



**CANADIAN SOCCER ASSOCIATION**

**RULES, REGULATIONS AND**

**ADMINISTRATIVE GUIDE**

**2008**

# CANADIAN SOCCER ASSOCIATION RULES, REGULATIONS AND ADMINISTRATIVE GUIDE 2008



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**CANADIAN SOCCER ASSOCIATION**  
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**RULES AND REGULATIONS 2008**

# CANADIAN SOCCER ASSOCIATION

## RULES, REGULATIONS AND ADMINISTRATIVE GUIDE

### SECTION ONE



## RULES AND REGULATIONS

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# CANADIAN SOCCER ASSOCIATION

## RULES, REGULATIONS AND ADMINISTRATIVE GUIDE

### RULES AND REGULATIONS

#### 1. GENERAL:

a) The Association shall organize soccer according to the laws of the game as promulgated from time to time by the 'International Football Board' subject to any change considered by the Board of Directors to suit the conditions under which the game is played in this country. The laws of the game as amended from time to time by the International Board shall come into force on the date promulgated by F.I.F.A., except if in exceptional circumstances the Board of Directors determines a different date.

b) The Association shall affiliate with The Federation Internationale de Football Association, CONCACAF, The Football Association of England and/or any other sports organizations.

#### 2. MEMBERSHIP:

##### a) Association Membership:

The Association shall accept into Association Membership Provincial and Territories' Associations which have the following terms of reference:

- i) To affiliate with this Association and comply with its By- Laws, Rules and Regulations.
- ii) To promote, develop and govern the game of soccer, both indoor and outdoor, for all ages and both sexes within their area.
- iii) To administer discipline and appeals according to the standards of this Association.
- iv) To administer player registration in accordance with members' rules and regulations.
- v) To affiliate all approved Leagues and to approve and monitor all tournaments within the area.
- vi) To maintain a Constitution approved annually by this Association.
- vii) To maintain accurate written and financial records, and to submit annually to its members and to this Association an audited financial statement.

**b) Provincial and Territories Associations in Membership**  
are herein generally referred to as 'Provincial Association(s)'.

##### c) Associate Members:

The Association shall consider accepting into Associate Membership such organizations as are specified in the By-Laws. Such organizations shall act in accordance with this

Association's Constitution.

**d) Life Members:**

- i) Persons who have rendered valuable service to The Association may be elected Life Members of The Association.
- ii) The admission of a Life Member shall require the affirmative vote of at least two-thirds of the voting delegates present at a general meeting of The Association.
- iii) All nominations for Life Membership shall be submitted in writing by a Member or by the Board of Directors at least thirty days prior to a general meeting.

**e) Leagues in Membership:**

- i) The Association shall consider accepting into Membership any Division I or Division II Professional League which has the following terms of reference:
  - a) To affiliate with this Association and comply with its, Rules and Regulations.
  - b) To provide competition for professional teams, and ensure they comply with the standards established by this Association.
  - c) To administer discipline according to the standards of this Association.
  - d) To maintain a constitution approved annually by this Association.
  - e) To maintain accurate written and financial records and to submit an audited financial statement annually to its members and to this Association;
  - f) The Association may, for good cause, refuse membership to any organization or individual.
- ii) Any League in Membership shall consist of teams based in a minimum of two (2) Provincial Associations (or one (1) Provincial Association and one (1) U.S.State).
- iii) Any Division of a League in Membership which does not include teams based in at least two (2) Provincial Associations (or one (1) Provincial Association and one (1) U.S. State), with each team in the Division playing every other team at least once per season, shall require annual approval in writing from the Provincial Association(s) and this Association before being permitted to operate.
- (iv) The Association shall consider accepting into Membership Canadian Clubs playing in an international Professional League of Division I status.(regarded collectively as a League in Membership).



### 3. PLAYERS:

#### a) General:

i) A player shall be registered either Professional or Amateur. An amateur player shall be registered either Youth or Senior Amateur.

ii) All players shall be registered annually with this Association and shall complete and sign the proper registration form approved by this Association or their Provincial/Territorial Association.

iii) Players shall register as follows:

a) All Professional players registered with teams in Division I or II shall register directly with this Association.

b) All Professional players registered with teams in Division III shall register with their respective Provincial Association.

c) Amateur players shall register with their Provincial Associations.

d) An amateur player is permitted to register as an amateur with a professional team, but such players shall also have registered with their Provincial Association.

(iv) A youth-age player who has been registered as "senior amateur" shall be ineligible to play in youth club competitions, unless he/she has, upon request, been reinstated to youth status by his/her Provincial Association.

v) A player after being duly registered on a form approved by this Association may compete in league, tournament and cup games in which his team is entered, as provided by the rules of each competition. For all players registered with a Provincial Association, the deadline for player registration shall be established by that Provincial Association.

vi) All players shall be registered at least one (1) calendar day prior to the game taking place, except that a player must be registered seven days before taking part in any cup competition leading to a National Competition.

vii) A player shall register with one team only, except where other provision is made in accordance with Rule 3 b) i)e).

viii) Where Provincial/Territorial Associations allow any person other than the Secretary of the Provincial/Territorial Association to receive any registrations or transfers, the date such registrations or transfers are signed and dated by the authorized party aforementioned shall be recognized as the date covering such registrations or transfers. In such cases, the registration or transfer shall be forwarded to the Secretary of the Provincial/Territorial Association, not later than seven calendar days after date of receipt of same, failing which, the date of mailing to the Secretary of the Provincial/Territorial Association shall be the accepted date of registration.

ix) Players who are registered on forms approved by this Association shall not play for any team in any other jurisdiction without an international transfer certificate and a release from this Association.

x) The Association will supply Provincial/Territorial Associations with the requested number of amateur and professional player forms. All registration forms shall be numbered.

xi) The Board of Directors shall annually establish a limit of the number of players who are not Canadian citizens or landed immigrants who apply for registration with professional team.

xii) A player moving from one Provincial/Territorial Association to another must receive written clearance from the Secretary of the Provincial/Territorial Association with which s/he was last registered, in order to be eligible.

xiii) Any player aged **12** or over whose last registration was outside the jurisdiction of this Association must request this Association to obtain the necessary international Transfer Certificate. Without this certificate, the player is ineligible to play in Canada.

xiv) Professional players and/or amateur players signing contracts with professional clubs may only be registered with the Canadian Soccer Association during one of two registration periods per year, with the main registration period being February 1 to April 30 and the second registration period being June 1 to July 31.

xv) Professional players and/or amateur players signing contracts with professional clubs are limited to one international transfer in the same season in a period of twelve months. For Level III Professional Leagues, the applicable Provincial/Territorial Association(s) may, at its/their own discretion, enact regulations to allow two registration periods which shall not exceed a total duration of five months, subject to FIFA approval.

**b) Amateur:**

1) An Amateur player:

a) shall be registered annually with this Association and shall complete and sign the proper registration form approved by this Association.

b) is bound to the team for which s/he has signed, unless transferred or released as provided in these rules, until the end of his/her league's playing season.

c) except as may be specified, a registered player whose league has completed its playing season, and who wishes to play for the same team or another team in any league or competition, must be registered again and shall complete and sign a new registration form.

d) Notwithstanding sections b) and c) above, a team may retain players registered with the team for the duration of a national competition, but a team shall not be permitted to sign new players after the completion of its league's playing season for the purpose of participating in a national competition, unless authorized to do so according to the procedure established in the latest version of the "Rules for National Competitions". The Board of Directors may authorize special provision for British Columbia.

e) A Provincial/Territorial Association 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.

f) A Provincial/Territorial Association may, at its discretion, enact regulations to allow a registered youth player to play for an amateur senior team in any senior competition without that player losing his/her youth status.

g) shall not receive any remuneration or consideration, directly or indirectly, from playing soccer except as may be provided in these rules,

h) may receive his/her necessary hotel and traveling expenses and may, in special cases, receive expenses for equipment, physical preparations and insurance against accidents during play and whilst traveling;

i) shall give a receipt in writing for any monies received by him/her and shall produce a copy of the receipt whenever required to do so by this Association or the Provincial/Territorial Association or League in Membership or District Association;

j) may not compete for any monetary gain;

k) who is employed in any other capacity by the club for which s/he is registered as a player may be required to prove, to the satisfaction of this Association or the Provincial/Territorial Association or League in Membership or District Association, that any remuneration paid to him/her is fair and proper remuneration for that employment.

l) The Board of Directors of The Association is authorized to approve special arrangements for carded athletes registered with a professional team.

ii) An amateur player shall lose his/her amateur status whenever:

a) s/he receives any remuneration, payment or consideration not authorized by these rules;

b) s/he is registered as a professional;

c) except as provided in these rules, s/he plays for a professional team;

d) s/he accepts payments made directly or indirectly according to match results obtained;

e) s/he accepts payments made directly or indirectly resulting from contracts for equipment, etc. made during his/her sports career;

f) s/he accepts fees paid in connection with his/her transfer from one team to another.

iii) An amateur player is not restricted as to the teams for which s/he may play, provided s/he complies with the rules and regulations of the Provincial/Territorial Association with which s/he is registered, and of all competitions in which his/her team or teams may be engaged as issued by The Canadian Soccer Association.

iv) An amateur player may be insured against accidents which may occur during play.

The insurance must be effected in a manner approved of by the Provincial/Territorial Association.

**c) Professional:**

**i) Registration:**

a) Each form must be signed by the professional player (his/her signature being attested). This form, accompanied by a written agreement in a sealed envelope, and a fee as established by the Membership shall be forwarded by the club to the Secretary of the Association having jurisdiction.

b) When the Secretary of the Association having jurisdiction has registered the player, s/he shall immediately forward notice of such registration to the Secretaries of the club, league and as the case may be, either the National or the Provincial/Territorial association.

c) A professional player shall not be allowed to play until his/her club has received acknowledgement of registration by the Secretary of the Association having jurisdiction.

d) Clubs desiring to retain the services of any professional player at the same or better terms must, not later than March 1 (August 1 in Division III only for British Columbia) in each year, so notify such player and also the Secretary of the Association having jurisdiction by registered letter. Any player not notified shall be a free agent and entitled to contract with any other club desiring his/her services.

e) A club retaining a professional player must offer such player a contract by registered letter to his/her last known address no later than April 1 (September 1 in Division III only for British Columbia). Failure to mail such contract to the retained player by the above date shall render the player a free agent. In the event of any disagreement the club or player shall have the right to appeal to the Association having jurisdiction. The appeal fee shall be established by the Membership.

f) A club having retained a professional player in accordance with (e) and subsequently having released such player to play outside Canada shall have prior rights to such player if and when s/he returns to Canada.

(g) All clubs registering professional players shall have written agreements with such players. Such agreements shall be on a standard form provided by this Association and shall state clearly and accurately all the terms of engagement and must be completed when the player signs the registration form.

(h) The agreement must be executed in quadruplicate, one copy being filed with this Association (accompanied by the registration form), one copy for the Provincial/Territorial Association, another copy handed to the player, and the remaining copy being retained by the club. No agreement shall be for less than the amount established by the Membership.

(i) Should it be discovered that the agreement was made on any conditions other than those disclosed and set forth in the agreement filed, the Association having jurisdiction shall have full power to deal with all those responsible (including club, officials and players) by expulsion, suspension or fine as they, in their absolute discretion, see fit. Any agreement once filed can only be terminated by mutual consent of the parties thereto with

the approval of the Association having jurisdiction.

(j) Where conditions other than payment of remuneration for playing soccer form part of the agreement, the Association having jurisdiction in dealing with claims there-under will restrict its investigation and decisions solely to the question of remuneration for playing as stipulated in the agreement.

(k) Provisional agreements in writing may be made between clubs and players for not more than twenty-eight days and provisional transfers shall be registered with the secretaries of the league(s), the Provincial/Territorial Association having jurisdiction and this Association's Secretary. Provisional agreements shall not be entered into after July 31 ( December 15 in Division III only for British Columbia).

(l) If on the termination of the provisional agreement a further agreement is not entered into for not less than the remainder of the current season, the player shall return to the club from which s/he was transferred. Proper transfer papers shall be forwarded to the Secretaries of the League and the Association having jurisdiction to cover such transfer (same procedure as original registration). If a further agreement is made it shall be sent for registration within three days after the signing to the Secretary of the Association having jurisdiction.

## **ii) Restrictions**

a) A professional player shall not be allowed to serve on the Board of Directors of The Association, or on the committee of any Association, League or club nor may s/he represent his/her own, or any other Association, League, club at any soccer meeting.

b) A professional player is not permitted to register for an amateur team, but may play on an amateur team as allowed in Rule 4 b) i) or Rule 5 b).

## **iii) Reinstatement:**

(a) The Player Status Committee shall have power to reinstate as an amateur any professional player, provided always that the Player Status Committee may deny any application for reinstatement and provided that the player has not played as a professional for a period of thirty-one days prior to his/her reinstatement.

(b) Any player registered as a professional in Canada wishing to be reinstated as an amateur, shall make application for such reinstatement to the Secretary of the Provincial/Territorial Association with which he will be registered. All applications for reinstatement must be made on the form to be supplied by this Association and must be accompanied by a fee as established by the Membership. The application shall be forwarded to the Secretary of The Association by the Provincial/Territorial Association's Secretary.

(c) A professional player may not be reinstated as an amateur more than once in any one calendar year.

(d) If, within three (3) years of the day on which s/he regained amateur status, a player reverts to professional status, the club with which s/he was registered before regaining amateur status shall be entitled to a transfer fee.

(e) Any professional player reinstated after July 31 in any year is not be eligible to play in any National Club Championship in that calendar year.

#### **4. TRANSFERS:**

##### **a) Amateur**

i) A player who has signed a registration form of The Association and has been duly registered with the Secretary of the Provincial/Territorial Association concerned by the club desiring his/her services for the current playing season, shall not be allowed to transfer his/her services to any other club, in the same Province/Territory, unless s/he shall first have given his/her club seven days notice in writing of his/her intention to transfer, and then only on being granted permission to transfer by the responsible officers or representatives of the club for which s/he is already registered. Such permission shall be in writing, duly signed by the club Executive Committee, and when placed in the hands of the Secretary of the Provincial/Territorial Association shall entitle the player to be transferred to any affiliated club as hereby provided.

ii) A player is entitled to his/her transfer as hereinafter provided between the dates set by the Provincial/Territorial Association or this Association, but a player registered on the official registration form shall not be allowed to transfer his/her services during his/her team's playing season without the consent of the club for which s/he is registered, unless specified otherwise in the regulations of the Provincial/Territorial Association.

An amateur player who has:

- a) Registered with an amateur team and who has been refused a transfer by that team shall be allowed to appeal, without fee, to his/her club, league, District Association, Provincial/Territorial Association and this Association, or
- b) Registered with a professional team, and who has been refused a transfer by that club shall be allowed to appeal, without fee, to his/her league, and the Association having jurisdiction.
- c) No team, club, league, District Association or Provincial/Territorial Association shall limit unreasonably the right of an amateur player to transfer. The transfer will be subject to the approval of the Provincial/Territorial Association.
- d) In each instance in which an appeal has been lodged by a player, the matter will be brought to a conclusion within thirty days of the date of the notice in writing referred to in Rule. 4 a)i).

iii) A player shall be entitled to the benefits of the Transfer Rule as follows:

- a) Two transfers only during the current playing season within the jurisdiction of the District Associations. A player once transferred cannot be transferred to the team for which s/he was originally registered until after a period of thirty days has elapsed.

b) One transfer within the jurisdiction of the Provincial/Territorial Association. If, however, there are no District Associations in any Province/Territory, players in that Province/Territory shall be entitled to three transfers within the jurisdiction of such Provincial/Territorial Association, but a player once transferred cannot be transferred back to the team or teams for which s/he was previously registered until a period of thirty days had elapsed.

c) One transfer within the jurisdiction of The Canadian Soccer Association, except that, in the event of a player having been transferred under Clause (a) and (b) finding it necessary to return to the jurisdiction under which s/he was originally registered, s/he shall be allowed to transfer his/her services to the team from which s/he was last transferred.

iv) 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 to be supplied by the appropriate Provincial/Territorial Association.

v) Notice of all transfers granted as hereby provided shall be immediately sent to the Club and District Association Secretaries and except for the National Championship competitions and any other Cup Competition in which s/he has competed, the player so

transferred shall be eligible, after a time limit of no more than seven days nor less than one day following the registration of such transfer to play in all games for the team to which the transfer has been granted by the production of the Transfer Certificate duly signed by the Secretary of the Association concerned. (such time limit to be established by the Provincial/Territorial Association).

vi) All transfers shall be subject to a transfer fee to be set by the Association granting the transfer.

Such fee shall be due and payable to the Secretary of the Provincial/Territorial Association granting the transfer before the transfer shall be completed.

vii) Any player registered for a team which has, with the consent of the District or Provincial/Territorial Association, ceased to operate, or has been declared defunct by such Associations, shall be entitled to be transferred to any other team s/he desires by making application to the Provincial/Territorial Association concerned which, having satisfied itself of the bona-fides of the application, shall have power to transfer such player to any team producing the player's signed application. The Provincial/Territorial Association is empowered to waive all or any part of the transfer fee, in which case the provisions of Clause (vi) shall not apply.

(viii) It is an offence for any club, through its responsible officers or representatives, to induce or attempt to induce a registered player of a team under the jurisdiction of this Association to leave his/her team before the end of the current season. The offence shall be dealt with by the Provincial/Territorial Association or League in Membership concerned, if the club and the player are under the same jurisdiction, and by this Association in all other cases.

(ix) A player playing under a trial game permit shall not be allowed to transfer to a third team during the period of such permit.

(x) An amateur player may be transferred to a professional team on payment of the fee established by the Membership to the Provincial/Territorial Association with which the player is registered.

(xi) The Provincial/Territorial Association shall distribute the payment to the amateur club(s) involved in the development of the player.

(xii) No more than two players from any one amateur team may be transferred to professional teams during the same playing season.

**b) Professional:**

i) On the recommendation of the Association having jurisdiction, a professional player moving to another district or province, by reason of employment, where only amateur registration is permitted, may be granted a permit by this Association to play for a team in that District or Province/Territory without remuneration on payment of a permit fee as established by the Membership of this Association and provided that 91 days has elapsed since the player played professionally.

ii) Such player shall, in the first instance, obtain the permission of his/her professional club to play in another district or province and shall remain on the retained list of such club as a professional for the duration of his/her contract.

iii) The Association having jurisdiction shall have the power to cancel the registration of a professional player at any time or may transfer him/her from one team to another upon the application of the player or his/her club.

(iv) The professional player transferred must be registered by the team to which s/he is transferred.

(v) The Association having jurisdiction must be satisfied that the transfer is bona-fide and applications for the purpose of obtaining players for special matches will not be approved.

(vi) The transfer application, accompanied by the new registration form and contract, shall be forwarded by the club requesting the transfer to the Secretary of the Association having jurisdiction, who will in turn inform the league Secretary.

(vii) Provisional agreements on forms, which may be obtained from The Association, may be made between clubs and players for not more than twenty eight days, and provisional transfers shall be registered with the Secretaries of the league and the Provincial/Territorial Association having jurisdiction. Provisional agreements shall not be entered into after July 31st (British Columbia: December 15th - Division III).

(viii) If on the termination of the provisional agreement, a further agreement is not entered into for not less than the remainder of the current season, the player shall return to the team from which s/he was transferred. Proper transfer papers shall be forwarded to the Secretaries of the league and the Association having jurisdiction to cover such transfer (same procedure as original registration). If a further agreement is made it shall be sent within three days after the signing to the Secretary of this Association for registration.



## **5. TRIAL GAMES:**

### **a) Amateur to Professional**

i) Amateur Players shall be allowed to play a maximum of 2 sets of three (3) trial games per outdoor season with any professional team provided a permit-to-play form, available from Provincial/Territorial Associations, has been duly completed and approved.

ii) A player registered with a team (amateur or professional), meeting the definition of a Reserve team, shall be allowed to play a maximum of fifteen (15) games per season, on professional teams of his club, competing in a higher category or division. No permit-to-play form shall be required.

### **b) Reserve Teams**

#### **i) Definition:**

a) A reserve team is any team of the same club, operating under a common executive, which plays in a lower level competition or age category than the team for which it is the reserve team or

b) A reserve team may also be an amateur or professional team of a lower category/division which has entered into a signed agreement to that effect with a professional team of a higher category/division. Such agreement must receive the written approval of the Association and, if Level III Professional League teams are involved, the written approval of the applicable Provincial/Territorial Association(s). Approval may be withheld for cause.

ii) A professional player may play no more than nine (9) games per season on an amateur or other professional team designated as the Reserve team for the professional team with which s/he is registered. No trial permits shall be required. No more than three (3) such professional players may participate in any one game of the Reserve Team.

iii) No professional player may play in a game of the reserve team leading to a national championship.

iv) Provincial/Territorial Associations or Division I and II Professional Leagues may impose additional restrictions.

### **c) Professional to Professional**

A professional player registered with a team in one category (Division) shall be allowed to play six (6) trial games (League games only) with a team in a higher category, provided a permit-to-play form approved by this Association and available from the Provincial/Territorial Association has been duly completed.

## **6. TRIAL PERMITS:**

**a) General:**

- i) The appropriate Provincial/Territorial Association shall provide to the applicant The Association's approved permit form for the three games' trial.
- ii) Such permit shall be valid for a maximum period of thirty days and only in the Province/Territory in which the permit is issued.
- iii) Each player shall be limited to two trial permits per season, but not with the same team. Thirty days must elapse between the completion of the trial with the first team and the start of the trial period with a second team.
- iv) An amateur player after a trial period being registered as a professional shall not receive a permit or a transfer to play for an amateur team during the same current year, except where conditions exist similar to those covered under Rule 4 b)i) and ii).
- (v) The professional team must list the number of the permit on league team sheets when a player on permit is played.
- (vi) The amateur team may retain priority rights to the services of a player who is under permit.
- (vii) Appropriate penalties will be imposed on both the team and the player if the three games' trial and the thirty days' period are violated.
- (viii) A player who has signed a three games' trial permit shall not be allowed to play for a professional team until the permit has been filed with the Provincial/Territorial Association, together with a permit fee as established by the Membership payable to the Association in Membership. The Provincial/Territorial Association Secretary shall notify the Secretary of the professional league.

**b) Trial Fees:**

- h) Prior to receiving the authorized permit, the professional team shall remit a certified cheque in the amount established by the Membership to the Provincial/Territorial Association made payable to the club concerned.

**7. NUMBER OF PLAYERS ALLOWED:**

- a) A club operating one professional team in a professional league shall not be allowed to have more than twenty-five players registered at any one time.
- b) A club operating two professional teams shall not be permitted to have more than forty players registered at any one time.
- c) A professional team having its full quota of players, and desiring to register further players, must release a player or players by issuing to the released player(s) a release form duly signed, and must notify the Secretary of the Association having jurisdiction accordingly.

## **8. TEAMS:**

### **a) Definition**

A team is formed by a Club and must consist of players registered with this team on forms approved by this Association, and shall be designated either Amateur or Professional.

### **b) Competition**

#### **i) Amateur**

a) Shall be composed only of registered amateur players except as allowed under Rule 4 b)i) and ii) or Rule. 5 b).

b) May, with the permission of its Provincial/Territorial Association, play in a professional league.

c) Shall abide by Rules stipulated by Provincial/Territorial Associations and/or Leagues in Membership.

#### **ii) Professional**

a) May be composed of registered professional or amateur players.

b) May participate in only one professional League at a time.

#### **iii) Age Divisions:**

Each amateur team shall compete in one of the following age divisions:

**(i) Senior Amateur:** May contain players of any age.

**(ii) Youth Age Division:** Shall operate in the following age categories:

Stipulated Birthday Age Category

18<sup>th</sup> Birthday Under 18

17<sup>th</sup> Birthday Under 17

16<sup>th</sup> Birthday Under 16

15<sup>th</sup> Birthday Under 15

14<sup>th</sup> Birthday Under 14

13<sup>th</sup> Birthday Under 13

12<sup>th</sup> Birthday Under 12

11<sup>th</sup> Birthday Under 11

Mini Soccer shall be played in the following age categories:

10th Birthday Under 10

9th Birthday Under 9

8th Birthday Under 8

7th Birthday Under 7

6th Birthday Under 6  
5th Birthday Under 5  
4th Birthday Under 4

(iii) **Mini Soccer** is a developmental game played by youth athletes aged 4 - 10 on a small field, with small goals and with a no. 4 or 3 ball. The number of players and other rules shall be defined by Provincial/Territorial Associations, which may also promulgate rules extending the game to higher age youth divisions.

A player may be registered to play in any youth age Division, provided s/he has not reached the stipulated birthday before **January 1** of the calendar year of registration day.(the next calendar year for the coastal regions of British Columbia).

(iv) **Masters Age Division:** Shall contain players who have reached their 35<sup>th</sup> birthday prior to January 1st.

v) No Provincial/Territorial Association or League in Membership shall have the power to insert in their Constitution that teams shall play in any given competition.

## 9. CLUBS:

- a) A club is an organization operating one or more teams under a common executive.
- b) Clubs, all of which are in the area of one District Association, who form a League, shall make application for sanction, and the league, if sanctioned, shall be under the jurisdiction of that District Association.
- c) Clubs forming a league consisting of teams within the area of two or more District Associations shall make application for sanction to each of such District Associations, and the league when sanctioned, shall be under the jurisdiction of the Provincial/Territorial Association, except that the Provincial/Territorial Association may place the said league under the jurisdiction of the District Association within the area of which the majority of the teams play their home games.
- d) Should there be any difference of opinion among the Associations having the right to sanction and jurisdiction under Rule 9 c) any one of such Associations may appeal to the Provincial/Territorial Association.
- e) Should clubs within the area of two or more Provincial/Territorial Associations be desirous of forming an inter-provincial amateur league, they shall, in the first instance, obtain the consent of the District Associations to which they respectively belong (if such Associations exist) for submission to and approval of their respective Associations in Membership. If the application is approved by the Provincial/Territorial Association, it may be forwarded to this Association for confirmation or otherwise, and the league, if sanctioned, shall be under the jurisdiction of this Association, or a committee of not less than two members appointed by each Provincial/Territorial Association, and a Chairman appointed by The Association.
- f) Should a club be desirous of entering a team in a United States-based league, the club shall, in the first instance, obtain the consent of the District Association to which the club belongs and then of the Provincial/Territorial Association to which the District Association belongs. If the

application is approved by the Provincial/Territorial Association, it shall be forwarded to this Association for confirmation.

g) Provincial/Territorial Associations shall define District Associations constituting their membership. All clubs in that district must be members of the local Association.

h) A professional league shall not consider any application by a team from a club not affiliated with and in good standing with its Provincial/Territorial Association (or one of its Districts). Clubs with teams in a Division I or Division II League in Membership shall also affiliate with this Association. The affiliation fee shall be set by the Board of Directors.

i) A club wishing to secure an affiliation with a professional league must make application to the Provincial/Territorial Association under whose jurisdiction it operates no later than one hundred and twenty days (120) prior to the start of the league schedule, and shall provide such information as the Association may require.

i) An application to take part in a Division I or Division II professional league shall be reviewed by the Provincial/Territorial Association, which shall forward it, together with its own recommendation, to The Canadian Soccer Association, which shall approve or reject such application. The Provincial/Territorial Association shall advise the club of the nature of its recommendation(s). The C.S.A. shall advise both the club and the Provincial/Territorial Association of its decision.

ii) i) An application to take part in a Division III professional league shall be reviewed by the Provincial/Territorial Association, which shall approve or reject such application and inform the club of its decision.

ii) Decisions shall be rendered within thirty (30) days from the date of receipt of the application at each stage of the process.

iii) Approvals shall not be unreasonably withheld.

j) An amateur club is not permitted to register a professional player; however, subject to the conditions identified in Rules 4 b)i) and ii) or Rule 5 b), may allow such a player to play with one of its teams.

## **10. LEAGUES:**

### **a) Definition:**

i) A league is an organization operating under an executive to provide competition for teams.

ii) No league shall govern an area, but it shall control, for league operation purposes, its member teams.

iii) A league must be composed of a minimum of four teams.

iv) The Association shall establish a status of Professional League, which shall only be

granted to leagues conforming to Standards approved by the Board of Directors. There may be three (3) categories of Professional League, as follows:

Division I: Professional Leagues operating in Canada, or in Canada and other countries.

Division II: Professional Leagues operating on a National basis;

Division III: Professional Leagues operating on a Provincial or Regional basis.

**b) General:**

i) Every league shall submit its schedule of games to the Association having jurisdiction for approval. The said Association may limit or restrict the schedule if the availability of grounds, playing dates, weather conditions or other factors so require, at any time during the playing season.

ii) A league may not play matches other than those incident to the league schedule without the previous consent of The Association or Associations from which sanction to operate was in the first instance received.

iii) Professional teams forming a league under the sanction and jurisdiction of this Association are required to pay an annual affiliation fee per team. The fee shall be established by the membership and shall be due and payable to this Association in a date to be determined by the Board of Directors.

(iv) Leagues shall not allow matches to be played until their teams and rules are approved.

(v) In the event of a league being refused sanction, the applicants shall have the right to appeal to the next level of jurisdiction.

(vi) All Associations sanctioning leagues, and all such leagues, shall observe the Constitution of this Association.

(vii) Competitions must not be conducted by any club, league or combination thereof, without the previous permission of the District, Provincial/Territorial or National Association concerned.

(viii) Applications from any team under the jurisdiction of another National Association to participate in a league must be first submitted by the league via the Provincial/Territorial Association, if required, to this Association for acceptance or rejection at the discretion of the Board of Directors. Any team making such application must have the approval of its National Association.

**11. DISCIPLINE:**

**a) General:**

(i) Players, officials and spectators may only take part in or attend games on condition that they observe the Rules and Regulations of The Association.

(ii) Every Club is responsible for the actions of its players, officials and spectators.

(iii) Every Club and League is required to take all precautions necessary to prevent its players, officials and spectators from threatening or assaulting anyone present at games, and especially the referee and assistant referees. Clubs and Leagues are expected to provide security for players and officials.

**(iv) Amendment to Article 55 of the FIFA Disciplinary Code – Non Discrimination**

Anyone who publicly disparages, discriminates against or denigrates someone in a defamatory manner on account of race, colour, language, religion or ethnic origin, or perpetrates any other discriminatory and/or contemptuous act, will be subject to match suspension for at least five matches at every level. Furthermore, a stadium ban and a fine will be imposed on the perpetrator. If the perpetrator is an official, a fine will be imposed.

If spectators display banners bearing discriminatory slogans, or are guilty of any other discriminatory and/or contemptuous behaviour at a match, the appropriate body will impose a sanction on the Association or club that the spectators concerned support and force it to play its next official match without spectators. If the spectators cannot be identified as supporters of one or the other Association or club, the host Association or club will be sanctioned accordingly.

Any spectator who is guilty of any of the offences specified under paragraph 1 and/or paragraph 2 of this rule will be banned from entering any stadium for at least two years.

If any player, Association or club official or spectator perpetrated any kind of discriminatory or contemptuous act as described by paragraph 1 and/or paragraph 2 of this rule, three points will automatically be deducted from the team concerned, if identifiable, after the first offence. In the case of a second offence, six points will automatically be deducted, and for a further offence, the team will be relegated.

In the case of matches without points, the team concerned, if identifiable, will be disqualified.

The Confederations and Associations are required to incorporate the provisions of this rule in their statutes and to enforce the sanctions stipulated. If any Association infringes this rule, it will be excluded from international football for two years.

(v) Provincial/Territorial Associations and Leagues in Membership shall ensure that their disciplinary Rules, Regulations and Procedures are consistent with those of The Association.

(vi) Failure to observe timelines established in this Rule shall render any disciplinary action taken after the expiration of the time null and void.

(vii) An accused person has the right to attend any hearing at his/her own expense.

(viii) The report provided by the game official to the Association having jurisdiction shall be regarded as his/her affidavit to a Discipline Hearing Committee. The presence of the game

officials is not required at any hearing unless the accused so wishes, and then only on condition that the accused notify the Association of his/her wishes and pay in advance of such attendance all related expenses incurred by said officials.

(ix) Any misconduct report from another National Association shall be regarded as an affidavit to the Discipline Hearing Committee on the same basis as contained in 12 (a) viii) above.

**b) Jurisdiction:**

- (i) Any person or organization reported for misconduct shall be dealt with by the Provincial/Territorial Association or League in Membership or their delegate except as otherwise stipulated herein.
- (ii) All cases of misconduct involving alleged physical assault, attempted physical assault or threatening behaviour towards a game official by any person shall be dealt with by a Discipline Hearing Committee of the Provincial/Territorial Association or League in Membership.
- (iii) The Association shall have direct jurisdiction only in the following circumstances:
  - a) Complaints or enquiries referred to it by another National Association;
  - b) Misconduct by any person arising from participation in the National Team Program of The Association;
  - c) Misconduct at National or Regional Competitions of the Association;
  - d) Misconduct by a Provincial/Territorial Association or League in Membership or any of its officers and officials;
  - e) Misconduct arising from any international event (in or outside of Canada) where participation is given prior approval by The Association;
  - f) Any other matter directly related to The Association which The Association in its sole discretion deems should be dealt with by it.
- (iv) The Association, at its sole discretion, may delegate its jurisdiction under Rule 12 b) (iii) to a Provincial/Territorial Association or League in Membership.

**c) Misconduct**

i) In addition to matters referred to in any other Rule or Regulation of The Association, it shall be misconduct if any person or organization is proved at a hearing to the satisfaction of a Discipline Hearing Committee of The Association to have done, or permitted or assisted in doing or permitting any of the following:

- a) Violated the Laws of The Game, Rules and Regulations of The Association or a Provincial/Territorial Association or League in Membership;
- b) Bet on any game other than on registered lotteries or pools;



- c) Offered or attempted to offer, directly or indirectly, any consideration whatsoever to any Association, Club or League, or to any player or official of any Association, Club or League, or to any game official, with a view to influencing the result of any game, or accepting any such consideration;
- d) 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 The Association, is considered to be ungentlemanly, insulting or improper behaviour or likely to bring the game into disrepute.

ii) A person or organization found guilty of an offence or offences in 12 c) i) shall be subject to a penalty as listed in 12 e).

iii) Notwithstanding Rule 12 c) i), The Association reserves the right to take disciplinary action in any case of criminal misconduct or human right abuse not covered specifically in a Rule or Regulation.

#### **d) Hearings**

Each discipline hearing held within the jurisdiction of The Association and its Members shall be conducted in accordance with the following:

- i) A Discipline Hearing Committee shall have no less than three members, one of whom shall act as Chairman.
- ii) One of the Committee 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 hearing.
- iii) An accused may be accompanied by legal counsel only with the permission of The Association or the Provincial/Territorial Association or League in Membership with jurisdiction over the discipline.
- iv) The accused, or his/her accredited representative, shall be present, or the hearing shall not proceed.
- v) Failure to appear at a discipline hearing when due notice has been given shall result in suspension of the accused until s/he requests in writing and attends another hearing.
- vi) A request for a hearing under v) shall be accompanied by a non-refundable fee set by The Association or its Member, in the form of a certified cheque or money order.
- vii) Postponement of the hearing may be granted by the Committee on terms published in advance of the hearing.

### **viii) Timelines and Notices**

a) Any person or organization accused of misconduct shall be given at least ten (10) working days notice of any scheduled hearing into the allegation. A copy of such notice shall also be sent to the organization if the person is one of their registered players or is their official representative.

b) Notwithstanding a), Provincial/Territorial Associations and Leagues in Membership, or their Members, may publish in advance the dates of regularly scheduled hearings, and the giving of notice in a) is thereupon waived.

c) Any person or organization shall be given at least ten (10) working days notice of any scheduled hearing, if their presence is required by a Discipline Hearing Committee.

d) Requests for postponement of a hearing scheduled by The Association must be received by The Association at least five (5) working days prior to the date of the 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 an accused stands suspended pending a hearing, or for any adjourned hearing, the date for the hearing shall be set within fifteen (15) working days of the receipt of the misconduct report (or previous hearing), for a date no later than twenty-five (25) working days of the receipt of the misconduct report (or previous hearing).

f) The result of any hearing shall be sent to the accused no later than fifteen (15) working days after the hearing.

(ix) By mutual consent, in writing, of the accused and a Discipline Hearing Committee, any terms in Rule 12 d) above may be waived.

### **(x) Procedure**

With all required persons present, the hearing shall proceed as follows:

a) The Chairman shall read the report and state the charge;

b) The person(s) writing the report(s) (if present) shall be given the opportunity to amplify or qualify the report(s);

c) The accused 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.;

d) The accused, and the person(s) writing the report(s), shall have the opportunity to call witnesses to the incident;

- e) The Chairman and any Discipline Hearing Committee member may question the accused or any witness;
- f) The person(s) writing the report, and the accused, shall be allowed to make final summations before withdrawing;
- g) The Discipline Hearing Committee shall consider the report and any further evidence provided, and shall either decide on the case, or adjourn the hearing in accordance with viii) e);
- h) The accused shall be notified in writing of the result of the hearing, in accordance with viii) f).

#### **e) Punishment**

i) On misconduct being proved to its satisfaction, a Discipline Hearing Committee shall have the power to order the offender:

- a) to be suspended from all or any specific soccer activity either permanently, indefinitely, or for a stated period of time;
- b) to be suspended for a specific number of scheduled games in a designated competition(s);
- c) to be fined and/or bonded (with or without suspension), where the player is not a registered youth player;
- d) to be censured;
- e) to pay all expenses of the Discipline Hearing Committee which may be incidental to consideration of the matter (with or without any other punishment).

ii) 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.

iii) Notwithstanding e) i), in all cases of alleged physical assault of, attempted physical assault of, or threatening behaviour towards a game official, the accused shall be suspended from all soccer activities until the case has been decided by The Association or by the Provincial/Territorial Association or League in Membership;

(iv) Notwithstanding e) i), in all cases where a person has been charged in Criminal Court with offences of moral turpitude involving youths, the accused shall be suspended from all soccer activities until the cases have been concluded in the Criminal Court and then the Provincial/Territorial Association or League in Membership may decide if further proceedings are warranted pursuant to their Rules and Regulations or The Association's Rules and Regulations.

(v) 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.

vi) Suspension guidelines for specific offences are set out in Rule 12 f). Provincial/Territorial Associations and Leagues in Membership, and their Members, shall use these guidelines in setting punishments. Any suspension for a number of games shall be consistent with the intent of Rule 12 f)

## **f) Punishment Guidelines**

### **Recommended Action:**

#### **i) CAUTION (yellow cards)**

Cautions (without expulsion) of a player by the referee for:

- i) foul play
- ii) dangerous play
- iii) criticism of the referee or assistant's decisions, protests, etc.
- iv) disparaging remarks about referee's, assistants, other players or any other person present at the match
- v) ill-mannered (incorrect) behaviour
- vi) unethical (ungentlemanly) conduct
- vii) gamesmanship (time-wasting, deliberate hand ball etc.)
- viii) temporarily leaving the field of play without notifying the referee
- ix) other unsporting behaviour (feigning, rude gestures to the public, etc.)

a) A player receiving three (3) cautions during the current season shall be required to appear before a Discipline Committee, and if found guilty of the offences for which the cautions were given, shall be suspended for seven (7) days.

b) A player who received another two (2) cautions during the same season shall be required to appear before a Discipline Committee, and if s/he is found guilty of the offences for which those cautions were issued, s/he shall be suspended for seven (7) days.

c) A player who receives a further single caution during the same season shall be required to appear before a Discipline Committee, and if s/he is found guilty of the offences for which the caution was issued, s/he shall be suspended for fourteen (14) days.

d) A player who receives a further single caution during the same season shall be required to appear before a Discipline Committee, and if s/he is found guilty of the offence for which the caution was issued, s/he shall be suspended for thirty (30) days.

#### **ii) Expulsions**

Expulsions by a referee for:

- i) serious foul play
- ii) very dangerous play
- iii) violent conduct
- iv) persistent protests against decisions by the referee and assistants
- v) leaving the field of play in protest without notifying the referee
- vi) repeated misconduct, despite a previous caution by the referee
  
- vii) extremely unethical (ungentlemanly) conduct
- viii) repeated gamesmanship
- ix) insulting players, team officials, or any other person present at the match
- x) other serious acts of unsporting conduct

**iii) Expulsion (Red Cards) for actions against other players or team officials:**

(a) For persistent misconduct, or foul or abusive language:

First Offence - fourteen days suspension;  
Second Offence - thirty days suspension.

(b) For violent conduct or serious foul play:

First Offence - thirty days suspension;  
Second Offence - sixty days suspension.

**iv) Expulsions (Red Cards) for actions against game officials.**

(a) For persistent criticism or disputing of decisions:

First Offence - two weeks suspension;  
Second Offence - thirty days suspension;  
Third Offence - ninety days suspension.

(b) Use of foul, abusive or insulting remarks:

First Offence - thirty days suspension;  
Second Offence - sixty days suspension.  
Third Offence - one year suspension.

(c) Deliberate physical contact (i.e. pushing, pulling, charging, etc.) or attempted physical contact or threatening:

First Offence - one year suspension;  
Second Offence - five years suspension.

(d) Striking, spitting, kicking or any form of violent conduct, or attempted violent conduct:

First Offence - five years suspension;  
Second Offence - ten years suspension.

iv) The game officials referred to in sub-section iii) above, are the referee and assistant referees of a sanctioned game that is about to begin, is in progress, or has just concluded. The 'actions' herein referred to may have taken place before, during or shortly after the game.

v) The offences against game officials listed in sub-section iv) c) and d) above, that take place away from a stadium or field of play, for example in a car park, shall also be the subject of disciplinary action along the lines of iii) c) and d).

vi) Clubs may be fined for offences committed by their supporters.

vii) Repeated Expulsion

It is strongly recommended that anyone found guilty of any third red card (expulsion) offence in one calendar year be suspended for a minimum of one calendar year, in addition to any sentence imposed at the hearing.

**g) Jurisdiction:**

i) Provincial/Territorial Associations or any District Association affiliated thereto shall have the power to deal with violations of the laws of the game, the rules and regulations of this Association, or misconduct by any of their clubs or Associations, or by any of their players, officials or members. In all cases the party complained against shall have the right to appear and to offer a full answer or defense to any charges against him/her when the case is heard.

ii) All hearings involving offences listed, other than those involving physical contact with game officials or attempted physical contact with game officials, shall be dealt with by the District Association or Regional or Inter-District League in whose jurisdiction the alleged offence took place.

iii) All hearings involving physical contact with game officials or attempted physical contact with game officials shall be dealt with by The Provincial/Territorial Association, or, in the case of Division I and Division II Leagues, by The Association.

iv) Disposition of all cases dealt with under sections 12 f) iii) c) and d) must be reported to The Association.

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

vi) All suspensions, except those under 12 e)i)b) shall be from all soccer activities within the jurisdiction of this Association.

## 12. PLAYER STATUS:

a) Disputes between clubs as to rights to a professional player and/or disputes between a player or players and a club about free agent status shall be decided by the Player Status Committee.

b) Regulations published by F.I.F.A., as from time to time amended by F.I.F.A. circulars, as well as the provisions of these Rules and Regulations, shall guide the Committee's decisions. In case(s) of discrepancies, F.I.F.A.'s regulations shall prevail.

## 13. APPEALS:

a) Any party may, with leave of the Appeals Committee, appeal the decision of a Provincial/Territorial Association or League in Membership made against that party, provided that the said appeal involves only an interpretation or a breach of the Rules of this Association or the Provincial/Territorial Association or League in Membership.

Any party may, with leave of the Appeals Committee, appeal a decision of the Player Status Committee, provided that the said appeal involves only an interpretation or a breach of the Rules of this Association or of the relevant F.I.F.A. policies and/or regulations.

In all other cases, the decision of the Provincial/Territorial Association or League in Membership shall be final and binding except when that decision was made in the first instance by the Board of Directors or Executive of the Provincial/Territorial Association or League in Membership.

Any party may, with leave of the Appeals Committee, appeal a decision of the Discipline Committee of this Association, provided that the said appeal involves only an interpretation or a breach of the Rules of this Association.

Any party may, with leave of the Appeals' Committee, appeal a disciplinary action taken by the Association under the provision of its Harassment Policy, provided that the said appeal involves only an interpretation or a breach of that policy.

b) The appellant for leave to appeal shall:

i) make application in writing to the CSA Head Office within ten working days after receipt of the said decision setting out:

- a) the decision sought to be appealed;
- b) a copy of the required Association Statement of Facts document, and
- c) the submission must state the Rule or Regulation that has been contravened and setting out clearly in what respect the decision is alleged to be wrong.

ii) forward with the said application a certified cheque or money order payable to this Association, in the amount established by this Association, and copies of all relevant documents and constitutions. All documents shall be forwarded to The Association in a manner that permits The Association to certify the relevant dates as prescribed by these rules.

c) When the Appeals Committee has granted leave to appeal, the Appeal Secretary shall forward a copy of the application for leave to appeal to the Provincial/Territorial Association or League in Membership and that Association shall within fifteen working days after receipt thereof, file its reply in writing with the Appeal Secretary and deliver a copy of the said reply to the appellant.

d) If leave to appeal is granted, the Appeals Committee shall state reasons for granting leave, and hold an appeal hearing without further notice of appeal or deposit of further fee.

e) The application for leave to appeal and the appeal may be abandoned with leave of the Association's Appeals Committee and on such terms and conditions as it may deem proper.

f) The decision of the Appeals Committee shall be final and binding.

g) The Appeals Committee shall give reasons for their decision, in writing to all parties to the appeal.

h) The Appeal Committee shall render a decision within twenty working days of a Hearing.

i) The operation of the decision of the Provincial Association or League in Membership shall not be suspended pending hearing of an appeal, unless the CSA Appeals Committee so orders. Lodging the appeal shall not defer a decision, except with regard to any financial provisions in the decision that has been contested (fines, expenses and compensation).

j) Leave to appeal will not be entertained for decisions rendered by The Association's Competitions Committee in cases that deal with national competitions, where decisions are final and binding, as outlined in the Regulations for National Championships.

k) No application for leave to appeal shall be entertained in any matter arising out of a competition under the jurisdiction of a Provincial/Territorial Association or League in Membership whose rules provide that its decision in such matters shall be final and binding

l) All parties to an appeal shall be given fifteen working days notice of an appeal hearing. The Appeals Committee may, in appeals that require urgency, waive or shorten this time period.

m) Notwithstanding Rule 13 b) i) d) above, the Appeals Committee may at its sole discretion and without holding a Hearing, decide an appeal if, on the basis of the written documentation submitted to it, it is evident that the Membership has been contravened.



n) The Committee may reaffirm, revoke or amend a decision against which an appeal has been lodged. It shall not be bound by the petition of the parties concerned. A decision may be amended to the disadvantage of the party lodging the appeal.

o) Only one appeal process may be heard on any one case at Provincial Association, Associate Member or League in Membership level.

p) The members of the Appeal Committee may not sit on the Committee if the case being dealt with concerns themselves or players, clubs, officials or any other members of any Associations to which they belong.

q) **Appeal Hearings:**

i) 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 Appeals Committee Chairman or Deputy Chairman of the Association's Appeals Committee and one of whom shall act as Recording Secretary, shall hear all properly submitted appeals.

b) Any individual who has participated in the judicial process of a case is automatically disqualified from membership of the Appeals Committee.

ii) Those who are required to attend appeal hearings shall include:

- (a) The appellant
- (b) The respondent
- (c) Any other parties that the Committee deems relevant.

Both parties shall be given fifteen days notice of said appeal hearing.

(iii) Attendance at such hearings shall be at the parties expense and choice. S/he may appoint a proxy attendee, if such person is duly a part of the appellant association or if the Committee consents in advance to the proxy attendee.

(iv) A person or organization may be legally represented at any Hearing or Enquiry only with prior written consent of the Committee. Subject to the foregoing, an organization may be represented at any Hearing or Enquiry by any member of its Executive. Any person required to attend must attend in person.

(v) The parties concerned shall not be entitled to attend the deliberations.

r) **Procedure:**

i) The Provincial Associations and Leagues in Membership shall include with all decisions which may be appealed to the Association, a Notice that indicates the following information:

- a) Association Rules regarding Appeals;
  - b) Association Address where the appeal is to be lodged;
  - c) Method of Payment and Amount of Fee;
  - d) Statement of Fact Document
- s) The Appeals Committee shall determine what disposition shall be made of the fee deposited and by whom the expenses of the application for leave to appeal and the appeal shall be paid.

#### 14. GENERAL RULES:

(a) At all General Meetings, all documents should be provided in both official languages.

(b) At all General Meetings in Quebec, simultaneous translations shall be provided.

(c) The representation and total number of votes to which each Association and League in Membership is entitled shall remain constant from the time of the beginning of one Annual General Meeting to the beginning of the next following Annual General Meeting, except for such adjustment as may be required in the event of the acceptance of a new Member shall always be observed.

(d) (i): Commencing in 2003, all annual player levies, except for British Columbia, shall be due and payable to The Association each year in accordance with one of the following options:

##### Option 1:

On or before May 1:	25% of the previous year's actual levies;
On or before June 15:	50% of the previous year's actual levies;
On or before September 15:	The balance

##### Option 2:

In twelve equal monthly installments commencing on January 31 and payable on or before the last day of each month thereafter.

##### Option 3:

In one payment due by June 30, where this option has been contracted with the Association, due to special circumstances.

(d) (ii): For British Columbia, the player levies shall be paid in accordance with the following schedule:

On or before August 31:	25% of the previous year's actual levies
On or before November 1:	The balance

(e) In the event of any Provincial/Territorial Association or District Association, League, combination, club, player, official or member being proved to the satisfaction of the Board of Directors to have been guilty of any violation of the laws of the game, the rules and regulations of The Association, or of any misconduct, the Board of Directors shall have power to order the offending Association, League, combination, club, player, official or member to be removed from

membership or connection with the Association, suspended for a stated period, or dealt with in such manner as the Board may think fit. No suspended player or member of any such Association, League, or Club so suspended or removed from The Association shall be eligible for membership of any other Association (Provincial/Territorial or District), League, or club belonging to The Association without the special permission of the Board of Directors. The Board of Directors may also order the offending clubs to pay all expenses incurred in hearing the case.

(f) In cases of dispute between Provincial/Territorial or District Associations, Leagues, Clubs, or players, legal proceedings shall be taken only as a last resort, and then only with the consent of The Association.

(g) Each Provincial/Territorial Association or League in Membership with this Association may be required to present to The Association a properly audited financial statement and complete report of its standing within one month after the date of the Annual General Meetings of said Association or League.

(h) Provincial/Territorial Associations, with the exception of British Columbia, shall on or before May 15th each year, transmit to this Association a complete list of all District Associations operating under their jurisdiction and give the names and addresses of the Secretaries of such District Associations. In the Province of British Columbia this return shall be forwarded no later than November 1st each year.

(i) The competitions of Provincial/Territorial Associations take precedence over all other competitions, except games under the direct control of this Association.

#### **15. THE DUTIES OF THE OFFICERS AND DIRECTORS:**

(a) The President shall be the Chief Executive Officer of The Association and without limiting the generality of the foregoing shall have the authority and responsibility for administering the affairs of The Association within the policies established by the Board of Directors. S/he shall preside at all meetings of The Association and of the Board of Directors. S/he shall have a voice and a vote at all meetings of the Board of Directors. S/he may appoint committees and chairmen, where necessary, and is an ex officio member of all committees including the standing committees.

(b) The Vice-President shall attend all general meetings of the Association, the Board of Directors and Committees of which s/he is a member. S/he shall act in the absence of the President.

(c) The Directors shall attend all general and Board of Directors meetings. Furthermore, they shall represent The Association at all meetings of the committee(s) to which they are appointed Chairman.

(d)

i) The Secretary shall give notice of all meetings of the Association to persons entitled thereto. S/he shall attend all meetings of the Board of Directors, all general and special meetings, and all standing committee meetings where s/he will also be the Secretary and shall keep minutes of all such meetings.

ii) At meetings of the Board of Directors s/he shall record the minutes of the proceedings in a special minute book approved by the Board of Directors and such minutes when approved by the Board at the next succeeding meeting and signed by the Chairman, shall be received as a true record of the business transacted. A copy of the minutes of each Board of Directors meeting shall be sent to each member of the Board and Provincial/Territorial Association prior to the next Board

meeting.

iii) S/he shall be the liaison officer between meetings of the Board of Directors and all committees established by the President. S/he shall be the custodian of The Association's minute books and correspondence files. S/he shall be required to prepare an annual report which shall be submitted at Annual General Meetings of The Association.

iv) S/he shall have a voice but no vote at all meetings of The Association and of the Board of Directors.

(e)

i) The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to The Association and shall deposit or cause to be deposited all monies and other valuable effects in the name and to the credit of The Association in such depositories as may be designated by the Board of Directors.

ii) The Treasurer shall disburse or cause to be disbursed the funds of The Association as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the Board at the regular meetings thereof, or whenever the Board may require it, an account of all his/her transactions as Treasurer and of the financial condition of The Association.

iii) S/he shall be the custodian of the deposit and receipt books of The Association and shall be required to produce such books, properly balanced, at all meetings of The Association.

iv) S/he shall prepare an annual report and balance sheet which shall be submitted at general meetings of The Association.

v) S/he shall be bonded in the amount determined by the Board of Directors for due and faithful performance of his/her duties.

vi) A salary may, in the discretion of the Board of Directors, be paid to the Secretary and to the Treasurer.

## **16. EXHIBITION GAMES - POLICY:**

a)

i) Provincial/Territorial Associations, District Associations, Leagues and Clubs wishing to participate in exhibition games outside of Canada must obtain permission in writing from the Secretary of The Association.

ii) District Associations, Leagues and Clubs must, in the first instance, obtain permission from their appropriate governing bodies before seeking permission from The Association.

b)

i) Provincial/Territorial Associations, District Associations, Leagues and Clubs wishing to arrange exhibition games in Canada between their own team(s) and teams from another National Association shall request permission in writing from the Secretary of The Association, at least fourteen days prior to the scheduled date of the proposed game. Applications will not be accepted from any other person or organization. The Association shall have full power and authority to sanction or veto any such games.

ii) District Associations, Leagues and Clubs must, in the first instance, obtain permission from their appropriate governing bodies before seeking permission from The Association.

- c) The Association may grant permission to stage such games on such terms and conditions as it may in its discretion deem appropriate.
- d) Notwithstanding Rule 16 b)ii), exhibition games arranged between amateur teams affiliated with United States Soccer Association may be permitted at the discretion of The Association after a minimum of twenty-four hours notice.
- e) Permission may be granted by The Association for an additional game, involving a professional team from another National Association which has received prior approval for a tour in Canada, providing application is made to the Secretary of The Association at least forty- eight hours before the date of such game.
- f) Permission granted by The Association, to stage games involving teams from other National Associations shall be subject to such teams having permission from their own National Association to participate.
- g) Games involving two foreign professional teams will be permitted only under both the following conditions:
  - i) The game is organized by The Canadian Soccer Association or a League or a Provincial Association in Membership.
  - ii) The game is an integral part of a tournament in which there is at least one Canadian team for every three foreign teams.
- h) Games involving two foreign amateur teams will be permitted only under both the following conditions:
  - i) the game is sanctioned by a Provincial/Territorial Association
 and
  - ii) the game is an integral part of a tournament in which there is at least one Canadian team for every three foreign teams.
- i) Games and/or Tournaments organized directly by The Canadian Soccer Association involving a Canadian National Team of any gender/category may receive special dispensation from 16 g)ii) above.
- j) In special circumstances, to commemorate an important event, the Board of Directors, at its sole discretion, may vary the usual ratio of foreign and Canadian teams and any other conditions relating to Rules 16 to 26 inclusive.
- k) In granting or withholding authorization for an exhibition game or exhibition tournament, The Association expressly declares that it accepts no liability for any financial or other commitments made by the organizer to foreign teams and to any other parties.

**17. EXHIBITION GAMES - APPLICATION PROCEDURE:**

- a) The Association will only accept applications submitted in accordance with Rule 17 b) i)

or 17 d).

b) The following documentation must accompany applications:

- i) written approval of The Association or League in Membership with respect to applications from their affiliated league and clubs;
- ii) written approval of the National Association(s) of the foreign team(s);
- iii) a legally binding commitment indemnifying The Association from any claims arising from the event;
- iv) a copy of the draft contract with the foreign professional team(s) clearly identifying the organizer's obligations to the foreign team(s);

c) The Association will notify the applicant of the disposition of the application as follows:

- i) if the application is rejected, any fee and documentation submitted by the applicant will be returned;
- ii) if the application is approved, the applicant will be advised of the conditions to be met in full for the grant of final approval and the agreement shall be duly executed on the standard form contract supplied by The Association.

#### **18. EXHIBITION GAMES - FEES PAYABLE TO THE ASSOCIATION:**

a) Game(s) fees shall be paid to The Association within thirty (30) days of the scheduled game(s) as follows:

- i) For each game involving one (1) foreign professional team, an amount equal to eight percent (8%) of the gross gate receipts of which amount two and one-half percent (2.5%) shall be remitted to the Association in Membership in whose territory the game is played and two percent (2%) shall be remitted to CONCACAF.
- ii) For each subsequent game in the same province in an organized series of matches as submitted by one applicant involving one (1) foreign professional team, an amount equal to six percent (6%) of the gross gate receipts of which amount one and one-half percent (1.5%) shall be remitted to the Association in Membership in whose territory the game is played and two percent (2%) shall be remitted to CONCACAF.
- iii) An administrative fee must accompany any application from a Senior Amateur Team or Amateur League who apply to organize a game involving foreign amateur teams. (See fee schedule).

#### **19. EXHIBITION GAMES - LETTER OF CREDIT:**

Final approval to organize a game involving foreign professional team(s) will be granted only upon receipt by The Association of a Letter of Credit made out to The Association in the amount

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of the estimated game fee(s) payable to The Association, as estimated by The Association at its sole discretion. The Letter of Credit must be received by The Association no later than thirty (30) days prior to the scheduled commencement of the event and remain in force for sixty (60) days after the completion of the event. The Letter of Credit will be returned to the organizer upon receipt of the game fee(s) stated in Rule 18 and the financial statement required under Rule 22, otherwise The Association at its sole discretion may present the Letter of Credit to the appropriate financial institution.

#### **20. EXHIBITION GAMES - APPOINTMENT OF OFFICIALS:**

Referees and linesmen for all games involving foreign professional teams will be appointed by the Association's Referee Committee.

#### **21. EXHIBITION GAMES - ASSOCIATION REPRESENTATIVE:**

The Association, at its discretion, may appoint a representative to attend any games involving foreign teams. Similarly, The Association may request the Provincial/Territorial Association in whose territory the game is played to appoint a representative. In each case, the representative shall be accorded all privileges and courtesies by the organizer who shall extend to him/her whatever assistance is necessary in order that s/he may fulfill his/her responsibilities. Any expenses incurred by the representative are to be paid by the organizer.

#### **22. EXHIBITION GAMES - FINANCIAL REPORT:**

For any game involving a foreign professional team, the organizer shall forward a complete financial statement outlining all receipts and disbursements to The Association, accompanied by a certified cheque or money order for the appropriate game fee(s), within thirty (30) days of the game(s) being held. A ticket manifest issued by the stadium authorities where the game is played must accompany the financial statement forwarded to The Association.

#### **23. EXHIBITION GAMES - CONFLICTS:**

- a) In the event that an organizer of an exhibition game involving a foreign professional team requests a date and venue which is in conflict with a game being organized by The Association, The Association shall have preference of the date and venue.
- b) The Association may, after prior consultation with the Provincial/Territorial Association, suspend all games scheduled in the area where a game involving a foreign professional team is being played, and the game is organized by The Association.

#### **24. EXHIBITION GAMES - CONFLICT WITH LEAGUES IN MEMBERSHIP:**

This Association will not allow a match involving foreign professional teams to be played within 48 hours of a regularly scheduled regular season and/or play-off game of a League in Membership in the same general metropolitan area where the game is proposed to be played (as defined solely by the C.S.A.).

#### **25. EXHIBITION GAMES - F.I.F.A. APPROVAL RE: TOURNAMENT:**

F.I.F.A. approval (obtained through this Association) is required for any tournament involving one

or more foreign teams. Applications to hold a tournament involving one or more foreign teams must:

- i) be made at least ninety days before the tournament is scheduled to begin;
- ii) include the tournament rules and any other pertinent information, and
- iii) be accompanied by a processing fee as determined by the Board of Directors.

**26. EXHIBITION GAMES - GENERAL:**

Any matter not specifically provided for in Rules 16 through 26 shall be decided by the Executive Committee of The Association.



**Note:**

Rules and Regulations of The Association take precedence over all other Association documents whenever a conflict regarding interpretation may appear.

**CANADIAN SOCCER ASSOCIATION  
RULES, REGULATIONS  
AND ADMINISTRATIVE GUIDE 2008**



**SECTION TWO**

**FEES**

# CANADIAN SOCCER ASSOCIATION

## RULES, REGULATIONS AND ADMINISTRATIVE GUIDE

### SECTION TWO

#### FEES – 2008

##### 1) AFFILIATION

- a) each member Association, League Membership and/or Associate Members **\$500.00**
- b) each club affiliated to a professional Division I and Division II League **\$300.00/club**

##### 2) CASH BONDS

Professional national and inter- provincial Leagues:

initial payment \$5,000.00 reduced by \$1,000.00 annually until the value of the bond has been reduced to \$1,000.00, subject to review from time to time.

##### 3) PLAYER REGISTRATION

Senior/Youth: **C.S.A. Player Levy System**  
Professional (Divisions I and II): **\$50.00/ player**  
**(maximum of \$1,500.00 per club)**

##### 4) REFEREE FEES

a) FIFA Referees/FIFA Lines, National Referees,  
Nominated National Referees;  
National Assessors, Nominated National Assessors;  
Nominated Referee Instructors  
National Referee Instructors: **\$100.00**

b) Referee Levy System **Based on the CSA Player Levy System**

**5) Referee Clinics (Class I only) 50% of clinic fees**

**6) Coaching Course INSTRUCTOR FEES \$10.00**

##### 7) PERMITS

- a) General **\$50.00**
- b) Retained players: Division III club **\$75.00**
- c) Retained players: Professional club  
(Divisions I and II) **\$125.00**

##### 8 ) TRANSFERS

- a) Amateur to professional (Division III) **\$125.00**  
Professional clubs violating this rule shall be fined in the sum of \$50.00  
(Division III)

b) Amateur to professional (Division I and II) **\$175.00**

**9) LOAN AGREEMENTS \$ 50.00**

**10) REINSTATEMENTS**

All applications for reinstatements, accompanied by a fee of **\$100.00** must be made through the Provincial/Territorial Association with which the player is registered. **\$ 100.00**

Such application forms shall be supplied by the Secretary of the C.S.A.

**11) APPEALS**

A certified cheque or money order to be forwarded to the C.S.A. by the applicant in the amount of **\$1,000.00** plus costs. **\$ 1,000.00**

**12) INTERNATIONAL RELEASES**

For all *professional* players coming into Canada an administrative fee in the amount of \$200.00 per release to be submitted to the CSA

**\$200.00**

(International Certificate of Transfer) to be submitted to the C.S.A. to secure international release of said player.

The administrative fee for all *amateur* players coming into Canada is \$75.00 per release (International Certificate of Transfer) to be submitted to the CSA

**\$ 75.00**

**13) APPLICATION FOR TRAVEL**

For all teams applying for travel outside Canada (except to U.S.A.) a fee of \$100.00 to accompany said application.

**\$ 100.00**

**14) EXHIBITION GAMES**

(a) For game fees regarding exhibition games involving *foreign teams*, please refer to Rules 16 through 26 inclusive in the C.S.A. Administration Guide.

(b) For Senior Amateur or Amateur Leagues who apply to organize a game involving a *foreign amateur team* the fee payable to the C.S.A. is \$100.00.

**\$100.00**

**15) INTERNATIONAL CLUB FRIENDLY TOURNAMENTS**

Following F.I.F.A.'s regulations of approving *International Club Friendly Tournaments* (teams from U.S.A. exempt) an administrative fee of \$100.00 to process the applications for approval has been implemented. Payment of this administrative charge must accompany the application for approval. **\$100.00**

**16) OUTSTANDING INVOICES**

18% interest per annum (1.5% monthly) applied to outstanding levies and all invoices over 30 days. No interest will be charged if payment is received within 30 days of the date of the invoice.

Payment for Travel Costs for National Club Championships to be received immediately upon receipt of invoice ( 7 days grace accorded).

**17) Player's Agent Examination – Administrative Fee** **\$1,000.00**

**CANADIAN SOCCER ASSOCIATION  
RULES, REGULATIONS  
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**SECTION THREE**

**REFEREE POLICIES AND PROCEDURES**

# CANADIAN SOCCER ASSOCIATION ADMINISTRATIVE GUIDE

## REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

### Preamble

Pursuant to The Canadian Soccer Association Rules, Regulations and Administrative Guide, Section Two, paragraph 11(j), the Board is authorised to make Regulations with reference to Match Officials as they deem expedient. These are Regulations made under that Rule.

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.

Provincial Associations shall act as, or appoint, a Referees' Committee to carry out its functions under these Regulations.

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

**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 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, (eg University Student, temporary work assignment, etc) or by proximity to a Provincial boarder may apply to be an associate referee

**Assessors** **Individuals authorised 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 authorised 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, The Association shall act through the Board, which shall delegate such functions to the Referees' Committee.

## **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.

## 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 a 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.

## 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 at 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> April each season. A Youth referee will automatically become a District referee on reaching the age of 16.

#### 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.

## 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 at Appendix A. 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.

## **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. 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 Disciplinary Committee subsequently imposes a penalty of suspension from playing or coaching; 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:

- (1) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (2) Evidence in support of the allegation(s) to be called.
- (3) 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).
- (4) 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).  
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.
- (5) 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.
- (6) 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.
- (7) 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.

- (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

#### **8. Appeals against Decisions of the Referees' 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 publicise 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.

## **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.

#### **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.

## **11. Referees' Uniforms**

- (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 200cm<sup>2</sup>. 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.

## **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 1<sup>st</sup> June each year a complete list of registered Referees, by classification, in a format required by The Association.

### 13. Codes of Conduct

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

### 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 an 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.

### 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 an 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.

By Order of the Board,

## Appendix A

### **Guide To Club Marking of a Referees Performance**

The mark awarded by a club must be based on the referee's **overall** performance, It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range	<u>Comment</u>
91-100	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.
81-90	The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.
71 – 80	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.
61-70	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
51-60	The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players resulting in variable fair play.
50 and below	The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play

### **Notes**

- Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately.

- A mark within each mark range can be given to reflect the referee's performance e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.
- **A mark between 71 and 80 represents the standard of refereeing expected.**
- When a mark of 50 or less is awarded, an explanation must be provided to the League, Competition or Provincial Association by completing the appropriate box on the marking form. It must include comments which could help improve the referee's future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

### **How to Decide on the Referee's Mark**

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

### **CONTROL AND DECISION MAKING**

- How well did the referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

### **COMMUNICATION AND PLAYER MANAGEMENT**

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?

- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

### Final Thoughts

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over **the whole game**. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.



**Club Report on Match Referee**  
**Form to be completed after every match**  
**Club** \_\_\_\_\_

Date \_\_\_\_\_

Competition \_\_\_\_\_

Home Club	
Away Club	

<b>Referee</b>	
----------------	--

#### Referee's Performance

<i>Please tick appropriate box</i>	Disappointing	Reasonable	Good	Excellent
a) Overall control				
b) Overall decision making				
c) Communication and player management				

The mark must reflect the referee's overall level of control, accuracy of decision making and management of and communication with players. When deciding on a mark consideration should be given to such aspects of the referee's performance as: impartiality, confidence, fitness, positioning, signalling, use of advantage, handling of major incidents

A mark between 91-100 would be regarded as 'excellent'

A mark between 71 and 80 would represent the standard expected

**Mark out of 100**

/100
------

**SECTION 3. Additional comments (Continue overleaf if necessary)**

If any area is marked "disappointing", or the mark awarded is 50 or less, detailed, constructive comments which could help improve the referee's future performances are required

**Name (please print)**.....

**Position held in club**.....

..... Within 48 hours of the match

**Signature:**.....

Pl  
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## **Appendix B**

### **Memorandum of Provincial Association Responsibilities for Registered Referees**

Provincial Associations must provide, as a minimum, the following for referees administered by them:

#### **Registration**

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Canadian Soccer Association from time to time. Provincial Association will collect, on behalf of The Association, the National Registration fee and, where appropriate, any Provincial Registration Fee. Associate Referee fees levied for Referees administered by another Provincial Association will also be collected by the Provincial Association.

#### **Provision of Provincial Soccer Association Handbook**

Provincial Associations should provide, as a minimum, the Provincial Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

#### **Public Liability Insurance**

Adequate cover for public liability insurance should be provided in accordance with individual Provincial requirements.

#### **Recruitment and Basic Training of New Referees**

The recruitment and training of new referees is an important area which Provincial Associations have responsibility towards the development of the future of the game. The Association supports this area with provision of material support and instructor development.

#### **Mentor Scheme**

It is recognised that mentoring is an aid to retention and Provincial Associations are encouraged to extend the service to referees wherever possible.

#### **Promotion and Assessment Scheme**

Provincial Associations are responsible for the promotion of referees up to Provincial Referee in accordance with the Regulations for the Registration and Control of Referees, by ensuring that referees are active at the appropriate level and are regularly assessed. Referees, outside the promotion scheme, who are administered by the Provincial Association, should be regularly assessed for development purposes.

#### **In- Service Training**

Referees below the National List are provided with in-service training by Provincial Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees. Other in-service training should be provided for referees as appropriate.

#### **Appointments**

Provincial Associations make appointments to its individual Competitions. In addition, it is invited to make nominations in respect of National Competitions at the request of The Canadian Soccer Association Referees Department.

#### **Fees**

Provincial Associations set match officials fee limits to ensure parity across the Competitions and Leagues it sanctions.

#### **Nominations to the National List**

Provincial Associations are required to nominate eligible and suitable referees to join the National List from its Provincial Referees on request from The Canadian Soccer Association Referees Department. Those Referees who are nominated for consideration to the National List must have successfully met the criteria as determined by The Canadian Soccer Association Referees Committee from time to time.

### **Allocation to Leagues**

Referees successfully completing the entry level course are to be advised, in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues and competitions on which they may operate.

### **Legal Advice**

Provincial Associations may assist in the provision of legal advice where appropriate to referees. This could involve seeking advice from The Canadian Soccer Association on behalf of the referee in certain circumstances.

### **General Advice**

General advice and guidance on all football related matters, including directives and information from The Association, should be promulgated by the Provincial Association to those referees it administers.

### **Transfers**

Provincial Associations are responsible for ensuring that Provincial Referees and below who move to another Province are notified to the receiving Provincial Association. The Canadian Soccer Association Transfer Form is to be used for this purpose, a copy of which is at Appendix C to the Regulations for the Registration and Control of Referees. On receipt of that notification, the receiving Provincial Association should ensure that the referee is made aware of the refereeing activities in the Province.

### **Referee Discipline**

The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those referees not operating on the National List or above, to the Provincial Association who administers the Referees registration. A Referee may be dealt with in the normal course as a participant for any alleged misconduct pursuant to the Rules of the Association (ie by a Disciplinary Commission), in addition to having issues relating to the Registration as a Referee considered by the appropriate Referees Committee. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Provincial Association.

### **Nominations to Referee Instructor Courses**

Provincial Associations should identify those candidates it considers suitable to attend the Accredited Referee Instructors Course in accordance with the criteria notified by The Association from time to time.

### **Nominations to Referee Assessor Courses**

Provincial Associations should identify those candidates it considers suitable to attend the Accredited Referee Assessor Course in accordance with the criteria notified by The Association from time to time.

### **Liaison with the Canadian Soccer Association Referee Department**

Provincial Associations should make every use of the services of the Canadian Soccer Association Referee Department in the support of its responsibilities for registered referees as outlined in this Memorandum.

In addition Provincial Associations are encouraged to consider offering the following to referees administered by them, dependent upon the size and make-up of the Provincial Association:

**Schools of Excellence and Referee Academies**

Provincial Associations are strongly encouraged to include a School of Excellence or Referee Academy for referees. The Association will support this with provision for instructor development and programmes specifically designed for referee development within this environment.

**Personal Accident Insurance**

Provincial Associations are encouraged to investigate the need for Personal Accident Insurance for referees.

**APPENDIX C**

**PA/T  
REQUEST FOR A TRANSFER TO ANOTHER  
PROVINCIAL ASSOCIATION**

A referee must register with the Provincial Association where he/she resides. The following form must be completed and forwarded to the Provincial Association with which you are currently registered.

**FULL  
NAME**.....  
.....

**AGE AS AT 1 January (next)**.....**DATE OF  
BIRTH**.....

**PREVIOUS  
ADDRESS**.....  
.....

.....**POSTAL CODE**.....

**TELEPHONE NUMBER**

**(H)**.....**(B)**.....  
.....

**PREVIOUS PROVINCIAL ASSOCIATION**.....

**CURRENT CLASSIFICATION**.....**YEAR  
OBTAINED**.....

**SEASON LAST  
REGISTERED**.....

**DATE OR YEAR OF EXAMINATION.....**

**NEW ADDRESS.....**  
.....

.....**POSTAL**  
**CODE.....**

**TELEPHONE NUMBER**

**(H).....(B).....**

**DATE OF AVAILABILITY IN NEW AREA.....**

**DETAIL ANY RESTRICTIONS CONCERNING AVAILABILITY.....**

.....  
.....

**Signed..... (Referee)**

**Circulation:   The Canadian Soccer Association (National List Officials only)**  
**Current Provincial Association**  
**New Provincial New Provincial Association**

**CANADIAN SOCCER ASSOCIATION  
RULES, REGULATIONS  
AND ADMINISTRATIVE GUIDE 2008**



**SECTION FOUR**

**ADMINISTRATIVE PROCESS SUPPORTING  
THE APPLICATION OF BY-LAW 6  
MEMBERSHIP**

# **CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE**

## **SECTION FOUR**

### **ADMINISTRATIVE PROCESS SUPPORTING THE APPLICATION OF BY-LAW 6 - MEMBERSHIP**

1. Members are expected to be in compliance with the Association's statutes and directives at all times.
2. Where a member is not in compliance, the member may be declared to be not in good standing by a duly constituted meeting of the Board of Directors which declaration must be ratified at the next general meeting of the Association by a simple majority of delegates present and eligible to vote.
3. Prior to any declaration by the Board of Directors, the following procedures is to be strictly observed:
  - (a) The Director General will at the request of the Director responsible for the program or the President, report the circumstances of non-compliance in writing to the Board of Directors for consideration at their next scheduled meeting.
  - (b) If, at that meeting, the Board determines that the member is not in compliance, the President shall write to the President of the member association to ensure that the Chief Executive of that organization is aware of the situation and to request that corrective action be taken as soon as possible and give an opportunity to the member to appear before the Board of Directors at the next scheduled meeting of the Board, if corrective action has not been taken beforehand.
  - (c) Should the member fail to take corrective action as requested, the matter will be placed on the agenda of the next meeting of the Board of Directors for formal declaration of not in good standing.
  - (d) If such a declaration is made, the member shall be so advised in writing immediately.
  - (e) Upon the declaration of the Board of Directors that a member is not in good standing, all Membership rights of that Member in the Association shall continue until such time as the Board of Directors decision has been ratified by the General Membership.
  - (f) The declaration will be put before the delegates at the next general meeting of the Association for ratification. Ratification requires a simple majority of the votes of the delegates. The subject of the declaration is not entitled to vote but is allowed to address the delegates, then will leave the meeting room whilst the matter is discussed and voted upon.
  - (g) Ratification of a declaration of not in good standing shall take place immediately following the Roll Call.

4. A member may not be restored to good standing until the member is in full compliance or, in the case of a failure to meet financial obligations, a business plan has been presented to and accepted by the Board of Directors.
5. The Board of Directors in its sole discretion has the authority to restore a member to good standing.
6. A member not in good standing at a general meeting loses all membership rights in the Association until that member is restored to good standing.

**CANADIAN SOCCER ASSOCIATION  
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**SECTION FIVE**

**CODE OF CONDUCT SUPPORTING  
RULE XI – DISCIPLINE**



# CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE

## SECTION FIVE

### CODE OF CONDUCT / SUPPORTING RULE XI / DISCIPLINE

This Code of Conduct is a guide for members in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Specific questions should be addressed to the C.S.A. office.

It shall be the moral and ethical responsibility of all members involved in the sport, to ensure to the best of their ability that the following are adhered to. For the purpose of this code the word "member" or "membership" means any individual, team, group or association involved in or representing the sport at any level or in any capacity.

(1) Members have an obligation not only to abide by the Rules and Regulations of the Association but also to act in a manner that evidences their commitment to the principles and intent of the Rules and Regulations.

(2) All members should expect to be treated equitably and fairly in all matters. Members shall not discriminate against other members by means of different unequal or inconsistent treatment applied to individuals or segments of the members.

(3) Private interests shall not provide the potential for, or the appearance of an opportunity for benefit, wrongdoing or unethical conduct. It is important to emphasize that conflict of interest relates to the potential for wrongdoing as well as to actual or intended wrongdoing.

(4) Information or data entrusted to members for use in their capacity or position shall not be disclosed or disseminated in a manner that may cause embarrassment to the Association, or that betrays a trust or confidence.

(5) Members shall at all times exhibit deportment that maintains the Association's reputation, and shall at no time harm or hinder the Association or its ability to represent the sport.

(6) No member shall harass another member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures or physical contact that, whether indirect or explicit, has the purpose or effect of humiliating, interfering with or creating an intimidating situation for that other member. Harassment will be considered any such inappropriate behaviour, be it ethnic, religious or sexual in nature.

(7) The interaction or involvement of members under the jurisdiction of the Association shall not result in threats, intimidation, or inflicted physical distress between such members, whether implied or explicit.

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**SECTION SIX**

**ASSOCIATION 'STATEMENT OF FACT' DOCUMENT**

**Supporting the Application of Rule 13 – Appeals**

**CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE**  
SECTION SEVEN  
STATEMENT OF FACT DOCUMENT SUPPORTING THE APPLICATION OF RULE 13 - APPEALS



## Canadian Soccer Association

### STATEMENT OF FACT DOCUMENT – RULE 13 ‘APPEALS’

(Please type or print)

Date:

Office Use: • Documents • Member • Fee Case # \_\_\_\_\_

Appellant:

Respondent:

Request for Leave to Appeal a Decision By:

\_\_\_\_\_   
Provincial Association

Basis of Request for Leave to Appeal ( State below rule or regulation)

**Appellant Witness(es) 3 Maximum**

**Respondent Witness(es) 3 Maximum**

Other Parties with leave of the Committee

**Committee Agreement to Hear Appeal:**

Yes • No •

Committee

Chair:

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Location:

Date:

Time:

**Hearing Members**

Chair

**Decision of CSA Appeals Committee**

Disposition of Fees:

Chair \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**CANADIAN SOCCER ASSOCIATION  
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**SECTION SEVEN**

**ASSOCIATION HARASSMENT POLICY**

**CANADIAN SOCCER ASSOCIATION  
RULES, REGULATIONS  
AND ADMINISTRATIVE GUIDE 2006 - 2007**



**SECTION SEVEN**

**ASSOCIATION HARASSMENT PREVENTION POLICY**

**1. POLICY STATEMENT ON DISCRIMINATION AND HARASSMENT:**

The Canadian Soccer Association (CSA) is committed to creating and maintaining a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

The CSA is committed to providing an environment free of harassment on the basis of race, nationality or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability.

In keeping with this policy, the CSA encourages the reporting of all incidents of harassment regardless of who the harasser may be and is committed to a process that is widely published in the soccer community, available to all participants and easy to follow and implement.

Notwithstanding this policy, any person who experiences harassment continues to have the right to seek assistance from the provincial human rights commission.

**2. CSA PARTICIPANTS**

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants who are under the jurisdiction of the CSA.

This policy applies to harassment which may occur during the course of all CSA business, activities and events. It also applies to harassment occurring outside those situations, when the harassment is occurring between individuals covered by this policy and when such harassment adversely affects relationships within the CSA's work and sport environment.

Harassment may occur in a number of ways, e.g. a staff member by a member of the Board of Directors, or of an athlete by a staff member, or of a staff member by an athlete, or of an athlete by an athlete.

### **3 DISCRIMINATION**

Discrimination is any distinction, whether intentional or not but based on prohibited grounds, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or has the effect of withholding or limiting access to opportunities, benefits and advantages available to others.

The prohibited grounds of discrimination under the CSA Policy includes the grounds of discrimination prohibited by applicable laws such as: citizenship; colour; ethnic origin; language (but not where a language is qualification for employment or office); place of origin; race; sex; sexual orientation, family or marital status, and handicap or disability.

### **4. HARASSMENT**

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada. In its more extreme forms, harassment, in particular, sexual harassment, can be an offence under Canada's Criminal Code.

#### **4.1 Definitions of Harassment:**

Harassment is improper behaviour related to one or more prohibited grounds that is offensive and which the person knew, or ought reasonably have know would be inappropriate or unwelcome. The behaviour can be verbal or physical and can occur on a one-time repeated or continuous basis. A person does not have to intend to harass for the behaviour to be harassment.

Harassment can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause offence, discomfort, or personal humiliation or embarrassment to a person or a group of persons.

Examples of harassment include:

- hostile verbal and non-verbal communications;
- unwelcome remarks, jokes, innuendo or teasing linked to a prohibited ground such as a person's looks, body, attire, age, race, religion, sex or sexual orientation;
- condescending, paternalistic or patronizing behaviour linked to prohibited grounds of discrimination which undermines self-esteem, diminishes performance or adversely affects working conditions;
- practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- any form of hazing;
- use of terminology that reinforces stereotypes based on prohibited grounds of discrimination.

- vandalism or physical assaults motivated by prohibited grounds of discrimination
- acts of retaliation designed to punish an individual who has reported discrimination or harassment.
- threats of retaliation designed to dissuade an individual from reporting discrimination or harassment.

Racial and/or religious harassment is deemed to include but is not limited to:

- belittling or abusing of a particular religion, race or ethnic group;
- denial of opportunity on the basis of a person's race, colour or religion;
- making fun of particular religious observances or of real or alleged racial or ethnic characteristics;
- spreading hate literature or in any way promoting racial or religious hatreds;
- expressing the view that any one race is superior to another.

#### **4.2 Discipline in Training**

Discipline in training is an indispensable part of high performance sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority:

- set and communicate non-discriminatory performance standards, selection criteria, rules and regulations to all participants.
- be consistent in corrective or punitive action without discrimination or harassment based on prohibited grounds.
- use non-discriminatory terminology; and
- address individuals by name and avoid the use of derogatory slang or offensive terms.

#### **4.3 Sexual Harassment**

In this policy sexual harassment means unwelcome sexual remarks or advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;
- refusal to comply with a sexually-oriented request results in actual denial of an opportunity, or an expressed or implied threat of denial of opportunity for such refusal;
- such conduct has the purpose or effect of interfering with an individual's performance; or
- such conduct creates an intimidating, hostile or offensive environment;

Sexual harassment may occur in the form of such conduct by males toward females, between males, between females, or by females toward males.

Some examples of types of behaviour which may be sexual harassment include:

- sexually degrading words used to describe a person;
- criminal conduct such as stalking, and physical or sexual assault or abuse;
- promises or threats contingent on the performance of sexual favours;



- the display of visual material which is offensive or which one ought to know is offensive, for example pornographic images, sexual/sexist graffiti or any display of sexually explicit material or pictures;
- leering or other suggestive or obscene gestures;
- unwanted physical contact including touching, petting, pinching or kissing or unwanted sexual attention by a person who knows or ought reasonably to know that such attention is unwanted;
- unwelcome sexual flirtations, sexual remarks, advances, requests or invitations whether indirect or explicit; or
- unwanted inquiries or comments about an individual's sex life or sexual preferences;
- unwanted sexual flirtations, advances or propositions;
- derogatory or degrading remarks about a person's sexuality or sexual orientation;
- acts of retaliation to punish an individual who has rejected sexual advances;
- threats of retaliation if sexual advances are rejected.

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

- for having invoked this policy (whether on behalf of oneself or another);
- for having participated in any investigation under this policy; or
- for having been associated with a person who has invoked this policy or participated in these procedures

will be considered a form of sexual harassment.

## **5. RESPONSIBILITIES**

Prevention and intervention are key to achieving a sport environment free of discrimination and harassment. The CSA must present a positive role model. CSA participants should:

- communicate the CSA's objective to create and maintain a sport environment free of harassment and discrimination and with a view to discouraging harassment; and
- exercise good judgment and initiate appropriate action under this policy, if they become aware that discrimination or harassment may have occurred.

### **5.1 RESPONSIBILITIES OF THE PEOPLE IN CHARGE**

The Officers, Board Members, Head of Delegation of the CSA are expected to contribute positively to the development of an environment in which harassment does not occur.

The Executive Committee is responsible for:

- ensuring that investigation of formal complaints of harassment is conducted in a sensitive, responsible and timely manner;
- imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- supporting and assisting any employee or member of the CSA who experiences harassment by someone who is not an employee or member of the CSA:

- ensuring that this policy is posted on the web-site and the information is contained in the Guide;
- appointing Harassment Prevention Officers and investigators and (with the exception of third party professionals), providing the training and resources they need to fulfil their responsibilities under this policy;
- appointing case review panels and appeal bodies and providing the resources and support they need to fulfil their responsibilities under this policy; and
- maintaining records as required under this policy.

## **5.2 COACH/ATHLETE SEXUAL RELATIONS**

The CSA takes the view that intimate sexual relations between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on the CSA's public image.

The CSA, therefore, takes the position that such relationships are unacceptable for coaches coaching or assisting in any way with a Canadian National team or for all coaching staff involved with National Training Centres. Should a sexual relationship develop between an athlete and a coach, the CSA will investigate, in accordance with this policy, and take action, where appropriate, which could include reassignment, or if this is not feasible or appropriate, a request for resignation or dismissal from employment.

Member Associations are encouraged to adopt a similar policy.

## **6. DISCIPLINARY ACTION**

Employees, members or registrants of the CSA against whom a complaint of harassment is substantiated may be subject to discipline, according to the severity of the substantiated conduct, up to and including dismissal from employment, termination of membership or registration or a life time suspension from all soccer activities for a limited time period or permanently, depending on the nature of the conduct.

## **7. CONFIDENTIALITY**

The CSA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. The CSA recognises the interests of both the complainant and the respondent and, to the extent practicable and appropriate under the circumstances, will maintain confidentiality through the process. However, if required by law to disclose information, the CSA will do so.

## **8. HARASSMENT PREVENTION OFFICERS**

The CSA Board of Directors shall appoint four (4) appropriately qualified persons, two male and two female, to serve as National Harassment Prevention Officers.

The role of Harassment Prevention Officers is to receive complaints, assist in informal resolution of complaints and preparation of formal written complaints that are referred to the Executive Committee for further investigation. The Harassment Prevention Officers shall deal with complaints affecting National Teams, National Training Centre programs

and in any national events under the auspices of the CSA. In carrying out their duties under this policy, Harassment Prevention Officers shall be directly responsible to the CSA Executive Committee.

All Harassment Prevention Officers will be required to have a Canadian Police Information Centre ("CPIC") check to ensure that their suitability for this role has not been compromised by a conviction in offences concerning children.

The CSA shall ensure that Harassment Prevention Officers receive appropriate training and support for carrying out their responsibilities under this policy.

Each Provincial Association is encouraged to appoint "Provincial Harassment Prevention Officers" who shall deal with complaints arising from within their Provincial Association(s). In the event of an absence of a duly appointed Provincial Harassment Prevention Officer, one of the National Harassment Prevention Officers may be appointed on a temporary basis to handle a complaint.

## **9. COMPLAINT PROCEDURES**

For the purpose of this section of the policy a person who experiences harassment is referred to as the "complainant" even where no formal complaint is filed.

- (1) A person who considers that they have been subjected to harassment is encouraged to make it known to the person responsible for the conduct that the behaviour is unwelcome, offensive and contrary to CSA policy.
- (2) If the complainant does not wish to confront the person responsible for the conduct directly or if the conduct continues after it is brought to the attention of the person responsible for the conduct, the complainant should:

- (a) speak to a Harassment Prevention Office; or
- (b) report the matter to an "official" of the CSA, for the purpose of this section, an official is any person in a responsible staff or volunteer position. In that event, the official should then refer the matter to an Harassment Prevention Officer.

- (3) The Harassment Prevention Officer shall inform the complainant of:

- the options to pursue an informal resolution of his or her complaint;
- the right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- the availability of support provided by the CSA;
- the confidentiality provisions of this policy;
- the right to be represented by a person of choice at any stage in the complaint process including legal counsel at the complainant's own expense;
- the right to withdraw from any further action in connection with the complaint at any stage (even though the CSA might continue to investigate the complaint); and
- other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

9.1 There are four possible outcomes to a meeting between the complainant and a Harassment Prevention Officer.

- (1) The complainant and Harassment Prevention Officer agree that the conduct does not constitute harassment.
  - a. If this occurs, the Harassment Prevention Officer will take no further action and will make no written record other than reporting to the CSA Executive on a monthly basis the number of such incidents the Officer dealt with.
- (2) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.
  - (a) If this occurs, the complainant may ask the Harassment Prevention Officer to speak with the person whose conduct has caused offence with a view to assisting the parties to negotiate a solution acceptable to the complainant, the person against whom the complaint is made and the CSA. If desired by the parties and if appropriate, the Harassment Prevention Officer may appoint a neutral mediator to be agreed upon by the parties. In that event, the expense of the arbitrator shall be borne by the CSA.
  - (b) If informal resolution yields a result which is acceptable to the parties, the Harassment Prevention Officer will make a written record that a complaint was made, the nature of the complaint, the fact that it was resolved informally to the satisfaction of the parties and no further action will be taken. A copy of the written record will be maintained by the Executive Committee at the CSA National Office for a period of 7 years in the Harassment Prevention Officers' files which shall be kept confidential and access to them shall be restricted to the Executive Committee, the Chief Operating Officer and the Harassment Prevention Officers. The Executive Committee, in its discretion, may direct the destruction of records at an earlier date, or the retention of records for a longer period of time, as may be appropriate in the circumstances of each case.
  - (c) If informal resolution fails to resolve the complaint, the complainant retains option of making a formal written complaint.
3. The complainant brings evidence of harassment but does not wish to lay a formal complaint.
  - (a) if this occurs, the Harassment Prevention Officer must decide whether or not to make a formal written complaint, even if it against the wishes of the complainant.
  - (b) when the Harassment Prevention Officer decides that the evidence and surrounding circumstances require a formal written complaint, the Harassment Prevention Officer will prepare a formal written complaint.
  - (c) if the Harassment Prevention Officer decides not to make a formal complaint a written record will be maintained only:
    - with the consent of the complainant; or
    - where there Harassment Prevention Officer decides to speak to the person whose conduct has caused offence.

(4) The complainant brings evidence of harassment that results in a formal written complaint.

Where a decision is made to lay a formal written complaint:

- The Harassment Prevention Officer will assist the complainant in drafting a formal written complaint, to be dated and signed by the complainant; or
- Where the Harassment Prevention Officer files the complaint on his or her own initiative without the complainant's consent, if such action's believed to be necessary, the Harassment Prevention Officer will draft a formal written complaint; and
- The written complaint must set out the details of the incident(s), behaviour or conduct alleged to constitute harassment and the names of any witnesses to the incident(s).

## **10. FORMAL COMPLAINT INVESTIGATION**

(1) The Harassment Prevention Officer will give copies of the complaint without delay to:

- (a) the person against whom the complaint is made;
- (b) the complainant; and
- (c) the Executive Committee;

(2) The person against whom the complaint is made shall also:

- (a) be given a copy of this policy;
- (b) reminded of their right to retain outside counsel at their own expense, or otherwise be accompanied by a person of their choice at any stage in the proceedings under this policy;
- (c) be advised that they may, within (10) days of receipt of the complaint file a written response with the Harassment Prevention Officer at their option; and
- (d) be advised that an investigation will be undertaken.

(3) Where a formal complaint is filed, the Harassment Prevention Officer may also meet with the complainant with a view to obtaining an apology or otherwise resolving the complaint to the satisfaction of the parties.

(4) Where the meeting in section 10(3) is not appropriate in the circumstances, or does not result in resolution of the complaint, the Executive Committee shall promptly appoint someone to investigate the complaint. Where sexual harassment is alleged the Executive Committee shall appoint two individuals, a male and a female to investigate the complaint. A complaint shall be investigated by people who are independent and neither personally or professionally associated with the parties to the complaint. The investigators may be employees, members or registrants of the CSA, or may be third party professionals retained by the CSA as the Executive Committee deems appropriate for the circumstances.

(5) The results of the investigation shall be contained in a written report which may include material obtained during the course of the investigation and may also include recommendations based on the results of the investigation.. A copy of the investigation report shall be provided to:

- (a) the Executive Committee;
- (b) the complainant; and
- (c) the person against whom the complaint is made.

Within fourteen (14) days of receiving the investigation report the Executive Committee shall appoint a Case Review Panel comprised of three (3) independent persons. This panel shall consist of at least one female and one male. To ensure freedom from bias, no member of the panel shall have a personal or professional relationship with either the complainant or the respondent.

(6) Within twenty-one (21) days of its appointment, the Case Review Panel shall:

- (a) if appropriate in the circumstances and at its discretion, make a finding based on the information contained in the investigation report that harassment has or has not occurred; or
- (b) convene a hearing.

(7) In respect of a hearing convened by the Case Review Panel:

- (a) the proceedings shall be governed by such rules and procedures as the panel may decide;
- (b) the complainant and respondent shall be given fourteen (14) days notice, in writing, of the day, time and place of the hearing and a copy of the rules and procedures governing the hearing;
- (c) members of the panel shall select a chairperson from among themselves;
- (d) a quorum shall be all three panel members;
- (e) decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
- (f) the hearing shall be held in camera;
- (g) both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint but the Harassment Prevention Officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed in their absence;
- (h) the complainant and respondent may be accompanied by a representative or advisor and, where necessary, by a certified translator, at the expense of the CSA;
- (i) the Harassment Prevention Officer may attend the hearing at the request of the panel.

(8) Within fourteen (14) days of the conclusion of the hearing the case review panel shall present its findings in a written report to the Executive Committee, which shall contain:

- a summary of the relevant facts;
- a finding as to whether the acts complained of constitute harassment as defined in this policy; and
- recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment;
- in the event that the acts complained of do not constitute harassment as defined in this policy, a finding as to whether the allegations of harassment were unsupported, false, vexatious or retaliatory, as may be appropriate; and

- in that event, recommended measures, as may be warranted, to remedy or mitigate the harm or loss suffered by the individual against whom the complaint was made, if the acts do not constitute harassment and were false, vexatious or retaliatory.
- (9) A copy of the report of the Case Review Panel shall be provided, without delay, to both the complainant and the respondent.

## 11. DISCIPLINARY SANCTIONS

(1) When determining appropriate disciplinary action and corrective measures, the Case Review Panel may consider factors including, but not limited to:

- the nature of the harassment;
- whether the harassment involved any physical contact;
- whether the harassment was an isolated incident or part of an ongoing pattern;
- the nature of the relationship between complainant and harasser;
- the age of the complainant;
- whether the harasser had been involved in previous harassment incidents;
- whether the harasser admitted responsibility and expressed a willingness to change; and
- whether the harasser retaliated against the complainant.

(2) In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- a verbal apology
  - a written apology
  - a letter of reprimand from the CSA
  - a fine or levy
  - removal of certain privileges of membership or employment;
  - temporary suspension with or without pay;
  - termination of employment or contract; or
  - expulsion from membership; or
  - any other remedy as may be appropriate.
- Within seven (7) days of receipt of the report of the Case Review Panel, the Executive Committee shall consider the recommendations of the Case Review Panel and make a decision as to the appropriate sanction which shall be contained in a Final Report.
  - Where no appeal is made as provided for in the following section on Appeals, then the decision will be implemented by the Executive Committee of the CSA.
  - The complainant will be informed of the outcome of the proceedings and of any discipline or other action taken by the Executive Committee. If the complainant is not satisfied with the outcome of the investigation, the complainant will be reminded of the continuing right to file a complaint with the provincial Human Rights Commissions.

## **12. REPORTS**

- (1) Where the proceedings under this policy results in a finding of harassment, a copy of the report of the Case Review Panel and the Final Report shall be placed in the personnel or membership file of the person against whom the complaint was made. . Unless the findings of the panel are overturned upon appeal, these reports shall be retained for a period of ten (10) years unless new circumstances dictate that the reports should be kept for a longer period of time.

The Executive Committee, in its discretion, where the conduct is minor, may direct the destruction of these records at an earlier date.

- (2) Where the proceedings result in a finding that a complaint of harassment is not proved, any record of the complaint shall be removed from the personnel or membership file of the person against whom the complaint was made. A copy of the report of the Case Review Panel and the Final Report shall be placed in the Harassment Prevention Officers' files which shall be kept confidential and access to them shall be restricted to the Executive Committee, the Chief Operating Officer and the Harassment Prevention Officers.

## **13. APPEALS**

Appeals are governed by Section 14 of the CSA Rules and Regulations

## **14. DISCIPLINARY ACTION REVIEW**

- (1) On written request from an individual who has been subject to disciplinary action under this policy, and provided that at least one year has elapsed since receiving the Association's final decision, the Executive Committee may, at its discretion, consider a review of the disciplinary measures imposed.
- (2) The Executive Committee shall appoint a review body consisting of a minimum of three persons of whom at least one shall be a female and at least one shall be a male. These individuals must have no personal or professional involvement with either the complainant or respondent and no prior involvement in the dispute between them.
- (3) Within ten (10) days of its appointment, the review body shall present its findings in a report to the Executive Committee. The review body shall have the authority to recommend changes to lessen the disciplinary measures currently in place.
- (4) The Executive Committee shall accept, reject or vary the recommendations of there review body and issue a written report which shall be the final decision of the CSA.
- (5) A copy of the written report shall be provided, without delay, to the complainant and respondent and shall be retained in the files together with the Case Review Report.



## **15. COMMUNICATION**

CSA is required to regularly review all of its coaching education material to include appropriate updated information and guidance on the issue of protecting its youth from any potential sexual abuse or breach of CSA Harassment Prevention Policy.

CSA is required to create a special page on the CSA Website outlining the philosophy, the guidelines on procedures for dealing with a case of harassment along with the names and telephone numbers of the National Harassment Prevention Officers and that the respective Provincial Association Harassment Prevention Officer be contacted.

A notation should be noted on the CSA website that the full Harassment Prevention Policy is available upon request.

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**SECTION EIGHT**

**VOLUNTEER SCREENING POLICY**

# CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE

## SECTION EIGHT

### ASSOCIATION VOLUNTEER SCREENING POLICY

#### 1. Policy Statement on Volunteer Screening:

The Canadian Soccer Association (CSA) is committed to creating and maintaining a sport environment in which all participants are provided some protection against known child abusers or people with serious criminal records. Implementation of the following policy will also help minimize liability for volunteer directors at all levels of Soccer in Canada.

In keeping with this policy, The Association requires that all Provinces, Districts and Leagues join with the CSA in mandating that by 2004 any staff person listed on an official team sheet/roster of any team in Canada seeking permission from their District or Province to travel outside their local community/district must be Canadian Policy Information Computer cleared, with respect to both charges and occurrences hereinafter referred to as 'CPIC' cleared.

CSA also encourages Provinces and Districts to consider implementing the mandatory CPIC requirement at all levels by a reasonable target date.

The CSA has approved the requirement for mandatory CPIC clearances in the following situations and timelines:

- 1.1 That all CSA National Coaches and staff working with National Teams or National Training Centres are to be CPIC cleared and a copy of the current CSA Harassment Policy will be attached to all future staff contracts;
- 1.2 That, effective with 2002 CSA Competitions, all staff persons listed on a team roster of a Provincial All Star Team going to a CSA National Championship must have been CPIC cleared prior to the starting date of the respective CSA Competition. For this purpose a CPIC clearance is valid for a maximum of 36 months.
- 1.3 That, effective with 2003 Competitions, all staff persons listed on a team roster of a Provincial Club Team going to a CSA National Championship must have been CPIC cleared prior to the starting date of the respective CSA Competition. For this purpose a CPIC clearance is valid for a maximum of 36 months.
- 1.4 That, effective with 2003 Competitions, all staff persons listed on a team roster of a team going to any age/gender competitive level Provincial or Regional

Championship must have been CPIC cleared prior to the starting date of the respective Provincial Competition. For this purpose a CPIC clearance is valid for a maximum of 36 months. Provinces may enact their own rules that require a shorter CPIC clearance period.

## **2. Implementation**

### **National Level:**

The CSA will create its own appeals committee consisting of three people with an appropriate level of expertise to deal with any appeals arising from a CPIC clearance of a member of the CSA National Coaching staff. All Appeal hearings must be held in absolute strict confidence. The appellant would be responsible for providing any documentation or police presence needed to explain why his or her past record/behaviour should be a non-issue in determining his or her continuing ability to participate in the sport. There should also be a final right of appeal to the CSA Appeals Committee.

### **Provincial/Territorial Level:**

All Provincial/Territorial Associations are encouraged to establish appropriate procedures for implementing the Policies described above. It is acknowledged that there is more work to be done in the areas of both logistics and costs at the local level. Each Province/Territory and District is encouraged to develop their own appropriate guidelines. As a minimum, each Province/Territory/District will be required to establish an Appeal process for those individuals who are not CPIC cleared but who wish to contest their status. The Appeals Committee should consist of three people with an appropriate level of expertise and should be established on a District/Regional basis. All Appeal hearings must be held in absolute strict confidence. The appellant would be responsible for providing any documentation or police presence needed to explain why his or her past record/behaviour should be a non-issue in determining his or her continuing ability to participate in the sport. There should also be a final right of appeal to the Provincial/Territorial Appeals Committee.

## **3. Education:**

The CSA is required to regularly review all of its coaching education material to include appropriate updated information and guidance on the issue of protecting its youth from any potential sexual abuse or breach of CSA Harassment Policy.

The CSA is required to create a special page on the CSA Website dealing with the topic of how to avoid potential child abuse in soccer and the mandatory CPIC Clearance Policy.

**CANADIAN SOCCER ASSOCIATION  
RULES, REGULATIONS  
AND ADMINISTRATIVE GUIDE 2008**



**SECTION NINE**

**POLICY AND GUIDELINES ON  
CONFLICTS OF INTEREST AND  
STANDARDS OF CONDUCT**

# **CANADIAN SOCCER ASSOCIATION**

## **RULES, REGULATIONS AND ADMINISTRATIVE GUIDE**

### **SECTION NINE**



#### **POLICY AND GUIDELINES ON CONFLICTS OF INTEREST AND STANDARDS OF CONDUCT**

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Directors and Executive Committee members of The Canadian Soccer Association are bound to act honestly, in good faith, and in the best interests of the CSA. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

A conflict of interest is a situation in which an Executive Committee member or a Director of the CSA has, in relation to a matter coming before the CSA, a private or personal interest, sufficient to influence or to appear to influence the objective, and open-minded, loyal exercise of his or her function as an Executive Committee or Board member.

The circumstance giving rise to the conflict of interest need not be those of the individual Executive Committee or Board member, but may be the interest of a person having close family ties to the Executive Committee or Board member, or a friend, business associate, or colleague of the Executive Committee or Board member.

There are basically two situations giving rise to a conflict of interest. One is that of financial interest, and the other, sometimes not so obvious, is that of Executive Committee member or Director who through an officer or director position, or on account of some other significant involvement, in another corporation or organization has an obligation of loyalty that conflicts or appears to conflict with his or her required loyalty to the CSA. In this latter context, the circumstance of the CSA Board of Directors being made up in part by designated members is specifically addressed as one of the numbered guidelines below.

Each Executive Committee and Board member is under an obligation to avoid, whenever reasonably possible, a conflict of interest. However, conflicts of interest may nevertheless arise. In such situations, the Executive Committee member or Director is required to declare the conflict of interest, and refrain from voting on the issue in question. He or she is also required by these guidelines to absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict. In circumstances of conflict of interest, besides declaring the conflict and absenting himself or herself from the meeting and not voting on the issue, an Executive Committee member or Director will be expected not to lobby or otherwise participate in the decision-making process.

Attached are the relevant extracts from the Canada Corporations Act that deal with the conflicts of interest issue. Each Executive Committee member and Director is expected to have read and to be familiar with the legislative requirements.

It is important to note that section 98(2) of the Canada Corporations Act requires disclosure of conflict even when the conflict for the Director arises after the contract or arrangement is made with the other company, firm, or organization in which the Director now has an interest or significant involvement. In this situation, the Director is to declare his or her conflict at the first meeting of the Directors held after the Director becomes interested in the other company, firm, or organization. The same is expected of Executive Committee members.

In order to provide some guidance regarding the application of this Conflicts of Interest Policy, certain Guidelines of Conduct are set forth below which are not intended to be exhaustive of all possible situations that may arise, but are intended to assist the Executive Committee and Board of Directors in the avoidance of and in dealing with conflict of interest situations. These Guidelines are:

1. The activities of the CSA, and those of its Executive Committee and Board members, shall be conducted in a manner becoming the high ethical standard of business conduct expected of the leaders of Soccer in Canada.
2. No Executive Committee Member or Director shall derive a personal profit from the activities of the CSA and the CSA shall avoid, wherever reasonably practicable, contracts or arrangements with persons or entities that would result in personal profit to persons having close family ties, or those who are friends, business associates or colleagues of Executive Committee or Board members.
3. Executive Committee members and Directors of the CSA shall not exploit their positions within the CSA to lever for themselves a personal profit, advantage, or position of prestige.
4. Executive Committee members and Directors shall not allow their loyalty to the CSA to be compromised by their relationship to or involvement in another organization or corporation. In this regard, the CSA structure is built upon the representation of members Associations at the Board level. The fact that a Board member owes a duty of loyalty to his/her Provincial Association, as well as to the CSA on whose Board he or she serves cannot in itself be considered a conflict of interest. It is therefore not a conflict of interest for the Board member to have in mind the interests of his or her Provincial Association when considering a matter that is before the Board, provided always that the Board member keeps an open mind, and is left free to exercise and does exercise his or her judgment, take a position, or cast a vote, that he or she believes to be in the best interests of the CSA.
5. No Executive Committee member or Director of the CSA may accept any gift in cash or in kind from persons doing or seeking to do business with the CSA, except as may be of a personal nature and nominal value.
6. Information of a confidential nature gained by an Executive Committee member or Director from his or her CSA involvement shall be kept confidential and used only for the proper purposes of the CSA.

7. In the event a Director or Executive Committee member has a conflict of interest in relation to a particular issue or matter of discussion, it is expected that the individual will make a brief but informative declaration of the conflict which declaration will be recorded in the Minutes of the relevant meeting. The individual will then absent herself or himself from the meeting, while the topic is discussed and such absence shall be recorded in the Minutes. It does not matter whether the topic which involves the individual in a conflict situation was formally on the agenda or came up unexpectedly. As soon as the meeting considers a matter or begins to discuss an issue which puts an individual in a circumstance of conflict of interest, he or she must interrupt and say,

*“I am declaring my conflict as (here insert your conflicting position or interest) and I am leaving the meeting while this subject is under discussion” or words to that effect. The Secretary of the meeting shall then record this in the Minutes as follows:*

*Ms. A. having disclosed her conflict as a Director of XYZ Organization (or whatever) was absent from the meeting during discussion of (describe topic).”*

A topic which involves a conflict for an Executive Committee member or Director may come up in several meetings and the conflict must be disclosed and the Director or Executive Committee member must absent herself or himself from the meeting during discussion of the topic at each of the meetings.

8. Directors or Executive Committee members who have any questions or concerns regarding situations of conflict of interest or potential or possibly perceived situations of conflict of interest are asked to seek and obtain appropriate guidance and counsel from the Chair of the Constitution Committee and/or the President.

**I have read and understand the above policy and guidelines on conflicts of interest and standards of conduct. I agree with the policy guidelines and standards and promise to always act in accordance with them.**

\_\_\_\_\_  
**Director/Executive Committee Member**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date**



## EXTRACT FROM THE CANADA CORPORATIONS ACT

(Read "*the company*" as The Canadian Soccer Association and read "*shareholders of the company*" as members of The Canadian Soccer Association.

### SECTION 98

- (1) **Director interested in a contract with the company:** Subject to this section, it is the duty of a Director of a company who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the company to declare his/her interest at a meeting of Directors of the company.
- (2) **At what meeting declaration to be made:** In the case of a proposed contract, the declaration required by this section to be made by a Director shall be made at the meeting of Directors at which the question of entering into the contract is first taken into consideration, or, if the Director is not at the date of that meeting interested in the proposed contract, at the next meeting of the Directors held after s/he becomes so interested, and, in a case where the Director becomes interested in a contract after it is made, the said declaration shall be made at the first meeting of Directors held after the Director becomes so interested.
- (3) **What is deemed sufficient declaration:** For the purposes of this section, a general notice given to the Directors of a company by a Director to the effect that s/he is a shareholder of or otherwise interested in any other company or is a member of a specified firm and is to be regarded as interested in any contract made with such other company or firm shall be deemed to be a sufficient declaration of interest in relation to any contract so made.
- (4) **Director not to vote if interested:** No Director shall vote in respect of any contract or proposed contract in which s/he is so interested as aforesaid and if s/he does so vote his/her vote shall not be counted, but this prohibition does not apply
  - (a) in the case of any contract by or on behalf of the company to give to the Directors or any of them security for advances by way of indemnity.
  - (b) in the case of a private company, where there is no quorum of Directors in office who are not so interested, or
  - (c) in the case of any contract between the company and any other company where the interest of the Director in the last mentioned company consists solely in his/her being a Director or Officer of such last-mentioned company, and the holder of not more than the number of shares in such last-mentioned company requisite to qualify him/her as a Director.
- (5) **When a Director is not accountable:** If a Director has made a declaration of his interest in a contract or proposed contract in compliance with this section and has not voted in respect of such contract contrary to the prohibition contained in subsection (4), if such prohibition applies, is not accountable to the company or any of its shareholders or creditors by reason only of such Director holding that office or of the fiduciary relationship thereby established for any profit realized by such contract.

- (6) **“Contract” and “Meeting of Directors”:** For the purposes of this section “contract” includes “arrangement” and “meeting of Directors” includes a meeting of an executive committee elected in accordance with Section 96.
- (7) **No liability when contract confirmed:** Nothing in this section imposes any liability upon a Director in respect of the profit realized by any contract that has been confirmed by the vote of shareholders of the company at a special general meeting called for that purpose.
-

**CANADIAN SOCCER ASSOCIATION  
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**SECTION TEN**

**HEAD OF DELEGATION RESPONSIBILITIES**

# CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE

## Section TEN

### HEAD OF DELEGATION RESPONSIBILITIES

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#### 1. Introduction:

- The objective of a National Team competing abroad is to present a positive image for both this Association and of Canada. The National Team is an ambassador for Canada, and should leave a positive image of Canada and Canadians by their conduct, both on and off the field of play.
- The Head of Delegation will be primarily responsible for the overall image left by the team on its travels abroad, in accordance with the following details.

#### 2. Head of Delegation Appointments:

- The President shall make the decision on naming the person who will travel with a National team.
- Whenever possible, a member of the CSA Executive Committee will travel with a team in either CONCACAF or FIFA competition. In FIFA World Cup Competition involving either senior national team, the Head of Delegation should be either the President or one of the Vice Presidents.
- In games involving tournaments other than listed in # 2 above, an Executive Committee Member is preferred but a member of the Board of Directors can also be appointed Head of Delegation.
- In exhibition games or NYDT games, any member of the Executive Committee, the Board of Directors or other experienced person (e.g. Provincial Executive Director, a Past President, a past Board or Executive Committee member) may be appointed Head of Delegation.
- In exhibition games and or camps in the USA, the President, at his discretion, may decide not to appoint a Head of Delegation but use a staff member for this duty.
- For some NYDT projects, the Head of Delegation may be asked to act as Team Manager and be responsible for the financial obligations and other duties as described. In these cases, an information package for the Head of Delegation will be provided.
- In cases where no Head of Delegation is appointed and a player or member of staff requires disciplining, then the staff member acting as Head of Delegation must consult whenever possible with the Chair of the National Teams Committee and or President prior to rendering a decision.
- After January 1, 2006, only persons who have attended an educational session on the role And responsibilities of a Head of Delegation, including how to handle harassment complaints are eligible to act as Head of Delegation.

### **3. Team Manager/Administrator Responsibilities Include:**

- Arrangements for air tickets, passports and visas, hotel reservations, vaccination requirements, medical, travel and player service insurance, traveler's cheques and credit cards, team equipment and all other logistics.
- Review with the Head of Delegation, well ahead of the Teams' departure, that all the above requirements and details are in order to ensure that nothing is overlooked.
- Review of the logistics with the Head of Delegation to avoid possible embarrassment and problems during the tour.
- Arrangements for group's daily activities with the Head of Delegation.

### **4. Head of Delegation Responsibilities:**

#### **(a) Protocol:**

- Speaks on behalf of the Association at all meetings concerning the organization of the competition, receptions, press conferences, etc.
- Speaks on all matters related to Association policy.
- Should defer questions related to the team (player selection, performance, tactics, etc.) to the National Team Coach/Manager.
- Is sensitive to the cultural and economic advantages of Canada when speaking with foreign dignitaries or media.
- Is discreet in expressing and exchanging political, economic and religious views while travelling abroad.
- Checks with the National Team Manager/Administrator to ensure that all members of the team have been briefed on delicate and sensitive matters, e.g. respect for National Anthems.
- Ensures that all members of the national team party:
  - Conduct themselves at all times as good will ambassadors;
  - Wear the official team uniform at all competitions and official functions;
  - Attend receptions, meetings, banquets, opening and closing ceremonies, and other functions whenever possible, as negotiated with the National Team Coach.
- When a limited number of Canadian Delegates are invited to meetings, receptions and functions, the Head of Delegation will attend as the spokesperson.
- Other persons will be selected to attend in consultation with the National Team Coach/ Team Administrator.
- Responsible for ensuring that the Match Reporting form is completed immediately following the match and ensuring that the report is faxed back to the Ottawa office or at least to ensure it is being done by a member of staff immediately after the match.

**(b) Gifts:**

- The exchange of gifts between Heads of visiting and host Associations and between individual players and staff has become common practice. All gifts should be bought or arranged by the Team Manager.
- These gifts should be in the possession of the Team Manager/ Administrator or Equipment Manager, as appropriate prior to departure.
- Ties, lapel pins and pennants are appropriate articles of exchange among players and staff.
- A more elaborate or expensive gift should be purchased for presentation to the Host Association at the end of the visit or social function.
- The Head of Delegation should use discretion with respect to presentation of this gift.
- The Equipment Manager is to ensure that all commemorative plaques or pennants (not of personal nature) are delivered to the Association's Ottawa office immediately following the team's return to Canada.

**(c) Hotels/Food:**

- Decides whether or not to relocate the team if the hotel and food are so poor that it threatens the performance potential of the team.
- The Head of Delegation must consider the impact on the budget, should a move to alternate accommodations be deemed necessary.

**(d) Canadian Embassies:**

- The Head of Delegation should always carry a list of addresses and telephone numbers of Canadian Embassies located or serving the countries to be visited.
- The traveling party should be made aware that Canadian citizens are subject to the laws of the host country.

**(e) Transportation, Meals, Social Functions:**

- Unless transportation is provided by the Host Association, the Head of Delegation should travel on the Team Bus. However, if the Head of Delegation is accompanied, the Manager/Administrator should arrange and confirm alternative transportation.
- The Head of Delegation will normally take meals with the team. Should the Head of Delegation be accompanied, separate arrangements for meals should be made in consultation with the Manager/Administrator.
- The Head of Delegation and companion should be included in any social events e.g. visits to embassies, end of tour group dinner, in consultation with the Manager/Administrator.

**(f) Player Discipline:**

- In cases of player discipline, the Head of Delegation must always be involved in discussions concerning all potential cases of disciplinary action being taken against any player on any trip by any National Team (regardless of age or gender). Included in this policy, are all preliminary discussions involving the player in question. Also, any player subjected to discipline, shall not be released for individual travel, unless that player has reached legal age, i.e. 19th birthday, with full communication beforehand with both CSA Head of Delegation and the appropriate Provincial Association.
- Any meetings between members of team staff and a player, always must have a second team staff member present to witness all actions. In the case of female teams and a male member of staff, it is directed that this second member of staff be female.

**(g) Equipment:**

- The Head of Delegation shall be outfitted with leisurewear of the Association's official apparel supplier as directed by the Executive Committee.

**(h) Tour Report:**

- The Head of Delegation is required to submit a written report on the tour to the Ottawa office within 30 days of the tour completion.



### Head of Delegation Report

<b>Team</b>	
<b>Tournament</b>	
<b>Date</b>	
<b>Location</b>	
<b>Head of Delegation</b>	
<b>Participating Countries</b>	
<b>Team Assembly</b>	
<ul style="list-style-type: none"> <li>• Efficiency</li> <li>• Complications</li> </ul>	
<b>Accommodations/Meals</b>	
<ul style="list-style-type: none"> <li>• Quality of hotel</li> <li>• Quality of food</li> </ul>	
<b>Training Facilities</b>	
<ul style="list-style-type: none"> <li>• Availability</li> <li>• Conditions</li> <li>• Location</li> </ul>	
<b>Transportation (Air/Ground)</b>	
<b>Staff</b>	
<ul style="list-style-type: none"> <li>• Communication with team/HOD</li> <li>• Adequate Staffing</li> </ul>	
<b>Game Results</b>	
<ul style="list-style-type: none"> <li>• Goal Scorers</li> <li>• Highlights</li> </ul>	
<b>Recommendations</b>	
<b>Summary</b>	



**CANADIAN SOCCER ASSOCIATION  
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**SECTION ELEVEN  
Athlete Representative Policy**

# CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE

## SECTION ELEVEN

### ATHLETE REPRESENTATIVE POLICY

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#### **Election of the Male and Female Athletes' Representative:**

To ensure a process that is fair to everyone and to ensure that national athletes are given the opportunity to express clearly whom they wish to be their representative, a nomination procedure is hereby created.

Candidates must be current National Olympic Team Members, nominated by an active member of the National Team. Nominees must accept their nomination by signing the nomination form.

The vote will take place during a National Olympic Camp in the first quarter of the year.

The Athletes' Representatives will be the candidates who receives a majority of the votes cast. In the case of a tie vote, the voting will take place again between the tied candidates.

The elected candidates, will act as the male and female Athletes' Representatives in Annual General meetings of The Canadian Soccer Association, each with a voice and one vote at all general meetings of The Association and shall serve two year terms, provided that each athlete so chosen remains a member of the Olympic squad and is and remains resident in Canada.

#### **Roles and Responsibilities:**

- a) represent the concerns of National Team Athletes to the Annual General Meeting;
- b) transmit and explain Membership decisions to the National Team Athletes;
- c) contribute to the establishment of the selection criteria for the major games and World Championships;
- d) participate in the revision of the "Athletes Handbook";
- e) participate in the revision and establishment of the "Carding Criteria";
- f) participate in the overall establishment of the National Team program;
- g) act as negotiator/facilitator between athletes and the Canadian Soccer Association in conflict situations;
- h) participate to the advancement of our sport, at the domestic and high performance level, in a constructive manner.

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**SECTION TWELVE**

**MEMORANDUM OF ASSOCIATION  
DOMINION OF CANADA FOOTBALL ASSOCIATION  
ASSOCIATION PRESIDENTS AND SECRETARIES  
CSA AWARD CRITERIA  
CSA AWARD RECIPIENTS**

**CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE  
SECTION THIRTEEN**

**MEMORANDUM OF ASSOCIATION;  
DOMINION OF CANADA FOOTBALL ASSOCIATION;  
ASSOCIATION PRESIDENTS AND SECRETARIES  
CSA AWARD CRITERIA  
CSA AWARD RECIPIENTS**

**DOMINION OF CANADA FOOTBALL ASSOCIATION (Incorporated 1923)**

The Dominion of Canada Football Association (Incorporated 1923) was founded on May 24th, 1912, in Toronto, Ontario, and the first annual meeting was held in Winnipeg on July 9th of the same year.

The Association was incorporated as a Company without share capital, by letters patent, issued by the Secretary of State of Canada on October 15th, 1923, under the provisions of the Companies Act, 1917.

The name of the Association was changed by supplementary letters patent issued on June 6th, 1952, from the Dominion of Canada Football Association to the Football Association of Canada. This change was made in conformity to Canada's new status as a self-governing nation.

The name of the Association was further changed by supplementary letters patent issued on June 7th, 1957, from The Football Association of Canada to The Canadian Soccer Football Association. This change was thought advisable, so that the similarity of the names Canadian Football (Rugby) and Canadian Football (Soccer) would be more distinct.

By supplementary letters patent issued on July 7th, 1971, the name of the Association was changed from The Canadian Soccer Football Association to what it is now called, The Canadian Soccer Association.

The Trophies of the Association are the Football Association Trophy, presented by the Football Association of England, and the "Connaught Cup", presented by H.R.H. the Duke of Connaught. Competition for the "Connaught Cup" which was confined to amateur clubs, was played in 1913 through 1926 when the trophy was replaced by "The Football Association Trophy". In the year 1927, the competition was opened to both amateur and professional clubs and the Connaught Cup Competition temporarily withdrawn.

**THE CANADIAN SOCCER ASSOCIATION INC.(Incorporated 1923)  
MEMORANDUM OF ASSOCIATION**

1. The name of the Association is "The Canadian Soccer Association Incorporated."
2. The Registered Office of the Association shall be situated in Canada.
3. The objects for which the Association is established are:
  - (1) To acquire and take over the whole property and assets of the present Dominion of Canada Football Association.
  - (2) To promote, foster and develop in all its branches the game of Association Football (sometimes called Soccer) and to take all such steps as may be deemed necessary or advisable for preventing infringements of the rules of the game or other improper methods or practices in the game, and for protecting it from abuses.
  - (3) To regulate all variations of the game of Association Football whether played indoors or outdoors.
  - (4) To make, adopt, vary, and publish rules, regulations and conditions for the regulation of the said game or otherwise, and to take all such steps as shall be deemed necessary or advisable for enforcing such regulations and conditions.
  - (5) To promote, provide for, regulate, and manage in all or any of the required details or arrangements, including any arrangements for the benefit of Associations or clubs, soccer competitions, contests, and matches, international or otherwise, in Canada, or elsewhere and to do or provide for all or any such matters and things, as may be considered necessary for or ancillary to the comfort, conduct, conveyance, convenience, or benefit of players and of the public, or of any other persons concerned or engaged in such competitions, contests, or matches.
  - (6) To accept, take over, or otherwise acquire all cups, shields, and other prizes, and to provide for the proper custody, insurance, protection, exhibition, awarding, distribution, or loan of or other dealings with all or any of the same.
  - (7) To provide for, make and vary all such rules, regulations as to amateur, non-amateur and professional players as may from time to time be determined on.
  - (8) To provide by rules, regulations or otherwise, for deciding and settling all differences that may arise between soccer Associations, clubs or players, or any persons, who are members of or alleged to be members of, or are employed or engaged by, any such Associations, or clubs, or any other persons in reference to due compliance with the laws of the game, or the rules and regulations of the Association, or to contracts or to any other matter of dispute or difference arising between such Associations, clubs, or persons, or any of them, and whether this Association is concerned in such dispute or difference or not, and to make such provisions for enforcing any award or decision as may seem fit.
  - (9) To co-operate with or assist any soccer Association or club in any way which the Association shall think proper, and to enter into or adopt any agreement or arrangement with such Association or club.

- (10) To co-operate with the International Football Association Board or any other Board or Associations in all matters relating to International or other competitions or otherwise relating to the game of soccer or the rules or regulations affecting the same.
- (11) To purchase, lease, or otherwise acquire any heritable leasehold, or other property, or any estate or interest whatever, which may be necessary for or calculated to promote or assist in the promotion of any of the objects of the Association.
- (12) To build, construct, maintain, alter, remove or re-build any buildings, offices, and dwelling-houses, and to clear sites for the same, or to join with any person, firm, or company in doing any of the things aforesaid, and to work, manage, and control the same, or join other in as doing.
- (13) To acquire, lay out, improve, hold, use or turn to account in any way soccer grounds, or other athletic grounds, with all such pavilions, buildings, erections, and encasements, and with all necessary fittings and accessories, as the Association may deem advisable.
- (14) To sell or otherwise dispose of the whole or any part of the undertaking of the Association, either together or in portions, for such considerations and on such terms as may be agreed.
- (15) To promote, support, or assist in all or any such athletic contests or sports for which any property of the Association may be available, or which may be determined on or approved by the Association.
- (16) To improve, develop, manage, let, sell, dispose of, or otherwise deal with, all or any part of the property and rights of the Association.
- (17) To invest and deal with the monies of the Association not immediately required upon such securities and in such manners as may from time to time be thought fit.
- (18) To support and subscribe to any religious, charitable, or public objects.
- (19) To amalgamate or co-operate with any Association, club, or body having all or any of their objects similar to any of the objects of the Association.
- (20) To draw, make, accept, endorse, discount, execute, and issue bills of exchange, promissory notes, and other instruments, so as to be negotiable or transferable by delivery, or to order, or otherwise.
- (21) To pay all or any expenses incurred in connection with the formation and incorporation of the Association.
- (22) To effect insurance against risk or loss to the Association, or against risk or accident to any servants of the Association in the course of their employment by the Association, and to pay premiums on any such insurance.

(23) To subscribe for, take, purchase, or otherwise acquire and hold shares or other interest in, or securities of any other Association having objects altogether, or in part, similar to those of this Association, or carrying on any business which may directly or indirectly assist any business carried on by this Association.

(24) To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them.

4. The Association is not empowered to promote or financially assist directly or indirectly any professional league, club or player.

The liability of the members is limited.

The income and property of the Association shall be solely towards the promotion of the objects of the Association as herein before set forth.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into an Association in pursuance of the foregoing.

***Names, Addresses and Descriptions of Original Subscribers***

Thos. Holland.....Supervisor of Claims  
15 Doel Avenue, Toronto, Ontario

John Easton.....Department Manager  
733 Beverley Street, Winnipeg, Manitoba

Thomas Mitchell.....Master Printer  
2009 Papineau Avenue, Montreal, Quebec

John Russell.....Assistant Manager  
1765 11<sup>th</sup> Avenue West, Vancouver, British Columbia

Samuel Davidson.....Plumber  
303 Insketer Blvd., Winnipeg, Manitoba

James Adam.....Merchant  
1160 Richardson Street, Victoria British Columbia

Samuel Lyne.....License Inspector  
2325 Osler Street, Regina, Saskatchewan

Jas. F. McQuaid.....Railway Foreman  
326 5<sup>th</sup> Avenue, Rosemont, Montreal, Quebec

Herbert H. Wilcox.....General Contractor  
209 S. Norah Street, Fort William, Ontario

Charles M. Smail.....Accountant  
10527 127<sup>th</sup> Street, Edmonton, Alberta

Harold W. Scrymgeour.....Accountant  
1139 Luxton Avenue, Winnipeg, Manitoba

William E. Dean.....Merchant  
262 Kenilworth Avenue, Hamilton, Ontario

WITNESS PRESENT when signed by all named parties (12 in number)  
James Keith.....Accountant  
20 Rielle Avenue, Verdun, Quebec

**DATED** this 5<sup>th</sup> day of September, 1923.



## ASSOCIATION PRESIDENTS AND SECRETARIES

**1912 – 13:**

**President:** Fred Barter, Montreal – Professional Team  
**Secretary:** Tom Robertson, Toronto – Pro Team

**1913 – 14:**

**President:** Tom Watson, Ontario  
**Secretary:** Tom Robertson, Toronto

**1914-15:**

**President:** E.Bailey Fisher, Winnipeg  
**Secretary:** Tom Robertson, Toronto

**1915 – 19:**

**President:** H. Craig Campbell, Montreal  
**Secretary:** Ed Spencer, Toronto

**1920 – 21:**

**President:** Dan MacNeil, Winnipeg  
**Secretary:** D.W. Roy, Winnipeg

**1921- 26:**

**President:** John Easton, Winnipeg  
**Secretary:** Sam Davidson, Winnipeg

**1926 – 31:**

**President** John Russell, Vancouver  
**Secretary:** Sam Davidson, Winnipeg

**1931 – 32:**

**President:** Thomas Holland, Toronto  
**Secretary:** Sam Davidson, Winnipeg

**1932 – 35:**

**President:** Charles M. Smail, Edmonton  
**Secretary:** Sam Davidson, Winnipeg

**1935 – 39:**

<b>President</b>	<b>L.A. Peto, Montreal</b>
<b>Secretary:</b>	<b>Sam Davidson, Winnipeg</b>
<b>1939 – 40:</b>	
<b>President:</b>	<b>T.G. Elliot, Ontario</b>
<b>Secretary:</b>	<b>Sam Davidson, Winnipeg</b>
<b>1940 – 46:</b>	
<b>No Association</b>	<b>Second World War</b>
<b>1946 – 47:</b>	
<b>President</b>	<b>Fred Crumblehulme, Calgary</b>
<b>Secretary:</b>	<b>John Russell, Vancouver</b>
<b>1947 – 49:</b>	
<b>President:</b>	<b>Dr. O.J. Todd, British Columbia</b>
<b>Secretary:</b>	<b>W. McClaren McKellar, Quebec</b>
<b>1949 – 51:</b>	
<b>President</b>	<b>Charles E. Pinnell, Alberta</b>
<b>Secretary:</b>	<b>W. McClaren McKellar, Quebec</b>
<b>1951 – 52:</b>	
<b>President:</b>	<b>Charles E. Pinnell, Alberta</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg (Acting)</b>
<b>1952:</b>	<b>No Meeting Held</b>
<b>1953 – 56:</b>	
<b>President:</b>	<b>Jock Hendry, Vancouver</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg</b>
<b>1957 – 58:</b>	
<b>President:</b>	<b>Arthur Arnold, Hamilton</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg</b>
<b>1958 – 61:</b>	
<b>President:</b>	<b>Dr. Victor J. Hagen, Winnipeg</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg</b>
<b>1961 – 63:</b>	

<b>President:</b>	<b>Patrick F. Nolan, Montreal</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg</b>
<b>1963 – 65:</b>	
<b>President:</b>	<b>Dave Fryatt, Vancouver</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg</b>
<b>1965 – 69:</b>	
<b>President:</b>	<b>William Simpson, Toronto</b>
<b>Secretary:</b>	<b>George Anderson, Winnipeg</b>
<b>1969 – 72:</b>	
<b>President:</b>	<b>Aubrey Sanford, Vancouver</b>
<b>Secretary:</b>	<b>Eric King, Saskatoon/Ottawa</b>
<b>1972 – 73:</b>	
<b>President:</b>	<b>John Barnes, Toronto</b>
<b>Secretary:</b>	<b>Eric King, Ottawa</b>
<b>1973 – 82:</b>	
<b>President:</b>	<b>William Stirling, Vancouver</b>
<b>Secretary:</b>	<b>Eric King, Ottawa</b>
<b>1982 – 85:</b>	
<b>President:</b>	<b>Jim Fleming, Edmonton</b>
<b>Secretary:</b>	<b>Eric King, Ottawa</b>
<b>1985 – 86:</b>	
<b>President:</b>	<b>Jim Fleming, Edmonton</b>
<b>Secretary:</b>	<b>Kevan Pipe, Ottawa</b>
<b>1986 – 92:</b>	
<b>President:</b>	<b>Fred Stambrook, Winnipeg</b>
<b>Secretary:</b>	<b>Kevan Pipe, Ottawa</b>
<b>1992 – 98:</b>	
<b>President:</b>	<b>Terry J. Quinn, Quebec/Ontario</b>
<b>Secretary:</b>	<b>Kevan Pipe, Ottawa</b>
<b>1998 - 2002:</b>	
<b>President:</b>	<b>Jim Fleming, Edmonton</b>
<b>Secretary:</b>	<b>Kevan Pipe, Ottawa</b>

**2002 to 2006**

**President:  
Secretary:**

**Andy Sharpe, Vancouver/Saskatchewan  
Kevan Pipe, Ottawa**

**2006 - 2007**

**President:  
Secretary:**

**Colin Linford, Ontario  
Fred Nykamp, Ottawa**

**2008 –**

**President:  
Secretary:**

**Dominique Maestracci, Quebec  
Peter Montopoli, Ottawa**

## **CANADIAN SOCCER ASSOCIATION AWARD CRITERIA**

### **(1) President's Award:**

In recognition and appreciation of outstanding and unique efforts for an extended period of time, resulting in the positive and constructive development of the world's greatest game at the National level across Canada. The President's Award is solely at the discretion of the President, who submits his/her nomination to the Executive Committee for ratification.

### **(2) Aubrey Sanford Meritorious Service Award:**

Outstanding service; overall contribution to soccer or to any one or more of individual aspects – refereeing, coaching, playing, administration.

This individual should have had an impact on the growth and development of soccer in Canada; that meets the following criteria:

- Twenty years of continuous service at District, Provincial levels with at least twelve years service to the Association in any of the following capacities:

- Twelve years consisting of a combination of Director, Executive Committee and Other Committee Service

Nominations are submitted to the Executive Committee for ratification.

### **(3) Award of Merit:**

Recognizes the efforts of those persons who have made a significant contribution to the sport of soccer in Canada in the area of promotion, growth and development, for not less than a period of ten years.

Nominees must have made a contribution in the area of administration, the advancement of officiating, coaching, sport medicine, through his/her activities as a player or recognized for his/her unusual work. The nominee may be either a volunteer or a current or past employee of a recognized Soccer Association across Canada, that meets the following criteria:

Sixteen years of continuous service at District, Provincial levels with at least eight years of service to the Canadian Soccer Association, in any of the following capacities:

- four years Board of Directors or
- ten years Committee Member or
- eight years Chair, Medical or Referee Committee (traditionally appointments not by election)

Nominations are submitted to the Executive Committee for ratification.

### **(4) Ray Morgan Memorial Award:**

"Presented to the referee who has shown the greatest progress at the national and international levels." This is in accordance with the terms of reference set out in Ray Morgan's Last Will and Testament.

Working Language: Presented to the referee whose performance at the national and international levels is the most deserving of recognition.

The nomination for this award is submitted by the CSA Referee Committee to the Executive Committee for ratification.

**(5) International Achievement Award:**

**Criteria:**

Must have been included on the FIFA List of Referees or Assistant Referees for five (5) consecutive years;

Must have officiated in at least five (5) international "A" matches or ten (10) International "B" or International Club Team matches, or one or more of FIFA's tournaments or any reasonable combination thereof during the five years that his/her name appeared on the FIFA List of Match Officials.

Must have been a worthy Ambassador of his/her province/territory and the CSA during the five years that his/her name appeared on the FIFA list of match officials;

Must have completed outstanding work as an active referee or assistant referee within his/her provincial/territorial and/or national association and become a leader and an example to his/her fellow referees prior to as well as during the five years that his/her name appeared on FIFA's List of Match Officials.

The nomination for this award is submitted by the CSA Referee Committee to the Executive Committee for ratification.

**ASSOCIATION AWARD RECIPIENTS**

**PRESIDENT'S AWARD:**

- 1993 Dave Fryatt (British Columbia)
- 1994 Richard Forrester (New Brunswick)
- 1995 Walter Sieber (Quebec)
- 1996 Milan Ilich (British Columbia)
- 1997 Sam Donaghey (Alberta)
- 1998 Lorraine Miller (Ontario)
- 1999 Dorothy Hickey (Ontario)
- 2000 Jim Ellis (Ontario)
- 2001 Gerry Gentile (Ontario)
- 2002 Brian Avey (Ontario)
- 2003 Harry Newman (Ontario)
- 2004 George Athanasiou (Nova Scotia)
- 2005 Bill Hoyle (Ontario)
- 2006 Dr. Rudy Gittens (Ontario)
- 2007 Colin Jose (Ontario)
- 2008 Ben Lake (Newfoundland Labrador)

**AUBREY SANFORD MERITORIOUS SERVICE AWARD:**

- 1986 Bill Stirling (British Columbia)
- 1987 Dr. Tom Fried (Ontario)
- 1988 Derek Wisdom (New Brunswick)
- 1989 Dave Fryatt (British Columbia)
- 1990 Ben Lake (Newfoundland)
- 1991 Sam Donaghey (Alberta) – deceased
- 1992 Tony Evangelista (Ontario)

1993 Dr. Fred Stambrook (Manitoba)  
1994 Eric King (Ontario)  
1995 Dino Soupliotis (Quebec)  
1996 Tony Waiters (British Columbia)  
1997 Jim Fleming (Alberta)  
1998 Bruce Wilson (British Columbia)  
1999 Dr. Rudy Gittens (Ontario)  
2000 Leslie John Wilson (British Columbia)  
2001 Randy Samuel (British Columbia)  
2002 Geri Donnelly (British Columbia)  
2003 Gary Sampley (Alberta)  
2004 Dino Madonis (Quebec)  
2005 Craig Forrest (Ontario)  
2006 Lorraine Miller (Ontario)  
2007 Les Wilkinson (Ontario)

#### **RAY MORGAN MEMORIAL AWARD:**

1980 Werner Winsemann (British Columbia)  
1981 Ben Fusco (Quebec)  
1982 Tony Evangelista (Ontario)  
1983 Dante Maglio (British Columbia)  
1984 Ilio Matos (Quebec)  
1985 John Meachin (British Columbia)  
1986 Bob Allen (British Columbia)  
1987 Derek Douglas (Alberta)  
1988 No Recipient  
1989 Ern Foote (Newfoundland)  
1990 John Meachin (British Columbia)  
1991 Bob Sawtell (British Columbia)  
1992 Gordon Arrowsmith (Ontario)  
1993 No Recipient  
1994 Mike Seifert (Alberta)  
1995 Sonia Denoncourt (Quebec)  
1996 Hector Vergara (Manitoba)  
1997 No Recipient  
1998 John Nielsen (British Columbia)  
1999 José Farias (Nova Scotia)  
2000 No Recipient  
2001 William Laidlaw (Manitoba)  
2002 Mauricio Navarro (British Columbia)  
2003 No Recipient  
2004 No Recipient  
2005 No Recipient  
2006 No Recipient  
2007 Hu "Tiger" Liu (Quebec)  
2008 Denise Robinson (Ontario)  
2009

#### **INTERNATIONAL ACHIEVEMENT AWARD**

1997 Werner Winsemann (British Columbia)  
John Meachin (British Columbia) (deceased)

Robert Sawtell (British Columbia)  
 Gordon Arrowsmith (Ontario)  
 Peter Johnson (Ontario)  
 1999 John Nielsen (British Columbia)  
 2002 Hector Vergara (Manitoba)  
 2007 Mike Seifert (Alberta)  
 Martin Reid (British Columbia)  
 Jill Proctor (British Columbia)  
 Eric Roy (Quebec)  
 Hu "Tiger" Liu (Quebec)  
 Jose Farias (Nova Scotia)  
 2008 Denise Robinson (Ontario)  
 Amato DeLuca (Ontario)

**AWARD OF MERIT:**

1989 Walter Sieber (Quebec)  
 Bill Thomson (Ontario – British Columbia)  
  
 1990 Harry Newman (Ontario)  
 John McCoy (New Brunswick)  
 Les Wilkinson (Ontario)  
  
 1991 Harry Skidmore (Alberta)  
 John Straker (Manitoba)  
  
 1992 Colin Jose (Ontario)  
 Terry Kelly (Ontario)  
 Jim Ellis (Ontario)  
 Bill Hoyle (Ontario)  
 Dr. Tom Brandl (Ontario)  
  
 1993 Doug Knott (Saskatchewan)  
 Tom Wallis (Prince Edward Island)  
  
 1994 Ray Vaudry (London, England)  
 Mario Perrino (Manitoba)  
  
 1995 Geneva Boucher (Quebec)  
 Georges Schwartz (Quebec)  
 Elio Mandrossi (Quebec)  
 Pascal Cifarelli (Quebec)  
 The Hooper Family (Ontario)  
  
 1996 Frank Bain (British Columbia)  
 Lou Moro (British Columbia)  
 Neil Ellett (British Columbia)  
 Deryl Hughes (British Columbia)  
 Alex Kemp (British Columbia)  
 Malcolm Cowie (British Columbia)  
 Bert Goldberger (Alberta)



- 1997 John Stornel (Manitoba)  
Newman Bartlett (Newfoundland)  
Doug Redmond (Newfoundland)  
Doug Sweetapple (Newfoundland)  
Jeff Babstock (Newfoundland)  
The Breen Family (Newfoundland)
- 1998 Benjamin Millett (New Brunswick)  
Brian Crease (New Brunswick)  
Mitch Clapham (New Brunswick)  
Dorothy Hickey (Ontario)
- 1999 Vic Batzel (Manitoba)  
Dave Kerr (Manitoba)
- 2000 Stew Duncan (Manitoba)  
Dave Buckman (Ontario)
- 2001 Dr. Ed Johnson (British Columbia)  
Jim Spencer (British Columbia)  
Ken Fowler, (British Columbia)  
Jim Lamond, (British Columbia)  
Dr. Geoff Haigh (Alberta)  
Fred Kern (Alberta)  
Jack Taylor (Alberta)  
Roger Stringer (Alberta)  
Esther Dupperon (Saskatchewan)  
Tom Doyle (Ontario)  
Nick Filippone (Quebec)
- 2002 Frank Capasso (Manitoba)  
John Diamond (Prince Edward Island)  
Bruce Norton (Prince Edward Island)  
Daphne Andrews (Prince Edward Island)  
Marie March (Nova Scotia)  
Tom Pollock (New Brunswick)  
Dr. Bill Silver (Saskatchewan)  
Greg Bay (British Columbia)
- 2003 Larry Diehl (British Columbia)  
Peter McKenzie (Alberta)  
Jim Nicholson (Saskatchewan)  
Dino Madonis (Quebec)  
Frank Bailey (Nova Scotia)  
Laurie McIvor (Manitoba)
- 2004 The Late Alan Godfrey (Prince Edward Island)  
Gerald MacDonald (Prince Edward Island)  
David Darlington (Prince Edward Island)  
Ralph Cantafio (Manitoba)

- 2006 Jim Pitfield (Ontario)  
Ed Grenda (Ontario)  
Mary Dunleavy (Ontario)
- 2008 Judi Kelloway (Newfoundland Labrador)  
Brian Walsh (Newfoundland Labrador)  
Trevor Paine (Newfoundland Labrador)  
Alan Ross (Newfoundland Labrador)  
Brian Murphy (Newfoundland Labrador)  
Ed Moyst (Newfoundland Labrador)

**LIFE MEMBERSHIP:**

- 1972 William Simpson (Ontario)
- 1972 Dave Fryatt (British Columbia)
- 1974 Aubrey Sanford (British Columbia) - deceased
- 1985 William Stirling (British Columbia)
- 1990 Alex Hylan (British Columbia)
- 1991 Jim Fleming (Alberta)
- 1992 Guy Burelle (Quebec) - deceased
- 1993 Dr. Tom Fried (Ontario)
- 1994 Bob Sayer (Nova Scotia)
- 1995 No Recipient
- 1996 No Recipient
- 1997 William Gilhespy (Alberta)  
George Innes (Newfoundland)
- 1998 Derek Wisdom (New Brunswick)  
Richard Forrester (New Brunswick)
- 1999 Dr. Fred Stambrook (Manitoba)
- 2000 No Recipient
- 2001 No Recipient
- 2002 Terry Quinn (Ontario)  
Steve Stavro (Ontario)
- 2003 No Recipient
- 2004 Jim Ellis (Ontario)
- 2005 No Recipient
- 2006 No Recipient
- 2007 Andy Sharpe

**CANADIAN SOCCER ASSOCIATION  
RULES, REGULATIONS  
AND ADMINISTRATIVE GUIDE 2008**



**SECTION THIRTEEN**

**BOARD OF DIRECTORS  
ASSOCIATIONS IN MEMBERSHIP**

# CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE

## SECTION THIRTEEN ASSOCIATION DIRECTORY

### BOARD OF DIRECTORS 2008

#### Officers:

**PRESIDENT:** Dominique Maestracci

**VICE PRESIDENT** Victor Montagliani

**VICE PRESIDENT** Rob Newman

**TREASURER** Vince Ursini

**DIRECTOR AT LARGE** Mike Traficante

**DIRECTOR AT LARGE** Francis Millien

**DIRECTOR AT LARGE** Angus Barrett

**GENERAL SECRETARY:** Peter Montopoli

#### Directors:

Steve Reed  
President  
B.C. Soccer Association

Fred Kern  
President  
Alberta Soccer Association

Jeanette Kuc  
President  
Saskatchewan Soccer Association

Sean Drain  
President  
Manitoba Soccer Association

John Knox  
President  
The Ontario Soccer Association

Dino Madonis  
President  
Fédération Québécoise de soccer-football

Bob Laver  
President  
Soccer New Brunswick

Ken Maclean  
President  
Soccer Nova Scotia

Doug Redmond  
President  
Newfoundland & Labrador Soccer Association

Gerald MacDonald  
President  
Prince Edward Island Soccer Association

Brian Gillen  
President  
Yukon Soccer Association

Ryan Fequet  
President  
Northwest Territories

Greg Anderson  
Director: Professional

**ASSOCIATIONS IN MEMBERSHIP  
2008**

Bjorn Osieck  
Executive Director  
British Columbia Soccer Association

Ron Axeslon  
Executive Director  
Alberta Soccer Association

Boyd Clark  
Executive Director  
Saskatchewan Soccer Association

Hector Vergara  
Executive Director  
Manitoba Soccer Association

Guy Bradbury  
Executive Director  
The Ontario Soccer Association

Brigitte Frot  
Directrice générale  
Fédération de soccer de Québec

John-Ryan Morrison  
Executive Director  
Soccer New Brunswick

George Athanasiou  
Executive Director  
Soccer Nova Scotia

Nicole Moores  
Executive Director  
Newfoundland & Labrador Soccer Association

Peter Wolters  
Executive Director  
Prince Edward Island Soccer Association

Kim King  
Administrator  
Yukon Soccer Association

**CANADIAN SOCCER ASSOCIATION  
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**SECTION FOURTEEN**

**ASSOCIATION CHALLENGE CUP WINNERS  
ASSOCIATION JUBILEE TROPHY WINNERS**

# CANADIAN SOCCER ASSOCIATION CONSTITUTION AND ADMINISTRATIVE GUIDE

## SECTION FOURTEEN

### ASSOCIATION CHALLENGE CUP WINNERS ASSOCIATION JUBILEE TROPHY WINNERS

#### The Challenge Trophy

The Executive of the Dominion of Canada Football Association in 1912 invited His Royal Highness, The Duke of Connaught to become the Patron of The Association. The invitation was accepted and His Royal Highness subsequently donated a trophy called "The Connaught Cup". It was emblematic of the championship of Canada. In 1926, The Football Association of England donated a beautiful trophy to the Dominion of Canada Football Association "The Challenge Cup" and it replaced the Connaught Cup as the trophy for the National Championship.

1913	Norwood Wanderers
1914	Norwood Wanderers
1915	Winnipeg Scottish
1916	No Competition
1917	No Competition
1918	No Competition
1919	Grand Trunk, Montreal
1920	Westinghouse, Hamilton
1921	Toronto Scottish
1922	Hillhurst, Calgary
1923	Nanaimo, British Columbia
1924	United Weston, Winnipeg
1925	Ulster United, Toronto
1926	United Weston, Winnipeg
1927	Nanaimo, British Columbia
1928	Westminster Royals, British Columbia
1929	Canadian National, Montreal
1930	Westminster Royals, British Columbia
1931	Westminster Royals, British Columbia
1932	Toronto Scottish
1934	Verdun Park
1935	Aldred Building, Montreal
1936	Westminster Royals, British Columbia
1937	Johnston Nationals, Vancouver
1938	North Shore United, Vancouver
1939	Radials, Vancouver
1940 – 1945	No Competition
1946	Ulster United, Toronto



1947	St. Andrew's, Vancouver
1948	Carsteel, Montreal
1949	North Shore, Vancouver
1950	Vancouver City, Vancouver
1951	Ulster United, Toronto
1952	Stelco, Montreal
1953	Westminster Royals, British Columbia
1954	A.N. & A.F. Scottish, Winnipeg
1955	Westminster Royals, British Columbia
1956	Halecos, Vancouver
1957	Montreal Ukraina
1958	Westminster Royals, British Columbia
1959	Montreal Alouettes
1960	Westminster Royals, British Columbia
1961	Montreal Concordia
1962	No Competition
1963	No Competition
1964	Vancouver Columbus, British Columbia
1965	Firefighters F.C., British Columbia
1966	Vancouver Under 23 All Stars
1967	Balymena, Ontario
1968	Toronto Royals
1969	Vancouver Columbus
1970	Manitoba Selects
1971	Vancouver Eintracht
1972	New Westminster Blues, British Columbia
1973	Vancouver Firefighters
1974	Calgary Springer Kickers
1975	London Boxing Club of Victoria
1976	Victoria West Soccer Club, British Columbia
1977	Vancouver Columbus Soccer Club
1978	Vancouver Columbus Soccer Club
1979	Victoria West Soccer Club, British Columbia
1980	Saint John Drydock, New Brunswick
1981	Toronto Ciociaro Soccer Club
1982	Victoria West Soccer Club, British Columbia
1983	Vancouver Firefighters
1984	Victoria West Soccer Club, British Columbia
1985	Vancouver Croatia, British Columbia
1986	Hamilton Steelers, Ontario
1987	Lucania Soccer Club, Winnipeg
1988	Holy Cross, Newfoundland
1989	Scarborough Azurri Soccer Club, Ontario
1990	Vancouver Firefighters
1991	Norvan Anar #45, British Columbia
1992	Norvan, British Columbia
1993	Westside Rino, British Columbia
1994	Edmonton Ital Canadians, Alberta
1995	Mistral Estrie, Quebec
1996	Westside C.I.B.C., British Columbia
1997	Edmonton Ital Canadians, Alberta
1998	RDP Condors Quebec
1999	Calgary Celtic SFC

2000	Lucania Soccer Club, Winnipeg
2001	Halifax King of Donair
2002	Sons of Italy, Manitoba
2003	Calgary Callies
2004	Pegasus F.C. (British Columbia)
2005	Scarborough G.S. United (Ontario)
2006	Ottawa St-Anthony (Ontario)
2007	Calgary Callies (Alberta)

## THE JUBILEE TROPHY

In 1982, the Board of Directors of the Canadian Soccer Association recognized the game between London Concord and Edmonton Angels scheduled in Toronto, November 6<sup>th</sup>, to be the First Senior Women's Championship game, the winner to be declared "National Champions". The Ontario Soccer Association donated a new trophy to be known as the "Jubilee Trophy", to be used in the National Women's Competition. Edmonton Angels won the game in 1982.

1982	Edmonton Angels
1983	Edmonton Angels
1984	Edmonton Angels
1985	Edmonton Angels
1986	Edmonton Angels
1987	Coquitlam Soccer Club, British Columbia
1988	Edmonton Angels
1989	Dorval United
1990	Coquitlam Strikers, British Columbia
1991	Surrey Marlins, British Columbia
1992	Surrey Marlins, British Columbia
1993	Surrey Marlins, British Columbia
1994	Coquitlam Strikers, British Columbia
1995	Edmonton Angels
1996	UBC Alumni, British Columbia
1997	Nepean United Spirits, Ontario
1998	Nepean United Spirits, Ontario
1999	Edmonton Angels
2000	Edmonton Angels
2001	Burnaby Canadians Anduccis
2002	Oakville Storm, Ontario
2003	Halifax Athens United
2004	Edmonton Victoria S.C. (Alberta)
2005	Edmonton Victoria (Alberta)
2006	Surrey United (British Columbia)
2007	Dynamo de Quebec (Quebec)