds, and may set further terms of punishment for non-compliance.
- 14.9.3** In all cases of alleged physical assault of, attempted physical assault of, or threatening behaviour towards a game official, the person subject to a discipline proceeding shall be suspended from all soccer activity until the case has been decided by Soccer Nova Scotia.
- 14.9.4** In all cases where a person has been charged in Criminal Court with offences of moral turpitude involving youths, the person subject to a discipline proceeding shall be suspended from all soccer activity until the cases have been concluded in the Criminal Court and then Soccer Nova Scotia, District or

League in Membership may decide if further proceedings are warranted pursuant to their Bylaws, Polices, or Procedures or the Soccer Nova Scotia's Bylaws, Polices, and Procedures.

- 14.9.5** Suspensions shall be served for a continuous period, or for consecutive games, except where there is a break in the competition, in which case the suspension may be continued accordingly **as determined by the Discipline Hearing Committee.**
- 14.9.6** Suspension guidelines for specific offences are set out in the "Punishment Guidelines" of this policy. Districts and Leagues in Membership, and their Members, shall use these guidelines in setting punishments. Any suspension for a number of games shall be consistent with the intent of the "Punishment Guidelines" of this policy.

#### **14.10 APPEAL OF DECISION**

#### **14.11 DISCIPLINE GUIDELINES**

- 14.11.1** Soccer Nova Scotia's competitions are guided by "standard penalties for misconduct against players, coaches and referees". These penalties are listed below for each group.
- 14.11.2** All misconduct will be dealt with by the body that administers the competition where the misconduct occurred, unless tournament rules or penalties specify otherwise.
- 14.11.3** Any punishment received as a result of red card / yellow card system must be served in the competition in which a punished person participated. Cards from one competition will not carry over to another competition.
- 14.11.4** *In a situation where there are any reports sent into SNS, the player automatically receives a suspension until a discipline hearing is conducted.*
- 14.11.5** All suspensions referring to number of games will be served in consecutive games played by the player's team, **or as specified by the Discipline Hearing Committee**
- 14.11.6** **All suspensions referring to a period of time (days, weeks, months, years) will be served from the time of the offense or as specified by the Discipline Hearing Committee**
- 14.11.7** **Offences which occur in the final game of a tournament or an exhibition game shall be referred to the League in which the player's registered team normally competes, and the League shall deal with any such punishment accordingly.**

**STANDARD PENALTIES FOR MISCONDUCT BY A PLAYER**

<b>#</b>	<b>Description of Misconduct</b>	<b>First Seasonal Offence</b>	<b>Second Seasonal Offence</b>	<b>Third Seasonal Offence</b>
1.1	First Caution	No action		
1.2	Second Caution	No action		
1.3	Third Caution	1-game suspension		
1.4	Fourth Caution	No action		
1.5	Fifth Caution	2-game suspension		
1.6	Sixth Caution & any subsequent caution.	3-game suspension		
1.7	Dismissed for "Receiving a second caution in the same game" for which neither of the cautions was directed at the game official(s).	1-game suspension	2-game suspension	3-game suspension
1.8	Dismissed for "Receiving a second caution in the same game" (for which one of the cautions) was directed at the game official(s).	2-game suspension	3-game suspension	5-game suspension
1.9	Dismissed for Red Card offences (except as noted below)	1-game suspension	2-game suspension	3-game suspension
1.10	Dismissed for "Using offensive, insulting or abusive language and/or gestures" directed at anyone other than the game official(s).	1-game suspension	3-game suspension	3-game suspension
1.11	Dismissed for "using offensive, insulting or abusive language and/or gestures" directed at the game official(s)	2 game suspension	4 game suspension	6 game suspension
1.12	Persisted in "using offensive, insulting or abusive language and/or gestures" directed at a game official(s) after having been dismissed for such action that is directly in the area(s) of the soccer field.	Discipline Hearing By Competition or League	Discipline Hearing By Competition or League	Discipline Hearing By Competition or League
1.13	Dismissed for "Serious Foul Play".	2-game suspension	4-game suspension	6-game suspension
1.14	Dismissed for "spitting at an opponent or any other person", other than a game official.	4-game suspension	8 –game suspension	12-game suspension
1.16	Dismissed for "Violent Conduct".	Discipline Hearing by Competition or League	Discipline Hearing by Competition or League	Discipline Hearing by Competition or League

1.17	Received a third dismissal in a season.	Suspended until a Discipline Hearing is conducted by SNS. This overrides any third seasonal offence above.		
1.18	Knowingly played as an ineligible player.	4-game suspension	8-game suspension	16-game suspension
1.19	<b>Game Official Assault</b> for “deliberate physical contact (ie., pushing, pulling, charging, etc.) or attempted physical contact or threatening”.	Discipline Hearing By SNS	Discipline Hearing By SNS	Discipline Hearing By SNS
1.20	<b>Game Official Assault</b> for “striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct”.	Discipline Hearing By SNS	Discipline Hearing By SNS	Discipline Hearing By SNS
1.21	Failed to attend a discipline hearing at which he/she was accused of an offence - without acceptable reason.	Player is fined \$100 and remains suspended until he/she requests and attends a subsequent discipline hearing		
1.22	Participated in a soccer activity from which he/she was suspended	1-year suspension	3-year suspension	5-year suspension
1.23	Intentionally acted in a manner deemed to be detrimental to the game	3-12 month suspension	1-3 year suspension	2-5 year suspension

**STANDARD PENALTIES FOR MISCONDUCT BY A COACH OR MANAGER**

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
2.1	Persisted in misconduct “after receiving a warning ‘for misconduct’ from the game official” for which neither of the offences was directed at the game official(s)	1-week suspension	3-week suspension	6-week suspension
2.2	Persisted in misconduct “after receiving a warning ‘for misconduct’ from the game official for which at least one of the offences was directed at the game official(s)	2-week suspension	5-week suspension	10-week suspension
2.3	Used “Offensive, insulting or abusive language and/or gestures” directed at anyone other than the game official(s).	2-week suspension	5-week suspension	10-week suspension

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
2.4	Used "Offensive, insulting or abusive language and/or gestures" directed at the game official(s).	3-week suspension	6-week suspension	12-week suspension
2.5	Persisted in "using offensive, insulting or abusive language and/or gestures" directed at a game official(s) after having been dismissed for such action that is directly in the area(s) of the soccer field.	6-weeks	3-months	1-year
2.6	Physical Assault or Attempted Physical Assault of a player	Discipline Hearing by SNS	Discipline Hearing by SNS	Discipline Hearing by SNS
2.7	<b>Game Official Assault</b> for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening".	Discipline Hearing by SNS	Discipline Hearing By SNS	Discipline Hearing by SNS
2.8	<b>Game Official Assault</b> for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct".	Discipline Hearing By SNS	Discipline Hearing By SNS	Discipline Hearing by SNS
2.9	Failed to attend a discipline hearing at which he/she was accused of <b>game official assault</b> , without acceptable reason	Accused is fined \$150 and remains suspended until he/she request and attends a subsequent discipline hearing		
2.10	Knowingly played an ineligible player in a sanctioned game.	2-month suspension	6-month suspension	2- year suspension
2.11	Participated in a soccer activity from which he/she was suspended	1-year suspension	3-year suspension	5-year suspension
2.12	Intentionally instigated and/or participated in a brawl between two teams before, during, or after a game.	1-year suspension	3-year suspension	5-year suspension
2.13	Intentionally acted in contravention of, or failed to act in accordance with, a published "Bylaw, Policy, Procedure or Rule".	1-month suspension	6-month suspension	1-year suspension
2.14	Intentionally acted in a manner deemed to be detrimental to the game	3-12 month Suspension + League or District Discipline Hearing	1-3 year Suspension+ League or District Discipline Hearing	2-5 year Suspension+ SNS Discipline Hearing

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
2.15	a) Changed any information on a registration form without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form c) Falsified a signature on a registration form	Discipline Hearing by District or League	Discipline Hearing by District or League	Discipline Hearing by SNS
2.16	Provided a false address on the player registration form.	Discipline Hearing by SNS	Discipline Hearing by SNS	Discipline Hearing by SNS
2.17	Registered under a false name.	Discipline Hearing by SNS	Discipline Hearing by SNS	Discipline Hearing by SNS
2.18	Induced or attempted to induce a registered player to leave his/her team before the end of that team's current season. * see "Teams-Restrictions" policy *	Discipline Hearing by SNS	Discipline Hearing by SNS	Discipline Hearing by SNS

**STANDARD PENALTIES FOR MISCONDUCT BY A GAME OFFICIAL  
(SNS JURISDICTION)**

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
3.1	Used "Offensive, insulting or abusive language and/or gestures" directed at anyone other than the game official(s)	1-month suspension	3-month suspension	1-year suspension
3.2	Used "Offensive, insulting or abusive language and/or gestures" directed at the game official(s).	1-month suspension	3-month suspension	1-year suspension
3.3	Failed to conduct himself/herself with dignity both on , and off, the field of play	1-month suspension	3-month suspension	1-year suspension
3.4	Failed to abide by the published "Bylaws, Policies, Procedures or Rules" of the jurisdiction in which he/she officiates.	1-month suspension	3-month suspension	1-year suspension
3.5	Failed to report to a game (to which he/she has been appointed) without giving adequate notice of his/her inability to officiate such game.	1-month suspension	3-month suspension	1-year suspension
3.6	<b>Game Official Assault</b> for "deliberate physical contact (ie., pushing, pulling, charging, etc.) or attempted physical contact or threatening".	1-year suspension	3-year suspension	Minimum 5-year suspension

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
3.7	<b>Game Official Assault</b> for “striking, spitting, kicking, or any <b>form</b> of violent conduct, or attempted violent conduct”.	2-year suspension	5-year suspension	Minimum 10-year suspension
3.8	Made deliberate physical contact (ie., pushing, pulling, charging, etc.) or attempts physical contact with, or threatens, a registrant of SNS or a spectator	1-year suspension	3-year suspension	Minimum 5-year suspension
3.9	Struck, spat on, kicked, or committed any form of violent conduct, or attempted violent conduct, against a registrant of SNS or a spectator.	2 year suspension	5 year suspension	Minimum 10-year suspension
3.10	Publicly criticized any other game official or Soccer Governing body; made derogatory statements to the media relating to any game in which he/she was involved concerning the performance of the players or other referees	1-month suspension	3-month suspension	1-year suspension
3.11	Failed to submit a <b>“Misconduct Report”</b> as required by Soccer Nova Scotia.	Fined game fee	Fined game fee	Fined game fee
3.12	Failed to report a serious game-related offence as required under the policies to his/her District Association	<b>Discipline hearing</b> by SNS Referee Ethics Committee	<b>Discipline hearing</b> by SNS Referee Ethics Committee	<b>Discipline hearing</b> by SNS
3.13	Officiated an unsanctioned or unaffiliated soccer game.	1-month suspension	3-6 month suspension	1-2 year suspension
3.14	Failed to attend (when required to do so), without a valid reason, a discipline hearing for a person whom the referee had reported for <b>Game Official Assault</b>	\$100 fine	\$200 fine	\$300 fine
3.15	Failed to attend a discipline hearing at which he/she was accused of <b>Game Official Assault</b>	Game Official is fined \$150 and remains suspended until he/she requests and attends a subsequent discipline hearing		
3.16	Participated in a soccer activity from which he/she was suspended	1-year suspension	3-year suspension	5-year suspension
3.17	Intentionally acted in contravention of, or failed to act in accordance with, a published “Bylaw, Policy, Procedure or Rule”.	1-month suspension	6-month suspension	1-year suspension

#	<i>Description of Misconduct</i>	<i>First Seasonal Offence</i>	<i>Second Seasonal Offence</i>	<i>Third Seasonal Offence</i>
3.18	Intentionally acted in a manner deemed to be detrimental to the game.	3-month suspension	6-month suspension	1-year suspension
3.19	a) Changed any information on a registration form without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form c) Falsified a signature on a registration form	3-month suspension + Discipline Hearing by SNS	6-month suspension + Discipline Hearing by SNS	1-year suspension + Discipline Hearing by SNS
3.20	Provided a false address on the referee registration form	1-month suspension	6-month suspension	1-year suspension
3.21	Registered under a false name	1-year suspension	3-year suspension	5-year suspension

## 15 – APPEALS

### 15.1 APPEALS

- 15.1.1** The Discipline and Appeals Committee of Soccer Nova Scotia shall have jurisdiction to hear Appeals involving:
- a)** Misconduct, as defined in the 'Discipline' policy;
  - b)** Appeals of the decisions of Associations, Districts or Leagues in Membership made against the appellant party provided said appeal involves only an interpretation of the Bylaws, Policies or Procedures of Soccer Nova Scotia or of a League or District in membership.
  - c)** All matters of administrative jurisdiction or membership whether brought forward by the Soccer Nova Scotia, districts, clubs, leagues, or other governing bodies affiliated with or recognized by Soccer Nova Scotia.
  - d)** Exemptions to Soccer Nova Scotia Policies and Procedures.
- 15.1.2** An Appeal to Soccer Nova Scotia shall be commenced by an application for leave as follows:
- a)** By making an application in writing to the Chief Operations Officer of Soccer Nova Scotia within seven (7) days after receipt of the said decision setting out:
    - i)** The decision sought to be appealed;
    - ii)** A concise statement of the facts; and
    - iii)** A concise submission stating the By-Law, Policy, Procedure, or Rule that has been contravened and setting out clearly in what respect the decision is alleged to be wrong.
  - b)** Forward, with the said application, a certified cheque or money order payable to Soccer Nova Scotia in the amount of \$150.00 and copies of all relevant documents, bylaws, policies and procedures.
- 15.1.3** The Chief Operations Officer of Soccer Nova Scotia shall forward a copy of the application for leave to appeal to the Discipline and Appeals Committee of Soccer Nova Scotia.
- 15.1.4** If leave to appeal is granted, the Discipline and Appeals Committee shall state reasons for granting leave, designate an Appeals Committee for the appeal hearing, and hold an appeal hearing.
- 15.1.5** If leave to appeal is not granted, the Discipline and Appeals Committee shall state reasons for not granting leave.
- 15.1.6** The decision of the Discipline and Appeals Committee shall be final and binding subject to further appeal to the Canadian Soccer Association.
- 15.1.7** Decisions of the Discipline and Appeals Committee may be appealed to the Canadian Soccer Association and must be appealed within ten (10) days of receipt of decision.
- 15.1.8** The Discipline and Appeals Committee shall give reasons for their decision, in writing, to all parties to the appeal.

**15.1.9** No application for leave to appeal shall be entertained in any matter arising out of a competition under the jurisdiction of a District in Membership whose rule provide that its decision in such matters shall be final and binding.

## **15.2 NON-JURISDICTION APPEALS PROCEDURES**

**15.2.1** All Appeals against the decision outside of the jurisdiction of Soccer Nova Scotia shall be made directly to the Canadian Soccer Association in accordance with CSA procedures.

## **15.3 APPEAL HEARINGS**

**15.3.1** Appeal hearings shall be held in accordance with the following:

- a) An Appeals Committee, which shall consist of at least three members, one of whom shall be the Chairperson and one of whom shall act as Recording Secretary, shall hear all properly submitted appeals. The Appeals Committee may appoint a non-voting Secretary to act on any appeal.
- b) Any individual who has participated in the judicial process of a case is automatically disqualified from membership of the Appeals Committee.
- c) Those who are required to attend an appeal hearing shall include:
  - i) The appellant
  - ii) The respondent
  - iii) Both parties shall be given ten (10) days notice of said appeal hearing.
- d) In addition to the fee required to initiate an appeal, the appeal hearing may order costs against any party arising out of an appeal hearing.
- e) A person or governing body may be legally represented at any Hearing or Inquiry only with prior written consent of Soccer Nova Scotia. Subject to the foregoing, a governing body may be represented at any Hearing or Inquiry by any member of its Executive. Any person required to attend must attend personally.

**15.3.2** Except to the extent the provisions under this section are inconsistent with the hearing procedures set out under the “Discipline-Hearings” policy, the procedures for Appeals Hearings shall be the same as those under the “Discipline-Hearings” policy.

## 16 – DISPUTE RESOLUTION

### 16.1 GENERAL

- 16.1.1** The purpose of this Dispute Resolution Policy is to resolve corporate related disputes through mediation and binding arbitration without the need to resort to legal action.
- 16.1.2** This Dispute Resolution Policy is applicable only to matters NOT addressed in the SNS policies dealing with Discipline, Appeals and Harassment.
- 16.1.3** As a condition of District Association membership in SNS each District Association must agree to adhere to, and abide by, the SNS Dispute Resolution Policy.
- 16.1.4** As a condition of Club membership in a District Association, each Club must agree to adhere to, and abide by, the SNS Dispute Resolution Policy.
- 16.1.5** As a condition of membership in its governing body, each League must agree to adhere to, and abide by, the SNS Dispute Resolution Policy.
- 16.1.6** For the purposes of this policy, the individual parties involved in a dispute shall be referred to as ‘appellant’ (appealing party) and ‘respondent’ (defending party), and each may include one or more person or party.

### 16.2 DISPUTE RESOLUTION OFFICERS

- 16.2.1** Soccer Nova Scotia maintains a team of Dispute Resolution Officers who shall be familiar with this policy and trained in current mediation and arbitration methods.

### 16.3 MATTERS SUBJECT TO DISPUTE RESOLUTION

- 16.3.1** Matters subject to Dispute Resolution shall include, but are not limited to, the following matters of a corporate nature:
- The calling and holding of general meetings
  - The presentation and approval of financial statements
  - The nomination and election of Directors
  - The removal of Directors
  - The acceptance, rejection and removal of members
  - The calling and holding of Board meetings
  - Serious breaches of parliamentary procedure

### 16.4 DISPUTE RESOLUTION PROCESS

- 16.4.1** Any person wishing to refer an issue for resolution under the Dispute Resolution Policy shall complete a “Dispute Resolution Request Form” and submit it to the Soccer Nova Scotia Chief Operations Officer with supporting documentation.

- 16.4.2** The “Dispute Resolution Request Form shall clearly identify all involved parties (all appellants and respondents), and include an acknowledgement that the appellant agrees to binding arbitration and a statement that the appellant shall not take any further action including appeals to a higher governing body or any further legal action.
- 16.4.3** The respondent shall be sent a copy of the “Dispute Resolution Request Form” and a “Respondent’s Response Document” which must be completed by the respondent and submitted with a copy of its bylaws to the Soccer Nova Scotia Chief Operations Officer within fourteen (14) days. The “Respondent’s Response Document” shall also include an acknowledgement that the respondent agrees to binding arbitration and a statement that the respondent shall not take any further action including appeals to a higher governing body or any further legal action.
- 16.4.4** If it is determined that the SNS Dispute Resolution Policy properly applies to this situation, the Soccer Nova Scotia Chief Operations Officer shall appoint a Resolution Officer to handle the case.
- 16.4.5** The Soccer Nova Scotia Chief Operations Officer will forward received “Dispute Resolution Request Form” and “Respondents Response Document” to the Soccer Nova Scotia President
- 16.4.6** The Soccer Nova Scotia President will assign the case to a SNS Dispute Resolution Officer.
- 16.4.7** The Dispute Resolution Officer assigned to the case shall call a meeting of the parties involved in the dispute in an effort to settle the dispute through mediation.
- 16.4.8** At least fourteen (14) days notice of the time and the place of the mediation meeting shall be given in writing to the parties to the dispute unless all parties agree to waive the required notice of meeting.
- 16.4.9** The Respondent Governing body’s Bylaws must be available at the Mediation meeting as a reference document.
- 16.4.10** If agreement is reached at the mediation meeting on a proposed solution to the dispute, the Dispute Resolution Officer shall prepare an “Agreement Document” and send it to the involved parties who shall sign the document and return it to Soccer Nova Scotia within fifteen (15) days of its receipt.
- 16.4.11** If no agreement is reached, or if any of the parties refuse to sign the “Agreement Document”, then the Mediation shall terminate and the Dispute Resolution Process shall proceed to Binding Arbitration.

## **16.5 BINDING ARBITRATION**

- 16.5.1** Each party shall be requested to submit in writing to SNS within ten (10) days.
- position on the issue
  - additional documentation
  - proposed solution(s)

- 16.5.2** The Dispute Resolution Officer assigned to the case shall review the written documentation and request such additional information as they deem appropriate.
- 16.5.3** The written documents shall be sent to all parties and one opportunity for written rebuttal shall be provided.
- 16.5.4** The Dispute Resolution Officer shall arrive at an arbitrated solution which may be one of the following:
- No case has been proven and no further action shall be taken
  - The case has been wholly or partially proven and shall proceed to the Remedy stage

## **16.1 REMEDIES**

- 16.5.5** Following Binding Arbitration, the Dispute Resolution Officer shall render a binding ruling which may be one, or more of the following:
- a)** declare the decision in dispute null and void;
  - b)** call a General Meeting, or Board meeting as applicable, and appoint the Chair;
  - c)** require an audit of the governing body which would be facilitated by Soccer Nova Scotia;
  - d)** any other appropriate action.

## **17 - HARASSMENT**

### **17.1 GENERAL**

- 17.1.1** Soccer Nova Scotia is committed to creating and maintaining a sport and work environment in which all individuals are treated with respect and dignity.
- 17.1.2** Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory acts.
- 17.1.3** Soccer Nova Scotia is committed to providing a environment free of harassment on the basis of race, nationality or ethnic origin, colour, religion, age, sex, sexual orientation marital status, family status, or disability.
- 17.1.4** Soccer Nova Scotia is committed to providing a process available to all participants and staff which is easy to follow and implement.

### **17.2 DEFINITION OF HARASSMENT**

- 17.2.1** While there is no single statutory definition of harassment, harassment is comment, conduct or gesture directed towards an individual or group of individuals which is insulting, intimidating, humiliating, hurtful, malicious, degrading, offensive, or otherwise causes offence, discomfort, or personal humiliation or embarrassment .
- 17.2.2** Harassment is improper behaviour related to one or more prohibited grounds that are offensive and which the person knew, or ought to have known would be inappropriate or unwelcome. The behaviour can be verbal or physical and can occur on a one-time, repeated or continuous basis. A person does not have to intend to harass for the behaviour to be harassment.
- 17.2.3** The following are types of harassment covered by this policy:
  - a)** Sexual Harassment
  - b)** Sexual Abuse
  - c)** Physical Abuse
  - d)** Peer Harassment
  - e)** Emotional Maltreatment
  - f)** Physical Neglect

### **17.3 PROCEDURE**

- 17.3.1** The complainant is to provide, in writing, complete details of the incident (who, what, where and how) to Soccer Nova Scotia's Harassment Officer. Identify all possible witnesses.
- 17.3.2** Soccer Nova Scotia's Harassment Officer will investigate, in accordance with the procedure specified by Soccer Nova Scotia, any complaint made to him/her.
- 17.3.3** All representations made to the harassment officer will be treated in strict confidence.

## Appendix A – List of Soccer Nova Scotia Forms

The following is a list of forms (listed by Policy) used by Soccer Nova Scotia as required through Soccer Nova Scotia Policies and Procedures. These forms are available from the Soccer Nova Scotia website or main office. *Note that some forms require payment of a standard fee upon submission.*

### Policy Development

Policy Introduction form

Request for Decision form

### Districts

Association application/renewal form

Published Rules Deviation request form

### Players

Player Registration Form (“SNS Athlete Waiver and Release of Liability” and “SNS Amateur Athletic Agreement”)

Club Player Release form

Reinstatement from Professional to Amateur Approval Forms

Player Transfer Form

Request to Play Out-Of-Region Form

### Coaches

Coach Registration Form (“SNS Athlete Waiver and Release of Liability” and “SNS Amateur Athletic Agreement”)

### Referees

Referee Registration Form (“SNS Waiver and Release of Liability” and “SNS Amateur Athletic Agreement”)

Referee Class Promotion Form

### Teams

Application to Travel Out of Province

Provincial – All Star Teams

Applications For Provincial Coach

Applications For Provincial Team Manager

### Competitions

League Sanction Request Form

Tournament/Cup Competition Application/Sanction Form

Exhibition Game Sanction Form

Misconduct Report (Referee Assault Report Form)

### Dispute Resolution

Dispute Resolution Request Form

### OTHER

Standardized District Bylaws

Standardized Club Bylaws

Standardized League Bylaws