

Ponoka Minor Soccer Association Policies (updated 2022)

Ponoka Minor Soccer Association (PMSA) will follow and abide by policies and guidelines set out by Alberta Soccer Association (ASA) and Central Alberta Soccer Association (CASA) as well as the following policies implemented by PMSA.

Competitive Team Policies

1. Each Competitive and House League team will be named 'Storm' for league, tournaments and media. Noncompliance will result in disciplinary action from the Board.
2. All PMSA Storm teams will compete at the Tier 4 level for league play, unless a higher tiered opportunity is presented & recommended by CASA. A team may request to play in a higher Tier. A written request must be presented to the Board. At that time the Player Coach Development person and the Board will meet to decide the outcome.
3. Each PMSA Storm team will be provided a green & black Storm jersey, which will be used for all games (unless color conflicts occur). All Storm players will be required to wear black shorts and black socks.
4. The PMSA Storm logo is the exclusive property of PMSA and as such, any team wishing to use the Storm logo on apparel or merchandise needs written approval from the Board.
5. All PMSA Storm teams must notify the Board in writing of all tournaments planned for the season; this can be done by emailing the Registrar. Tournament entries must consider proper level of play (ie. Tiering) & potential scheduling conflicts for participation.
6. Teams wishing to travel outside the Province must complete a permission to travel form (available on the CASA website) and submit it to the Board a minimum of 4 weeks prior to travel date.

Coaches

1. Coaches will be selected by the Board and the Player Coach Development person for Competitive teams, based on qualifications and completed Criminal Record & Vulnerable Sector check. House League coaches are based on volunteer availability and completed Criminal Record & Vulnerable Sector check.
2. Coaching clinics will be paid for by PMSA. All Competitive team Head Coaches MUST be properly certified for the age level as required by ASA. All Coaches are encouraged to take offered training.
3. All Coaches must provide a completed RCMP Criminal Record & Vulnerable Sector check, which are good for 3 years. Each Competitive team must have a minimum of one coaching staff member of the same gender as the team's players, and that person must be in the technical area at all times during game play.
4. All teams will have a Parent Captain and/or Manager.
5. Coaches are responsible for behavior of players, coaching staff, and parents on and off the field.
6. All Competitive team coaches will attend a pre-season coaches meeting, as well as a post-season meeting.
7. Only Board approved coaching staff are allowed in the Technical Area during games – this will include Coaches, Team Manager, or bench parent. Practice sessions will only be run by coaching staff, the Player Coach Development person, or people approved by the Board.

Player Movement Policy

1. For a player to move from their proper age group to a higher age group a written request must be submitted to the Player Coach Development person and the Board. The Player Coach Development person and Board will have a meeting with the parents and coaches to determine viability of moving up.
2. Callups should be tried when possible to give players a chance to play at the next age level, not exceeding the allowed number of games (3).
3. Players being called up must meet the requirements of their original team first. Callups must be approved by both coaches.
4. A player may only move up one age group (for example – Under 11 to Under 13).
5. A House League player may play an age group below their proper age group if a special need situation is identified by the parent or guardian and a request from said parent or guardian is approved by the Board and Player Coach Development person.

Registration Policy

1. Ponoka Minor Soccer Association Board of Directors determines all registration fees. These fees are to be assessed and approved on an annual basis
2. Players that have been asked by PMSA to play at a higher level shall have the higher registration fee waived.
3. Any player who has requested to play at a higher age level, and has been approved by the player coach development and the Board, must pay the registration rate for the higher level.
4. All players MUST be registered prior to attending any practices and/or games.
5. All registration forms MUST be signed by a parent or legal guardian for players under 18 years of age.
6. Player registration information including name, address, phone number, parent/guardian name, e-mail address will be forwarded to the appropriate coaches.
7. Only members in good standing will be permitted to register players. Outstanding balances of registration fees or membership fees, must be cleared up prior to registration.
8. To encourage volunteering amongst the membership, a \$50 refundable bond must be paid by every registering family before the Outdoor Spring season as a part of the registration package. Families can choose from a list of potential volunteer positions. PMSA will make every effort to ensure opportunities are provided for parents to fulfill their obligation. Parents wishing not to volunteer can pay their bond and forfeit their potential refund, thus fulfilling their obligation. Where a commitment to serve is not fulfilled and a volunteer levy is not paid, the member in question will be considered not in good standing and players associated with the member will not be permitted to register until the obligation is fulfilled.

Payment Policy

1. Primary payment method shall be by credit card. Members may make payment by money order, certified cheque, personal cheque or cash, provided they request this allowance and it meets the approval of the Board. Payments made by anything other than credit card will be subject to an administrative fee.
2. Financial assistance is available for those in need.
3. Registration is not complete until payment is received. If payment is not received/financial assistance in place, the player will not be placed on a team.

4. For players on PMSA Competitive/Travel Teams, a CASA Identification Card required for play will not be produced nor released until payment is received/financial assistance in place.
5. There is a \$20 surcharge for all "NSF" or "Stop Payment" cheques. Shall payments be required to be made in cash installments, arrangements must be made with the PMSA Board or Registrar prior to the final date of registration.

Refund Policy

1. Refunds will be available up until close of registration only, minus a \$50 administration fee, (the only exception to this is in cases where not enough players are available to form a team).
2. Request for refund must be in writing stating the reason for the refund and is effective once the registrar receives it.
3. Pro-rated refunds may be provided, at the discretion of the Board Members, after the start of season play. Each refund request will be examined on its own merit.
4. No refund will be issued for the following situations:
 - a. Not playing soccer due to suspensions.
 - b. The player does not like his/her coach and/or team.
 - c. The player doesn't want to play anymore.
 - d. Other reasons deemed unjustifiable by PMSA Board.
5. A doctor's note will be requested by the Board for any injury related refund request.
6. If the player's registration was paid by a sponsoring agency, any related refund will be issued to the sponsoring agency. Refund cheques are issued ONLY in the name of the person who paid the initial registration, unless otherwise authorized by the initial payee.
7. Once Canada Soccer Association, Alberta Soccer Association and Central Alberta Soccer Association's fees are paid, only 50% of the remaining collected registration fees will be refunded, if refund is approved.

Team Selection Policy

1. House league teams will be selected by the coordinators of each division.
2. In as much as possible, all teams (house league & competitive/travelling) in the Spring Outdoor season shall be gender specific. Where numbers allow it, all teams in the Fall/Winter Indoor season shall be gender specific.
3. The Board, under the advisement of the Player Coach Development person, will determine maximum roster size. For the Spring Outdoor season maximum roster size will not exceed 20. Where there are enough players to form more than one viable team in a division, the Player Coach Development person and the Board will form teams of equal strength based upon an evaluation under the supervision of a CASA representative.

Equipment/Fields

1. All balls, training equipment, jerseys, and first aid kits assigned to teams remain the possession of PMSA. As such, equipment must be returned in a timely manner and in good repair following the conclusion of the season.
2. Team jerseys will NOT be distributed to players; rather a designated person responsible for the care & cleaning of jerseys will ensure that players have a clean jersey in good repair for scheduled matches. A jersey deposit will NOT be required of parents.

3. All players, coaches and parents are responsible for the care & maintenance of PMSA home fields. Members must report vandalism to goals, benches, corner flags and garbage receptacles when they see it. Members are asked to report people who allow their dogs to make messes at the fields.
4. Timbits jerseys, Timbits socks, PUMA socks, and Ponoka Storm PUMA shorts given to the player remain the possession of the player at the conclusion of the season.