



# Central Alberta Soccer Association (CASA)

## Missed Team Declaration Deadline Policy

### 1. Purpose

This policy establishes consistent expectations and consequences for member organizations that fail to submit team declarations by the deadlines set by the Central Alberta Soccer Association (CASA). Timely declarations are essential for scheduling, division alignment, referee assignments, and overall league operations.

### 2. Scope

This policy applies to all CASA-affiliated clubs and community associations submitting teams for any CASA-sanctioned league or competition.

### 3. Definitions

- **Team Declaration:** The formal submission of a team for participation in a CASA league or competition, including all required documentation and fees.
- **Deadline:** The date and time established by CASA for submission of team declarations for the upcoming season.

### 4. Policy

#### 4.1 Requirement to Meet Deadlines

All member organizations must submit complete team declarations by the published CASA deadlines. Extensions may only be granted in exceptional circumstances at the discretion of the CASA Executive Director or Executive Board.

#### 4.2 Consequences for Missed Deadlines

CASA uses a progressive discipline model to ensure fairness and accountability.

##### First Offense (within a 24-month period)

- A monetary fine of **\$250 per late team declaration** will be applied.
- The team will only be accepted if its inclusion does not disrupt divisional balance or scheduling already in progress.
- The club will receive a written notice outlining the infraction and expectations for future compliance.



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## **Second Offense (within the same 24-month period)**

- A monetary fine of **\$500 per late team declaration** will be applied.
- Acceptance of the team is not guaranteed and will depend on operational feasibility.
- The club may be required to attend a compliance meeting with CASA administration.

## **Third Offense (within the same 24-month period)**

- **No late team declarations will be accepted.**
- The team will be **disallowed from entering** the league or competition for that season.
- The club will receive formal notice of non-compliance and may be subject to additional review by the CASA Executive Board.

## **4.3 Resetting the Offense Count**

Offenses expire **24 months** after the date of occurrence. Clubs with no late submissions within that period will return to First Offense status.

## **4.4 Appeals**

Clubs may submit a written appeal within **7 days** of receiving notice of an offense. Appeals will be reviewed by the CASA Executive Board, whose decision is final.

## **4.5 Authority**

CASA reserves the right to modify deadlines, adjust fines, or make exceptions in extraordinary circumstances to ensure the integrity and smooth operation of league play.