

Prince Edward Island Soccer Association

RULES AND REGULATIONS

(Adopted April 3, 2017)

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Rule 1 GENERAL

1.1 Definitions

- i) District: A geographic area of the Province of Prince Edward Island encompassing one or more clubs as specified in Appendix A.
- ii) Competitive Soccer: The game of soccer when played by players over the age of 10 in a results oriented format.
- iii) Association: Reference to the term Association in this rule, unless the context indicates otherwise shall mean the PEI Soccer Association.
- iv) Provincial Competition: The Challenge Cup and Provincial Cup or other championship that the Association may hold as and when determined by the Association.

1.2 General

- i) All Members, Players, Clubs, Leagues and other participants are subject to the Rules of the CSA unless specifically allowed for in these rules.
- ii) All Members, Players, Clubs, Leagues and other participants are bound to the Rules of the Association as herein provided.

Rule 2 PLAYERS

2.1 General

- i) All players shall be registered annually with the Association in a form approved by the Association on or before the specified Registration date in order to be eligible to play.
- ii) Players entering competitive soccer for the first time or who have not registered for one full season in Prince Edward Island at any age group from **U11** to **U17** may register with the Club of their choice.
- iii) Upon registration with a club the player is bound to that club unless transferred as specified in these rules.
 - a. Players registered in the **U-9** and younger age groups are free to transfer to other clubs as specified in these Rules;
 - b. Players registered in the **U-10** through **U-17** age groups are bound to their club at all times unless transferred as specified in these Rules;
 - c. Players registered in **U-20** and Senior teams are free to transfer to other clubs as specified in these Rules.
- iv) All youth players registered with a Club are deemed to be registered with the District within which the Club is geographically located.

- v) A player who is selected to a District Team and accepts such selection shall be permitted to play with the Club where the team is hosted, without the necessity of a transfer.
- vi) A registered player, whose league has finished its playing season, or whose team is forced to fold prior to July 31, remains a registered player with that club until a transfer to another club has been completed.
- vii) The deadline for player registration shall be midnight July 31 and the deadline for transfers shall be midnight July 31 of the current season. If the 31st falls on a Saturday or Sunday, the deadline would then be the end of office hours on the following Monday.
- viii) A Club may allow a player to play for more than one amateur team.
 - Affiliate Player(AP)
- ix) A Club may allow a registered youth player to play for an amateur senior team within that Club in any senior competition without that player losing his/her youth status with the approval of the Coach of the youth player's team; such approval shall not be unreasonably withheld. This section shall not preclude the provisions of 2.1 viii) above.
- x) A player must be properly registered one calendar day prior to playing in his/her first league game. A player coming from another province/territory shall not be registered until the Association receives in writing, a clearance from an official of the Association under which a player was last registered.
- xi) A player must be registered seven days before taking part in any Provincial Competition.
- xii) A player may register with only one Club
- xiii) A player is registered when his/her name is entered into the Association registration data base.
- xiv) Players who are registered by the Association shall not play for any team in any other province/territory without a prior written authorization from the Association and the teams involved.
- xv) The Association shall supply Clubs with the required official Association forms.
- xvi) Any club, player or referee who is not in good standing financially will not be permitted to register or participate in any Association sanctioned activity until the financial obligation has been met or arrangements approved by the Association for such obligation are provided.
- xvii) For National Competitions and sanctioned tournaments only, and only under exceptional circumstances, can a Club request in writing to the Association for special permission to allow a player or players to participate who might not otherwise be eligible.

2.2 Amateur:

- i. An amateur player:
 - (a) shall not receive any remuneration or consideration, directly or indirectly, from playing soccer except as may be provided in these rules;
 - (b) may receive the necessary hotel and travelling expenses and may, in special cases, receive expenses for equipment, physical preparation and insurance against accidents during play and whilst travelling;
 - (c) shall give a receipt in writing for any monies received and shall produce a copy of the receipt whenever required to do so by the Association;
 - (d) may not compete for any monetary gain; and
 - (e) who is employed in any other capacity by the Club for which they are registered as a player may be required to prove, to the satisfaction of the Association, that any remuneration paid is fair and proper remuneration for that employment.
- ii. An amateur player shall lose their amateur status whenever:
 - (a) a player receives any remuneration, payment or consideration not authorized by these rules;
 - (b) a player is registered as a professional;
 - (c) except as provided in these rules, he/she plays for a professional club;
 - (d) a player accepts payments made directly or indirectly according to match results obtained;
 - (e) a player accepts payments made directly or indirectly resulting from contracts for equipment, etc. made during his/her sports career; and
 - (f) a player accepts fees paid in connection with his/her transfer from one team to another.
- iii. An amateur player shall be insured against accidents which may occur during play. The insurance must be administered in a manner approved by the Association.

2.3 Professional:

- i. A Professional Player:
 - (a) Shall be registered in accordance with the CSA Rules and Regulations;
 - (b) May be reinstated as an amateur in accordance with the CSA Rules and Regulations;
 - (c) Shall be bound by the CSA Rules and Regulations.

Rule 3 TRANSFERS

- i) When there are insufficient numbers to form a team within a Club or players are declared surplus, these players are free to transfer to another Club within their District. These players are free to register back to their original Club the following year or remain with the club to which they were previously transferred.
- ii) A Youth (U-10 to U-18) player may only transfer to another Club within his/her district. U-18 and Senior players are free to transfer to any Club within the Association.
- iii) A youth player may only be allowed to transfer out of their district on the basis of exceptional circumstances and only as approved by the Associations Transfer Committee.
- iv) A player wishing to transfer to another Club must submit a transfer form to the releasing and receiving Clubs for approval. The completed form, and the prescribed fee, if applicable, shall then be forwarded to the Association office where the Transfer Committee shall have seven (7) days to adjudicate the request.
- v) The player and Club shall be advised within 24 hours of the decision of the Transfer Committee once made.
- vi) If one or both Clubs refuse to approve the transfer, the transfer request can still proceed to the adjudication stage by the Transfer Committee.
- vii) If approved, the player will be eligible to play after (7) days for Provincial Competition play and one (1) day for League play from the date of receipt of the properly completed documents and transfer fee, if applicable, at the Association office.
- viii) If not approved by the Transfer Committee, the player may appeal within seven (7) days of being advised that his/her request for a transfer has been denied, to a "Transfer Appeal Committee" consisting of three Club Presidents who have no interest in the application. This committee shall be appointed and chaired by the Association Vice President who shall be a non-voting chairperson of the committee.

- ix) No third party Club, team or official has the right or authority to intervene or appeal a decision of the Transfer Committee or Transfer Appeal Committee.
- x) A player shall be entitled to a Transfer only as follows:
 - (a) A maximum of two (2) transfers during any one playing season within the jurisdiction of the Association. A player once transferred cannot be transferred to the Club for which he was originally registered until after a period of thirty (30) days has elapsed;
 - (b) A maximum of one (1) transfer to any Province or Territory within the jurisdiction of The Canadian Soccer Association, except that a player shall be allowed to transfer back to the team from which he was last transferred.
- xi) Transfers may be subject to a transfer fee to be set by the Association granting the transfer, such fees shall be due and payable to the Association before the transfer shall be completed.
- xii) Players who are still of youth age (U-10 to U-18) but playing for a senior team shall remain bound to the Club with whom they were last registered as a youth player.
- xiii) Any player registered with a Club which has, with the consent of the Association, merged, ceased to operate, or has been declared defunct by such Associations, shall be entitled to be transferred, provided the transfer deadline has not passed, by making application to the Association concerned who, having satisfied themselves of the bonafides of the application, shall have power to transfer such player to any Club. The Association may waive any or all of the transfer fee, in which case the provisions or Section 2.2.xii shall not apply.
- xiv) Any Club which, through its responsible officers or representatives, attempts to induce a registered player of a Club under the jurisdiction of this Association to leave his/her Club, shall be deemed to have committed an offense and shall be dealt with by the Discipline Committee of the Association.
- xv) A player playing under a trial game permit shall not be allowed to transfer to a third Club during the period of such permit.

Rule 4 TEAMS:

4.1 General

i) Teams

(a) A team is registered by its Club to play in sanctioned competition(s). A sanctioned competition includes any authorized league, tournament, cup, or exhibition game(s).

(b) The number of players permitted to be registered by Clubs are:

- i. Any team participating in a Provincial Competition leading to a National Championship shall have a minimum of 15 except as noted below;
- ii. Non-summer-determined by league administrator;
- iii. Mini Soccer as determined by program coordinator.

4.2 Age Divisions:

i) Each amateur team shall compete in one of the following age divisions:

(a) Senior Amateur: May contain players of any age.

(b) Youth Age Division: A player may be registered to play in any youth age Division, provided a player has not reached the stipulated birthday before January 1st of the calendar year of registration season as specified below:

Stipulated Birthday	Age Category
18 th Birthday	Under-18
17 th Birthday	Under-17
16 th Birthday	Under-16
15 th Birthday	Under-15
14 th Birthday	Under-14
13 th Birthday	Under-13
12 th Birthday	Under-12
11 th Birthday	Under-11
10 th Birthday	Under-10
9 th Birthday	Under-9
8 th Birthday	Under-8
7 th Birthday	Under-7
6 th Birthday	Under-6

(c) Masters Age Male Division players shall have reached their 35th birthday before January 1st of the calendar year of registration day.

(d) Women's Classic Division shall be as stipulated by CSA Rules and Regulations.

4.3 Compliance

- i) All teams are subject to the Bylaws, Rules and Regulations of the Association along with relevant FIFA Statutes, and CSA Rules and Regulations. Any team guilty of violation of any Bylaws, Rules and Regulations shall be subject to discipline as specified by the Association provided that the offending team is given the opportunity to be heard on its own behalf and subject to the Discipline Policies of the Association.

Rule 5 PROVINCIAL COMPETITIONS

- i) The Association shall provide a minimum of two (2) divisions of competitions provided there is sufficient registration in any age category.
 - (a) The Challenge Division shall determine the team representing the Association at National Club Competition subject to Rule 4.3.
 - (b) The Rules for determining the winner of a Provincial Competition shall be as specified by the Association as altered from time to time.
 - (c) Teams shall compete in one of the following categories:

Male	Female
Masters	Classics
Senior	Senior
U-17	U-17
U-15	U-15
U13	U13
U11	U11

- ii) In the case of only one team registering for a Provincial Competition, that team shall be declared champion in that classification and may represent the Association in National Club Competition at the discretion of the Association.
- iii) In the event a Provincial Competition winner is unable to attend the National Club Competition, the Executive Committee of the Association may propose a substitute team to the CSA Competitions Committee.
- iv) The Association's competitions take precedence over all soccer competitions in the province of PEI, except such as may be arranged by the Canadian Soccer Association.
- v) Any team participating in a Provincial Competition leading to a National Championship shall be permitted to register twenty (25) players.
- vi) Teams must register in a league to be eligible for Association Provincial Competitions play.

- vii) A club may register teams in all Provincial Competitions. However a Club may only register one team at the Provincial level in youth competition until they also have a team registered at the Challenge level in the same age and gender classification.
- viii) Upon registration of a team at the Challenge level, a club may register an additional unlimited number of teams at the Provincial level.
- ix) To play in an Association sanctioned league, teams must register in either Challenge or Provincial classification.
- x) Provincial Competitions shall be played according to Association Rules.
- xi) Head Coaches of any U-14 or above shall be qualified as Community Coach or Soccer for Life Certificate (or equivalent) or higher and provide evidence to support such qualification to the Association prior to any Provincial Competition leading to a National Championships.

Rule 6 LEAGUES

- i) No league shall govern an area, but it shall control, for league operation purposes, its member teams.
- ii) A league shall be composed of a minimum of four teams.
- iii) Leagues operating under the jurisdiction of the Association shall accommodate any team that applies and meets the age qualifications unless no league division exists at that or higher age classification, provided that team is registered with the Association through its member Club.
- iv) Leagues shall submit to the Association, for approval, the current year schedule, list of teams, copy of the current Bylaws, Rules and Regulations, and the previous year's financial statement a minimum of thirty (30) days prior to being approved for operation.
- v) The Association may limit or restrict a schedule if the availability of grounds, playing dates, weather conditions or other factors so require, at any time during the playing season.
- vi) A league may not play matches other than those approved without the prior consent of the Association.
- vii) In the event of a league being refused sanction, the applicants shall have the right to appeal to the next level of jurisdiction.
- viii) Competitions must not be conducted by any club, league or combination thereof, without the sanction of the Association.

- ix) Should teams within the area of two or more Provincial Associations be desirous of forming an inter-provincial league, they shall, in the first instance, obtain the consent of the Associations to which they respectively belong (if such Associations exist) for submission to and approval of their respective Associations in Membership.
- x) If the application is approved by the Association , it may be forwarded to The Canadian Soccer Association for confirmation or otherwise, and the league, if sanctioned, shall be under the jurisdiction of The Canadian Soccer Association or a committee of not less than two members appointed by the Association in Membership, and a Chairman appointed by The Canadian Soccer Association.

Rule 7 RULES of PLAY

ii) Unless otherwise specified in this section, games shall be played according to the FIFA Laws of the Game and other FIFA Rules, Regulations, and Statutes.

iii) Duration of Play shall be:

Age Group	Regulation Time	Extra Time
Masters/Classics	2 x 40 Minutes	None
U-17 to Seniors	2 x 45 Minutes	2 x15 minutes
U-15	2 x 40 Minutes	2 x10 minutes
U-13	2 x 35 Minutes	None
U-11	2 x 30 Minutes	None

iv) A size 5 ball shall be used in all cases with the exception of U-11 which shall use a size 4 ball and U13 which will use a lighter size 5 ball.

v) Game sheets shall be completed by team officials and provided to the referee prior to kick-off.

vi) The home team shall be responsible for submitting the game sheet or, in the absence of such, the game results to the Association office by 9:00 am of the day immediately following the game.

vii) A team may not request that a game be rescheduled within 48 hours of the scheduled game time.

viii) Any team that fails to appear for a scheduled game shall have a forfeit awarded against them, and be fined according to the fee set by the Association on an annual basis. A forfeit shall be recorded as a 3-0 loss against the forfeiting team.

ix) If a game is terminated due to circumstances that are not a result of action of any team, a game shall be considered completed if 70% or more of the game has been played. If less than 70% of the game has been played, the game shall be re-scheduled.

x) If a game is terminated due to abandonment or other action of any team participating, the Director responsible for the Competition will rule on the outcome.

- xi) Any discipline resulting from an incomplete game will stand as if the game was completed.

Rule 8 REFEREES:

- i) Only those persons who are on the official list of the Association shall officiate as a referee in competitions under the sanction or jurisdiction of the Association.
- ii) All persons to be placed on the official list of referees shall make application as prescribed by the Association. If accepted by the PEI Soccer Referees Association, the applicant shall be placed on the official list in the grade for which a referee has qualified.
- iii) FIFA and National Referees shall pay any annual fee established by The Canadian Soccer Association. All other referees placed on the official list of an Association in Membership shall pay an annual fee established by the Association.
- iv) Associations in Membership shall forward to the Secretary of The Canadian Soccer Association a complete list of the names and addresses of all referees on their official list.
- v) The referee shall decide on the fitness of the ground for play, and that decision shall be final.
- vi) The referees shall, within twenty-four (24) hours of the conclusion of a game at which they officiated, or such other time as may be stipulated in the rules of the competition, forward to the appointing body a written report containing details of all discipline or major incidents.
- vii) All registered referees shall comply with the Code of Ethics for Canadian Referees, and all rules, regulations, statutes and any other such authority as provided by the CSA or FIFA.
- viii) All referees shall be under the jurisdiction of the Association in Membership in the territory they operate or are registered.
- ix) Referees shall be subject to the Discipline Policy of the Association.

Rule 9 DISCIPLINE:

9.1. General:

- i) Players and club or team officials reported for misconduct shall be dealt with by their League except as otherwise stipulated, subject to the Discipline Policy of the Association.
- ii) Every club is responsible to the Association for the actions of its players, officials and spectators, who take part in, or are present at games.
- iii) Every Club is required to take all action necessary to prevent its players, officials and spectators from threatening or assaulting anyone present at games, including game officials.
- iv) Any person who has been sanctioned as the result of a discipline hearing shall not take part in any soccer activity without the express permission of the Disciplinary Committee having jurisdiction until the fulfilment of the sanction.
- v) Any failure by the Association or League to observe any deadlines contained in this Rule shall be considered as a matter of interpretation of this Rule, regardless of whether the decision involved is made at the first instance or on appeal.
- vi) Decisions of the Provincial Championship Disciplinary Committee shall be final and binding.

9.2 Hearings:

- i) Each Discipline Hearing held within the jurisdiction of this Association shall be conducted in accordance with the following:
 - (a) A Discipline Committee shall have three (3) members, one of whom shall act as Chair. The Chair shall be selected from amongst the three members prior to the start of the hearing.
 - (b) One member of the Committee shall act as Recording Secretary. Alternatively, at the request of the Chair, a non-voting Recording Secretary may be appointed to be present for the entire hearing.
- ii) At all discipline hearings, the accused shall have the right to appear and speak on his or her own behalf, at his/her own expense.
- iii) A discipline hearing shall be attended by the following persons:
 - (a) The accused person or organization, or that person's or organization's representative;
 - (b) The person submitting the report, and

- (c) Any other person who may be requested to provide information as specified by the Discipline Committee.
- iv) The date of the hearing shall be set within fifteen (15) working days of receipt of the report by the League/Association. The hearing shall be held within 25 working days of receipt of the report.
- v) The Discipline Committee shall provide a written decision including any sanctions to the accused within five (5) working days of the hearing.
- vi) Anyone alleged to have committed an offense which requires their presence at a discipline hearing shall be given five (5) working days notice of the place, date and time of the hearing. Such notice shall be forwarded to the team or club when the offense involves a registered player or official representative of that team or club.
- vii) Anyone submitting a report involving alleged physical contact with game officials, and all those, other than the accused, whose presence is required by the Committee shall be given five (5) working days notice of the place, date and time of the hearing.
- viii) All requests for the postponement of a hearing must be received by the Association no later than two (2) calendar days prior to the date of that hearing stating the reason for requesting such postponement. Permission for such postponement shall not be unreasonably withheld.
- ix) Failure to appear at a discipline hearing when proper notice has been given shall result in the suspension of the accused from all soccer activities pending attendance at a hearing.
- x) All suspensions resulting from an Association disciplinary hearing shall include suspension from all soccer activities within the jurisdiction of the Association (play, coach, referee, manager, etc.) unless otherwise stipulated by the Discipline Committee.

9.3 Disciplinary Action:

- i) Discipline shall be applied according to the Discipline Policy of the Association except as specifically stated in these rules. In the absence of any specification herein, FIFA rules or regulations shall apply.
- ii) Suspensions, unless otherwise specified, either in these rules, in the Discipline Policy, or by a Discipline Committee shall be for a stated number of games or a stated period of time.
- iii) Suspensions for infractions incurred during League or Cup games cannot be served in tournament or friendly games.
- iv) Suspensions incurred in tournament and friendly games shall be served during the next League or Provincial Competition game(s), if that suspension extends beyond the tournament.

- v) All suspensions listed in the Discipline Policies are minimums. Longer suspensions may be applied at the discretion of a Discipline Committee or affiliated league as circumstances dictate.
- vi) Second and subsequent offences referred to in the Discipline Policies are offences that occur by the same individual in the same calendar year.
- vii) In all instances, except Youth age players, Discipline Committees may add monetary fines and/or bonds to any sanction. Such monetary fines and bonds must be paid by certified cheque or money order and must be deposited with the Association within fifteen days of the receipt of the decision or within the time stipulated by the Association.
- viii) Failure to pay fines and bonds within the time specified shall result in the suspension of the person or organization penalized for an additional period of thirty days from the date of the receipt of the payment, without further notification, and until such time as the fine or bond is provided.
- ix) The affiliated club of the Provincial Competition winner that defaults from attending the National Championships shall be subject to a fine of up to \$2,500 plus any additional costs or expenses incurred by the Association.

9.4 Cautions

- i) A player receiving three (3) cautions during the current season shall be suspended for one (1) game following receipt of the 3rd yellow card.
- ii) A player who subsequently receives two (2) additional cautions during the same season shall be suspended for one (1) additional game following receipt of the 5th yellow card.
- iii) A player who subsequently receives a further single (1) caution during the same season shall be suspended for two (2) additional games following receipt of the 6th yellow card.
- iv) A player who subsequently receives a further single (1) caution during the same season shall be required to appear before a Discipline Committee, and shall be suspended for a minimum of four (4) additional games following receipt of the 7th yellow card.

9.5 Ejections

- i) A player or team official ejected during a game shall be suspended from play for the balance of that game, and for a minimum of one additional game regardless of the status of any hearing.
- ii) A player or team official who is ejected shall be required to attend a hearing to adjudicate any additional sanctions, and shall remain suspended pending that hearing.
- iii) The player may waive the right to a hearing by acknowledging in writing to the

Association the waiver.

- iv) For the purposes of this section, an ejected player or team official may not participate in any soccer activity and may not be in the immediate area of any game, unless otherwise specified by the Disciplinary Committee with jurisdiction.
- v) Upon receiving a third ejection in one calendar year, a player or club or team official shall be subject to a mandatory minimum suspension of 30 days in addition to any sanction imposed at a disciplinary hearing.
- vi) It shall be the responsibility of the club to ensure that all sanctions/suspensions are served in accordance with these Rules and Regulations. Failure to take reasonable action to ensure compliance with this section will result in discipline.
- vii) A player found guilty of playing prior to fully serving any suspension shall be ruled an ineligible player during the game in question and the game shall be awarded to the opposing team on the basis of using an ineligible player. The player and team management will also be subjected to further disciplinary measures. In the event the game in question is the second of two games in a two game total goal series, both games shall be forfeit.

9.6 Jurisdiction

- i) The Association shall have the power to deal with violations of the Laws of the Game, the Rules, Regulations and Bylaws of the Association, or misconduct by any of clubs, leagues, players, officials or members. In all cases, the party shall have the right to appear and to offer a defence to any charges.
- ii) A Discipline Committee may, at its discretion, take action against any Club whose players, officials or spectators have been found guilty of misconduct and/or violence toward anyone present at a game including game officials.

Rule 10 PROTESTS

- i) A protest will only be considered on the grounds of misinterpretation of FIFA Laws of the Game, on the eligibility of players, or on breaches of Competition Rules & Regulations.
- ii) Any protest relating to the grounds, field markings, goal posts, crossbars, corner flags or other appurtenances shall not be entertained by the Association, unless notice of particulars has been given to the referee before the commencement of the match. The referee shall require the responsible team(s) to remove or repair the cause of the objection if this is possible without delaying the commencement of the match. When an objection has been lodged with the referee, a protest must be made in writing to the Association.
- iii) No protest will be considered if, in the opinion of the referee, the objection lodged did not seriously affect the outcome of the game.
- iv) In dealing with any protest, the Association may take into consideration the possession, by the protesting team, of any prior knowledge which, if properly used, might have negated the protest.

- v) Any team playing an ineligible player shall forfeit the game to its opponents, provided the protest is upheld.
- vi) An affiliated team may lodge a protest with the Association arising out of any Provincial Competition game scheduled by the Association. Such protest must be in writing, stating the grounds upon which the protest is lodged.
- vii) A protest of any Provincial Competition game must be submitted within One (1) hour of completion of the game to which it relates. The protesting team official shall be responsible for proof of meeting this time line.
- viii) A copy of the protest shall be forwarded by the Association to the opposing team immediately after the receipt of the protest. Upon receipt of the protest the opposing team shall have a maximum of 12 hours to supply a response to the committee, failing which the Director of the Competition may render its decision based solely on the information provided by the protesting team.
- ix) The protest shall be signed by the team coach or manager.
- x) The protest fee must accompany the protest when filed with the Association.
- xi) The protest fee payable to the Association shall be determined and published by the Association.
- xii) In the event that a protest is upheld by the Association, the protest fee shall be refunded.
- xiii) A Discipline Committee is required to provide to all parties affected by a decision, a written ruling which shall include the reason(s) for the decision and the Association's appeal procedures, within five (5) working days of notification of the opposing team.
- xiv) A decision of the Discipline Committee from any Provincial Competition game played under the jurisdiction of this Association shall be final and binding.

Rule 11

APPEALS

- i) Any person may appeal a decision of an affiliated League or Club to the Association, provided that the appeal involves only an interpretation of the Bylaws, Rules and Regulations and Policies and Procedures of the Association or the League;
- ii) Any person may appeal the decision of the Association or its appointed committees made against that party, provided that the appeal involves only an interpretation of the Bylaws, Rules and Regulations and Policies and Procedures of the Association. An appeal against a decision of the Association shall be heard by an independent tribunal
- iii) An Appeal shall be conducted in accordance with the following:
 - a. An Appeals Committee shall have three (3) members, one of whom shall act as Chair. The Chair shall be selected from amongst the three members prior to the start of the hearing;
 - b. One member of the Committee shall act as Recording Secretary. Alternatively, at the request of the Chair, a non-voting Recording Secretary may be appointed to be present for the entire hearing;
 - c. The Recording Secretary shall record the minutes of the hearing should one be held;
 - d. Any individual who has participated in the process of a discipline hearing or protest, or who is, or is perceived to be, in a conflict of interest is automatically disqualified from membership on the Appeals Committee;
 - e. Appeals may be heard by written submission only, but the appellant has the right to a hearing at his or her expense.
 - f. An appeal shall be submitted in writing within ten (10) working days of the receipt of the decision to be appealed. Appeals shall be sent to the registered offices of the Association along with the prescribed fee, and the specific Bylaw, Rule, Regulation or other statutory instrument alleged to have been violated along with any argument(s) to support such allegations.
 - g. The appeal fee payable to the Association shall be set and published by the Association.
 - h. In the event that an appeal is upheld, the appeal fee shall be refunded.
 - i. The respondent shall be notified by the Association within five (5) working days of any appeal.
 - j. The respondent shall have five (5) working days to respond to the appeal upon notification.
 - k. Should the respondent not provide a response, the evidence provided by the appellant shall form the basis for the Appeal decision.

- l. The appeal committee shall call a hearing, or produce a decision within 30 days of the final date specified for receipt of submission by the respondent.
- m. Should a hearing be held, the date of the hearing shall be set within 30 days of the final date specified for receipt of submission by the respondent.
- n. Those who are required to attend appeal hearings shall include:
 - i. The appellant;
 - ii. The respondent; and
 - iii. Witnesses as called either by the appellant or the respondent.
- o. Parties to the hearing shall be given a minimum of five (5) working days notice of the appeal hearing.
- p. Attendance at such hearings shall be at the appellant's expense and choice. The appellant and/or the respondent may appoint a proxy representative.

Appendix A

Districts

The districts of the Association shall be as follows:

Prince County

West Prince Storm S.C.
Summerside United S.C.
Kensington & Area S.C.

Kings County

Eastern Eagles S.C.
Souris Lamplighters S.C.
Morell Strikers S.C.

Queens County

Eliot River Ramblers S.C.
Central Queens S.C.

Hillsborough United

Stratford S.C.
Sherwood-Parkdale Rangers S.C.
North Shore Shark S.C.

Charlottetown West

Winsloe Charlottetown Royals F.C.