



***Soccer Nova Scotia
Policies
And
Procedures***

September 2011

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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 (e.g. *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, member Regional Representatives (Directors) and Directors-at-Large (sport expertise). 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 four elected Officers from the Board of Directors: President, Vice-President, Treasurer, the Chief Executive Officer, and two Members at Large elected by the Board of Directors from the current Directors of the Board. 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 Soccer Nova Scotia Technical Committee through its Director of Coaching and Player Development. Coaching certification is required for all competitive coaches and strongly encouraged for ALL coaches. The Canadian Soccer Associations 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, and 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 dealing with policies that affect By-laws be submitted to Soccer Nova Scotia's CEO no later than sixty (60) days prior to the Board of Directors meeting. RFD's dealing with Policies and Procedures be submitted no later than thirty (30) days. (2009)
- 1.7.2** The CHIEF EXECUTIVE OFFICER shall verify that all procedures have been followed.

- 1.7.3** RFD's dealing with policies that affect By-laws shall be circulated by the CEO to member organizations and the Board of Directors no later than forty-five (45) days prior to the next Board of Directors meeting. (2009)
- 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.
- 1.7.6** Board decisions on RFD's shall be circulated by SNS to member associations, Board or Directors, and clubs no later than 30 days following the date of the decision. (2009)
- 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** Committee members shall be guided by the principle of what is in the best interests of soccer in Nova Scotia.
- 2.1.3** 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 by the Board of Directors .
- 2.4.2** The appointment to each committee will be for one year and will expire effective at the end of the SNS AGM.

- 2.4.3** That annual ratification of SNS Committee members follow the procedure of:
- a) Board members bring to the Board meeting following the AGM, a list of names to be considered for committees.
 - b) At the Board meeting following the AGM, the new board ratifies appointments.
 - c) Any committee positions not filled by the Board meeting immediately after the AGM to be filled at the discretion of the committee chair, and be ratified by the SNS Executive.

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.
- 2.6.3** The chair of each committee shall provide a brief report of the committee's activity to the CEO prior to each Board Meeting.
- 2.6.4** Copies of minutes of Board of Directors' meetings after approval, shall, upon request, be available to District members. Draft copies will be available to Board, Executive and Committee members through a login system on the SNS Web page.

2.7 Convening Committee Meetings

2.7.1 Meetings are convened at the call of the Chair.

2.7.2 The President of the Association, at her/his discretion, may call a meeting of any committee.

2.8 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 (appointed by the Board)
- 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.

DUTIES AND RESPONSIBILITIES: (2009)

- 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 leagues and tournaments for which Soccer Nova Scotia is responsible.
- The Committee Chair shall forward committee agendas to all Club, League and District Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

2.9 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 shall be the Director of Governance and Procedures
- Four other members recommended by the chair and ratified by the Board

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 Chair shall forward committee agendas to all Club, League Presidents, and District Presidents affording them an opportunity for participation through the regional representatives.
- Other duties as required.

2.10 DISCIPLINE AND APPEALS COMMITTEE**OBJECTIVE:**

- To administer discipline within the spirit of the “Laws of the Game”, and to protect the rights of all participants.
- To hear discipline cases against players and team officials;
- To deal with all appeal cases.

MEMBERSHIP:

- Chair (Appointed by the Board)
- Two other members as required (Appointed by the Board)
- Director of Governance and Procedure (ex-officio)

DUTIES AND RESPONSIBILITIES:

- To hear or forward to the appropriate body all discipline and appeals cases presented to Soccer Nova Scotia.
- To develop policies for the development and coordination of 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 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 Chair shall forward committee agendas to the Board.
- Other duties as required.

2.11 FINANCIAL SERVICES COMMITTEE**OBJECTIVE:**

- To advise and report to the Board regarding the financial position and related administrative policies of the Association. (2009)

MEMBERSHIP:

- Chair (who shall be the Soccer Nova Scotia Director of Finance)
- Chief Executive Officer (Ex-Officio)
- A maximum of four other persons as appointed by the Board of Directors, but who are not members of the Board of Directors. (2009)

DUTIES AND RESPONSIBILITIES:

- To review the annual budget submissions and to make recommendations to the Board of Directors with respect to budgetary decisions taken and their effect on the Association. (2008)
- Monitor interim and year-end financial statements. (2008)
- Recommend an auditor to the Board of Directors. (2009)
- Advise on the sustainable long term financial viability the Association's finances. (2009)
- Other duties as required by the Board. (2009)

2.12 MARKETING AND FUNDRAISING COMMITTEE**OBJECTIVE:**

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

MEMBERSHIP:

- Chair (Appointed by Board) (2009)
- Chief Executive Officer (Ex-Officio)
- Maximum of six other members recommended by the Chair and ratified by the Board
- Board Member

DUTIES AND RESPONSIBILITIES: (2009)

- 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.

2.13 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 the Board at AGM)
- Two members recommended by chair, and ratified by Board
- SNS LTPD 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.

2.14 REFEREE DEVELOPMENT COMMITTEE

OBJECTIVE:

To develop and implement the Referee Development Program of Soccer Nova Scotia and monitor the administration of the CSA Regulations for the Registration and Control of Referees in Nova Scotia as outlined in Section 7 of these Policies.

MEMBERSHIP:

- Chair (Director of Referee Development)
- Chief Referee Assessor
- Chief Referee Instructor
- Female Referee Representative
- One representative from each SNS recognized Regional Referee Associations
- Soccer Nova Scotia Referee Development Officer (ex-officio)
- Soccer Nova Scotia Chief Executive Officer (ex-officio)

DUTIES AND RESPONSIBILITIES:

- To develop, monitor and oversee the Referee Development Program
- To monitor the administration of the CSA Regulations for the Registration and Control of Referees in Nova Scotia
- To develop and maintain the SNS Referee Development Committee Handbook
- 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 elect the following members of the RDC
 - Chief Referee Assessor (for a two year term beginning in the Fall of odd years)
 - Chief Referee Instructor (for a two year term beginning in the Fall of even years)
 - Female Referee Representative (for a two year term beginning in the Fall of odd years)
 - Chair of the Referee Judicial Committee (for a two year term beginning in the Fall of even years)
- To establish the Referee Judicial Committee who shall be responsible for investigating and hearing complaints against referees. The Committee must submit a report to each SNSRDC meeting 30 days prior to the meeting.
- To appoint two permanent members of the Referee Judicial Committee. One will serve a two year term beginning in the Fall of even years; the other a two year term beginning in the Fall of odd years.
- 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.
- The Committee Chair shall forward to the Soccer Nova Scotia Director of Administration their meeting agendas and pertinent information no later than thirty (30) days prior to meetings for distribution to committee members, leagues, clubs and districts, affording them an opportunity for participation through their regional representatives.
- Other duties as required.

Referee Associations that fail to forward to SNS their AGM minutes and financial statements by March 31st will not be afforded a place on the Committee and may be liable for further action.

2.15 HUMAN RESOURCES COMMITTEE**OBJECTIVE:**

- To ensure that Soccer Nova Scotia promotes and maintains a healthy and productive work environment for staff and volunteers. (2009)

MEMBERSHIP:

- Chair (the President)
- Director of Finance
- One other member (Appointed by the President)

DUTIES AND RESPONSIBILITIES: (2009)

- To ensure that Soccer Nova Scotia has effective and appropriate human resources policies and practices.
- To ensure that employment practices are fully compliant with all regulatory requirements.
- To provide guidance on annual salary reviews and compensation agreements
- To oversee the recruitment process for all new full time staff.
- To conduct exit interviews with all voluntary staff departures.

2.16 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)
- Regional TD representatives (if a region does not have a TD, that region may appoint a representative)
- Chief Executive Officer (ex-officio)
- Director of Coaching and Player Development (ex-officio)
- SNS Staff Coach (ex officio)
- Up to 3 members nominated by the chair and ratified by the Board
- Full-time paid TDs of member clubs at the request of that club's District and approved by the Chair
- Five (5) members shall be deemed to form 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 Chair shall forward committee agendas to all Club, League and District Presidents, affording them an opportunity for participation through the regional representatives.
- Other duties as required.

2.17 VOLUNTEER SCREENING AND HARASSMENT COMMITTEE**OBJECTIVE:**

- To ensure that the association creates and maintains a sport environment in which all participants are provided some protection against known child abusers or people with serious criminal records, and to help minimize liability for volunteer directors at all levels of soccer in Nova Scotia.
- To create and maintain a sport and work environment in which all individuals are treated with respect and dignity.

MEMBERSHIP:

- Chair (Appointed by the Board of Directors)
- Director of Governance and Procedures
- Two (2) other members with appropriate experience selected by the chair

DUTIES AND RESPONSIBILITIES:

- To implement and administer the Harassment Policy of Soccer Nova Scotia in accordance with Policies and Procedures.
- To ensure that appropriate procedures exist to implement the Association's policy on Volunteer Screening.
- To act as Appeals committee for those individuals who have been denied CPIC clearance but who wish to contest their status.
- To communicate with regions, districts, clubs and leagues the Soccer Nova Scotia requirement for screening procedures. Provide educational material as appropriate.
- To ensure that regions, districts, clubs and leagues are in compliance with Soccer Nova Scotia Volunteer Screening Policy.
- To ensure that a dedicated page on Volunteer Screening on Soccer Nova Scotia's website is prepared and updated.
- To monitor developments in this field to ensure that Soccer Nova Scotia's policy reflects the best practices available and ensuring that Soccer Nova Scotia is in compliance with Canadian Soccer Association requirements.

2.18 STRATEGIC PLANNING COMMITTEE**OBJECTIVE:**

- To oversee the implementation of Soccer Nova Scotia's strategic plan

MEMBERSHIP:

- Chair: Soccer Nova Scotia Vice President
- Soccer Nova Scotia Chief Executive Officer
- Two Board of Directors

DUTIES AND RESPONSIBILITIES:

- To monitor the progress of Soccer Nova Scotia's strategic plan
- To continually develop the Strategic Plan
- To report to Soccer Nova Scotia Board semi-annually

2.19 AWARDS COMMITTEE**OBJECTIVE:**

- To annually recognize deserving members of Soccer Nova Scotia through the allocation of awards and scholarships.

MEMBERSHIP:

- Chair (appointed by SNS Board)
- Board member
- Three members nominated by chair, ratified by Board
- SNS CEO – Ex-officio

DUTIES AND RESPONSIBILITIES:

- To promote scholarship/bursaries/general awards to SNS members.
- To receive and select scholarships/bursary applications from members.
- To receive and select applications for SNS awards.

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) To promote and develop the game of soccer, both indoor and outdoor, in the District.
 - c) To provide play for all ages and both sexes.
 - d) To administer Discipline and Appeals according to standards in the ‘Discipline’ and ‘Appeals’ policies.
 - e) To affiliate all clubs headquartered within the boundaries of the District.
 - f) To affiliate all leagues providing approved play within the District.
 - g) To approve and monitor all tournaments within the District.
 - h) To maintain accurate written and financial records, and to submit annually to its Members and to this Association an audited financial statement.
 - i) To file with Soccer Nova Scotia within thirty (30) days of its Annual General Meeting:
 - i) a copy of its Annual General Meeting minutes;
 - ii) a financial statement covering the previous year's financial activities; and
 - iii) a list of its elected and appointed officers.
 - j) To notify Soccer Nova Scotia, in writing, within fifteen (15) days of any change of officers or any change of address
 - k) To have an Annual General Meeting no later than March 31st annually.
- 3.1.3** Districts in membership with Soccer Nova Scotia shall register all clubs under their jurisdiction and in good standing with Soccer Nova Scotia annually no later than March 1st.

3.2 ASSOCIATION MEMBERSHIP APPLICATION/RENEWAL

- 3.2.1** 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 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

3.7 AUDIT OF ACCOUNTS

- 3.7.1** The auditor of the District shall be appointed annually by the members of the District at the Annual General Meeting and, upon failure of the members to appoint an auditor, the Directors may do so.
- 3.7.2** The District shall make a written report to the members as to the financial position of the District and the report shall contain a balance sheet and operating accounts. The auditors shall make a written report to the members upon the balance sheet and operating account. A copy of the balance sheet, showing the general particulars of its liabilities and assets and the statement of its income, and expenditures in the preceding year, shall be filed with the Registrar within fourteen (14) days after the Annual General Meeting in each year as required by law.

4 – CLUBS

4.1 GENERAL

- 4.1.1** A Club is a governing body operating one or more Teams or organized soccer programs under a common Executive.
- 4.1.2** Clubs in good standing with their district will be registered with Soccer Nova Scotia by their district annually no later than March 31st. Clubs registered with Soccer Nova Scotia through their affiliation with a Soccer Nova Scotia member district must register all of their players with Soccer Nova Scotia, each and every playing season. Failure to register all of their players shall result in clubs deemed not to be in good standing with their district and Soccer Nova Scotia.

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, and to Soccer Nova Scotia on or before April 1 annually:
- 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 it's 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 policies.
- 4.2.8** Clubs are responsible for registering Players as outlined in Soccer Nova Scotia policies.
- 4.2.9** Clubs registered with Soccer Nova Scotia through their affiliation with a Soccer Nova Scotia member district must register all their players with Soccer Nova Scotia, each and every playing season. Failure to register all players shall result in clubs deemed not to be in good standing with their district and Soccer Nova. (2010)
- 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.

4.4 AUDIT OF ACCOUNTS

4.4.1 The auditor of the Club shall be appointed annually by the members of the Club at the Annual General Meeting and, upon failure of the members to appoint an auditor, the Directors may do so.

4.4.2 The Club shall make a written report to the members as to the financial position of the Club and the report shall contain a balance sheet and operating accounts. The auditors shall make a written report to the members upon the balance sheet and operating account. A copy of the balance sheet, showing the general particulars of its liabilities and assets and the statement of its income, and expenditures in the preceding year, shall be filed with the Registrar within fourteen (14) days after the Annual General Meeting in each year as required by law.

5 – PLAYERS

5.1 DEFINITION OF A PLAYER

5.1.1 A Player is defined as any person who registers to participate in any program or on any team associated with a member club 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 1 to October 15
- b) Winter: October 16 to May 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. Each Age Category contains 3 components:

- Age Group
- Tier Level
- Gender.

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

- | | | |
|--------------|----------------|----------------|
| i) Over 45 | vi) Under 17 | xi) Under 12 |
| ii) Over 35 | vii) Under 16 | xii) Under 11 |
| iii) Over 30 | viii) Under 15 | xiii) Under 10 |
| iv) Senior | ix) Under 14 | xiv) Mini |
| v) Under 18 | x) Under 13 | |

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 1 D** : Enables a player to participate in Tier 1 competition, but not Provincial championships leading to a National competition.
Only U13, U15, and U17 Tier 1 teams are eligible to register at this Tier level.
Teams registered at this level are permitted to sign 5 overage players that meet the age requirement of the age immediately above the age they are registering as overage.
- (c) **Tier II A** : Enables a player to participate in Tier II A competitions including those leading to Tier II A Provincial Championships.
- (d) **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

- (e) **Tier II C** : Enables a player to participate in Tier II C competitions (8 a side)
- (f) **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 1st of the calendar year for which the player is registering. In addition, effected players can only play in one Summer 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** (Men 35 and over): Enables a player to participate in Masters Competitions including those leading to a national championship.
- (b) **Classics** (Women 35 and over): Enables a player to participate in Classics Competitions including those leading to a national championship.
- (c) **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 reached* the stipulated birthday before January 1st of the calendar year for the Season in which s/he is registering:

	Stipulated Birthday	Age Category
i)	35 th Birthday	35 and over
ii)	30 th Birthday	30 and over

- 5.3.3** 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 1st of the calendar year for Season in which s/he is registering

Stipulated Birthday	Age Category
i) 18 th Birthday	Under 18
ii) 17 th Birthday	Under 18
iii) 16 th Birthday	Under 16
iv) 15 th Birthday	Under 16
v) 14 th Birthday	Under 14
vi) 13 th Birthday	Under 14
vii) 12 th Birthday	Under 12
viii) 11 th Birthday	Under 12
ix) 10 th Birthday	Under 10
x) 9 th Birthday	Under 10
xi) 8 th Birthday or earlier	Mini

- 5.3.4** A player may be registered in the **Senior** Age Category regardless of his/her age.

- 5.3.5** Players who are registered as U-10 Youth will pay a registration fee equal to that paid by mini players. (2009)

- 5.3.6** Beginning with the summer season 2009, the age classification of Soccer Nova Scotia playing structure is amended as follows: Players who are under the age of 8 as of Jan. 1, and who are registered as U8, will be considered as mini. Players who are under the age of 10 as of Jan. 1, and who are registered as U10 will be considered as youth. (2009)

5.4 REGISTRATION

- 5.4.1** All player registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized 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 the "Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures" as part of the registration process 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 “Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures” 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.
- 5.4.11** No player registered with the Association shall be entitled during the valid period of such registration to compete in any competition for any club outside Canada without first obtaining permission from the Association. Any violation of the Rule will immediately cancel the registration and render the player ineligible to compete again in Canada during the current playing season.

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 1st 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 30th
 - b)** Winter – January 31st (2009)
 - c)** Spring – May 14th

- 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 EXECUTIVE 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 \$100 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 (within 30 days of receipt of invoices) the balance of final player registration fees against invoices received from Soccer Nova Scotia, such final fees being 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 31st 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 15th of the following year, and winter or spring registration is effective until May 15th 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 from the date of registration until May 14th of the next year.
- 5.8.4** Soccer Nova Scotia's player Winter registration affords insurance coverage for sanctioned winter (indoor) soccer games and practices.
- 5.8.5** Soccer Nova Scotia's player Spring registration affords insurance coverage for sanctioned spring league games and practices.
- 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 subject to suspension 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;

5.10 EXCEPTIONS

5.10.1 Recreation Tier level Players may also register with a Competitive team.

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

(2010)

5.13.1 A player may play for a club team to which he/she is not registered only under one of the following conditions:

- a) He/she plays with a “Temporary Registration Permit”:
 - i) in a league game for a higher level Club Team or a club other than one with which he/she is registered, or
 - ii) as a guest player in a tournament (subject to tournament rules) or exhibition game (subject to the agreement of both teams) with a Club/team other than the one with which he/she is registered;
- b) With permission of his/her club, he/she plays for a higher level club team than, and within the same Club as the club team to which he/she is registered:

(NOTE: A League or District Association, or the competition rules, may impose limitations on such movement within a Club, provided that the limitations are applied consistently)

- i) he/she plays for a C.S.A. , SNS, District Association, or League All-Star Team;
- ii) a player may play on an All-Star team in sanctioned outdoor games (Exhibition & Tournament games) up to May 31 without being registered to an outdoor club team as long as that player was registered in the previous outdoor playing season.
- iii) His/her club permits him/her to play for a Professional Team (ie., a higher level Club team) with which his/her Club as an “*Affiliation Agreement-Amateur and Professional*”,
- iv) A player can only use a ‘temporary registration permit’ as defined in 5.13.1 (ie. Cannot play for more than one team in the same league/competition using a Temporary Registration Permit).

5.13.2 In all cases in which a player is playing for an outdoor competitive team or an indoor team under one of the conditions in 5.13.1 above, the player must possess a tournament or league-accepted ID card and have such document available for presentation at the game in which he/she is playing. Failure to present the card shall render the player ineligible to play in that game.

5.13.3 Providing that the player meets the age eligibility requirements, a higher level team referred to in Policy 5.13.1 a) shall be defined as a team which meets any of the following criteria:

- a) Registered in a higher Age group of the same Tier Level;
- 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;
- c) Playing in higher Tier Level

5.13.4 A player shall be entitled to five (5) Temporary Registration Permits during each season.

5.13.5 The hierarchy of age classifications, player classifications, team classifications, and Tier levels shall be as follows:

Age Classification	Player Classification	Team Classification	Levels	Tier level Senior	Tier level Youth
Open Age	Professional	Competitive	National League	Tier A	Tier 1
Masters/ 7-a-side	Senior Amateur	Recreational	Provincial League	Tier B	Tier 2A
Under-18	Youth Amateur		Regional League	Tier C	Tier 2B
Under 16			District League	Masters/ 7-a-side	Tier 2C
Under 14			Club League		Tier 3
Under-12					
Under-10					
Under-8					

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 Level;
- 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;
- c) Playing 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 July 31st. Up until July 31st any player could move up a Tier/Level at any point. Any other transfers can only be made if that they have played no more than 4 games with their team. (Playing means player's name appears on the game sheet).
- 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 Director of Administration.
- 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.

5.16.10 All Transfers are subject to meeting all conditions of the 'Youth Playing Zones' policy.

5.17 YOUTH PLAYING ZONES

5.17.1 This policy applies to ALL youth age registered players.

5.17.2 For summer seasons players must register and play within the Region in which that player resides ("Home Region") except as specified here.

As this policy does not apply for winter and spring seasons, any player who registers Out of Region for spring and/or winter and wishes to continue to play out of region for the upcoming summer season may only do so in accordance with this policy.

5.17.3 The residency of the player is determined by the residency of the parent. For the purposes of this policy 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
- d) In the event that the parents have joint custody of the player and are living apart and the player takes turns to habitually reside with the parents, the area where the player attends school is deemed to be the area of residency.

5.17.4 A player may register and play outside his / her Home Region ("Out-Of-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. If the player wishes to return to his/her Home Region at the end of the season they may do so upon application without fees.

5.17.5 If a player wishes to return to the region where he/she lives (as defined in 5.17.3) at the end of the summer season, they may do so upon application without fees.

5.17.6 Permission granted by Soccer Nova Scotia to play Out-Of-Region for the summer season shall be valid for the duration of the player's youth soccer, in their new region or until such time that they again apply to Soccer Nova Scotia for permission to play Out of Region.

5.17.7 For players who do not intend to play in their Home Region for an upcoming summer season:

- a) The player must submit a 'Request to Play Out-Of-Region' form to Soccer Nova Scotia no later than March 1st for the upcoming summer season.

6 - COACHES

6.1 REGISTRATION

- 6.1.1** All coach registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system (ITSNS) provided to all clubs by Soccer Nova Scotia. "Coaches" are defined to include head coaches, assistant coaches, team managers and team trainers.
- 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 the "Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures" as part of the registration process which states that coaches will abide by the bylaws, policies and procedures, and rules of their club and Soccer Nova Scotia.
- 6.1.5** Clubs may incorporate the "Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures" into their standard coaches registration form.
- 6.1.6** Competitive team coaches must be registered prior to participation in any Competition.
- 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 31st 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 15th of the following year, and winter or spring registration is effective until May 15th 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 from the date of registration until May 14th of the next year.
- 6.3.4** Soccer Nova Scotia's coach Winter registration affords insurance coverage for sanctioned winter (indoor) soccer games and practices.
- 6.3.5** Soccer Nova Scotia's coach Spring registration affords insurance coverage for sanctioned spring league games and practices.
- 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** (2008)
- 6.4.1** All Tier 1 and Tier 2A coaches in Nova Scotia must be appropriately trained at the following levels:
- | | | | |
|---------------------|---|-------------------------------|-----------|
| U12 and U14 Tier 2A | - | Community Youth | (By 2009) |
| U16 and U18 Tier 2A | - | Community Senior | (By 2009) |
| Tier 1 | - | Fully trained Community Coach | (By 2009) |
| | - | CSA Pre-B | (By 2010) |
- 6.4.2** That all Tier 1 coaches and any coaches traveling Out-of-Province must show an ID card and CPIC.
- 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 – REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

(Amended 2009)

Provincial Associations are responsible for the administration of Referees registered with The Canadian Soccer Association who reside in their area as determined by The Association. The Canadian Soccer Association has administrative responsibility for Referees who are serving members of the Armed Forces who are not serving within Canada.

Soccer Nova Scotia shall appoint the Referee Development Committee to carry out its functions under these Regulations.

For the purpose of these Regulations the terms used will be defined as follows:

The Association is the Canadian Soccer Association

Provincial Association refers to Soccer Nova Scotia

Referee A person registered as qualified under these Regulations who may be engaged as a Match Official.

Administer To carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

Examine To supervise written and oral examination of Referees and Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

FIFA List Those Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

National List Those Referees selected by The Association, eligible for appointment to games in the MLS, USL and other matches as determined from time to time.

League A Competition sanctioned under relevant Regulations by The Association or a Provincial Association.

Registration Period From 1 April in each year, or the date of successful completion of the Entry Level Referees Course if later - to the following 31 March.

Provincial Referee A Referee who has demonstrated to the satisfaction of The Association or Provincial Association, as required by these Regulations, the ability to officiate at the Provincial Level.

Regional Referee A Referee who has demonstrated to the satisfaction of The Association or Provincial Association, as required by these Regulations, the ability to officiate at the Regional Level.

District Referee A Referee who has completed, successfully, the Entry Level Referees Course, having reached the age of 16 years.

Youth Referee A District Referee between the ages of 14 – 16 years of age who has completed, successfully, the Entry Level Referees Course.

Futsal Referee A Referee who has completed, successfully, the Futsal Entry Level Referees Course, having reached the age of 16 years

Small-sided Referee A Referee who has completed, successfully, the appropriate Referees Course for mini soccer played by teams of less than 11 – a-side (excluding Futsal), as determined from time to time by The Association or Provincial Soccer Association.

Associate Referee A fully registered Referee with his or her own Provincial Association of permanent residence, who wishes to officiate in another Province either by virtue of temporary residence, (e.g. University Student, temporary work assignment, etc) or by proximity to a Provincial border may apply to be an associate referee

Assessors Individuals authorized by The Association to carry out assessments at levels determined by The Association.

Assessments Written appraisals of a referee's performance on the field of play, carried out by an Assessor, on behalf of The Association or Provincial Association and submitted to the appropriate body.

Marks A numerical indication of a Referee's performance on the field of play, awarded by an Assessor on completion of an Assessment, on a scale defined by The Association.

Club Marks A numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a Match, on a scale defined by The Association.

Qualifying Games A match that may be counted towards promotion for a registered referee as determined by The Association from time to time. Note: Irrespective of the number of games officiated on the same day in Tournaments or other Competitions, only one match per day may be recorded as a qualifying game.

Instructors Individuals authorized by The Association to carry out courses of instruction at levels determined by The Association

Entry Level Referees Course A course of instruction as determined by The Association leading to the qualification of Referee candidates.

Annual Review The review by The Association, Provincial Association or Competition of its List of Match Officials entitled to be engaged for a Match in that Competition, to ascertain the suitability of each Referee to continue to be eligible to be retained on that list or within the classification. Such a review will take into consideration the Referee's performance on the field of play as defined in these Regulations, as modified by any written instructions to a Provincial Association or Competition from The Association from time to time.

For the purposes of these Regulations, Soccer Nova Scotia shall act through the Board, which shall delegate such functions to the Referee Development Committee.

7.1 REGISTRATION

- (a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

[NOTE: A Competition may include in its regulations a provision by which a person who is not a Referee may carry out the duties of a Match Official in a specific Match but only in circumstances where a Referee cannot be appointed to that Match].

- (b) A referee must be registered with The Association through the Provincial Association within the area in which the referee resides. A referee will be required to pay the standard national registration fee to be determined annually by The Association and notified to the Provincial Associations by 30 September annually for the following registration period. Registration will run from the date of registration until the following 31 March. Provincial Associations may charge, in addition to the standard national registration fee, a Provincial Registration fee not exceeding \$75 per registration period. A referee may become an Associate Referee with another Provincial Association upon payment of an Associate Fee not exceeding \$25 per registration period. The Memorandum attached to these regulations detail the responsibilities of Provincial Associations in respect of Referees administered by them.
- (c) The Provincial Association which conducts the entry level course (including Futsal) or small-sided referee course will be responsible for the initial administration of a Referee. A Referee who changes residence from one Provincial administrative area to another will be required to complete a Provincial Transfer Form (Copy at Appendix A to the attached Memorandum of Provincial Associations Responsibilities for Registered Referees) and be transferred to the new Provincial Association for administrative purposes but will not be required to pay a further registration fee for that registration period.
- (d) Referees shall not be registered with The Association until they are able to satisfy the Provincial Association of their date of birth in such a manner as shall be determined by The Association.
- (e) A person below 14 years of age shall not be registered as a Referee.
- (f) A Referee who has failed to register as a Referee with The Association for 2 consecutive seasons shall not be re-registered until an application has been considered by the Provincial Association within whose area the Referee resides at the time of application for re-registration.
- (g) Provincial Associations may re-examine registered Referees administered by them as determined by The Association. The Association must be notified, by the Provincial Association, of the names of Referees who do not meet the standard determined by The Association.
- (h) Where considered not to be 'a fit and proper person' to act as a Referee the registration may be removed or suspended by the Provincial Association which administers the Referee or by The Association. Provincial Associations are to notify The Association of any action in this respect and are not permitted to take action under this rule in respect of FIFA and National List Officials. The Association may take any action it deems appropriate. Applications for the re-instatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association for consideration.

7.2 RECRUITMENT, BASIC REFEREE TRAINING AND INITIAL EXAMINATION

- (a) The Association and Provincial Associations shall be responsible for the recruitment, basic training and initial examination, where required, of Referees.
- (b) The requirements and standards for the Entry Level Referee Course shall be set annually by The Association.
- (c) All candidates shall be examined as to their suitability to be a Referee by an initial examination at the end of the Entry Level Referees Course. The initial examination shall be as prescribed by The Association and shall include an eyesight and colour test. Provincial Associations must notify The Association should they examine a candidate who is a serving member of the Armed Forces at the time of examination.
- (d) The minimum age a candidate may be presented for the Entry Level Course is 14 years.
- (e) Candidates who do not reach the standard required by The Association in the initial examination may not be presented for further examination until a period of 28 days has elapsed.

7.3 CLASSIFICATION

- (a) On behalf of The Association each Provincial Association must classify Referees, not on the International or National List, administered by their Association. The classification period runs from 1 April in each year, or the date of successful completion of the initial examination, to the following 31 March. As of 1 April in each year Referees are to be classified as follows;
 - **International:** Referees who are on the FIFA List of Referees.
 - **National List:** Referees selected by The Association to serve on the National List and who meet the requirements of Regulation 4 below.
 - **Provincial Referee:** Provincial Referees. This classification includes referees who have served at a higher level. * *Where a Referee has achieved a level higher than Provincial Referee and is then not retained by The Association, the Referee is to be classified as a Provincial Referee, subject to meeting the requirements of Regulation 4, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*
 - **Regional Referee**
 - **District Referee** - must be over the age of 16yrs
 - **Youth Referee** - a District Referee over the age of 14 and under 16 years of age at the date of registration
 - **Declared non-active Referees** – those referees who no longer are active officials but who may wish to maintain their registration with The Association (this does not include accredited Assessors or Instructors who are no longer active referees)
- (b) When a Referee changes residence from one Provincial Association to another, the classification level will be accepted by the Provincial Association in to whose area the Referee has moved. (This regulation does not apply to small-sided Referees who may be required to undergo separate Provincial training prior to being re-registered)
- (c) Referees must apply for promotion in writing. The Provincial Association must receive this request by no later than 1st March preceding the season in which the promotion is sought. Referees considered for promotion in the preceding season, but not advanced, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to the their Provincial

Association by 1st March following the decision of that Association. District referees who are being considered for promotion to Regional Referee may apply for promotion to Provincial Referee, in accordance with this clause, pending the decision of the Provincial Association in respect of the promotion to Regional Referee and subject to satisfying the criteria as determined by The Association from time to time.

- (d) Promotion to Regional and Provincial Referee classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the Marks and Assessments by Assessors on a minimum of three games from outdoor, 11 a-side Competitions for players over the age of 16 years, over a minimum of 20 qualifying games during any one marking period, officiated in as a Referee. Such Marks and Assessments are to be collated by the Provincial Association from 1st April in any year until the last day of November in the same year. A further requirement for promotion is the completion of a minimum of five games, as an Assistant Referee, in the promotion season.
- (e) In addition to their practical performance on the field of play Referees will be required to attend in-service training, as determined by The Association, successfully complete a written examination set by The Association and, where determined by The Association from time to time, successfully complete the appropriate fitness test prior to the promotion being confirmed.
- (f) The responsibility of promoting Referees to Regional and Provincial Referee rests with the Provincial Association in which the Referee resides and who administers the Referee's registration. In accordance with the marking period all selections for promotion to must be made by 15 December each year and individuals notified of the outcome in writing.
- (g) A District Referee must serve a minimum of one complete Registration Period or 12 months in that classification, whichever is the shortest, and have completed a minimum of 20 qualification games, as a referee, in outdoor, 11 a-side Competitions for players over the age of 16 yrs before applying for promotion to Regional Referee. After this promotion a Referee can proceed at the rate he is capable, subject to satisfying the criteria as determined by The Association from time to time. No Provincial Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.
- (h) Youth Referee includes all District Referees between the ages of 14 and 16 as at 1st April each season. A Youth referee will automatically become a District referee on reaching the age of 16.

7.4 PROMOTION

- (a) Selection and promotion within Regional Referees and above will be determined as follows:
 - **International Level:** Annual nomination by The Association to FIFA, selected from those eligible Referees, as at the date of nomination determined by FIFA.
 - **National List:** Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Provincial Referee (following nomination by a Provincial Association to The Association, from those Referees who satisfy the criteria, established by The Association from time to time), for outstanding ability as determined by The Association.
 - **Provincial Referees:** Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Regional

- Referee for outstanding ability as determined by The Association from time to time.
- **Regional Referees:** Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Junior/District Referees for outstanding ability as determined by The Association from time to time.
- (b) *Annually, National List Officials and above will be required to complete successfully a fitness test and a written examination, as determined by The Association, prior to having their classification confirmed. On initial selection for promotion to a higher level Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association.*
- (c) *On initial promotion to Regional Referee the Provincial Association who administers the Referee must allocate the Referee to an appropriate League.*
- (d) *The Association will determine the acceptable number of matches required for consideration to be selected to National Referee.*

7.5 COMPETITIONS

- (a) Provincial Associations are to advise successful candidates on completion of the Entry Level Course, in writing, the local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are eligible to officiate only in Competitions for players aged under 16.
- (c) Lists of Match Officials shall be determined each season by The Association or Provincial Association and only Match Officials included in such lists may officiate in matches during the season. A Competition or League may not remove or suspend a Match Official from its List at any time such power to act resting solely with The Association, or Provincial Association as appropriate under Regulation 7 below.
- (d) Competitions may, subject to the approval of The Association, require match officials included in its list to successfully complete a minimum fitness standard prior to receiving appointments. Requests for approval, together with the proposed fitness standard, must be submitted to The Association by 1 September of the year preceding the implementation of such fitness standards.
- (e) The practical performance on the field of play of Match Officials on a List shall be appraised and reviewed each season (for these purposes 1 April to 31 November annually). Competitions and Leagues shall provide annually to The Association or Provincial Association as appropriate a List of the Match Officials they have engaged with the Marks and Assessments obtained in accordance with the requirements of paragraph 12 of these Regulations. *Senior Provincial League Clubs are to mark referees on a scale of 1 - 100. An example of the marking Guide and form to be submitted by clubs is shown in Appendix A-1. This marking form is to be used by all Provincial Senior soccer leagues.*
- (f) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)(i) or (ii) below must be reported to The Association, or Provincial Association in accordance with Regulation 7 (c) below.

- (g) Referee Fees and Expenses are set by The Association, Provincial Association or by Competitions in consultation with the sanctioning authority. Referees (or other appointed match officials) may not receive other financial reward or incentive, based on their on field of play performances from any Provincial Association or Competition other than the set fees and expenses. Provincial Associations are to set the maximum match official fees payable by Competitions and/or Leagues which it sanctions.

7.6 TRAINING

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only such training, delivered by accredited instructors, will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Provincial Associations, by instructors accredited by The Association.

7.7 CONDUCT OF REFEREES AND ACTION IN RELATION TO REGISTRATION

- (a) The Association or Provincial Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
 - (i) less than proficiently applied the Laws of the Game; or
 - (ii) committed a technical irregularity; or
 - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
 - (iv) wilfully mis-stated his/her age, or, date of birth; or
 - (v) as a player or coach, violated the Laws of the Game to such a degree that a SNS Disciplinary Committee subsequently imposes a penalty of suspension from playing or coaching as per section 14.5.4; or
 - (vi) been found to have committed an act of misconduct pursuant to the Rules of The Association or a Provincial Association.
- (b) Only The Association, or Provincial Association may act in relation to the Registration of a Referee. Such action may be only through its Referees' Committee.
- (c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to or otherwise come to the attention of The Association or Provincial Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).
- (d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association or Provincial Association as appropriate from time to time. *A "technical irregularity" includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary hearings at a particular time, etc or any breach of Regulation 10 or 13.*

- (e) Where a Referee is alleged to have breached 7(a) (i) – (vi) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of \$100 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

As a guide to the procedures to be followed at a personal hearing, the following may be used unless the Referees' Committee or Commission consider it appropriate to amend them:

- (i) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied
- (ii) Evidence in support of the allegation(s) to be called.
- (iii) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative. (Any such representative shall not be permitted to give evidence as a witness).
- (iv) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s).
- (v) The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.
- (vi) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.
- (vii) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall

be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) have been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) are proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.

(viii) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration. (See Section 14 of the SNS Policies and Procedures for Discipline Guidelines for Game Officials)

- (f) A Referee may be dealt with in the normal course as a participant for any alleged misconduct pursuant to the Rules of The Association (i.e. by a Disciplinary Commission), in addition to having issues relating to the Registration as a Referee considered by The Association or Provincial Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct pursuant to the Rules of The Association shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Rule 7 (a)(vi).
- (g) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct under the Rules of The Association or pending the determination of a charge under 7(a) (i) or (ii) above and, in the latter case, the reason for such suspension is to be notified to the referee in writing and reported to the Commission hearing any resultant charge.

Action in respect of the Registration of Match Officials on the National List will be considered by the appropriate committee of The Association

7.8 APPEALS AGAINST DECISIONS OF THE REFEREE'S COMMITTEE

- (a) Where The Association or Provincial Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 7, then there shall be a right of appeal by the Referee against the decision (other than as set out below). There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Provincial Association or an appointing authority.
- (b) (i) Notice of an appeal against a decision of a Referees' Committee made under Regulation 7 must be lodged with The Association or appropriate Provincial

Association within 14 days of notification of the decision appealed against, accompanied by a fee of \$250

(ii) An Appeal shall be considered by an "Appeals Panel" comprising of Members of The Association Appeals Committee or appropriate Provincial Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.

(iii) The Notice of Appeal must :

- (1) identify the specific decision(s) being appealed
- (2) set out the grounds of appeal; and
- (3) set out a statement of the facts upon which the appeal is based.

(iv) The grounds of appeal shall be that the body whose decision is appealed against:

- (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
- (2) came to a decision to which no reasonable such body could have arrived at; and/or
- (3) made an order, which is excessive.

(v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

- (1) The Appellant to address the Appeals Panel, summarising its case;
 - (2) The Respondent to address the Appeals Panel, summarising its case;
 - (3) The Appeals Panel may put questions to the parties at any stage;
 - (4) The Respondent to make closing submissions;
 - (5) The Appellant to make closing submissions;
 - (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter;
 - (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it to be announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicize a written statement of its decision (see 8(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
- (1) allow or dismiss the appeal; or
 - (2) remit the matter for re-hearing or by the Referees Committee; or

- (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
 - (4) make any further or other order considered appropriate, either generally or for the purpose of giving effect to its decision.
- Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.
- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
 - (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeals Panel.
 The written statement shall be signed and dated by the Chairman of the Appeals Panel and be the conclusive record of the decision.

7.9 APPOINTMENTS

- (a) Registered Referees shall not officiate in any Competition or League, which is not sanctioned, or a Match in which unaffiliated clubs compete.
- (b) The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee, shall be as follows:
 - (1) International Appointments
 - (2) International Representative matches appointed by The Association;
 - (3) The MLS;
 - (4) The USL;
 - (5) National Championships;
 - (6) PDL and W-League
 - (7) Senior Provincial League Competitions or equivalent;
 - (8) Provincial Association Cup Competitions
Note Semi-final and Final ties in all Provincial Competitions will take precedence over PDL, W League, and Senior Provincial League Competitions or equivalent.
 - (9) University and College Soccer Leagues;
 - (10) All other Competitions of The Association.
 - (11) Regional Soccer
 - (12) District Soccer where appropriate

Referees must attend Personal Hearings when required to do so. At USL level or above Match Officials appointments already received, take precedence over requests to attend Personal Hearings. On receipt of notification of a Personal Hearing Referees must close the date with all appropriate competitions.

- (c) Where release from an appointment is required to enable a Referee to take a more senior appointment in the Order of Precedence, above, the relevant Provincial Association or Competition is expected to release the official to the requesting appointing authority.
- (d) Once The Association or a Provincial Association has appointed a Match Official if, subsequently, the Match is postponed, abandoned or results in a draw and the re-arranged fixture is then scheduled to take place less than four complete days

from the date of the original match, The Association or Provincial Association appointment will take priority over any other appointment already accepted by the Referee from a Competition lower in the Order of Precedence, unless The Association or Provincial Association waive their right to the services of the Match Official so appointed.

- (e) "Fourth Officials" are appointed to certain competitions by The Association or Provincial Association. The duties and responsibilities of the Fourth Official are detailed in the Laws of Association Football and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.
- "Standby/Reserve Officials" may be appointed to other Competitions but do not form part of the Order of Precedence and are not to be accepted by Referees in preference to an active appointment.

7.10 CONFLICTS OF INTEREST

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to The Association (in respect of National List Officials) or the Provincial Association, whose decision in relation to any dispute or difference in such matters shall be final and binding.

7.11 REFEREES' UNIFORM

- (a) All Match Officials in Competitions under the jurisdiction of The Association and Provincial Associations must wear uniforms comprising plain black shirts and black shorts. Socks shall be black. Referees may only wear an alternative colour uniform when there is a clash between the uniform shirts of the outfield players of one of the teams and the referee's first choice colour. The preferred alternative second choice colour is yellow, the third red. This may be reviewed by The Association from time to time. Yellow or red shirts should have a black collar where one is fitted.
- (b) Match Officials are required to wear the current FIFA or the appropriate Canadian Soccer Association badge which must be worn on the left breast pocket. No other competition or association badge may be worn.
- (c) No advertising of any nature, save as set out below, is permitted on Match Officials' clothing without the consent of The Association
- The following advertising is permitted:

The mark, logo or name of a clothing manufacturer or a combination of the same, may appear:

Once only on the shirt provided that it is an area no greater than 20 square centimetres

Once only on the shorts provided that in an area no greater than 20 square centimetres

Incorporated into the design of the socks, but must be limited to an area no greater than 12 square centimetres.

- (d) The use of jacquards shall be allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such

jacquards may be the manufacturers mark, logo or name. The jacquard shading shall be restricted to two shades differing from the base colour, using the standard Pantone reference manual.

- (e) Sponsor advertising in accordance with FIFA regulations is permitted only on the shirt sleeves and the total surface area of the advertising shall not exceed 200cm². Any sponsorship contract must be made between the sponsor and The Canadian Soccer Association. Individual Associations or Leagues are not permitted to enter into sponsorship contracts for referee uniforms.

7.12 RETURNS

- (a) Annually, in accordance with the instructions of The Association from time to time, Competitions or Leagues shall provide to The Association or appropriate Provincial Association Lists of Match Officials assigned. Such Lists shall include the marks awarded by Clubs, and assessments where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Provincial Associations shall nominate suitable Referees for consideration by The Association for selection to the National List of Referees or Assistant Referees
- (c) Competitions that have approval to administer fitness tests are to submit the results to The Association and the Provincial Association that administers the Referee.
- (d) Provincial Associations are to submit by 1st June each year a complete list of registered Referees, by classification, in a format required by The Association.

7.13 CODES OF CONDUCT

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time.

7.14 ACCREDITED ASSESSORS

- (a) Assessors will be accredited by the Association in accordance with the criterion outlined below:
- **District Assessors:** Assessors who have completed the Basic Assessor Course and provided, for evaluation by the Provincial Association, a minimum of two assessments completed at the district level, which meets the standard as determined by the Association from time to time
 - **Regional Assessors:** Assessors, who have completed a minimum of 2 consecutive years as a District Assessor, attended In-service training, and whose assessments, having been evaluated by the Provincial Association, meet the standard as determined by The Association from time to time.
 - **Provincial Assessors:** Assessors, who have completed a minimum of 2 consecutive years as a Regional Assessor, attended In-service training, and whose assessments, having been evaluated by the Provincial Association, meet the standard as determined by The Association from time to time.

- **National Assessors:** Assessors who satisfy the criteria established by The Association from time to time, following nomination by a Provincial Association to The Association, and those Assessors who satisfy the criteria, established by The Association from time to time, for outstanding ability as determined by The Association
- (b) Assessors must attend Assessor In-service training every two years, or as determined by The Association from time to time, to maintain their Accreditation. Reaccreditation will be dependant upon the Assessor having completed a minimum of 8 assessments each year at the accredited level; attendance at the bi-annual in-service training; and evaluation of assessments by The Association or Provincial Association to the standard determined by The Association from time to time.

7.15 ACCREDITED INSTRUCTORS

- (a) Instructors will be accredited by the Association in accordance with the criterion outlined below:
- **District Instructors:** Instructors who have attended the Basic Instructor Course and satisfied the Provincial Association that they have demonstrated the ability to instruct the Entry Level Course to the standard determined by The Association from time to time.
 - **Provincial Instructors:** Instructors who have completed a minimum of 2 consecutive years as a District Instructor, attended In-service training, and whose Instructional ability, having been evaluated by the Provincial Association, meet the standard as determined by The Association from time to time, to instruct at In-service training courses for referees up to and including Provincial Referee
 - **National Instructors:** Instructors who satisfy the criteria established by The Association from time to time, following nomination by a Provincial Association, and those Instructors who satisfy the criteria as determined by The Association, with outstanding ability to instruct at In-service training courses and events for referees up to and including National List Officials.
- (b) Instructors must attend Instructor In-service training every two years, or as determined by The Association from time to time, to maintain their Accreditation. Reaccreditation will be dependant upon the Instructor having completed a minimum of 4 courses at the accredited level; attendance at the bi-annual in-service training; and an evaluation of instruction by The Association or Provincial Association to the standard determined by The Association from time to time.

7.16 SNS REFEREE DEVELOPMENT COMMITTEE HANDBOOK

Referees in Nova Scotia are also governed by the rules, regulations, and policies found in the “SNS Referee Development Committee Handbook”. The handbook will be available on line.

Where conflicts exist between SNS policies and the Referees Handbook, SNS policies will prevail.

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 computerized 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 computerized 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 31st 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) May participate in the Nova Scotia Soccer League provided that:
 - I) The team is a regional team or;
 - II) The team is a member of a club that operated an U-10 Academy, fields teams at U-12 A boys and girls, and register with the Nova Scotia Soccer League for the upcoming season Tier 1 boys and girls teams at U-14 and two teams at either the U-16 or U-18 levels.

In all cases where a region fields regional teams, no club teams may register with the Nova Scotia Soccer League. (2009)
- f) 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.
- 8.6.3** The number of players per team permitted for U-12 teams participating in 9v9 play is
- a) All teams: minimum of 12 players and maximum of 20

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 date first date of competition.
- 8.7.3** Access to team benches is limited to current year registered coaches, current year registered managers, team physiotherapists/doctors, and gender-specific personnel. All coaches and managers must be named on the game sheet. (2009)
- 8.7.4**
- a) The Association or any affiliate shall have the power to prohibit the teams and players under its jurisdiction from playing with or against any team which is not a member of the Canadian Soccer Association or an affiliated association.
 - b) Only properly affiliated teams shall be eligible to participate in competitions under the jurisdiction of the Association. (2010)
 - c) A team shall usually consist of players of one sex only.
 - d) Females are permitted to compete for a place on and play on otherwise all-male teams. In order to maintain and encourage girl's/women's soccer programs, the Association shall be permitted, at the Board's discretion, to deny for males to play on otherwise all-female teams. Where a male player is registered with a team, the team for the purposes of competition shall be considered a male team unless given special designation by the Association.
- 8.7.5** No team shall be permitted to register more players at any given time than either defined or approved by the Association. Any team having registered the maximum number of players and desiring to register an additional player, or players, must first release one such player so that the team's roster does not exceed the maximum allowable number of registered players.

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 Player 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 Association.

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 Leagues 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 Leagues Under 15/16 divisions:

- a)** SNS Director of Coaching and Player 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 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 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 player to represent the Province. His decision can only be appealed to the SNS Director of Coaching and Player 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 Player 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 July 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 January 1 of each year.

9.13 MANAGER SELECTION AND APPROVAL

- 9.13.1** Soccer Nova Scotia's Chief Operating Officer will select the team manager of each team, with input from the teams 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 of the following year).

9.15 TEAM BUDGETS

- 9.15.1** The budgets will be set by the Director of Coaching and Player Development, approved by Soccer Nova Scotia's Chief Executive Officer, and ratified by the SNS Board.
- 9.15.2** Players selected for All-Star programs, are not to par-take in the first session of the All-Star program if they have not met the terms of payments as laid out by Soccer Nova Scotia. In the event that the terms of payment call for periodic payments, when a player misses a deadline without prior arrangements through the SNS CEO the player is to be released from the program without refund of any monies paid to that point.

9.16 TEAM TRAVEL

- 9.16.1** All team travel will require prior approval by the Soccer Nova Scotia Director of Coaching and Player 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.

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 2nd 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 2nd place in the final standings of that tournament;
 - b) If the 2nd 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 2nd 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 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 the 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
- Women's 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) Women's 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 |
| i) Senior | – | no age restrictions |

- 11.3.2** Age classifications are based on team/player Age Category on January 1st 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 classes 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, or if the tournament is not held
- b) Except for Soccer Nova Scotia tournaments and Inter-District League tournaments, the *TOURNAMENT APPLICATION FORM* must be signed by the District in which the tournament games will be played.

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 1st annually

- 11.6.7** Deadline for sanction requests to host indoor tournaments shall be November 1st 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 kick-off.
- 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 kick-off.
 - 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) For guidelines on referee appointments, assigning and game fees, see section 12.9 and 12.10 in the League Section of the SNS Policies and Procedures.

h) Awards Recognition

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

ii) A Fair Play award shall be provided at ALL tournaments

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 computerized 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 computerized 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).
 - iv) An Inter District League Membership shall be confined to representation of maximum of four (4) designated regions. Designated regions are defined in SNS By-laws.
 - 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 in which they operate; 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 15th 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) 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 computerized 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 computerized 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 15th for an Indoor League and no later than February 1 for an Outdoor League. If agreement is not reached, the Soccer Nova Scotia Board of Directors 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 of Directors 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.
- 12.9** Permitted Playing Time Regulations
- 1) Leagues shall not exceed the permitted time limits:
 - a) Under 10: not to exceed 100 minutes of regulation play over 24 hours

- b)** Under 12: not to exceed 140 minutes of regulation play over 24 hours
- c)** Under 14 and Masters: not to exceed 160 minutes of regulation play over 24 hours
- d)** U16, U18, and Seniors: not to exceed 180 minutes of regulation play over 24 hours
- e)** 7-a-side: not to exceed 120 minutes of regulation play over 24 hours

12.10 Game Duration

- a) The game duration for U-12 9v9 shall be 70 minutes.

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 1st 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 OUTDOOR SOCCER RULES

- 13.2.1** All outdoor soccer competitions shall follow standard *FIFA Laws of the Game* as adopted by the Canadian Soccer Association, with the exception of Ladies 7 A Side outdoor rules as contained here in section 13.5.

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.

Rule 7: Duration Of The Game

- b) 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
- c) The interval between periods of play shall be no less than 5 minutes.
- d) The referee shall be the timekeeper.

Rule 8: The Start Of Play

- e) The "FIFA Laws of the Game" shall apply.

Rule 9: Ball In And Out Of Play

- f) The "FIFA Laws of the Game" shall apply.

Rule 10: Method Of Scoring

- g) The "FIFA Laws of the Game" shall apply.

Rule 11: Offside

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

13.3.7 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.

Rule 13: Free Kicks

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

Rule 14: Penalty-Kick

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

Rule 15: Throw-In

- g) With the exceptions noted in these Rules, the “FIFA Laws of the Game” shall apply.
- h) 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.

Rule 16: Goal Kick

- i) With the exceptions noted in these rules, Goal Kicks shall be taken as required in the “FIFA Laws of the Game”.
- j) 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.

Rule 17: Corner Kick

- k) With the exceptions noted in these rules, Corner Kicks shall be taken as required in the “FIFA Laws of the Game”.
- l) 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.

13.4 LADIES 7 A SIDE OUTDOOR RULES

The FIFA Laws of the Game shall apply with the following modifications.

13.4.1 Eligibility

- a) The Provincial Championship is for players who have reached their 30th birthday before January 1st of the year of play.
- b) Players registered with senior A or senior B teams are not eligible to play in the Provincial Championship.

13.4.2 Law 1 - Field of Play

- a) Dimensions: The field of play shall be no less than half of a minimum regulation sized field.
- b) Markings: Markings and dimensions shall be in proportion to the size of the field compared to a regulation sized field.
 - i) **The centre circle** shall have a radius of 6 yards
 - ii) **The penalty mark** is 10 yards from the goal line.
 - iii) **Goals**: 6 yards wide and 6 feet high if possible.

13.4.3 Law 3 - The Number of Players

- a) Players: No more than 7 players, one of whom shall be a goalkeeper, per team on field.
- b) 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

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

13.4.5 Law 8 - The Start and Restart of play

- a) Opponents shall be 6 yards from the ball.

13.4.6 Law 11 – Offside

- a) There is no offside rule in 7 A Side soccer.

13.4.7 Law 12 - Fouls and Misconduct

- a) Slide tackles are not allowed. Referee shall interpret them as dangerous play.

13.5 INDOOR SOCCER RULES

Indoor soccer rules appear in the Competitions Handbook.

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; appeals of decisions of the Referee Judiciary Committee will follow guidelines in section 7.8 of these policies. (2010)
- 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 Discipline Hearing Committee deems it necessary.

14.2 EXCLUSIVE JURISDICTION OF SOCCER NOVA SCOTIA

14.2.1 Soccer Nova Scotia shall have exclusive Authority of 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)** Misconduct involving violent conduct or serious foul play requiring a discipline hearing when the reportable incident also includes a charge under paragraph (a);

- c) Misconduct by any person arising from participation in National or Regional Competitions;
- d) Misconduct by any officer or official of any governing body under the jurisdiction of Soccer Nova Scotia;
- e) Misconduct arising from any international event (in or out of Canada) where participation is given prior approval by Soccer Nova Scotia;
- f) 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 Authority of Jurisdiction to a District or League in Membership. In cases of misconduct by a referee, the authority is delegated to the SNS Referee Judiciary Committee.

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 Authority of Jurisdiction 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, or members. In all cases, the party complained against shall have the right to appear and to offer a full answer or defense to any charges against him/her when the case is heard by a Discipline Hearing Committee.

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 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, 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 Soccer Nova Scotia Discipline Hearing Committee shall also have the authority, as a result of the discipline hearing, to suspend any player, coach, or team official from any or all soccer competition related activities within the jurisdiction of Soccer Nova Scotia. The Referee Judiciary Committee will be advised if the person suspended is also a referee.

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 \$150.00 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 Discipline Hearing 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 Discipline Hearing 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 Discipline Hearing 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 Discipline 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 of the Discipline Hearing Committee 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 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 “Discipline Guidelines” section of this policy. Districts and Leagues in Membership, and their Members, shall use these guidelines in setting punishments.

14.10 APPEAL OF DECISION

- 14.10.1** All appeals of discipline hearing decisions shall follow the ‘Appeals’ Policy of Soccer Nova Scotia or the ‘Appeals’ Policy for Referees (Section 7.8) whichever is appropriate.

14.11 DISCIPLINE GUIDELINES

- 14.11.1** Soccer Nova Scotia’s competitions are guided by “standard penalties for misconduct against players, coaches and discipline guidelines for misconduct by 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.
- 14.11.8** Where a player receives cards or other suspensions from misconduct while playing on a team other than his/her registered team, such cards or suspensions apply to his/her registered team division, and s/he cannot play for any other team in any other competition until any suspensions resulting from such cards or actions has been served with his/her registered team.
- 14.11.9** Where a player or a coach receives a suspension resulting from a dismissal for “using offensive, insulting, or abusive language, and/or gestures directed at the game officials,” he/she is suspended from playing and/or coaching in all competitions for the duration of the suspension. The suspension must be from the competition in which the incident happened.

STANDARD PENALTIES FOR MISCONDUCT BY A PLAYER

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
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
1.15	Dismissed for "Violent Conduct".	Discipline Hearing by Competition or League	Discipline Hearing by Competition or League	Discipline Hearing by Competition or League

1.16	Received a third dismissal within a 12-month period	Suspended until a Discipline Hearing is conducted by SNS. This overrides any third seasonal offence above.		
1.17	Knowingly played as an ineligible player.	4-game suspension	8-game suspension	16-game suspension
1.18	Game Official Assault 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
1.19	Game Official Assault 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
1.20	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		
1.21	Participated in a soccer activity from which he/she was suspended	1-year suspension	3-year suspension	5-year suspension
1.22	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	Game Official Assault 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
2.8	Game Official Assault 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 game official assault , 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

DISCIPLINE GUIDELINES FOR MISCONDUCT BY A GAME OFFICIAL

(In all cases of misconduct by a referee, the procedures outlined in Section 7.7 are to be followed.)

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
3.1	Complaints about District Referees related to: <ul style="list-style-type: none"> Late arrival at a game. 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. Failure to record a caution on the game sheet Error in reporting score Failed to abide by the published rules of the jurisdiction in which he/she officiates Complaints about knowledge of the Laws of the Game 	Mentoring to correct problem. A copy of the Regional Referee Committee's (RRC) response to the original complaint to be copied to the Judiciary Committee and the Referee.	Mentoring to correct problem. A copy of the RRC's response to the original complaint will be copied to the Judiciary Committee and the Referee.	Referred to the SNS Referee Judiciary Committee for Investigation
3.2	Complaints about Regional and Provincial Referees, and District Referees as per 3.1 above, related to: <ul style="list-style-type: none"> Late arrival at a game. 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. Failure to record a caution on the game sheet Error in reporting score Failed to abide by the published rules of the jurisdiction in which he/she officiates Complaints about knowledge of the Laws of the Game 	Investigation by the SNS Referee Judiciary Committee Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.	Investigation by the SNS Referee Judiciary Committee Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.	Investigation by the SNS Referee Judiciary Committee Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
3.3	Failed to submit a "Dismissal Report" as required by Soccer Nova Scotia and/or record a dismissal on the game sheet.	Assessed game fee	Assessed game fee & 1-month suspension	Assessed game fee & 3-month suspension
3.4	Used "Offensive, insulting or abusive language and/or gestures" directed at any SNS Participant	1-month suspension	3-month suspension	1-year suspension
3.5	Failed to conduct himself/herself with dignity both on, and off, the field of play	1-month suspension	3-month suspension	1-year suspension
3.6	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
3.7	Intentionally acted in a manner deemed to be detrimental to the game.	3-month suspension	6-month suspension	1-year suspension
3.8	Officiated an unsanctioned or unaffiliated soccer game.	Investigation by the SNS Referee Judiciary Committee Other action as deemed appropriate by the Judiciary Committee.	3 month suspension	1 year suspension
3.9	Provided false or inaccurate information on a registration form	Investigation by the SNS Referee Judiciary Committee Other action as deemed appropriate by the Judiciary Committee.	1 month suspension	3 month suspension
3.10	Participated in a soccer activity from which he/she was suspended	1-year suspension	3-year suspension	5-year suspension
3.11	Made deliberate physical contact (i.e. 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
3.12	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
3.13	Failed to attend (when required to do so), without a valid reason, a discipline hearing for a person whom the referee had reported for Game Official Assault	\$100 administration fee assessment	\$200 administration fee assessment	\$300 administration fee assessment

#	<i>Description of Misconduct</i>	<i>First Seasonal Offence</i>	<i>Second Seasonal Offence</i>	<i>Third Seasonal Offence</i>
3.14	Failed to attend a discipline hearing at which he/she was accused of Game Official Assault	Game Official is assessed administration fee of \$150 and remains suspended until he/she requests and attends a subsequent discipline hearing		

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 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 Executive 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 **\$275.00** and copies of all relevant documents, bylaws, policies and procedures. (2009)
- 15.1.3** The Chief Executive 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** The purpose of this dispute Resolution Policy is to resolve through mediation and binding arbitration without the need to resort to legal action disputes as to whether the requirements of the By-Laws of Soccer Nova Scotia, or the By-laws of any affiliated District, Club, or League are being met.
- 16.2** This Dispute Resolution Policy is not applicable to matters addressed in the SNS policies dealing with Discipline, Appeals and Harassment.
- 16.3** All Districts, Clubs and Leagues which are affiliated with Soccer Nova Scotia are subject to the SNS Dispute Resolution Policy.
- 16.4** Any 10 members of any Districts, Clubs, Leagues, or Referee Associations, being members of or affiliated with Soccer Nova Scotia may give notice to the Executive Committee of Soccer Nova Scotia in writing of a dispute as to whether the requirements of the By-Laws of Soccer Nova Scotia, or the By-laws of any affiliated District, Club, or League are being met by Soccer Nova Scotia or any of affiliated District, Club, or League as the case may be.
- 16.5** Upon receipt of a notice under 16.4, the Executive Committee shall appoint one or more members to investigate the merits of the dispute, which member(s) shall be authorized to intervene to attempt to resolve the dispute.
- 16.6** If the member(s) appointed pursuant to 16.5 decide not to intervene or are unsuccessful in resolving the dispute, the Executive Committee shall, in writing, refer the matter to an arbitration committee panel.
- 16.7** The arbitration committee panel shall be comprised of one or more persons selected by the Executive Committee to arbitrate and decide on the dispute.
- 16.8** The decision of an arbitration committee panel is final and binding, and there shall be no appeal or review on any grounds whatsoever.
- 16.9** The general rules and procedures for the arbitration shall be determined by the arbitration committee panel subject to any directions given by the Executive Committee.

17 – HARASSMENT

(2010)

Policy Statement, Purpose and Preamble

Soccer Nova Scotia is committed to creating and maintaining an environment in which all individuals are treated with respect and dignity and are free from harassment and/or abuse.

This commitment includes both the promotion of harassment prevention initiatives and the provision of an effective process to deal with complaints of harassment in a sensitive, responsible and timely manner.

All member clubs, leagues and districts are encouraged to adopt a similar policy so as to provide a harassment free environment.

Who the policy applies to

This policy applies to all employees, directors, officers, coaches, players, volunteers and members whose activities fall under the jurisdiction of Soccer Nova Scotia

Roles and Responsibilities

Harassment Officer – The Board shall designate an individual who is not an employee or member of the Board as Harassment Officer. This individual shall be trained in dealing with harassment complaints and dispute resolution; or if otherwise determined, a **Harassment Investigation Officer** may be appointed to investigate a report of harassment and report to the Harassment Officer

Harassment Committee – The Board shall appoint a Harassment Committee to process reports of incidents. Where no committee exists, the Executive Committee shall act.

Board of Directors – ultimate responsibility for the effect of this Policy lies with the Board of Directors of Soccer Nova Scotia

Confidentiality

Confidentiality in an incident investigation and complaint hearing shall be maintained as much as possible to protect both the complainant and respondent, however, confidentiality cannot be guaranteed, especially where the complaint involves a child in need of protection.

Definition of Harassment

Any physical, emotional, or psychological behavior that demeans an individual is harassment. Harassment or abuse can include anything that is disrespectful, insulting, intimidating, hurtful, humiliating, degrading, or otherwise offensive or creates an uncomfortable environment for any person or group.

Harassment may include:

- Written or spoken insults, abuse or threats
- Racial or ethnic slurs including racially derogatory nicknames
- Unwelcome remarks, jokes, innuendos, or taunting about a person's appearance, body, attire, age, marital status, gender, ethnicity, race, religion, accent, sexual orientation, or disability
- Practical jokes that cause awkwardness or embarrassment, endanger individual safety or negatively affect work performance
- Unwelcome inquiries about a person's source of income or funding
- Unwanted and inappropriate physical contact such as touching, kissing, leering, patting and pinching
- Inquiries or comments about a person's sex life, sexual preferences
- Condescending remarks of behavior which undermines self-respect
- Physical assault (including sexual assault)
- Misuse of authority such as deliberately punitive assignments

Harassment is determined by the effect on the harassed individual and not the intent of the individual who is creating the effect.

Dealing with Harassment Complaints

Reporting Harassment

A Reporting procedure must exist for those cases where we have failed to prevent abuse or harassment from occurring

Rights and Obligations in the Reporting procedure

A person is entitled to know the case against them and be given notice of it

A person is entitled to have an opportunity to respond to allegations

All parties are entitled to a fair, unbiased process

All parties are entitled to have the decision rendered by a person or people who are unbiased, which includes

- They not sit in appeal of their own decisions
- They not have interest, personal or otherwise, in the outcome of the decision
- They be free from attitudinal bias

Receiving Complaints

Any person involved with soccer may be contacted about harassment – a coach, a volunteer, a member of a club executive, SNS Board member or employees. Anyone who receives a report must provide an environment where an individual can speak freely and report the harassment complaint to the SNS Harassment Officer as soon as possible.

If a child has been or is at risk of being physically, sexually, or psychologically abused, the person receiving the complaint must call and inform the appropriate Children's agency

If a criminal offence has occurred or may occur, whether a child or adult is involved, the police must be called.

Assessment

Upon receiving a report of harassment (verbal or written), the Harassment Officer must determine if the incident could reasonably be considered harassment as defined by the Policy. If it could be reasonably be considered harassment then the harassment Officer must proceed with the following steps

1. Contacting the Complainant

If the harassment officer was not the initial person to receive the report, he/she shall contact the complainant within seven (7) days to:

- Advise the complainant of any interim steps taken
- Provide the complainant with a copy of the harassment policy
- Advise the complainant of the options available to them, which are
 - a. Informal/alternate dispute resolution
 - b. Filing of a formal complaint
 - c. File a complaint with the Nova Scotia Human Rights Commission or local Police agency
- Complete a Harassment Complaint Form
- Obtain any additional relevant information/documentation, including witness's names and telephone numbers

2 .Interviewing Complainant witnesses

The Harassment officer shall contact and interview each of the witnesses named by the complainant in person or by telephone and making notes of the information provided.

3. Contacting the Harassment Committee

The Harassment Officer must then contact the Harassment Committee with all relevant information for the determination of whether the incident constitutes harassment under the definition of the policy. If so, the committee should recommend that the process be continued as set out in Complaint Resolution Options.

4. Contacting the Respondent

If it is determined that the process be continued, the Harassment Officer shall contact the Respondent to

- Advise the respondent of any interim steps taken

- Provide the Respondent with a copy of the harassment policy
- Provide a copy of the Harassment Complaint Form and information obtained from the complainant, exclusive of the names and telephone numbers of witnesses
- Inform the Respondent of the selected complaint resolution option, i.e. informal or formal process
- Interview the Respondent
- Provide the respondent with an opportunity to respond to the Harassment Complaint by completing the Respondent Reply Form in writing within seven (7) days
- Obtain the names and telephone witnesses for the respondent
- Interview the witnesses, in person or by telephone, making notes of the information which is provided (Witness Information Form)

5. Information Exchange

The Harassment officer shall provide a copy of the Respondent's written response to the complainant who shall then have five days to submit any additional information.

Where Immediate Action Required- Interim Steps

Where the incident requires immediate protective action, the Harassment Officer may recommend to the Harassment Committee that immediate interim action be taken pending the outcome of the Resolution process.

Immediate steps may include

- Immediate suspension of the respondent
- Imposition of conditions for continued participation during the process
- Restricting activities and contact

Complaint Resolution Options

Informal

Should the complainant choose an informal resolution process, this may be achieved in a variety of ways and may be facilitated by the Harassment Officer or a third party mediator appointed by the Harassment Committee to assist in attempting to come to a mutually agreeable resolution.

Informal resolution shall be governed by the following guidelines:

- Agreement to an informal process must be voluntary
- The complainant and respondent are not required to have direct contact during the process
- If the allegations are admitted, appropriate sanctions are determined by the Harassment Committee and not the complainant

- If the parties cannot agree to a resolution, the complaint should move to the formal complaint process
- Informal complaint resolution process should be completed within a two week time frame and be extended only if there are valid reasons for doing so and all parties agree.

Formal Complaint

Where the Harassment Committee has determined that the incident could reasonably fall within the definition of harassment in the Policy, it shall appoint a hearing panel of three people.

Where the complainant wishes to proceed to file a formal complaint, the Harassment Officer may assist in the drafting of a written incident report including the Harassment Complaint Form, Respondent Reply and any Additional Complainant Information, exclusive of any witnesses' names and phone numbers. The Harassment Officer will obtain a list of witnesses' names and phone numbers and any other relevant information under separate cover.

Where the complainant does not wish to file a formal complaint, SNS may proceed on its own accord and the Harassment Officer shall draft a formal written report of the incident to commence the process.

A formal hearing must occur within twenty (20) business days of the appointment of the hearing panel.

The parties and any witnesses may give evidence in writing or orally.

The procedures shall be set by the hearing panel.

A decision shall be submitted within ten (10) business days of the conclusion of the hearing.

Findings

Sanctions

Where harassment has occurred, the Harassment Committee may impose sanctions which may include the following:

- Verbal apology
- Written apology
- Letter of reprimand
- Successful completion of counseling, educational workshop, sensitivity training
- Removal of privileges of employment, coaching or volunteering
- Change in responsibilities
- Release from volunteer duties
- Outlining of strict terms of participation in any capacity
- Termination of relationship, contract or employment

- Suspension for specified period and conditions for resumption of duties
- Restitution to the individual harmed
- In determining appropriate sanctions, the following may be taken into consideration
- Nature of the harassment
- Severity of the harassment
- The age of the complainant
- The impact of the respondent's conduct on the complainant
- Whether the respondent admitted responsibility, expressed a willingness to change, and sought counseling/training

Monitoring

All sanctions, other than dismissal must be monitored. The Harassment Committee shall name individuals to monitor and implement all sanctions

Appeals

Anyone wishing to appeal a decision must appeal to an Appeal Committee as designated by the Board of Directors of SNS. The appeal must be filed within fourteen (14) days of receiving notice of the decision and must be in writing providing detailed reasons for the appeal

An appeal will be heard only if there are sufficient grounds for appeal which would include

- Failure to follow the procedures as laid out in the policy
- Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision maker is unable to consider other views
- Exercising discretion for an improper purpose
- Making a decision which was grossly unreasonable

A decision of the Appeal Committee is final and binding.

Frivolous or Malicious Incident reports

A frivolous or malicious incident report is a report which the complainant knows to be false and/or for the purpose of causing harm to the respondent. Where a complaint has been found to have been made for frivolous or malicious reasons, disciplinary action may be taken against the complainant

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

Appendix B – Important Dates for Policies and Procedures

Date	Group	Section	Requirement Description
1-Jan	Managers (Provincial All Stars)	9.12.1	Applications for provincial teams Manager position will be circulated to Soccer Nova Scotia's Office by January 1 of each year.
15-Jan	Leagues	12.8.10	Provincial and Inter District Leagues must hold an Annual General Meeting, to be held no later that January 15 th of each year
31-Jan	Players	5.6.1	Player registration deadlines for Winter season.
31-Jan	Coaches	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
1-Feb	Leagues	12.6.3	Submit a sanction request form for New Winter (Indoor) League
1-Feb	Leagues	12.6.4	Submit a sanction request form for existing Spring (Outdoor) League
1-Feb	Leagues	12.8.24	District Leagues will negotiate referee and assigning fees with the President of the local referee association annually for an Outdoor League
1-Feb	Players	5.17.7	Players not wanting to play in their Home region must submit a 'Request to Play Out-Of-Region' form to Soccer Nova Scotia for upcoming spring season
1-Mar	Tournaments	11.6.6	Deadline for sanction requests to host Outdoor tournaments
1-Mar	Leagues	12.6.4	Submit a sanction request form for existing Summer (Outdoor) League
1-Mar	Committees	Competitions Committees	Sanction Outdoor Leagues and Tournaments at the March meeting
31-Mar	Districts	3.1.2.k	District Annual General Meeting no later than March 31st annually
31-Mar	Referees	Referees Committee	Referee Associations forward to SNS their AGM minutes and financial statements
1-Apr	Clubs	4.2.5	A Club must provide to Soccer Nova Scotia : AGM Minutes, financial statements, officers, bylaws, proof of RJSC good standing
1-Apr	Players	5.17.7	Players not wanting to play in their Home region must submit a 'Request to Play Out-Of-Region' form to Soccer Nova Scotia for upcoming summer season
1-Apr	Referees	7.2.4	Referee registration with Soccer Nova Scotia is effective from April 1 st or on the date late registration is accepted, and terminates on March 31 st of the following year.
1-Apr	Soccer NS	9.17.1	Soccer Nova Scotia will notify the Nova Scotia Soccer League of Provincial Teams competitions at regional or National Level.
15-Apr	Players	5.6.1	Player registration deadlines for Spring season
30-Apr	Players	5.17.8	Players not making final team rosters must submit a 'Request to Play Out-Of-Region' form to Soccer Nova Scotia for upcoming summer season

SOCCER NOVA SCOTIA POLICIES AND PROCEDURES APPENDIX B – IMPORTANT DATES

Date	Group	Section	Requirement Description
1-May	Players	5.5.1	Temporary Registration will expire on May 1 st annually
15-May	Districts/Clubs	5.8.2	For the purpose of insurance, a player's summer registration with Soccer Nova Scotia is effective until May 15 th of the following year, and winter or spring registration is effective until May 15 th immediately following the winter or spring season
21-May	Soccer NS	13.1.4	No changes may be made subsequent to the May Board Meeting for Outdoor Soccer Rules each year.
31-May	Clubs	5.7.2	Clubs shall pay an amount equal to 75% of the previous year's player registration fees
1-Jun	Referees	7.2.4.a	Late Referee registration will be accepted after June 1 st and includes a late fee penalty as prescribed by Soccer Nova Scotia.
30-Jun	Districts/Clubs	5.6.1	Player registration deadlines for Summer season
1-July	Committees	Competitions Committees	Sanction indoor leagues at the July meeting
15-July	Leagues	12.6.4	Submit a sanction request form for existing Winter (Indoor) League
31-July	Players	5.16.2	In the summer season, the transfer deadline shall be July 31 st . Up until July 31 st any player could move up a Tier/Level at any point. Any other transfers can only be made if that they have played no more than 4 games with their team. (Playing means player's name appears on the game sheet).
1-Sep	Leagues	12.6.3	Submit a sanction request form for New Spring (Outdoor) League
15-Sep	Leagues	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 th for an Indoor League
15-Sep	Soccer NS	12.8.24	Soccer Nova Scotia Board of Directors will set Referee and Assigning fees at its September meeting where districts and referee associations (for district leagues) or Provincial and Inter District leagues have not already done so by.
15-Sep	Soccer NS	13.1.4	No changes may be made subsequent to the September Board Meeting for Indoor Soccer Rules each year.
15-Sep	Soccer NS	7.9.2	Provincial League referees rates (game fees and expenses) set by Soccer Nova Scotia at its annual September Board Meeting
1-Oct	Players	5.17.7	Players not wanting to play in their Home region must submit a 'Request to Play Out-Of-Region' form to Soccer Nova Scotia upcoming winter season

SOCCER NOVA SCOTIA POLICIES AND PROCEDURES APPENDIX B – IMPORTANT DATES

Date	Group	Section	Requirement Description
1-Nov	Districts/Clubs	11.6.7	Deadline for sanction requests to host Indoor tournaments
1-Nov	Committees	Competitions Committees	Sanction indoor tournaments at the November meeting
30-Nov	Leagues	12.6.3	Submit a sanction request form for New Summer (Outdoor) League
31-Dec	Players	5.16.3	In the winter season, the transfer deadline shall be December 31st
Annual	Districts/Clubs	12.7.3	Members shall apply for League membership annually, in accordance with League policies
Annual	Committees	ALL Committees	Submit Committee budgets to Soccer NS
Annual	Committees	Referees Committee	Evaluate the entire Referee Development program
Annual	Committees	Staff Evaluation Committee	Annually evaluate the performance of each staff member in relationship to the standards for the appropriate staff position
Annual	Committees	Technical committee	To evaluate the committee programs on an annual basis and provide recommendations to the Board of Directors
Other	Districts	3.1.2.i	Districts to file within 30 days of AGM to Soccer NS: Annual General Meeting minutes, financial statement covering the previous year's financial activities, list of officers
Other	Clubs	4.2.5	A Club must provide to its District on or before the District Annual General Meeting : AGM Minutes, financial statements, officers, bylaws, proof of RJSC good standing
Other	Clubs	5.7.2	Clubs will pay (within 30 days of receipt of invoices) the balance of final player registration fees against invoices received from Soccer NS.