

# Lakeland District Soccer Association Spring Operational Meeting Virtual April 10, 2022 @ 9:30 am

1. Call to Order: 9:39 am

Roll Call: Those in attendance:

LDSA:

Josh Phillips - LDSA President, BV Tech. Dir. Tim Urlacher - LDSA 1<sup>st</sup> VP, CL Pres. Darlene Larocque - LDSA Secretary Melissa Foglietta - LDSA Exec. Dir., BV Registrar

Glenda Bouvier - absent

Jose Teixeira - LDSA DRA, BV Pres.

Bonnyville: Laura Phillips – Mini Director

Cold Lake: Lori Flander Midford – VP & Female Director; Ryan Cote – Youth Director

**Elk Point:** Mindi Kryzanowski – President

**Hardisty:** Bobby Granger – Treasurer

**Kitscotty:** absent

**Lac La Biche:** Etienne Vaillancourt – Vice President

St. Paul: Absent

**Sedgewick:** Robynn Bartusek – Vice President

**Vegreville:** Allan Bohrsen – President; Shelley Berry – Registrar

#### 2. Approval of Previous Minutes:

Motion to approve: 1st BV, 2nd Veg, all in favour

#### 3. Additions & Approval of Agenda:

Additions: none

Motion to approve: 1<sup>st</sup> Elk Point., 2<sup>nd</sup> Veg., all in favour

#### 4. Ongoing Business:

- a. COVID update (Appendix I): presented by LDSA President
  - There are a few restrictions left that are to be followed. (i.e. facility and referee)
- **b. SQS update** (Appendix II): presented by LDSA President
  - All districts and clubs must be compliant by next outdoor season
  - There are 37 points, we will work through them together as a group
  - Matt Thomas is ASA's representative for SQS, recently replaced John Clubb

➤ LDSA's President and ED will start working through the items and will put the request out for volunteers, from each club within the district, in the fall with a committee being formed by late summer

#### **Further Discussion:**

**Vermillion:** What do you expect would be needed for coaching requirements?

**Pres.:** CRC, Ethical Decisions, Respect in Sport, Concussion Course, Emergency Reaction, and Soccer Training. Head coaches will need the practical and theory while the Asst. Coaches will need theory only. All courses will cost money, so communities are encouraged to start allocating funds for these courses

*Hardisty:* What would coaches need today to be part of LDSA?

**Pres.**: The CRC with the Vulnerable Sector (completed w/n the past 3 years is good)

#### c. Referee update (Appendix III): presented by LDSA Ref Dir

- There are 3 courses scheduled: 1 entry level in Vegreville (April 12<sup>th</sup> webinar, 23<sup>rd</sup> field session); 1 entry level in Bonnyville (April 20<sup>th</sup> webinar, 30<sup>th</sup> field session); 1 mini course in BV (May 14<sup>th</sup>).
- ➤ 1 pending mini course registered for St. Paul on May 7<sup>th</sup>
- We're getting momentum with attracting referees however we need more in order to have a successful season
- There's a very good promotional video on the ASA website if you wanted to use it in your community messages
- Referee links are available on the ASA website, however you can contact Jose as well (cell: 780-573-4922 or email)
- Communities can host referee sessions (i.e. Vegreville) as long as there are enough participants for the courses (minimum 6 participant/course)
- ➤ More referees are needed in the Northern communities

#### Further Discussion:

**Vegreville:** Why are people with Apple products having trouble accessing the online modules?

**CL.:** Ask them to install another browser on their Apple device, this should remedy the issue

#### **d. Technical update:** provided by LDSA President

- Coaching from ASA
  - Classroom practical session (on field technical)
  - Have a district call in May and can book courses then after
  - Unlikely to have courses this year but we'll try
- Theory component is available on the ASA site and runs appx. \$25 \$35
- Practical session is currently a submitted video

- All coaches attending provincials will need to complete the theory and video submission courses
- LDSA is currently without a Technical Director so in the interim, forward questions to Josh for follow up

#### **Further Discussion:**

**Vegreville:** Is the EMD (Ethical portion) required as well? **Pres.:** Will verify with ASA regarding the Ethical portion

**Vermillion:** Do the courses expire?

Pres: C & B license courses will expire after 5 years, CSA courses have no expiry, and

Respect in Sport courses expire in 5 years as well

**CL:** Will the Safe Sport Training be a requirement down the line?

**Pres:** as of now, no, however it may be implemented once SQS is in place **Vegreville:** Coach's completed online theory courses are not showing up

**Pres:** confirmed the list gets updated every Friday with who has taken it, will follow up with ASA regarding those not showing

**Vegreville:** The Canada Soccer training, is this a requirement if you've already completed your course?

**Pres:** No, it's for newer registrants. It's an intro only and may be the issue for those people who are completing this thinking that is their course.

#### e. Vulnerable Sector Check: (Appendix IV)

- ASA's Volunteer Screening Minimum Standards document was share at the last meeting
- ➤ See points 14 16 for details on how CRCs should be stored
- ➤ They are to be stored at the district and all communities need to have a copy of the CRC

#### **Further Discussion:**

Hardisty: Ensure only copies are stored, not the originals

**Bonnyville:** Is this a requirement?

**Pres:** yes

**Vegreville:** noted this was attempted by ASA about 12 years ago without success. The result was that each community had to have 1 bonded person per community club who would be responsible for the storage and maintenance of the CRCs

**Pres:** ASA is moving towards RAMP which has a piece regarding CRC storage, will follow up with ASA

Elk Point: Coaches and Managers required CRCs, but do board members?

**Pres:** ASA doesn't require it currently however most community club boards do have it in place

**Pres:** Will follow up with ASA regarding the specifics. For now, ensure the CRCs are current and valid for all coaches and managers

#### 5. New Business:

#### a. Tier 2/3 Teams (Lakeland FC) (Appendix V)

- LDSA would like to run a T3 season
- Communities are open to support this
- > Tryouts to be held on June 12<sup>th</sup>
- Need coaches in place prior to tryouts
- Fees will be dependent on number of teams and players
  - Provincial fees & jersey costs must be covered
- Registration will be online through LDSA
  - o Executive Director will look at the RAMP process for this
- Noted, the Lakeland Rules has an oversight regarding player selection within Section
   8 (Tier II-III Programs)
  - Lakeland Executive will prepare a proposal for the addition to the Lakeland Rules re: Player Selection, which will be discussed and voted on at the next meeting

#### **Further Discussion:**

CL: If more then one coach applies then we'd need to meet and decide

**Pres:** section 8 of our Lakeland Rules applies to T3

**Group:** who selects the players? Coaches/district representative?

**MOTION:** Forwarded by Veg., seconded by BV; passed by majority vote. Update to Section 8, point 8.2 of the Lakeland Rules

Coach selection will be made by resume (coaching application) review by the Lakeland Executive and/or District Head Coach(es).

#### b. Player Transfer: (Appendix VI)

- Regarding players registering in Edmonton and other communities
- See ASAs Youth Player and Team Movement through Recruitment Policy
- > The district can come up with their own policy however would caution against it
- In the absence of a motion, the executive will discuss to determine what written support may be needed. In the interim the presidents will discuss inter-community transfer requests and sign off

#### **Further Discussion:**

**CL:** Out of district is difficult to stop, can only encourage them to stay

**Vegreville:** We've had a number of players moving to Edmonton that have always been supported (we don't hold them back). Years ago, there were issues with players moving between communities of our district. There may have been an agreement between the communities that we wouldn't poach players

**CL:** Community presidents would sign off on player moves between communities to avoid community poaching. Concerned of losing kids and not able to maintain a level for that community

**Vermillion:** Is there a transfer deadline? **Pres:** Yes, it's noted in the ASA document

**Veg:** Transfers should be accepted by the community presidents, both the leaving and accepting clubs.

**CL:** can there be something put in place (guideline) where communities discuss? If a player is wanting to move communities, then the presidents have to discuss and approve transfer?

#### c. Lakeland Jerseys

- During the indoor season jerseys were purchased with \$500 donated from each of the CL, BV, and LLB clubs. LDSA covered the shipping costs
- ➤ The understanding was that the jerseys would be returned to LDSA after the season/provincials
- There are some jerseys that have not been returned, should the community club whom the player was registered, look to recover the jersey or the funds to replace or LDSA?
  - For the past indoor season, no action to be taken on the missing jerseys,
     will hope for their return

#### **Further Discussion:**

BV: LDSA should recover

**CL:** Community should first attempt recovery from player, then cover cost if unsuccessful

**BV:** Who ran the team(s)?

Pres: Wasn't a typical season where the district ran the team

**BV:** How many jerseys are missing?

Pres: Approximately 2-3.

**MOTION:** Forwarded by CL, seconded by LLB; passed by majority vote.

Deposits are required on jerseys purchased by Lakeland District Soccer Association and are to be returned to LDSA, in field presentable condition, by the end of the season.

#### d. Game Formats (Appendix VII)

- > Same as 2019
  - U5 3v3 recommended
    - format is up to the community
  - U7 5v5 w goalie
    - no document provided, may need to come up with own rules
  - $\circ$  U9 7v7
    - Document will be forwarded
  - o U11 8v8
  - U13 and up follow FIFA rules

#### **Calendar of Events:**

#### 1. Outdoor Admin:

- Provincial Hosting Declarations: April 13, 2022
  - Date updated from previous communication
- Player Registration Forms to LDSA: May 15, 2022
  - o use RAMP template (if not using online RAMP registration) (Appendix VIII)
  - o email the Executive Director if there are any questions with this template
- Player Registration Fees to LDSA: May 22, 2022
  - o LDSA Player Membership/League Fee Schedule (Appendix IX)
- New Player Registrations: May 31, 2022
- > Tier IV Provincial Team Declarations: June 3, 2022
- Tier IV Roster Submissions to ASA: June 29, 2022
  - LDSA submission deadline: June 27, 2022
- > Tier III Provincial Team Declaration: June 17, 2022
- ➤ Tier III Roster Submissions to ASA: August 3, 2022
  - LDSA submission deadline: August 1, 2022
- Adult Provincial Declarations: June 10, 2022
- Adult Provincial Roster Submissions: July 31, 2022

#### **Further Discussion:**

**Vegreville:** Regarding coach information (eg CRC), do you need everything for the minis as well as the youth?

**ED:** All registration is on one sheet now, if you have the information it would be good but if you don't have it then that's fine.

**Pres:** Reminder, this information will be a requirement next year. For this year, at minimum, we will need the coach's name

#### 2. Outdoor League Play:

- > Declaration date April 15<sup>th</sup>
- ➤ Scheduling evening meeting next week (18 20) with Pres., ED, & Veg Pres. to work on League Play schedule
- ➤ Nighttime practices typically up to the community
- > Typically try to schedule Home Games on that community's practice nights
- Will need to find out St. Paul's practice schedule in order to determine available Neutral Site game nights
- Email will be sent to the communities to determine their openness for Sunday night games (6:00 pm start time)
- Communities will look to form teams within their community firstly with same gender and age group, then same gender mixed age groups, lastly mixed gender mixed age groups however numbers are lower.
- All communities will meet again this week to continue the League Play discussion bringing their updated registration numbers. All communities agree to work together to ensure teams are formed noting 'we need to find a way for everyone to play'.

#### 3. Outdoor Lakeland Cup:

- Need to confirm hosts
  - Cold Lake and Vegreville to discuss together to determine which community will host which weekend and which age groups
  - O Weekends of June:  $18^{th} 19^{th}$  and  $25^{th} 26^{th}$
- Medals will need to be purchased

MOTION: Small trophies to be purchased that will be awarded to each of the winning teams at Lakeland Cup. The trophies do not need to be returned to LDSA and will be engraved with the following: Lakeland Cup, YEAR, AGE GROUP/GENDER.

Motion to approve: 1st BV, 2nd CL, passed by majority vote

#### 4. Outdoor Provincials:

- ➤ Tier IV Provincial Rosters to LDSA: June 27, 2022
  - o includes replacement player forms
- > Submission to ASA (by LDSA): June 29, 2022
- ➤ ASA Provincial Tier IV Rural Dates: July 8 10, 2022
- ➤ ASA Provincial Tier II & III Dates: August 12 14, 2022

#### 5. Mini – Tournaments:

- Lac La Biche May 14 15, 2022 (PENDING)
  - Run through SURF

- o Inviting teams from outside the district
- U7 U13 (9v9 format)
- o **PENDING** not yet approved. More info to come
- Vermillion May 28 29, 2022 (PENDING)
  - PENDING field conditions
  - o At this time, it is a go however if the fields are unusable will need to advise
- > St. Paul June 4, 2022 (CONFIRMED)
  - o Did not confirm U11s
- ➢ Bonnyville June 11 − 12, 2022 (CONFIRMED)
- 6. Out of District Tournaments: ASA Tournament Calendar: <a href="https://albertasoccer.com/events/">https://albertasoccer.com/events/</a>
  - Camrose Night Classics: June 3 5, 2022
  - > TRSA Summer Solstice U11 Tournament: June 24 26, 2022
  - > SWEMSA U9 Tournament: June 25 26, 2022
  - > Advise LDSA if you are registering a team
    - o Coach, Community, and LDSA to sign off

Next Meeting: April 14th @ 7:00 pm VIRTUAL

Adjourn: 1:01 pm

Motion to adjourn: 1st Vermillion, 2nd CL, all in favour



#### **RETURN TO SOCCER - BEST PRACTICES GUIDELINES**

Effective "March 3, 2022"

	Description / Application
Permitted Activities (REQUIREMENTS)	<ul> <li>INDOOR and OUTDOOR contact activities are permitted for games, scrimmages and contact play without on field restrictions.</li> <li>All personnel and players on the field or on the bench must adhere to these requirements.</li> </ul>
,,	ALL activities and ALL Ages can continue without restrictions except MASK wearing is required off the field where required by municipalities.
Registration (REQUIREMENTS)	<ul> <li>All Participants must be registered for the current season as per the established process with their Club/Community, District and Alberta Soccer. Participant is defined as player, coach, trainer, and/or referee.</li> <li>All Participants must sign the <u>Informed Consent – Assumption of Risk Waiver (age of majority)</u> or for youth their parents / guardians must sign the <u>Informed Consent – Assumption of Risk Waiver(youth)</u></li> <li>Prior to participating, Participants must be made aware and acknowledge that although exposure to COVID-19 is unlikely, it is possible, and Participants are participating voluntarily in Alberta Soccer activities with a foreknowledge of the risks.</li> <li>INDOOR and OUTDOOR guidance correlates to the season the team is registered in.</li> </ul>
Hygiene (REQUIREMENTS)	<ul> <li>Activity organizers must communicate appropriate hygiene measures for the activity in advance to all participants.</li> <li>No spitting, clearing of nasal passages, handshakes, high fives, chest bumps, etc. permitted.</li> <li>Pre-game and post-game handshakes should be replaced by a walk by, socially distanced, between the teams.</li> </ul>
Masks	INDOORS: Masks are mandatory off the field where required by a municipality.  OUTDOORS: Programming can proceed without restrictions; ASA Members are to be respectful of personal choice and comfort levels.
Physical Distancing (BEST PRACTICE)	INDOOR: Physical distancing of 2 metres is recommended between all participants when not actively on the field of play which includes the bench area.  Coaches/trainers may enter physical distancing space for <u>brief interactions</u> with participants to correct form or technique and provide guidance during games/training sessions  OUTDOOR: Training can continue without restrictions.



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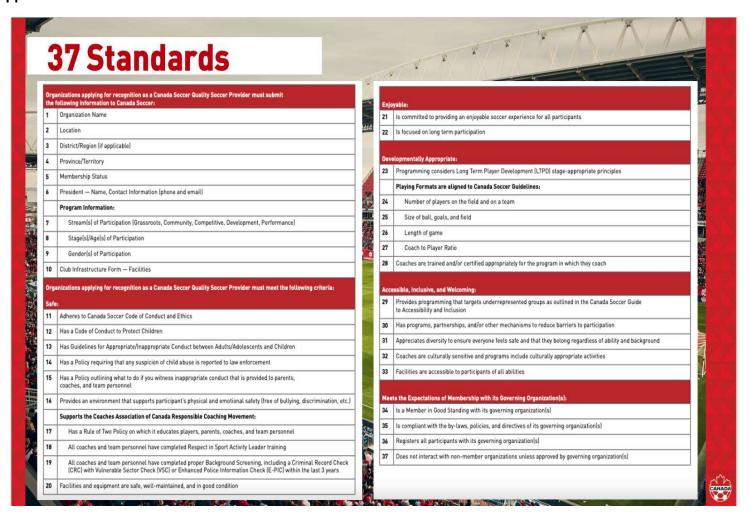
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	Description / Application
Screening & Response Plan (BEST PRACTICE)	<ul> <li>INDOOR: Individuals exhibiting <u>COVID-19 symptoms</u> may not participate in games or training.</li> <li>Rapid Response plans are required to ensure the safe isolation of and swift departure from the facility of a Participant who becomes sick (symptomatic) while participating in a group session.</li> <li>OUTDOOR: Training can continue without restrictions</li> </ul>
Equipment (BEST PRACTICES)	All shared equipment should be cleaned and sanitized before and after each group training session or game.  - Equipment cleaning is the responsibility of the home team when participating in games. Games balls should be sanitized before they are provided to the referee and sanitized during stoppages in play, if possible, including halftime.  - Equipment including, but not limited to, balls, cones, pinnies (bibs), pop up goals and corner flags.  - Recommend that one individual be assigned responsibility for management of equipment.  - Goalkeeper gloves cannot be shared
Scheduling (BEST PRACTICES)	<ul> <li>Training sessions should be scheduled and approved by a Club, and/or District.</li> <li>All INDOOR training schedules and attendance lists should be shared with Club and/or District for contact tracing purposes.</li> <li>A training group must have:         <ul> <li>Two coaches (minimum) for all youth sessions and/or sessions where youth are present both registered and meeting minimum standards outlined in the section "Coaches with players 18 Years and under"</li> <li>Games/Training must be scheduled to allow sufficient time between activities to allow for:</li></ul></li></ul>
Travel & Tournaments (REQUIREMENT)	<ul> <li>Travel within the province for games against registered opponents is allowed.</li> <li>Travel out of the Province is subject to restrictions in both provinces and should be reviewed.</li> <li>INDOOR Tournaments are permitted at all age groups</li> <li>OUTDOOR Tournaments are allowed at all age groups.</li> <li>Facility requirements MUST be adhered to as per below.</li> </ul>
Referees (REQUIREMENT)	<ul> <li>ALL Interaction with referees should be limited and kept to 2 meters distancing at all times with the following exceptions:</li> <li>Pre-game exchange of game sheets.</li> <li>In-game situations like wall management, free kick management, drop ball management or other management decisions as determined by the Referee.</li> <li>This does not include players moving past the Referee in the run of play to challenge for the ball, mark a player or other natural movements during open play.</li> <li>Any participant who intentionally breach the 2 meters distance during the game to interact with the referee will be subject to the appropriate discipline action including warnings, Yellow Cards and Red Cards or <u>ASA Discipline</u> as applicable.</li> </ul>

	Description / Application								
Coaches with players 18 years and under (REQUIREMENT)	<ul> <li>A minimum of two coaches 18 yrs+ must be present and participating in the group. All coaches MUST have a valid CPIC including Vulnerable Sector Search on file with their district / club.</li> <li>It is recommended that at least one coach per group be trained, at minimum, at the appropriate NCCP Coaching level.</li> <li>For the safe training of players under the age of 18 years, the following safety requirements must be met:         <ul> <li>Rule of Two maintained at all training sessions</li> <li>Including at least one coach who is of the same gender as the players</li> </ul> </li> </ul>								
Players and Team Staff (BEST PRACTICES)	<ul> <li>No loitering before or after games / training sessions for INDOOR.</li> <li>No interacting with players or coaches not in your group while at the field/facility.</li> <li>Arrive no more than 10-15 minutes before access to field, dressed and ready to participate.</li> </ul>								
Spectators & Gatherings (BEST PRACTICES)	<ul> <li>Spectators are permitted within the limits of gathering size, physical distancing requirements and subject to any additional facility and/or program restrictions.</li> <li>No loitering before or after games / training sessions for INDOOR.</li> <li>Spectator areas must allow for 2 metres distance to be maintained from players, coaches, and referees AND allow 2 metres distance between spectators from different households.</li> <li>The activity must comply with current gathering restrictions issued by Alberta Health Services.</li> </ul>								
Facility (REQUIREMENT)	<ul> <li>All games/ training sessions must also adhere to safety protocols if implemented by the facility.</li> <li>All facility rules must be followed, including capacity limits, to meet Government of Alberta Standards.</li> <li>This document is supplementary and should be viewed as additional guidance to support facility and regional requirements.</li> <li>"Each facility and jurisdiction can determine the entry requirements to play sport and the restrictions may differ at each facility"</li> </ul>								
Non- Compliance (REQUIREMENT)	As per ASA Rules & Regulations the following sanctions may be applied for non-compliance:  Appendix C:  5.2 Breach of ASA Health & Safety Protocols – including but not limited to the Covid-19 Safety Guidelines, Canada Soccer Lightning Policy, Field Safety Checklist and Air Quality Guidelines.  a. Individuals  1. 1st Offence Minimum 1 Month and up to 1 Year Suspension  1. Must include a minimum \$100 Fine, and \$500 Bond  2. 2nd Offence Lifetime Ban  b. Clubs  1. 1st Offence Warning  2. 2nd Offence \$1,000 Fine and;  1. Discipline Hearing for consideration of sanctions against the Club, Club Leadership (President, ED, GM etc) and/or Board of Directors								

Description / Application
<ol> <li>3rd Offence - \$2,000 Fine, Removal from Provincial Competitions for 1</li> </ol>
season and;
<ol> <li>Discipline Hearing for consideration of sanctions against the Club,</li> </ol>
Club Leadership (President, ED, GM etc) and/or Board of Directors

#### **Appendix II**



#### **Appendix III**

Course Type	Webinar	In-Person	Community	Location	Host Name	Host Contact	Cost
Entry Level	April 12, 2022 7pm – 10pm	April 23, 2022 1pm – 4pm	Vegreville	St. Martin's Catholic School	Shelley Berry	dsberry@telus.net	\$125.00
Entry Level	April 20, 2022 7pm – 10pm	April 30, 2022 1pm – 4pm	Bonnyville	Ecole des Beau Lacs	Jose Teixeira	cicouro@gmal.com	\$125.00
Mini		May 14, 2022 1pm – 5pm	Bonnyville	Ecole des Beau Lacs	Jose Teixeira	cicouro@gmal.com	\$35.00
Mini <i>Pending</i>		May 7, 2022	St. Paul	TBD	Sharon St. Arnault	sstarnault_3@hotmail.com	\$35.00

Ph: 780 474 2200 Fax: 780 474 6300



## ALBERTA SOCCER ASSOCIATION (ASA) Volunteer Screening Minimum Standards Approved April 22, 2017

#### **Definitions**

- 1. The following terms have these meanings in this Standards:
  - a) "Police Information Check" or "PIC" means a search of the Canadian Police Information Center (CPIC) centralized criminal records database to determine whether the individual has a criminal record as well as non-conviction criminal information such as charges, warrants, probation orders, peace bonds, and dispositions for Not Criminally Responsible on account of Mental Disorder (NCR), as well as other police contact.
  - b) "Police Vulnerable Sector Check" or "PVSC" means, for individuals who are volunteering in a vulnerable sector (such as with minor athletes), a search for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences.
  - c) "Personnel" Personnel includes individuals and volunteers whose position with an Affiliated Member is one of trust or authority relative to young people. Personnel are required to obtain either a Police Information Check (PIC) or Police Vulnerable Sector Check (PVSC). Personnel include, but are not limited to coaches, technical directors, course and camp instructors, managers, billets, chaperones, and employees, board members, and staff.

#### Purpose

2. The ASA understands screening personnel and volunteers is a vital part of providing a safe sporting environment for athletes. Like many sport organizations, the ASA requires its personnel who interact with young athletes to be vetted and recommends all Affiliated Members vet Personnel who are in a position with ongoing, unsupervised interaction with a young athlete or other vulnerable person. Though submitting proof of the completion of this process assists ASA in the screening process, the ASA recognizes that no sport organization or sector of society can ever be 100% safe from harm.

#### Assessment of Risk and Recommendations for PIC and PVSC

- Risk Assessment
  - a) Each position in the Soccer Organization should be assessed for its level of risk to the participant and/or the Soccer Organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to reduce them. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, the Soccer Organization should consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.



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- For example, a High-Risk position would be a position in which the applicant is in direct contact with, or provides direct service to, vulnerable individuals. This risk is also high when the applicant will be in a position of trust, power or influence, and when the applicant's contact is unsupervised and/or takes place off site.
- b) The ASA suggests the following with respect to the level of risk associated with a position and recommended screening measures have been assigned to each level of risk:

#### **COMMON POSITIONS**

#### High-Risk

Competitive Team Officials All-star Team Officials Select Team Officials Camp Counselors Course Instructors Billet Families

#### Low Risk

Recreational Team Officials (non-travel) Grassroots Officials Board Members & Administrators

#### RECOMMENDED SCREENING MEASURES

#### High-Risk

Criminal Record w/ Vulnerable Sector Evaluation by Organization Application Form (optional if PVSC clear) References (optional if PVSC clear)

#### Low Risk

Criminal Record w/ Vulnerable Sector Evaluation by Organization References (optional if PVSC clear)

- In the event the screening results in a failed PIC or PVSC the individuals in the Low Risk Category must complete a reference check and in the High-Risk category must complete an application form and reference check.
- For an Affiliated Member Board of Directors and Staff there should be a standard in place for a minimum of a PIC, except for those personnel that hold a position in the High-Risk category above.

#### How to Obtain a Police Information Check and Vulnerable Sector Check

- A PIC or PVSC must be obtained every 36 months and proof of the check must be submitted every three years at a date specified by the Affiliated Member Organization.
- Personnel may obtain a PIC or PVSC by (i) visiting or contacting an RCMP office or police station, (ii) submitting two pieces of government-issued identification (one of which must have a photo), and (iii) completing paperwork. Payment of fees may also be required.



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- a) It is recommended that the organization cover all fees and plan through local law enforcement for mass submission of volunteers if possible.
- 8. Fingerprinting may be required if there is a match with the individual's gender and birth date.
- Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:
  - a) Negative. A criminal record does not exist.
  - Records match. A criminal record exists.
  - Incomplete. There was a match with the gender and birth date of the individual and fingerprinting is required.
- Some districts and communities may have a slightly different process for obtaining a PIC or PVSC and timelines for obtaining proof of the PIC or PVSC may be longer.
- As of December 2011, the RCMP installed LiveScan Real Time Identification Devices in some locations. Should an individual require fingerprinting, these devices speed up the process after being fingerprinted.
- Personnel requiring only a PIC may be able to obtain a check through www.backcheck.com but should confirm with the ASA before doing so.
- Personnel must submit proof of the PIC or PVSC to the appropriate organization (see: Management of PICs and PVSCs).

#### Management of PICs and PVSCs

- The ASA recognizes that PICs and PVSCs contain sensitive personal information and must be handled pursuant to the Regular Member's Privacy Standards.
- 15. Approved PICs and PVSCs will be valid for a period of a maximum of 36 months.
- 16. PICs and PVSCs will be stored as follows:
  - a) Personnel with a club that operates in an internal league will have their PICs and PVSCs stored by the club.
  - b) Personnel with a club that plays a league operated by an Affiliated Member will have their PICs and PVSCs stored by the Affiliated Member.
  - Personnel with a club representing an Affiliated Member will, at the request of the ASA, have their PICs and PVSCs stored by the ASA.



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#### Failing a PIC or PVSC

- 17. Should an individual applying for a position fail a PIC or PVSC by having a 'records match' which indicates a criminal record, or by having 'flags' or 'may or may not exist' items, the individual will not be permitted to participate in such position unless the individual applies for a special circumstances exception. To receive this exemption the individual applying must complete the application form and reference check. The Affiliated Member may convene a District Review Committee to determine exceptions on a case-by-case basis (see Appendix A). The committee will listen to arguments and make a recommendation to the Affiliated Members Board of Directors which shall address each recommendation in the following manner:
  - a) Permit. Accept the individual without restrictions.
  - b) Not permit. Do not accept the individual. This decision may be appealed under the ASA's Rules & Regulations on Appeals, in which case the Affiliated Member shall act as the Respondent.
  - c) Permit with conditions. The Affiliated Member will accept the individual and impose conditions (such as the individual withdrawing from a position of authority or trust relative to young athletes). The imposition of these conditions may be appealed under ASA's Rules & Regulations on Appeals.

#### Appendix V

#### 8. Tier II-III Programs

- 8.1. All tier II-III tryouts must go through Lakeland District Executive Committee for approval.
- 8.1.2. All tryouts must be open to any player registered with Lakeland District Soccer Association and advertised throughout the district.
- 8.1.3. All tryouts are open to a player registered in a different district, but still within the Alberta Soccer Association.
- 8.1.4. Any out of district players that make the Lakeland Team must receive a full release from their district.
- 8.2. Coach Selection will be made by resume review conducted by the Executive Director and District Head Coach(es).
- 8.2.1. All coaches and team staff chosen must obtain a criminal record check clearance.
- 8.2.2. The head coach must have the corresponding NCCP coaching course, as set out by the Alberta Soccer Association.
- 8.3. All players that try out for a tier team must first register and participate in the Lakeland Tier IV League Play program in order to be eligible for Tier II-III.
- 8.3.1. If there is not a team in the players home community at the corresponding age group, then Lakeland will assist with finding a team in a different community.
- 8.4. Tier II-III programming such as practices and tournaments will not interrupt the Lakeland League Play or Lakeland Cup program.



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#### **Alberta Soccer Association** Youth Player and Team Movement through Recruitment Policy Approved - November 4, 2017

player.

PLAYE	R MOVEMENT PRINCIPLES
	To provide an interpretation of Rule 5.G of the ASA Rules & Regulations.  O Rule 5.G
	<ul> <li>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 the ASA to leave his / her team before the end of the current season. The offence shall be dealt with by the ASA or League in Membership concerned, if the Club and players are under the same jurisdiction and by the ASA in all other cases.</li> </ul>
	To define Recruitment in terms of players in the context of Rule 5.G.
_	To define acceptable contact periods during and / or between seasons.
	To define acceptable contact types during and / or between seasons.
	Affiliated Members and their Clubs / Towns may make more restrictive player movement
	policies than contained with this policy.
DEFINI	ITIONS
10	Contact
	<ul> <li>Refers to any Action or Communication that is intended to induce a registered player(s) to leave his / her team. Contact may be any one or more of the following Types;</li> </ul>
	<ul> <li>Mail, Courier, Facsimile, E-mail, Text, Phone, Social Media Applications, Face-to- Face and any other contact as determined by the Discipline Committee.</li> </ul>
	Affiliated Member
	Regular Members (23 total) and Associate Members (Universities, Colleges, FC
	Edmonton) of the ASA and all members' associations of those Regular Members and Associate Members, including Clubs.
	Affiliated Parties
_	o Includes parents of players, relative of players and any other persons determined by the
	Discipline Committee to have connections to a team.
6	Prospective Player
ы	o refers to the Registered Player, and includes his or her parents, legal guardians and any
	other percent determined by the Discipline Committee to have influence over the



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Recruitment  O Any Contact with a Prospective Player by any Team Official, Registered Player or Affiliated Parties of another Club or team for the purpose of enticing the Registered Player to leave their team.
Recruitment Review Panel  The panel of three discipline committee members, appointed by the ASA, who decide if a complaint should be referred to a Discipline Committee.
Registered Player  Includes all youth players currently registered with the ASA.
Seasons  o In-season (Restricted Contact)
The period commencing with the start of League Play, up until and including the last day of ASA Provincials.  League play beginning includes league scheduled pre-season games.  This will not include invitational tournaments after ASA Provincials.  This will not include exhibition games scheduled by Clubs / Towns.  Provincials will normally be the end of Tier 1-to-Nationals and the Youth Indoor Provincials weekend.  Off-season (Open Contact)
The period commencing on the day after the last day of Provincials and ending on the day before the start of League Play.  This includes all teams, regardless of if they qualify for Provincials, and regardless of if their league play leads to Provincials  Provincials will normally be the end of Tier 1-to-Nationals and the Youth Indoor Provincials weekend.
Team Official  Olivorepresentatives including but not restricted to Head Coaches, Assistant Coaches, and Team Managers, Technical Directors or other Technical Committee Members.
Try-outs (Assessments, Evaluations)  The process by which a Player is evaluated / assessed for placement within a Club or team.  This can occur at open tryouts, individual team practices or any other location where skills are demonstrated for Club or Team Officials.

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#### PLAYER RELEASE AND TRANSFER WINDOWS

- All players are free to move to any team or Club during the off-season without permission from their Club or Affiliated Member. The receiving Clubs and Affiliated Members must follow ASA guidelines on reporting player movement.
- All players must follow Affiliated Member and ASA guidelines for player movement while Inseason, subject to local rules.
- 3. ASA in-season transfer dates are as follows;
  - a. Youth
    - i. February 15 annually for Indoor.
    - ii. 3 weeks prior to Provincials for Tier IV Rural.
    - iii. 2 weeks prior to Provincials for Tier IV Cities.
    - iv. July 15 annually for Tier I, II and III.

#### **PLAYER CONTACT & COMMUNICATIONS**

- OFF-SEASON (OPEN) CONTACT PERIOD All Clubs, Team Officials and Affiliated Parties may contact any player and Affiliated Parties during the Open Contact Period.
  - a. The Open Contact Period will be;
    - i. Outdoor to Indoor
      - 1. Youth
        - The day after Tier 1 Youth Outdoor Provincials are complete to September 20 Annually.
    - ii. Indoor to Outdoor
      - 1. Youth
        - a. The day after Youth Indoor Provincials to April 10 Annually.
- 2. IN-SEASON (RESTRICTED) CONTACT PERIOD
  - a. Outdoor
    - i. Youth
      - 1. April 11 to the last day of Tier 1 Youth Provincials annually.
  - b. Indoor
    - i. Youth
      - 1. September 21 to the day after the last day of Youth Provincials annually.
- 3. CONTACT GUIDELINES
  - a. Off-season (Open) Contact Period

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- During the Open Contact Period, contact with any Club, Team Official or Affiliated Party is at the discretion of the Prospective Player. If the Prospective Player asks for contact to stop any future contact will be considered a violation of the policy.
- b. In-season (Restricted) Contact Period
  - During the Restricted Contact Period, any Club, Team Official or Affiliated Party may contact a Prospective Player once regarding movement during the off season.
  - ii. All contact by Affiliated Parties with a Prospective Player regarding movement during the current season must be declared to their Club and it is the responsibility of the Club to report those Actions / Communications to their governing Affiliated Member and the losing club.
  - No contact is allowed with a Prospective Player for the purpose of recruiting a player to leave their current team in-season.

#### TRY-OUTS (Assessments, Evaluations)

- Attending try-outs during the Open Contact Period are at the discretion of the Prospective Player.
- Players currently registered with other clubs cannot attend tryouts during the restricted contact period unless approval has been granted by the losing club of the Prospective Player.
- Players may register for try outs during the current season for try outs scheduled during the following Open Contact Period.

#### **FEE COLLECTION AND REFUNDS**

- During the Restricted Contact Period, Clubs are free and have discretion to register players for the following playing season that are currently registered with their Club or are unregistered players.
  - Any refund policy should be provided or linked to during the registration process (electronically or hard copy).
- During a current season, a Registered Player cannot register for a team with a new Club until the Open Contact Period has begun unless approval has been granted by the losing Club.



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- Clubs may charge a non-refundable try-out fee of no more than \$50 for any Prospective Player that attends try-outs during the Open Contact period.
- Any Registered Player changing clubs during the Open Contact Period will be subject to the registration guidelines and refund policies of the Clubs and Affiliated Members to which they register.
- All refund policies will, at minimum, provide a 1-week refundable period, from the date of registration, where a maximum 10% administration fee could be charged if a refund is requested.

#### TEAM MOVEMENT

- For the purposes of this section a Team will be defined as 7 or more Registered Players or 33% of a roster in a current season, the lower of the two will be applied in all cases.
- Teams who move to a new Club will not be allowed the same Team Officials at their new Club for 1 calendar year without the permission of the Club or Affiliated Member they left.
- Team movement within an Affiliated Member will be monitored by the Affiliated Member and all teams are subject to local rules as well as the ASA policies.

#### REPORTING and COMPLAINT REVIEW

- Complaints may be filed by Registered Players, Affiliated Parties, Club or Affiliated member if they believe they have been subject to a breach of this policy.
- Complaints filed for review will be sent to the ASA office using the proper incident complaint forms and forwarded to an ASA Discipline Committee for review and determination of the grounds for a hearing.
- 3. Complaints filed should include a minimum of the following;
  - a. A signed ASA incident report form completed, in full,
    - Evidence of contact that show the breach of the policy OR a Statutory Declaration of the specific types of contact,
    - Evidence can include screen shots of text messages / phone calls or copies of emails or other communication.
    - Evidence must include details of the origins, author, date and recipients of the contact or other details that permit authentication of the evidence.



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- Complaints filed can be kept confidential to the best extent possible, at the request of the complainant, if they provide a written statement as to the reason for their request for anonymity.
  - a. The request for anonymity should be written separately from the incident report but must be received in the same complaint package.
  - b. If a request for anonymity is granted by the ASA Discipline Committee, the report signature and other identifying factors will be redacted, to the best extend possible, from the evidence provided to the accused and panel members.
- The accused will remain in good standing until a decision of a Discipline Committee has been reached.
- Appeals will follow the standard Appeals mechanism as per the Rules & Regulations on Discipline and Appeals.

#### **PENALTY GUIDE**

#### INDIVIDUALS

- 1. 1st Offence
  - a. Minimum 1-month suspension from all soccer activities, and / or
    - i. Must be served during regular season of an Affiliated Member league.
  - b. Suspended from the next season of Provincials, indoor or outdoor, and / or
  - c. Written warning on file.
- 2. 2<sup>nd</sup> Offence
  - a. Minimum 6-month suspension from all coaching activities, and / or
  - b. Suspended from Provincial competitions for the next Calendar year, and / or
  - c. Written warning on file.
- 3. 3<sup>rd</sup> Offence
  - a. Minimum 5-year suspension from all coaching related activities, and / or
  - b. Minimum 1-year suspension from all soccer related activities,
    - i. Includes status as a Player, Team Official, Referee or administrator.



Phc 780 474 2200



#### **CLUBS**

1. Clubs with more than one offence by individuals within their membership while a representative, Team Official or Affiliated Party will be dealt with at the discretion of an ASA Discipline Committee. A written warning will be provided after the first offence committed by an Affiliated Party of a Club.



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#### **Memo: Player Movement Examples**

In April 2017, the Alberta Soccer Members passed, by vote, a new Rules & Regulations document on Youth Player Movement to help guide player movement in the province. In November 2017, this document was approved for full implementation for the 2018 outdoor season.

Alberta Soccer and its members hope this document will help players, parents, clubs, and districts renew their focus on player development through club growth and reduce the focus on player movement during and between seasons. The intent of the document is to decrease recruitment by individuals and organizations, which has caused major disturbances in club stability over the past several years in Alberta.

The following examples are meant as a guide for Alberta Soccer members. There will be situations that are not covered in the examples below; if you are worried about breaching the rules for player movement, please contact your local district for guidance. In each situation, the player (and guardians) have made a free-will choice to remain with or switch clubs. In each situation, it is assumed that the transfer deadline for the current season has passed and the player is completing the current season with their current club\*.

\*All player movement may be subject to review if evidence of a violation of the Alberta Soccer Association Rules & Regulations on Player Movement is provided to Alberta Soccer or an Affiliated Member\*

#### Example 1 - Player A

Player A is registered during the current indoor season with Club X and would like to register for the outdoor season with the same club, Club X.

#### ANALYSIS:

Player A is free to register with Club X at anytime under the player movement rules.

#### Example 2 - Player B

Player B does not register for indoor soccer and would like to register with Club X for the outdoor season.

#### ANALYSIS:

Player B is free to register with Club X at anytime under the player movement rules.

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#### Example 3 – Player C

Player C moved to Alberta from out of Province and would like to register with Club X for the outdoor season.

#### ANALYSIS:

Player C must complete the proper transfer paper work as directed by the local district and once transferred, is free to register with Club X at anytime under the player movement rules.

#### Example 4 - Player D

Player D registered with Club X during the indoor season but would like to register with Club Y for the outdoor season. Player D <u>has informed</u> Club X he/she would like to leave the club between seasons and Club X granted the player permission to leave.

#### ANALYSIS:

Player D is free to register with Club Y at anytime under the player movement rules.

#### Example 5 - Player E

Player E registered with Club X during the indoor season but would like to register with Club Y for the outdoor season. Player E has not informed Club X he/she would like to leave the club between seasons.

#### ANALYSIS:

Player E can register for tryouts with Club Y and be charged a max fee of \$50 for the tryout. The tryouts must occur after youth indoor provincials have been completed. Player E is free to fully register with Club Y only after youth indoor provincials have been completed under the player movement rules.

If Club Y accepted a full registration fee prior to the Open Contact Period the full registration fee must be returned if player E chooses not to register with Club Y prior to the open contact period beginning.

#### Example 6 - Player F

Player F registered with Club X during the indoor season but would like to register with Club Y for the outdoor season. Player F <u>has informed</u> Club X he/she would like to leave the club between seasons but Club X <u>has not granted</u> permission to leave.

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#### ANALYSIS:

Player F can register for tryouts with Club Y and be charged a max fee of \$50 for the tryout. The tryouts must occur after youth indoor provincials have been completed. Player F is free to fully register with Club Y only after youth indoor provincials have been completed under the player movement rules.

If Club Y accepted a full registration fee prior to the Open Contact Period the full registration fee must be returned if player E chooses not to register with Club Y prior to the open contact period beginning.

#### Example 7 - Player G

Player G registered with Club X during the outdoor season and was then selected to participate in Full-time ASA programming (REX or WC Academy) during the indoor season but would like to register with Club Y for the following outdoor season. Player G received permission from the ASA Technical Committee to leave Club X and register for Club Y.

#### **ANALYSIS**

Player G can register for tryouts with Club Y and be charged a max fee of \$50 for the tryout. The tryouts must occur after youth indoor provincials have been completed. Player G is free to fully register with Club Y only after youth indoor provincials have been completed under the player movement rules.

If Club Y accepted a full registration fee prior to the Open Contact Period the full registration fee must be returned if player E chooses not to register with Club Y prior to the open contact period beginning.

In this first season of implementation, Alberta Soccer understands that there will be questions regarding this new rule. All questions should be directed to your club and/or local district.

We look forward to working with you on the implementation of this new rule.

Best regards,



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January 10, 2018

#### 2018 Game Format Recommendations

The following game formats and dimensions have been recommended for younger age groups to align with the implementation of odd birth year age groups at U13 and above, as voted upon by the membership at the 2017 November SGM. These recommendations are based on player maturation and LTPD guidelines.

\*Please note: Districts, clubs or communities may choose to play with dual or single birth years. \*

				///	FIELD DIM	ENSIONS		<b>GOAL SIZE</b>		
Age	Format	Goal- keeper	Roster Size	Ball Size	Min/Max Width	Min/Max Length	Goal Height	Goal Length	Option	
U13	11 v 11	Yes	13 to 16	5	50 yds. (45.7 m) to 100 yds. (91.44 m)	100 yds. (91.44 m) to 130 yds. (118.8 m)	8 ft. (2.44 m)	8 yds. (7.23 m)	None	
U12	11 v 11	Yes	13 to 16	5	50 yds. (45.7 m) to 100 yds. (91.44 m)	to 100 yds. m) to 130 yds. 8 ft.		8 yds. (7.23 m)	None	
U11	8 v 8	Yes	11 to 14	4	42 to 55 m	60 to 75 m	6 ft. (1.83 m)	18 ft. (5.46 m)	None	
U10	8 v 8	Yes	11 to 14	4	42 to 55 m	60 to 75 m	6 ft. (1.83 m)	18 ft. (5.46 m)	None	
U9	7 v 7	Yes	10 to 12	4	30 to 36 m	40 to 55 m	6 ft. (1.83 m)	12 ft. (3.66 m)	None	
U8	7 v 7	Yes	10 to 12	3/4	30 to 36 m	40 to 55 m	6 ft. (1.83 m)	12 ft. (3.66 m)	None	
U7	5 v 5	Yes	Max 10	3	25 to 30 m	30 to 36 m	5 ft. (1.54 m)	8 ft. (2.43 m)	Anything smaller	
U6	5 v 5	Yes	Max 10	3	25 to 30 m	25 to 30 m 30 to 36 m		8 ft. (2.43 m)	Anything smaller	
U5	3 v 3	None	Max 6	3	18 to 22	18 to 22 30 to 36 m (1		8 ft. (2.43 m)	Anything smaller	
U4	1 with 1	NA	NA	3	NA	NA	NA	NA	NA	

### **Appendix VIII**

	NSO						Team	Staff			Package	First	Last	Middle	Former Last					Р	ostal	Cell	Other				Respec	t
Season	Season	Club	Division	Team	Jersey #	Tier	Staff	Position	AP	Package	Price	Name	Name	Name	Name	DOB	Gender	Address	City P	rov C	ode	Phone	Phone	Email	Email2	Country	In Sport	NCCP
Season (Alberta Soccer Association)	Yes	Bonnyville Soccer Association	U5 Coed	Optional	Optional	Tier 4	Yes or No		No (or blank for No)	Leave	Leave Blank	Yes				MM/ DD/YY YY	M/F/O		۵	ıB						Canada	For Staff	For Staff
Season (Alberta Soccer Association)	Yes	Minor Soccer Association	U7 Coed			Tier 4		Assistant Coach				No																
Season (Alberta Soccer Association)	Yes	Lac La Biche Junior Soccer	U9 Coed			Tier 4		Manager																				
Season (Alberta Soccer Association)	Yes	St. Paul Soccer Association	U11 Girls			Tier 4																						
Season (Alberta Soccer Association)	Yes	Minor Soccer Association	U11 Boys			Tier 4																						
Season (Alberta Soccer Association)	Yes	Vermillion Soccer Association	U11 Coed			Tier 4																						

### **Appendix IX**

Lakeland District Soccer Association													
	Outdoor Player Membership/League Fee												
Age Group	Gender / Tier	LDSA Fee per Player (\$)	League Fee per player (\$)	\$ Fee									
	Boys Tier IV	\$21.00		21.00									
U5	Girls Tier IV	\$21.00		21.00									
	Boys Tier IV	\$26.00		26.00									
U7	Girls Tier IV	\$26.00		26.00									
W14001	Boys Tier IV	\$31.00		31.00									
U9	Girls Tier IV	\$31.00		31.00									
	Boys Tier IV	\$36.00		36.00									
U11	Girls Tier IV	\$36.00		36.00									
	Boys Tier III	\$46.00	\$5.00	51.00									
U13	Girls Tier III	\$46.00	\$5.00	51.00									
570.2	Boys Tier IV	\$46.00	\$5.00	51.00									
U13	Girls Tier IV	\$46.00	\$5.00	51.00									
	Boys Tier III	\$46.00	\$5.00	51.00									
U15	Girls Tier III	\$46.00	\$5.00	51.00									
	Boys Tier IV	\$46.00	\$5.00	51.00									
U15	Girls Tier IV	\$46.00	\$5.00	51.00									
	Boys Tier III	\$51.00	\$5.00	56.00									
U17	Girls Tier III	\$51.00	\$5.00	56.00									
	Boys Tier IV	\$51.00	\$5.00	56.00									
U17	Girls Tier IV	\$51.00	\$5.00	56.00									
	Boys Tier III	\$51.00	\$5.00	56.00									
U19	Girls Tier III	\$51.00	\$5.00	56.00									
	Boys Tier IV	\$51.00	\$5.00	56.00									
U19	Girls Tier IV	\$51.00	\$5.00	56.00									
	Mens Tier III	\$50.00		50.00									
Adult	Womens Tier III	\$50.00		50.00									
	Male	\$3.00		3.00									
Coaches	Female	\$3.00		3.00									