

SASA RULES AND REGULATIONS

February 25, 2015

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1. MEMBERSHIPS

1.1 General Membership Requirements

- i) All members will respect the objectives, and comply with the Constitution of the District Association. Members shall maintain a Constitution in conformity with that of the District Association. Deviations from the Constitution of the District Association to accommodate local needs must be approved by the Board of Directors of the District Association.
- ii) Application for renewal of membership in the District Association shall be made annually on a form to be provided by the District Association. The application must be accompanied by the required membership fee, together with a copy of the applicant's constitution, a list of current Officers, and a financial statement based on the gross revenue of the Member as set out in OSA's Club and League Operational Procedures. Any Member failing to submit the application form, all required documentation, and payment of any and all outstanding balances owed to the District by October 31 of the current year shall be fined \$100.00.
- iii) All monies owing to the District Association shall be due and payable upon receipt of invoices unless otherwise stipulated. Penalties for payment after 60 days shall be \$100.00 per month or an amount established by the Board of Directors. Invoices not paid within 60 days will deem the Club/League to be a member not in good standing. All penalties shall apply as directed by the Board including suspending the Club/League participation in all soccer activities.
- iv) Each Member will hold an Annual General Meeting, and will inform SASA of the date of their AGM.
- v) Each Member shall notify The District Association in writing of any change of Officers or any change of address, within seven (7) days of any change.
- vi) Membership fees shall be in addition to any fees levied by The Ontario Soccer Association.
- vii) A Member not in good standing:
 - a) Will forfeit voting rights at any District Meetings including Board and General Meetings;
 - b) At the discretion of the Board, may be refused services by the District, including but not limited to the registration of players, coaches, administrators;
 - c) At the discretion of the Board, may have its access to the computerized registration system suspended
- d) at the discretion of the Board, may be suspended from participation in all soccer activities.

1.2 Active Members - Clubs

- i) All Clubs under the jurisdiction of The District Association shall place their players at the service of The District Association.
- ii) Playing Out Rights:
Clubs wishing to enter a team(s) in a league affiliated with another District Association

may do so only with the permission of both District Associations concerned.

Clubs wishing to enter a team(s) in a regional league must have permission of the District Association and the OSA as required

1.3 Active Members – Youth Clubs

- i) Applications from all clubs proposing to convene an outdoor youth soccer program under the auspices of Sault Youth SC will only be considered for youth recreational status in the first year of operation.
- ii) Each club convening at the youth level shall register not less than four (4) youth teams and shall convene a recreational program consisting of registered players formed into teams playing in league(s) under the jurisdiction of the Sault Youth SC and the District Association.
- iii) Senior club wishing to expand to youth soccer must apply to convene youth soccer division(s) and comply with all existing operating procedures.
- iv) Upon receipt of a new application to convene an outdoor youth soccer program, SASA shall advise all members of the application and request that comments on the application be submitted within a set time in advance of the first Board meeting at which such application is to be considered.

1.4 Associate Members - Leagues and Other Organizations

The District Association will consider accepting into Associate Membership, Leagues and other organizations, which have the following terms of reference:

- i) Leagues and other organizations such as coaches and referees associations shall comply with the "General Membership Requirement" Rule 1 a).
- ii) Voting Rights

Voting rights shall be as described in the District Association By-Laws.

1.5 Life Members

The District Association will consider accepting into Life Membership, individuals who have been associated with The District Association or one of its members, and who have rendered special service to the game, to an extent beyond normal participation. Provided the nominee has fulfilled the requirements in the criteria.

2. BONDS

- a) Each club in membership of The District Association shall maintain a performance

bond of five hundred dollars (\$500.00). This bond is to remain with The District Association during the term of membership.

b) Bonds will be forfeited at the discretion of the Board of Directors, however the club can only be expelled from The District Association following a two-thirds (2/3) majority vote at a General Meeting.

c) Clubs that cease to operate shall have six (6) months to claim repayment of their Bond. If such a claim is not made, the District Association shall be deemed the owner of the bond and shall direct it to be

i) Placed in an account for soccer development

ii) Donated to a children's charity.

3. REGISTRATON

a) General

i) An individual or organization must register with the District Association prior to participating in any soccer program under the jurisdiction of the District/OSA.

ii) Registrations must be made in accordance with procedure laid down by the District Association and the OSA.

a) Clubs entering teams in senior leagues must register 11 players by May 15 for the outdoor season and 8 players by October 15 for the indoor season.

b) After June 30 for the outdoor season and December 15 for the indoor season, senior players will be deemed to have played or practiced with their Club. After that date, player registrations will be terminated upon request. That is to say that the SASA player fees will be charged to the Club. Note: The termination of a player registration is not the deletion of that player from Club membership.

3.1 PLAYER REGISTRATION

a) Initial Registration

i) The District Association will appoint a Registrar from whom the clubs shall obtain their registration forms.

ii) Completed registration forms shall be forwarded to the District Registrar by the Club/League Registrar, except in cases where Clubs have the District's authorization to register their Club's participants. The District Registrar shall validate the registrations, however the player is only registered after the registration has been data entered in the OSA's computerized registration system. The effective date of registration for an

amateur player shall be the day after the registration has been data entered in the OSA's computerized registration system. The District will issue an updated roster. The District shall invoice the Clubs the required fee.

iii) If a player's name appears on a game sheet and that player has not been properly registered according to rule 8 a) ii) the Club shall be fined \$199.00.

iv) Providing that there are teams in the player's age group, no youth player shall register with a team in a higher age group, unless written permission is obtained from the Club.

iv) In the interest of player development, Clubs with Youth players shall be permitted to sign affiliation agreements with Clubs/Leagues that register only senior teams.

v) Youth players must fulfill their obligations to their youth team first. Failing to do so, will result in losing playing up privileges for the remainder of the season.

vi) Teams who bring up youth players contrary to (v) above shall have access to all youth game privileges withdrawn for the remainder of the season.

b) Registration Changes

i) Any player registered with any team may transfer such registration to another team, as allowed for in O.S.A. Policies and Procedures

ii) The fee payable for the transfer of a player shall be twenty-five (\$25.00) dollars payable to the District by the receiving Club.

c) Change of Registration across Age or Competition Class shall be in accordance with SASA and O.S.A. Policies and Procedures.

4. REFEREES

4.1 No person shall officiate as a referee in any competition under the jurisdiction of The Ontario Soccer Association, unless he is on the Official List of Referees.

i) However, if in unforeseen circumstances a referee fails to show up for a game or is unable to act, Leagues, Clubs or Teams shall have the right to agree on some other person to officiate, however that person must be a SASA registrant. The teams shall agree on a person(s), not necessarily on the official list, to act in his/her stead. In youth or mini-soccer age divisions, the two coaches shall decide on a person (spectator) to referee the entire game or they shall agree to referee half a game each or they shall agree to have one coach referee the entire game.

ii) Procedure for Reporting Referees that miss game assignments:

1. If the game is one where there is Referee and Assistants (AR) then it is the responsibility of the Referee if an AR misses, to report this directly to the DRC or if it is the Referee who misses it is the responsibility of the senior official to report to the DRC.
2. If the game does not have scheduled AR's, and the scheduled referee does not show then the home team coach should report this to the SASA office, who in turn will inform the DRC. In cases of SYSL games, all missed games should be reported by the home team coach to the SYSL office, who in turn will inform the DRC.
3. The reporting of missed games should include specifics of the game - League, date, Game number and venue which the game occurred.
4. Once the missed game has been reported to the DRC, he/she will contact the referee and inquire as to the reason for the missing of a game assignment.
5. The DRC will make a decision if further discipline action is required and if it is, then it is up to a Discipline Panel to determine guilt. The fine for senior game officials is \$100.00 - \$200.00 and for youth aged game officials officiating in a youth or mini competition the official should be provided an "alternative education program" for first time offence as per OSA Discipline Procedures Section 9.0 Policy 9.7, 9.71

4.2 Fees

i) Referees may only be paid game fees and expenses at rates set in advance by Leagues under whose jurisdiction the games are played. It is an offence to offer, or for an official to ask for, or receive, more than the set rates.

ii) Referee and referee scheduler remuneration shall be the responsibility of SASA. SASA may delegate the responsibility of remuneration to leagues.

iii) Procedure for referee and referee scheduler remuneration in an adult league by SASA:

1. Referees and referee schedulers will have the option to receive remuneration either by cheque or by email money transfer. The District Referee Coordinator (DRC) will compile this list before each outdoor and indoor season, and submit to the District Administrator (DA).

2. The DRC, in collaboration with the DA and SASA Treasurer will determine a remuneration schedule for each outdoor and indoor season. The DRC will communicate this schedule to each league before the respective season begins. The schedule will include:

Remuneration Date - the date(s) in which referee and referee scheduler remuneration will be sent,

Remuneration Period - the start and end date in which referees and referee schedulers will be paid for game sheets submitted and games scheduled; the

start and end date in which scheduled games will be invoiced to the respective leagues; there may be multiple remuneration periods for each indoor and outdoor season

Invoice Date - the date(s) in which the leagues will be sent an invoice for the games that are scheduled to occur in the remuneration period

Invoice Due Date - the date(s) in which the leagues will be required to submit payment to SASA for the games that are scheduled to occur in the remuneration period

3. For the current indoor or outdoor season, the DRC will compile a list of all the league game types, number of referees required for each game type, fee paid per referee per game type, and the fee paid per referee scheduler per game type. This list will then be submitted to the DA.

4. The DA will invoice each league based on the games scheduled during the remuneration period indicated in the remuneration schedule. The invoice date and amount will be calculated using item #2 and the list in item #3. The invoices will be sent by the DA on the invoice date indicated in the remuneration schedule. The leagues will be required to submit payment for the invoice on or before the invoice due date indicated in remuneration schedule. The DRC will have the authority to cancel referee assignments in any league while an invoice payment is overdue from the corresponding league.

5. The DA will track all incoming game sheets for leagues, compile a referee and referee scheduler payroll using the list in items #2 #3 based on the game sheets submitted by the referees and submit this list to the Treasurer according to the remuneration schedule,. The payroll will account for any game that would be categorized in item #6. The Treasurer will process the payroll on or before each remuneration date. The DA will send each referee and referee scheduler a list of the games they will be paid for in each remuneration period, on or before each remuneration date.

6. At the end of the current indoor or outdoor season, the DA will complete reconciliation for the leagues. The following will be taken into account when completing the reconciliation:

a) any game that is not started/suspended due to weather and the game is not complete according to league rules and the game is not re-scheduled, then the referee(s) will be paid half of the required game fee for that game type and the league will be refunded the other half of the required game fee for that game type, provided the head referee submits the required Special

Incident Report (SIR)

b) any game that is not started/suspended due to weather and the game is not complete according to league rules and the game is re-scheduled, then the referee(s) will be paid half of the required game fee for that game type and the league will be invoiced for only half of the required game fee for that game type

c) any game that is not started/abandoned due to the behaviour of any team member(s), the referee(s) will be paid the full required game fee for that game type provided the head referee submits the required Special Incident Report (SIR)

d) any game that is not started/abandoned/suspended for any other reason than what is listed above and the game is not re-scheduled, then the referee(s) will be paid half of the required game fee for that game type and the league will be refunded the other half of the required game fee for that game type

e) any game that is not started/abandoned/suspended for any other reason than what is listed above and the game is re-scheduled, then the referee(s) will be paid half of the required game fee for that game type and the league will be invoiced for only half of the required game fee for that game type

f) any game in which the number of referees listed on the submitted game sheets is less than the scheduled number of referees for that game type, then the league will be refunded for each absent referee game fee for that game type

4.3 Appointments

1. Appointments shall be made in accordance with recommendations of the DRC, regarding the competency levels of Referees.

2. A Referee shall, within forty-eight (48) hours of the conclusion of the game, submit all necessary paperwork in reference to the game to the District office.

Footnote to Appointments; With reference to the above, please refer to the “SASA Referee Game Appointments Policy” (Appendix 1)

4.4 Authority to Cancel a Game

The City of Sault Ste. Marie has the right to cancel games with respect to the fitness of the city-owned soccer fields, or the Referee shall decide on the fitness of the ground for play, and the Referee’s decision shall be final.

5. TOURNAMENTS

All tournaments shall operate in accordance with O.S.A. Policies and Procedures. In addition to the required OSA fee, there will be an administration fee of \$25.00 with each

tournament host application.

6. EXHIBITION GAMES

a) Definition

An exhibition game is a game arranged between two teams of registered players, which is neither a scheduled league nor play-off game nor a cup game.

b) Authorization

i) All Clubs affiliated with this District Association are authorized to hold exhibition games with teams from within the District.

ii) All other exhibition games must be held in accordance with O.S.A. Policies and Procedures.

c) Hosting

i) Hosting shall be done in accordance with O.S.A. Policies and Procedures.

7. TEAM TRAVEL

Team travel shall be done in accordance with O.S.A. Policies and Procedures. .

8. DISCIPLINE

a) Any person reported or dismissed for misconduct shall be dealt with by The District Association according to OSA Policies and Procedures.

9. APPEAL PROCEDURES

a) Appeals against decisions made by a Club or League shall be submitted in writing, by registered mail, email, or delivery recorded by a member of the Executive or staff of The District Association and a copy of the letter of appeal shall be sent by registered mail, email or recorded delivery to a member of the Club or League Executive.

b) Registrants and/or registered organizations who wish to seek leave to appeal a decision will have seven (7) days from the date on which they received notice of the decision, together with their rights appeal, to submit in writing notice of the following:

i) their intention to appeal

ii) grounds for the appeal

- iii) all evidence that supports these grounds, including all documentation
 - iv) the remedy or remedies requested
 - v) a copy of the written decision being appealed or the Appellant's understanding of the decision (If the decision has not been received in writing)
- c) Further appeals must be made in accordance with O.S.A. Policies and Procedures.

10. PROTESTS

Protests shall be dealt with by the individual League executive except protests resulting from O.S.A. cup games.

11. GENERAL RULES

- a) All games shall be played under current F.I.F.A. rules or approved League rules, unless specified in this section.
- b) The District Association's competitions shall take precedence over all games, except O.S.A. competitions. Teams wishing to participate in any other games must follow OSA Policies and Procedures.
- c) All clubs under the jurisdiction of this District Association shall place their players at the service of the Association for any District representative team.
- d) The District Association shall be the custodian for all trophies awarded for District soccer activities within the geographic boundaries of the District. The persons who win individual trophies shall be the custodians of these trophies and are responsible for their condition.
- e) The Officers and Life Members of The District Association shall be admitted to the games of all affiliated clubs and leagues without charge.

12. TRIAL REGISTRATION PERMITS AND TEMPORARY ELIGIBILITY PERMITS

- a) A player may play for a team to which he/she is not registered under the O.S.A.'s Policies and Procedures.

13. ONTARIO SOCCER ASSOCIATION RULES AND REGULATIONS

Any item not covered by the preceding Rules and Regulations shall be referred to The Ontario Soccer Association Policies and Procedures.

Appendix 1 –SASA’s Referee Appointment Policy
Appendix 2 – SASA’s Indoor Facility Booking Policy

Appendix 1

Referee Game Appointments Policy

The Sault Amateur Soccer Association, hereinafter referred to as the District Association, has approved the following Referee Game Appointments Policy effective September 14, 2009.

Guiding Principles

All referees will receive a fair and equitable share of the game appointments under the jurisdiction of the District Association.

All referee appointments will be made in accordance with the policies of The Ontario Soccer Association, the District Association including the OSA Pyramid of Referee Appointments.

Appointment Practices

Only referees who are registered with The Ontario Soccer Association and in good standing may receive referee game appointments to games under the jurisdiction of the District Association.

All referee game appointers for clubs and leagues under the jurisdiction of the District Association shall be registered and in good standing with The Ontario Soccer Association in accordance with OSA published rules. All referee game appointers will sign and abide by the assignor’s code of ethics.

The District Referee Coordinator (DRC) will provide appointers with the list of Referees at the beginning of each season. Referee Game Appointments are provided to referees by District Association designated referee game appointer or League or Club designated referee game appointer (s).

The following criteria will be used in the selection of referees within the same classification

Mandatory

Attendance at a minimum of one education sessions of four hours duration, held prior to the outdoor season.

Participation and completion of fitness testing (Provincial and Regional)

Referee availability

Optional

- participation in upgrading courses
- passing the standard examination for upgrading
- participation and completion of fitness testing (District and Youth)
- compliance with game report process
- punctuality at game appointments
- assessor or evaluator feedback

The District Association is committed to the development of referees through the referee game

appointments process including providing trial opportunities for newer referees who are ready for the next higher level of competition.

The District Association will ensure that referee game appointments are provided to both male and female referees.

Appendix 2

SASA's Policy and Procedures Northern Community Centre (NCC) Bookings

The purpose of the policy is to set down procedures to utilize the NCC to maximum capacity and potential.

The Indoor Facility Committee shall meet before August 01 of the current year to discuss/determine days/ times each group can reasonably expect

1. All SASA bookings will go through the SASA-appointed indoor scheduler to avoid conflicts.
2. Active and Associate Members of SASA not in good financial standing will not be allowed to book time until SASA Treasurer determines they are in good standing.

Priority will be given to (in descending order)

1. League play (youth leagues to be given priority from 5:00 pm to 8:00 pm)
2. Practices (Civic teams, Regional teams, SASA Clubs)

Clubs and Leagues wishing to operate a league for the upcoming indoor season shall apply to SASA in writing requesting permission to operate a league by August 01. The request must include:

- i) the name and information of a contact person and an alternate that will communicate on a regular basis with the SASA scheduler
- ii) the name and contact information of the league's scheduler
- iii) the name and contact information of the league's referee assignor
- iv) number of teams in league
- v) league rules
- vi) days and times requested at the NCC.

Note that in case of conflicting requests that cannot be resolved through negotiations between SASA schedulers and user, SASA Executive must meet by no later than August 15 of the current year to work out a resolution. Decisions by SASA are final and cannot be appealed.

3. Final League schedules need to be submitted to SASA scheduler by August 31.
4. SASA scheduler is to be given 5 business days notice of cancellations. Each user is allowed 2 cancellations* throughout the season without penalty. There will be no refunds after the second cancellation. Cancellation of league games must come from the league's contact person - not a team in league.
* Cancellation is defined as the user's booking for that day.

5. SASA scheduler will send a record of field use to user groups monthly for verification to avoid discrepancies. Users will have one (1) week to review

Payment:

All Indoor Leagues - full payment due January 31.

Sault Youth S. C. Civic teams – to be determined by GM of Civics
SASA Clubs – to be determined

The above PDF is a downloadable version of SASA's Rules and Regulations, as amended February 25, 2015.

In the event of a discrepancy between the downloaded PDF file and the hard copy in the hands of the SASA Executive Secretary, the hard copy will take precedence.