

APPENDIX A: Rules & Regulations

1. Introduction

These Rules and Regulations will be enforced by the Board of Directors according to Club Bylaw Article 8 (b). Readers are referred to the Alberta Soccer Association's website for complete up-to-date provincial By-Laws, Rules & Regulations, and as well to Rules and Regulations set out by the Lethbridge Soccer Association.

The Secretary shall be responsible to keep an up-to-date Lethbridge FC By-laws "Appendix A: Rules & Regulations: containing Lethbridge FC, LSA, and ASA motions, memoranda, policies, procedures, rules and regulations (verbatim where possible) pertinent to the everyday operation for the Club and its teams.

The Lethbridge FC Bylaws Appendix A: Rules and Regulations apply year-round, that is, these rules and regulations apply to all indoor and outdoor season Lethbridge FC teams.

2. Registration

1. All players must be registered with the Lethbridge Soccer Association prior to:
 - a. being named to any Lethbridge FC soccer team,
 - b. participating in any tournament, or
 - c. competing in Provincials.
2. The seasonal Active Membership registration per player on a Lethbridge FC soccer team shall be as set by the Board of Directors on a seasonal basis prior to the commencement of each indoor and outdoor season.
3. Any player that has not paid the Annual Active Membership registration fee by the specified deadline will be suspended from all Lethbridge FC activities until the fee is paid in full.
4. All registration fees are non-refundable except in cases of relocation and medical necessity confirmed by doctors report in which case fees will be refunded on a prorated basis within 30 days of the end of the season.

3. Team Selection

1. Lethbridge FC team rosters must be submitted annually by midnight on October 31th, or such earlier date as may be directed by the LSA Program Director. The tryout sessions will be directed and scheduled by the Board of Directors. Field rentals for the tryout sessions will be paid for by the club. Tryout dates and times must be posted at the Servus Sports Centre and all players interested will be invited to try out.
2. A Youth team roster shall not exceed twenty (20) players and may dress all twenty (20) for any game in all Youth Provincials.
3. Lethbridge FC coaches may select players from anywhere in the LSA jurisdiction, with each age grouping, as set by the Alberta Soccer Association, to be comprised of a Tier 1, Tier II and Tier III team, provided that there are a sufficient number of players to comprise three full teams in each age group.
4. Lethbridge FC believes that we should place players in an environment that best supports their development. The Technical Committee will determine if a player should be playing

beyond their age group, and will ensure the player and their parents are aware of the following potential concerns:

- a. increased risk of injury to the player moving up,
 - b. exposure to social situations and language inappropriate for the player's age,
 - c. damage to the player's self-esteem if they become an average player in an older age group.
5. Once the parents and the player have been informed of the potential concerns and have communicated their approval, the Technical Committee will approve and finalize the placement of the player on the appropriate team roster and notify the Board of Directors.
 6. Entry-Level Players – under age players are permitted to try out for the Lethbridge FC at the U12 age category. The maximum number of under-aged players permitted on any given team, without Board approval, is 3.
 7. Players shall be selected based on attitude, skills and commitment.

4. Code of Conduct

1. All Coaches, Players and Parents shall govern themselves in accordance with the Code of Conduct adopted by Lethbridge FC, a copy of which is appended hereto;
2. As set out in the Code of Conduct, each team shall appoint a Manager as described within the Code of Conduct, whose job it will be to ensure that all players, and their parent(s) have reviewed the code of conduct and have signed the Lethbridge FC Participation Agreement acknowledging that they have read, have understood and will comply with the provisions set out therein. Failure to sign this agreement shall result in a player not being permitted to play as a Lethbridge FC participant.
3. In addition to the appointment of a Manager, as stated above, each team shall also be responsible to name a Bingo/Fundraising Representative, who shall be responsible to interact with the Board regarding all club fundraising activities and to be responsible to assure that the members of their team comply with all Bingo and Fundraising obligations.

5. Volunteer Commitment

1. Lethbridge FC is a non-profit organization with fundraising being required for the financial operation of the club. The club mandates that every player/family be committed to its fundraising policies and participation in these activities is expected for everyone.
2. Once having been placed on a Lethbridge FC team, each player along with their family is required to sign a Participation Agreement. Failure to sign this agreement shall result in a player not being permitted to play as a Lethbridge FC participant. Each player/family shall honor its fundraising commitment to the organization first, before participating in any other fundraising activities as may be designated by individual teams.
3. The Lethbridge FC fundraising activities shall include but not be limited to bingos, casinos, and other fundraisers as determined by the Board of Directors. Participation in all these activities is expected with consequences being enforced should commitments not be met.
4. Any player/family not showing up for a bingo will be fined \$250.00, whether or not this incurs a fine from the bingo organization, and if said fine is not paid within two weeks of the bingo missed, the player will stand suspended from further participation until the fine has been paid in full and the player/family, and the coach for that team has been notified that the suspension has been lifted. Any player/family not showing up for a second bingo

will be fined \$250.00, whether or not this incurs a fine from the bingo organization, and if said fine is not paid within two weeks of the bingo missed, the player will stand suspended from further participation until the fine is paid in full and the player/family, and the coach for that team has been notified that the suspension has been lifted. For Lethbridge FC Players, each family is required to work bingos for a one year team beginning November 01st and ending October 31st. For Lethbridge FC Players, who join part way through the program, will be required to work bingos from the time they start with the Lethbridge FC Club until October 31st. Head Coaches and Board Members are exempt from any obligation to work bingos.

5. The Lethbridge FC Board will pass all bingo organization fines for missing bingo volunteers through to the team incurring the fine. That is, the Board will levy a \$300.00 fine against a Lethbridge FC team for a deficiency of one (1) volunteer, and a \$500.00 fine for a deficiency of two (2) volunteers. (A deficiency of three or more bingo volunteers results in the complete suspension of our Club.)
6. No one under the age of eighteen can volunteer as a bingo worker.
7. Players/ families are also required to participate in any casino the Club may have. The Board's Director of Gaming shall organize this event in conjunction with the casino chairperson who then will approach individual teams for volunteers.
8. The sale of raffle tickets is another possible fundraiser for the Club. Each player/family will be expected to sell their assigned number of tickets. Depending on the type of profit to be made, the individual who fails to sell the prescribed number of tickets can provide the Club with the expected profit for each ticket not sold. As well, each team in the Club is expected to have volunteers participate in other raffle activities throughout the period of time the raffle is being held.

6. Coaching

1. Coaching
 - a. The Board of Directors shall annually issue a copy of Appendix A: Rules and Regulations to each Head Coach together with the Code of Conduct.
 - b. At all games it is mandatory to have a coach/trainer on the bench the same gender as the team.
 - c. Each Head Coach for each Lethbridge FC team must have or obtain first aid training as approved by the Board, and the cost of taking such training, if not already held, shall be borne by the club.
 - d. Coach Selection:
 - i. The Selection Committee shall be comprised of the LSA Technical Committee, LSA Board member, 2 independent members of the community with no affiliation with the club and the Lethbridge FC Program Director;
 - ii. The Selection Process be as follows:
 1. the Board shall advertise annually for coaching applicants on the first Wednesday of August and the following Saturday in the Lethbridge Herald;
 2. the LFC Program Director shall receive applications with supporting documents up until August 31 of each year;

3. the LFC Program Director shall grant interviews within three weeks of the close of coaching applications with the Selection Committee to applicants meeting the application criteria and deadline
 4. after all interviews are completed, the Selection Committee shall provide a recommendation report to the Board, who, after review of same, shall vote at a the September Board of Directors Meeting to select the Head Coach of each team for a one year term, such vote to take place not later than September 20 each year;
 5. the successful applicants will be notified by the President following ratification by the board.
- iii. A current Lethbridge FC Head Coach (Youth or Senior team) who would like to continue in the capacity must re-apply annually and go through the interview process as above.
 - iv. Only one Head Coach will be selected per team.
 - v. Assistant coaches must be nominated by the Head Coach by September 30, and shall then be subject to approval by the Board. In the case assistant coach nominations have not been received by the deadline an assistant coach will be appointed by the board
 - vi. Lethbridge FC Head Coaches are appointed annually in September for the upcoming indoor season and immediately upon appointment shall take over that team's coaching duties, which will include coaching the outdoor team for the following season;
 - vii. The Board reserves the right to review any Coach position at any time for any reason.
 - viii. The Board reserves the right to appoint the best candidate, in their opinion, for the position of Head Coach of any Lethbridge FC team.
2. Coaching Qualifications:
- a. A.S.A. Rule 21 – Coaching Qualifications:
 - i. Any team entering an Alberta Provincial Competition leading into a National Championship must have a coach certified at the Community Coach Certification level;
 - ii. Every Coach involved in all other Outdoor Provincial Competitions must be certified at the Community Coach Youth Level for a youth team, and the Community Coach Senior Level for a senior team; (Applicants are advised to consult the most recent A.S.A. Rules and Regulations for complete, updated information on minimum coaching qualifications in Alberta.)
 - b. In Addition to evidence that the applicant meets A.S.A. minimum coaching certification requirements, applicants must include a resume of their coaching experience in their application.
 - c. Coaches, Assistant Coaches and Managers shall be required to undergo a background screening to determine their criminal record, the cost will be covered by the club;
 - i. Coaching Development: Head Coaches are expected to maintain and upgrade their coaching levels, and to be familiar with all pertinent rules

and regulations of Lethbridge FC, as well as those of the Lethbridge Soccer Association and the Alberta Soccer Association, in addition to the current Laws of the game as published by FIFA.

- ii. Coach's Mandate: Lethbridge FC is committed to promoting, developing, and governing the game of soccer at a high competitive level among persons of all ages. Each coach in the Lethbridge FC organization is expected to:
 1. be certified to coach at his or her designated level and be willing to upgrade qualifications and skills as needed by attending coaching clinics;
 2. develop individual and team skills to ensure Lethbridge FC teams are highly competitive with other Alberta club teams of the same age,
 3. develop, promote and enhance a love of the game of soccer in each player,
 4. develop, promote and enhance a feeling of pride in themselves and in the Lethbridge FC,
 5. follow and enforce the policies, rules, and regulations enacted by the ASA, LSA, and the Lethbridge FC Board of Directors,
 6. be a role model for his or her players while on or off the field,
 7. provide positive feedback, periodic evaluation, and assessment of players to promote their skill development,
 8. assure that the Coaches, Assistant Coaches, Managers, players and parents conduct themselves in accordance with the Code of Conduct;
 9. encourage players to take an official's course to better their understanding of the laws of soccer and their appreciation of officials.

7. Transfer of Players

1. A player shall not play for more than one (1) team in any one (1) Cup Competition. Provided they have first registered with a Youth team, a Youth player may register with, and play for; both that Youth team and a Senior team and maintain their eligibility to compete in both Youth and Senior Provincials. However, when a Youth player has first signed with a senior team there will be no further eligibility to sign with, or transfer to, a Youth team.
2. Other than Provincial teams, movement outside the Club is governed by LSA and ASA rules and regulations.

8. Playing Time

1. There shall be no guarantee of equal playing time for members U14 and older on any Lethbridge FC Soccer teams. There will be **EQUAL** playing time for all U10 members and **FAIR** play time for all U12 members

9. Discipline

1. All issues relating to discipline of any person involved with Lethbridge FC shall be dealt with in accordance with the provisions of the Code of Conduct.

10. Uniforms

1. All teams will wear the same uniforms as specified by the Board within the Lethbridge FC Uniform and Outerwear Specifications.
2. At the commencement of each season the following uniform items will be provided to each player:
 - a. One (1) Royal Blue Lethbridge FC Home Jersey
 - b. One (1) White Lethbridge FC Away Jersey
3. Uniform jerseys remain the property of Lethbridge FC and are to be worn only to games. Failure to comply with this rule may result in a team fine.
4. Shorts will be purchased and retained by the players and shall be Red and White as specified by the Board within the Lethbridge FC Uniform and Outerwear Specifications. When the specifications for the shorts change all players will be required to purchase new shorts. These shorts are to be worn to Lethbridge FC games and practices only. Failure to comply with this rule may result in a team fine.
5. Uniforms should be worn properly and with pride. The Jersey will be tucked in, collars folded down, and shirt sleeves unrolled. Shorts will be worn without alteration, as intended, with legs and waist unrolled. Any concerns regarding the fit of the uniform may be addressed to the team's Parent Manager who may seek approval for alteration or allocation of a new uniform from the Board.
6. Upon receiving their team uniform all players and their guardian must sign and return to the Lethbridge FC Program Director the Lethbridge FC Participation Agreement acknowledging the receipt of the uniform and compliance with the terms of the agreement.
7. Each player is responsible for returning their uniform to the team's Parent Manager, laundered, at the end of each season. Discretion will be used in assessing normal wear and tear. Failure to return the uniform in acceptable condition may result in a team fine.

11. Equipment

1. The Club shall supply equipment to each team as specified by the board as follows:
 - a. two (2) competition (game) balls
 - b. one (1) First Aid Kit
 - c. one (1) set marker cones
 - d. one (1) set agility ladders
 - e. one(1) set pinnies (two different colors)
 - f. one (1) medium equipment bag (game balls, First Aid Kit, marker cones, agility ladders and pinnies)
 - g. two (2) goaltending jerseys
 - h. one (1) goal net, netting equipment (outdoor season)
 - i. three (3) corner flags (outdoor season)

- j. one (1) large equipment bag; goal net and netting equipment, corner flags. (outdoor season)
 - k. one (1) weather shelter (outdoor season)
 - l. one (1) collapsible team bench (outdoor season)
2. Any Club equipment lost or damaged by a player must be replaced at the sole expense of that player or their parent(s).

12. Outerwear

1. All teams will wear and utilize the same outerwear only as specified by the Board within the Lethbridge FC Uniform and Outerwear Specifications. Some specified outerwear items are mandatory for players to purchase and some are optional.
2. All outerwear utilizing the name of “Lethbridge FC” or using the “Lethbridge FC” crest must be approved by the Lethbridge FC Program Director and shall only be procured by the Lethbridge FC Program Director. This policy is to ensure consistency in the appearance of all teams, players and team officials within the Lethbridge FC. The policy also provides cost savings to all players by allowing the Lethbridge FC to acquire volume pricing from sportswear suppliers.
3. All Lethbridge FC outerwear is to be worn with pride. Only players and team officials may purchase and wear Lethbridge FC outerwear. Only Lethbridge FC specified outerwear items are to be worn by players and team officials to games and tournaments. Other club or school team outerwear must not be worn at these events.
4. The Club provides each coach a training suit and coaches shirt as specified by the Board within in the Lethbridge FC Uniform and Outwear Specifications. At such time as the specifications are changed each coach will be provided a new training suit and coach’s shirt.

13. Tournaments

1. If traveling out-of-province to tournaments the team must submit a travel form.
2. Coaches shall assure that their team participates in all Club mandated tournaments. Requests to participate in non-mandated tournaments shall be submitted to the LSA Technical Committee for approval by the Lethbridge Soccer Association Board. Teams shall not participate in any tournament not mandated or approved by the Board.
3. Provincial Competition funding: Sufficient funds to reimburse teams for Provincials competition expenses must be set aside by the Lethbridge Soccer Association Board specifically for that purpose, and non-Provincials tournament budgets will be confirmed after this funding has been set aside.
4. Coaches Expenses:
 - a. The Lethbridge FC will reimburse each Head Coach and one assistant coach per team up to a maximum per season as budgeted by the club upon submission of receipts for food, lodging and fuel.
 - b. Receipts must be submitted to the Lethbridge FC Program Director within one week of the event.
5. Documents showing proof of age may be required to participate in competitions, and therefore must be carried at all times by players or their parents;

6. Curfews may be imposed during tournaments by the Head Coach at his/her discretion. Parents or guardians, not the coaches, are responsible for enforcing any such curfew. Penalties may be assessed by the Head Coach to players missing curfew.

14. Press Releases

1. The team Manager shall also assure that game scores and tournament results are reported to the Lethbridge FC Program Director, who will submit to the Lethbridge Herald and electronic media after reviewing them for sponsorship content.

15. Team Bank Accounts

1. Lethbridge Soccer Association operates a central bank account with each team having its own designated ledger within that central account. Each team is required to submit a financial budget to the Board of Directors for approval, outlining planned team fundraising. The Board of Director's Treasurer shall be responsible for the financial accountability of all monies raised, shall collect and disperse funds as approved by the Board. The Board of Director's Treasurer will oversee all team ledgers and provide an monthly accounting at each board meeting.
2. Should individual teams decide to do additional fundraising, they may be permitted to do so, as long as their fundraising obligations to the Club are being met. Any additional fundraising to be done by individual teams is required to have Board approval. All money raised by teams shall be turned over to the Board's Treasurer who will credit the designated team ledger by the amount raised.
3. Each team will have a limit of \$5,000 in its account from individual fundraising efforts. Teams will not be allowed to accumulate more than this designated fundraising limit. Any amount remaining in the team ledger at the end of each outdoor season that is after August 31st each year, will revert to the Lethbridge Soccer Association general account for the benefit of all Lethbridge FC teams.

16. Provincial Team Participation

1. In the event that any player should be invited to attend an ASA Provincial tryout or training program, the Board shall consider additional funding to assist with attendance costs, in the discretion of the Board.