



# Newfoundland and Labrador Soccer Association

Policies and Guidelines Manual

[www.nlsa.ca](http://www.nlsa.ca)

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## 1.0 REGISTRATION POLICY - Youth Recreational Leagues & Senior Recreational and Senior Competitive Leagues.

- 1.1. All registrations shall be associated with a Season. Annual Seasons are defined as Outdoor and Indoor. Dates for each season are defined as:
    - a) Outdoor – May 1<sup>st</sup> – Nov. 15
    - b) Indoor – Nov. 16<sup>th</sup> – April 30
  - 1.2. Players registering for the Outdoor Season (Indoor Season for Labrador East) will be considered registered for the year.
  - 1.3. Challenge Cup and Jubilee team rosters must be registered in the NLSA database 72 hours before Game #1 of the league. Players and team staff added after the team's initial registration must be registered in the NLSA database at least 24 hours prior to sitting on the team bench for the player's first game.
  - 1.4. All Board members must register with the NLSA by July 13<sup>th</sup> of the current year.
  - 1.5. New registrations for the Indoor Season (Outdoor Season for Labrador East) require full registration fees to be paid.
  - 1.6. Clubs/Regions are responsible for registering all new registrants for either the Outdoor or Indoor <sup>1</sup>Season.
  - 1.7. At the end of each Season players are free to move to another Club/Region without a transfer.
  - 1.8. Players wishing to leave one Club/Region to play with another Club/Region in the same season require a transfer from the NLSA.
  - 1.9. Regions may register previously unregistered players for specific tournaments, e.g. the Labrador Cup or Regional Summer Games, with prior approval of the NLSA. These registrations will be for specific periods of time and at rates agreed to by the parties involved.
  - 1.10. A youth player, registered to play recreational soccer, may register for a competitive soccer team in another region if the higher level of competition is not available in their home region.
  - 1.11. Registered players may be called up to a higher division of play but may not be called down to a lower division of play.
  - 1.12. A transfer fee is not required if a player has not been successful in making the team they desired or if the Club fails to provide the necessities for training including, but not
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limited to:

- a) A dedicated coach
- b) A regular training schedule
- c) A qualified training program as determined by the NLSA Technical Staff
- d) The team ceases to exist

1.13 A player wishing to compete with a team in the Senior Men's or Women's Mega Tournament, and Master's Mega Tournament may join an alternate team if:

- a) returning to the community form which they once played (i.e. Players from Grand Bank currently
- b) playing elsewhere can play for the weekend of the tournament only);
- c) the team the player is wishing to join has not exceeded adding three players from other teams.

1.14 It is required that all Clubs/Regions must have official registration forms, for all players playing in Provincial Leagues or tournaments leading to a National Championship.

This form should include the following data:

- a) Club or Region
- b) Team/Age Group
- c) Full Name of Player
- d) Gender of Player
- e) Full Address of Player
- f) Phone Number
- g) DOB (Check box to note official document used to verify DOB
- h) Place of Birth
- i) Club player last registered with and the year of that registration
- j) Place where you last registered for soccer
- k) Signature of Player if Senior OR Signature of Parent if Youth
- l) Date
- m) Citizen Status
  - i) Canadian Citizen,
  - ii) Permanent Resident as defined by the Government of Canada
  - iii) Protected Person as defined by the Government of Canada.  
Check box to note official document used to verify
- n) The Club/Region may also wish to include the following on the registration form:
  - i) Email address
  - ii) Cell Phone Number
  - iii) Receipt Number
  - iv) Amount Paid

v) Verified By

## **2.0 Youth Registration Policy Provincial Leagues/Competitions Leading to Atlantic or National Competitions**

- 2.1 The soccer season for youth players will be Oct. 1 – Sept. 30.
- 2.2 After September 30 and before they register with a club, players are free to register with a different club without a transfer.
- 2.3 A team representing the Province in a Canada Soccer National Cup competition shall retain, for the purpose of that competition only, those players registered with the team on the day the team won the right to represent the Province.
- 2.4 Players must be registered with a club before they are permitted to tryout for a team with that club.
- 2.5 Players may only register with one club at a time.
- 2.6 Once a player is registered with a club he/she must have a transfer to move to another club. A Transfer fee is not required if the payer was not successful in being selected for the team they tried out for.
- 2.7 A player is considered registered with a club when he/she has filled out an approved registration form and/or paid a registration fee to the club to try out. If no such fee is charged by the club, a player is considered registered after completing the documentation for the tryout. The club is then responsible for entering player names in the NLSA database within 5 business days.
- 2.8 A player is cup-tied to the club for which the player is registered, unless transferred or released as provided for in these rules, until the end of the current playing season.
- 2.9 A transferred player shall not be eligible to play for the new team in any competition in which the player has already competed during the current playing season.
- 2.10 A player is only permitted two transfers during a playing season within the jurisdiction of the NLSA. Once transferred, a player cannot be transferred back to the team with which he or she was originally registered until 30 days have passed.
- 2.11 A player is only permitted one Out-of-Province transfer within the jurisdiction of Canada Soccer, except if a player transfers back to the team with which he/she was originally registered.

- 2.12 The transfer fee, payable to the NLSA at the time of application is as follows:
- a) Oct. 1 to Dec. 31 - \$50.00
  - b) Jan. 1 to Jan. 31 - \$100.00
  - c) Feb. 1 to Feb. 14 - \$150.00
  - d) Feb. 15 – Sept. 30 – No transfers permitted with the exception of 2.18, 2.19 and 2.20.
- 2.13 The transfer fee is non-refundable.
- 2.14 All transfers will be handled through the NLSA office. A transfer form will be available from the club the player originally registered with. The transfer fee, payable by the parent or guardian to the NLSA, must be accompanied by a completed transfer form. Transfers are not permitted without the form and the payment.
- 2.15 The NLSA office will be responsible for notifying the player, original club and new club once the transfer is complete.
- 2.16 A player is only entitled to a transfer under this policy provided the player has complied with all provincial, regional, league and club rules and regulation and is not indebted to the current team, region or league.
- 2.17 If a player transfers from a club, it is the club's decision if the player receives any refund from the fees they have paid.
- 2.18 In the case where a team folds, a player can transfer, without penalty or transfer fee, to another club. The folding club must send notification, to the NLSA office, that the team has folded along with a notice that the player concerned is permitted to transfer.
- 2.19 A player whose parents transfer to another region of the Province may request a transfer to another club/region after the Feb. 15 deadline. This request must be made before the first game of the season.
- 2.20 A player has the right to appeal to the NLSA to be permitted to transfer to another PYL team after the transfer deadline but before Game #1 of the season if the club the player originally registered with failed to meet their commitment to the player. If approved no transfer fee will be charged but all fees owed to the original club must be paid before any transfer is final.
- 2.21 Any player registered for a team which has, with the consent of the Regional Association or the NLSA, ceased to operate, or has been declared defunct by such Associations, shall be entitled to be transferred to any other team s/he desires by making application to the NLSA which, having satisfied itself to the bona-fides of the application, shall have the power to transfer such player to any team producing the player's signed application.
- 2.22 No transfers are permitted from one PYL team to another team in that level of

competition in the current year of competition.

### **3.0 TRANSFER OF PLAYERS –Youth Recreational Leagues / Senior Recreational and Competitive Leagues**

- 3.1 A player who has registered with a given club, shall be permitted to transfer his/her services to another club within the province, only on being granted permission to transfer by the responsible officers or representatives of the club for which s/he is already registered. Such permission shall be in writing, duly signed by the club.
- 3.2 Any club which refuses to release a player must inform the NLSA of the particulars within seventy-two (72) hours of the player's request. The appropriate NLSA Vice President, in consultation with the NLSA Executive, will make the final decision within forty-eight (48) hours of the receipt of the club's letter.
- 3.3 If a player is transferring from outside the province, s/he must send a request for transfer to the NLSA office accompanied by a \$25.00 administration fee and a written release from his/her club. The transfer will not be processed without the required fee.
- 3.4 A player moving from one Provincial/Territorial Association to another must receive a written clearance from the Provincial/Territorial Association with which s/he was last registered in order to be eligible.
- 3.5 A player cannot transfer to a lower division of play during any given season.
- 3.6 The deadline for transfer shall be the earlier of July 31st of the current year of competition or the date on which the Regional Finals begin if they begin before July 31st.
- 3.7 A team shall not be permitted to add any more than two (2) transfers during a season.
- 3.8 A player shall be entitled to two (2) transfers during the current playing season within the jurisdiction of the Regional Associations. A player once transferred cannot be transferred to the team for which s/he originally registered until a period of thirty (30) days has elapsed.
- 3.9 No transfers are permitted from one Challenge Cup team, Jubilee Trophy team, to another team in that level of competition in the current year of competition with the exception of 3.10.
- 3.10 Any player registered for a team which has, with the consent of the Regional Association or the NLSA, ceased to operate, or has been declared defunct by such Associations, shall be entitled to be transferred to any other team s/he desires by

making application to the NLSA which, having satisfied itself to the bona-fides of the application, shall have the power to transfer such player to any team producing the player's signed application.

## **4.0 Provincial Team Policies**

### **4.1 NLSA Coaching Standards and Certification Policy**

The NLSA has recognized that in order for the game of soccer to advance in this Province, it must develop a comprehensive long term coaching strategy. With that objective in mind, the Association's Technical Staff has established the following guidelines that should address our needs for the foreseeable future.

It is the goal of the Committee that over a reasonable period of time, coaches across the Province will attain standards that will assist players and teams to be competitive anywhere in the country.

To further achieve this objective, the NLSA through its Technical Staff, will provide on-going coaching evaluation and assessment. The Association will also provide opportunities for coaches to attend National and International Seminars.

#### **Coaching Standards**

##### **4.1.1 Canada Games**

All head coaches must possess a minimum National "B" Part 2 certified  
Assistant coaches must possess a minimum National "B" Part 1 (former provincial "B")

##### **4.1.2 Provincial Teams**

All head coaches of provincial teams must be a minimum National "B" Part 1 certified.

Assistant coaches of teams going to Atlantic must possess a minimum "C" License certificate.

##### **4.1.3 NLSA Club Competitions**

a) All head coaches of teams competing in Challenge Cup, Jubilee Trophy Premier Youth Leagues must be a minimum "C" License certified. Assistant coaches must be a minimum Soccer For Life Certification.

b) All other head coaches participating in Provincial Tournaments must have Soccer For Life Certification.

**NOTE: Some of these standards are subject to change based on Canada Soccer requirement**




## **5.0 Organization for Travel for Provincial Teams**

- 5.1 The number of players on a traveling team will be decided by the NLSA Technical Staff.
- 5.2 All players must travel on the same flight to the tournament.
- 5.3 The NLSA will book air travel for all members of provincial teams who will be travelling to and from the tournaments (Regional or Invitational) with the team.
- 5.4 All return tickets booked by the NLSA will be to the same city as the departure.
- 5.5 The NLSA will book one-way flights for players who will not be returning with the team provided the team manager has notified the NLSA LTPD coordinator prior to tickets being booked.
- 5.6 For players requesting one-way bookings, a "Request for Alternate Travel Form" must be signed by the parent or legal guardian of the player. This form is attached as Appendix 1.
- 5.7 Teams must book transportation with professional drivers. At no time will team staff be permitted to transport players or rent vehicles for that purpose.
- 5.8 At the conclusion of the tournament the parent or legal guardian must assume full responsibility for any player who is not returning to the city of departure with the team.
- 5.9 It is the responsibility of the parent to make suitable travel arrangements for players travelling within the province to camps and/or tournaments.
- 5.10 Any player or staff member who makes changes to their travel plans after tickets have been purchased by the NLSA will be responsible for all cancellation and change fees for the ticket, including the total cost of the ticket if necessary. The team, or the NLSA, will not be responsible for any costs incurred. In addition, the NLSA will have no involvement if the parent makes changes to a player's return flight. The parent bears all responsibility.
- 5.11 Any player who withdraws from the program after the deadline for booking tickets will be responsible for the total cost of their ticket plus any change and cancellation fees. If the player is replaced on the team the basic cost of the ticket will be transferred to the new player.
- 5.12 The NLSA will book bus transportation for provincial teams traveling to Regional tournaments within the province.

- 5.13 Team managers will book bus transportation from the airport to the host location if transportation is not supplied by the host. At no time are teams permitted to rent vehicles driven by coaching staff to transport players.
- 5.14 The NLSA will not make changes to tickets for players or staff. The ability for a player or staff member to change their ticket after the ticket is released will depend entirely on the policy of the carrier.
- 5.15 In the case of an emergency, the NLSA will work with the team manager to help the player or staff member change their travel arrangements as necessary.
- 5.16 Coaches and Provincial Reps are not permitted to transport players in private vehicles except in the case of an emergency.
- 5.17 If a player is expelled for the competition for behavioural reasons, the player's parents/guardians must assume all responsibility for making all arrangements to the player return home.

## **6.0 Request To Travel**

- 6.1 All clubs traveling within the Province for exhibition games are responsible for ensuring that the club(s) they intend to play are properly registered with the NLSA.
- 6.2 All clubs traveling outside the Province must have the approval of the region and the NLSA.
- 6.3 Request to Travel outside the Province Forms (available from NLSA office) must be submitted to NLSA office accompanied by a \$50.00 fee per request. No fee is required to travel to Club Nationals, Atlantic Club Championships, Provincial Team Competitions or trips associated with the Canada Games Program.
- 6.4 Any club traveling outside Canada (with the exception of St. Pierre & Miquelon) must have the permission of Canada Soccer and is required to pay the applicable Canada Soccer fee and must adhere to the Canada Soccer International Travel Policy.
- 6.5 In order to play a team from a foreign country, the following procedure must be followed:
  - a) A letter from the foreign country stating that the players involved in the games are registered with that country's association must be sent to the NLSA office thirty (30) days before the travel date,
  - b) A team roster from the foreign country must be sent to the NLSA office seven (7) days

prior to the games.

- c) Any club associated with the NLSA must request permission from the NLSA to play a foreign team.

## **7.0 Payment of Fines**

- 7.1 Fines levied by the NLSA must be paid within thirty (30) days from the date of notification to the Regional Director.
- 7.2 The notification for the fine should include the reason for the fine, the amount of the fine, the appeal process and other actions that will be taken by the NLSA if the fine is not paid by the indicated deadline.
- 7.3 Any club or region, which has not paid its fine within thirty (30) days, shall be considered to be in bad standing with the Association unless it has appealed the fine and the appeal has not been resolved.
- 7.4 All fines for forfeiting games in any Provincial League must be paid within 10 business days of receipt of the fine or before participation in any Provincial Tournament or League Final Weekend, whichever comes first. Failure to pay by the deadline will result in all players and coaching staff registered with that team being put in bad standing with the NLSA. No player or member of the coaching staff will be eligible to participate in any NLSA activity until the fine has been paid. This fine is not appealable.

## **8.0 Call-Up Guidelines for Youth Tournaments**

- 8.1 Requests for call-ups may only come through the Regional Director and permission may only be granted by the Youth Committee.
- 8.2 Call-ups must not increase the roster above the original number of registered players on the submitted Credential Form for the appropriate tournament.
- 8.3 Call-ups must not result in the roster exceeding the authorized number or the roster as of July 31st for teams participating in tournaments leading to a National competition.
- 8.4 Registered players who wish to play may not be replaced.
- 8.5 Call-ups must not enhance team strength, which would cause the overall integrity of the competition to be jeopardized. Any call-ups must come from a lower level of competition.

- 8.6 Call-ups must come from the team's club system if such system is in place.
- 8.7 Call-ups must be added to the Team Credential Form in the NLSA office.
- 8.8 Call-ups must be registered players.
- 8.9 After the Provincial Tournament, the player will return to his/her original team if the league is not over.
- 8.10 No call-ups are permitted after the pre-tournament meeting for the appropriate tournament.
- 8.11 Call-ups must not have been registered with the team for thirty (30) days prior to the Provincial Tournament.
- 8.12 If the season is not over, a call-up must have the consent of the team for which s/he plays before the call-up.
- 8.13 The call-up player must replace a player on the submitted Credential Form.
- 8.14 Call-ups must not be cup-tied in the level of competition for which they are being called up.

## **9.0 GUEST PLAYER GUIDELINES FOR YOUTH MEGA TOURNAMENTS**

The concept of guest players is designed to allow teams without sufficient numbers to add players to give them enough to compete in a tournament that they would otherwise not be able to enter or have to withdraw from because of low numbers.

This is not meant to replace "call-ups" who are players from the same region as the team they are joining.

- 9.1 Guest players must meet the age requirement for the tournament or Jamboree.
- 9.2 Guest players may only be added for Youth Mega tournaments or Jamborees.
- 9.3 Requests for guest players must come through the Club President and sent to the NLSA seven (7) business days prior to the start of the tournament.
- 9.4 Guest players may come from a different region than the team requesting them.
- 9.5 Guest players must be approved by both the guest player's home club and the NLSA.

- 9.6 Guest players must not increase the team roster beyond 15.
- 9.7 Players who wish to play and are registered with the region may not be replaced by a guest player.
- 9.8 Guest players must not enhance team strength, which would cause the overall integrity of the competition to be jeopardized. Any guest players must come from a lower or equal level of play.
- 9.9 Guest players may not come from current Provincial League or NLSA All-Star teams.
- 9.10 Guest players must be added to the online Team Credential Form on the NLSA website.
- 9.11 Guest players must be registered with the NLSA.
- 9.12 After the Provincial Tournament, the player will return to his/her original team if his/her season is not over.
- 9.13 No guest players can be added 3 days prior to the pre-tournament meeting for the tournament.
- 9.14 In the case of emergency situations beyond the guidelines and timelines set out, application may be made to the Vice President Youth.