



# SASKATCHEWAN SOCCER ASSOCIATION

POLICIES AND PROCEDURES MANUAL

Section Two Member Rights & Responsibilities

## Policy

Effective: March 2013

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# 1 Membership in SSA

## 1.0 Definitions

- 1.0.1 The following terms have these meanings in this policy:
- a) *“Entity”* – Organizations such as clubs, zones, community associations, teams, etc., that fall under the authority of a Regular or Associate Member. Entities have no authority within the SSA Membership structure other than what is granted them by their MO.
  - b) *“Governing Body”* – The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
  - c) *“Match Official/Referee”* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
  - d) *“Members”* – All members defined by SSA by-laws and for the purposes of this policy shall also include parents, guardians and caregivers of individual members and spectators at SSA events and SSA sanctioned competitions.
  - e) *“MO”* – Member Organization.
  - f) *“Organizer”* – Anyone performing an activity connected with soccer at a Member Organization or entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
  - g) *“SSA”* – Saskatchewan Soccer Association.
  - h) *“Team Personnel”* - All supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play.
  - i) *“Club Licensing”* - Club Licensing system in accordance with Canada Soccer’s Rules and Regulations directives whose objectives are to safeguard the credibility and integrity of Club competitions, to improve the level of professionalism of soccer in Saskatchewan, to promote sporting values in accordance with the principles of fair play as well as safe and secure match environments, and to promote transparency in the finances, management and control of MO. 09 23
  - j) *“CONCACAF”* - Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
  - k) *“FIFA”* - Fédération Internationale de Football Association, which is the Governing Organization of soccer in the world.



## 1.1 Classes of Membership

1.1.1 SSA has five classes of membership, which are described in the Articles of Incorporation and are listed in this policy for reference only. Additional details are contained in the SSA by-laws.

- a) Regular Members: shall be open to all properly constituted soccer organizations, in the province of Saskatchewan, each of which may be represented at all general meetings of the Association by duly appointed representatives, who shall be entitled to vote.
- b) Associate Members: shall be open to soccer-related organizations, which may be represented at all general meetings of the Association by duly appointed representatives, who shall have a voice but no vote. Each League 1 license holder based in Saskatchewan will be considered an Associate Member. 09 23
- c) Life Members: shall be open to individuals honoured and designated by the Association as life members, and who shall have a voice but no vote at all general meetings of the Association.
- d) Participant Members: shall be open to soccer players, managers, team personnel and referees who are properly registered through a Regular or Associate Member or directly with SSA, and who shall not have a right to receive notice of, to have a voice, or to vote at any general meeting of the Association.
- e) Organizer Members: shall be open to administrators, volunteers, directors and officers, and staff, who shall not have a right to receive notice of, to have a voice, or to vote, at any general meeting of the Association.

1.1.2 Entities

- a) For ease of reference, within SSA policy, organizations (clubs, communities and other organizations) under the authority of a Regular or Associate Member shall be referred to as Entities. Entities have no authority within the SSA membership structure other than what is granted them by their MO within their MO. 09 23
- b) MO are responsible for the behaviour and management of their entities.
- c) MO shall ensure that SSA information is communicated to Entities.
- d) Feedback from entities shall inform the MO but the MO shall speak with one voice when sharing information with the SSA.
- e) The MO shall facilitate Entity interaction with SSA, however, once an entity is registered/participating in an SSA activity, there may be a direct working relationship with SSA (E.g. PSL, Club Licensing, Clinics, etc.).

## 1.2 Principles

1.2.1 For residents of Saskatchewan, registration in the SSA is the only pathway to “membership” in SSA and the worldwide soccer community, including the Canada Soccer, CONCACAF and FIFA.

1.2.2 SSA is a participant-centered, membership-based organization which respects that all participants and organizations should have choices in how they participate and achieve their goals in soccer.



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- a) SSA welcomes all participants who want to achieve their goals in soccer in Saskatchewan, regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
- b) All Members should have a clear understanding that quality soccer comes through collaborative competition, cooperation, innovation, and the removal of barriers to participation. SSA respects the rights and honours the contribution of existing members but also supports competition in the marketplace and welcomes new partners that will add value to the game. In addition, the Board wishes to encourage growth in the game through the removal of barriers to participation; MOs are welcome to seek approval to amend/expand their current conditions of membership to allow their full participation in all forms of soccer and/or futsal.
- c) In a competitive soccer market, existing members are encouraged to be innovative to attract the interest of participants, MOs are free to offer and promote innovative and quality programming but shall not undermine the efforts of their fellow MOs.
- d) Specific details on member rights, privileges, obligations and conditions of membership can be found in the by-laws. Additional details related to membership are contained within this and other sections of SSA policy.

1.2.3 The SSA Board is the only body that has, by law, been entrusted with the power to exercise control over, and responsibility for, the Association and its assets/resources.

- a) The Board's highest duty is to the future of the game of soccer and the Association as whole.
- b) The Board is solely responsible for approving and managing membership in SSA, including:
  - i. Approval of applications for membership in the Association;
  - ii. Approval of applications for changes to the conditions of membership for existing members;
  - iii. Review of membership status, if such review is warranted, to ensure that members maintain their obligations to the Association and work in harmony with SSA and other members.

1.2.4 As outlined in the SSA By-laws, Conditions of Membership shall be defined in an organization's Articles of Incorporation, By-laws or regulations and/or application for SSA membership, and must include, but are not limited to:

- a) Goals and objectives;
- b) Geographic area of service;
- c) Programming that is offered

### **1.3 Criteria for Membership and Access to Privileges of Membership**

1.3.1 In order to gain and maintain access to the privileges of membership, all existing Members and applicants for Membership must, on an ongoing basis, satisfy the Board that they will:



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- a) Support the achievement of the Association's mission while enhancing the future of, and, adding value to, the Association;
- b) Be a good partner, aligning efforts with the strategic and operational plans, values and directives of SSA and Canada Soccer
- c) Work in harmony with other members, conducting themselves professionally, according to SSA values and the Code of Conduct & Ethics;
- d) Maintain their Conditions of Membership and obligations of membership; and,
- e) Continue to strive to achieve standards for optimal organizational development based on the goals and objectives of their MO.
- f) Demonstrate a willingness to continually improve their organization and programming by working to achieve standards of organizational and technical excellence as guided by SSA and Canada Soccer.

## 1.4 Membership Applications

- 1.4.1 There are two types of applicants:
  - a) Non-member applicants seeking membership in SSA;
  - b) Member applicants seeking to update their Conditions of Membership;The principles of decision making, and requirements of the applicant shall be the same, unless otherwise indicated herein.
- 1.4.2 The onus is entirely on the applicant, throughout the application process, to satisfy the expectations outlined herein and to meet the requirements of the criteria of membership.
  - a) Applicants should be aware of the estimated timelines noted and prepare their application and planned start date accordingly.
- 1.4.3 Each application shall be considered unique:
  - a) Past decisions of the Board are not precedent setting;
  - b) The Board shall make all decisions on a case by case basis, based on the information available to them during the application process.
  - c) The onus is on the applicant to ensure a thorough and timely application is submitted for review. 09 23
- 1.4.4 Applicants must acknowledge in writing that:
  - a) The Board has sole decision-making authority regarding their application;
  - b) The decision of the Board is final;
  - c) They will not seek other remedies including access to the courts should their application be rejected; and
  - d) The specifics of any related feedback processes shall remain confidential.
- 1.4.5 The applicant must:
  - a) Complete the application form and submit a \$100, non-refundable, application fee.
  - b) Demonstrate to the Board that they will meet and maintain the standards outlined in the criteria for membership.



- c) Clearly outline their proposed Conditions of Membership. All information provided during the application shall be considered as part of the ongoing Conditions of Membership.
  - d) Attach a copy of (where such materials exist):
    - i. Articles of Incorporation;
    - ii. By-laws;
    - iii. Organizational structure, including current board members and signing officers;
    - iv. Policies, rules and regulations;
    - v. Date and details of their AGM;
    - vi. Provide any additional information requested during the review process;
- 1.4.6 If there are other members in that region offering similar programming, applicants are required to initiate dialogue with those groups to build a relationship for working collaboratively in the future. 09 23
- 1.4.7 Applications
- a) Once the application is complete the Board shall: 09 23
    - i. Provide feedback to the applicant and outline any concerns they may have with the application.
    - ii. Give the applicant an opportunity to respond before a final review.
- 1.4.8 Upon final review of the application, the Board shall have the following options:
- a) Approve the application for a minimum one-year probationary membership.
  - b) Deny their application and communicate that a new application may ONLY be considered if/when additional/new information has been submitted, or when the specified areas of concern have been addressed.
    - i. Each application re-starts the process and may require all steps in the process being completed again.
    - ii. An application fee is required for each subsequent application.
- 1.4.9 At the end of the probationary period the SSA Board may: 09 23
- a) Deny the application and remove all rights and privileges as a member in SSA. The applicant shall be advised that a new application may ONLY be considered if/when additional/new information has been submitted, or when the specified areas of concern have been addressed.
  - b) Refer the applicant to an existing MO to apply as a member under their authority.
  - c) Extend the probationary period to allow time for the Board to be satisfied that the applicant can maintain their obligations of membership.
  - d) Approve full membership as a Regular or Associate Member in SSA.

## 1.5 Regular Members

- 1.5.1 Regular Members are those approved Member Organizations that register players in SSA and operate soccer programs.
- 1.5.2 To maintain the privileges of membership, Regular Members shall: 09 23



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- a) Ensure all participants and organizations under their authority are in compliance with the bylaws, policies and directives of SSA at all times.
- b) Work in partnership with SSA and other members to grow the game and align efforts with SSA's strategic and operational plans; Members shall not interfere with or undermine the efforts of the SSA or their members. SSA.
- c) Engage with and provide service to SSA members only; members shall not participate with, compete against and/or provide service to non-members other than for educational or recruitment purposes, without prior permission from the SSA Manager, Member Services and CEO.
- d) Align to standards, strategy and participant pathway established by SSA and Canada Soccer.
- e) Register all participants each season they serve using the SSA online registration forms, as described in the registration policies outlined in this document in section 3.
- f) Request delegates to attend SSA consultations, meetings and the Annual General Meeting (AGM).
  - i. Regular Members represented at the AGM will be rewarded in the allocation of MAP Funding.
- g) Engage in and contribute to SSA initiatives and consultations.
- h) Encourage individuals free from conflict of interest to contribute to the Board and staff-appointed committees and advisory groups as outlined in the *Committees Policy*.
- i) Communicate the intent and ensure compliance with the requirements of SSA messages and directives as relevant within their organization.
- j) Where appropriate facilities are available, shall assist to host provincial championships and other SSA events and activities.
- k) Ensure all events under their authority are properly sanctioned as per the *Sanctioning and Endorsement Policy*.

## 1.6 Associate Members

- 1.6.1 Associate Members are soccer-related organizations that do NOT register players directly through the SSA Sport Management System, with the exception of League1 license holders, but rather provide services that support the Saskatchewan soccer community. 09 23
- 1.6.2 To maintain the privileges of membership, Associate Members shall: 09 23
  - a) Ensure all players that they serve are registered with a SSA Regular Member and provide verification of their participant list on request of the SSA with the exception of University or College rostered athletes. League1 License holders will be required to register and pay registration fees for players, coaches and team personnel directly with SSA.
  - b) Work in partnership with SSA and other members to grow the game.

- c) Engage with and provide service to SSA members only; members shall not participate with, compete against and/or provide service to non-members other than for educational or recruitment purposes, without prior permission from the SSA CEO.
- d) Align local efforts with SSA's strategic and operational plans.
- e) Ensure all participants and organizations under their authority are in compliance with the by-laws, policies and directives of SSA at all times.
- f) Align to the standards, strategy and participant pathway established by SSA and Canada Soccer.
- g) Encourage delegates to attend SSA consultations, meetings and the Annual General Meeting (AGM).
- h) Encourage individuals to contribute to SSA initiatives and consultations
- i) Encourage individuals free from conflict of interest to contribute on Board and staff-appointed committees and advisory groups as outlined in the *Committees Policy*.
- j) Communicate the intent and requirements of SSA messages, as relevant, throughout their organization.
- k) Where appropriate facilities are available, shall assist to host provincial championships and other SSA events and activities.
- l) Ensure all events are properly sanctioned as per the *Sanctioning and Endorsement Policy*.

## 1.7 Good Standing

- 1.7.1 SSA may initiate a formal review of any Member Organization to ensure it is meeting its obligations of membership. The member in question shall cooperate fully in the formal review process, according to the conditions and processes outlined by the Board, and should it be determined that they are not meeting their obligations shall receive notice that good standing is at risk.
- 1.7.2 The good standing of any Member shall come into question if they:
  - a) Are not maintaining their Conditions of Membership, and/or are not in compliance with the By-laws, Rules and Regulations, Code of Conduct and Ethics, Formal Complaints and Discipline policies, and policies and decisions of SSA and, as applicable, Canada Soccer, FIFA and CONCACAF.
  - b) Have not met registration requirements or met their financial obligations with the SSA or any of its M.O. or Entities;
  - c) Are found to be interfering with or actively undermining the operations of any other SSA Member as determined by the SSA Board through Formal Review;
  - d) Are facing disciplinary sanctions or are under suspension.
- 1.7.3 The SSA Board of Directors, for Membership related matters, and/or the CEO, for operational and/or administrative matters, have authority to revoke Good Standing until such time as any outstanding issues are addressed.
- 1.7.4 Should Good Standing come into question:



- a) The CEO or Board shall provide official written notice, outlining the consequences for a lack of compliance and the actions required to maintain/restore Good Standing.
  - b) All conditions in the notice letter must be finalized within the timelines specified.
    - i. The timelines will be determined at the discretion of SSA based on the nature of the breach of obligations (typically 1-30 days).
  - c) Any attempt to circumvent the process and/or failure to respect the requirements, shall be grounds for further discipline including expulsion from membership.
  - d) Should the conditions not be met within the specified timeline, an initial \$500 fine shall be levied. In addition, some or all their privileges of membership shall be restricted or revoked.
  - e) If Good Standing is revoked that individual or group are not permitted to register with a new M.O. or Entity.
- 1.7.5 Good Standing may include ongoing monitoring and supervisory status which may be imposed for an extended time period to ensure that all identified issues are addressed and upheld.
- 1.7.6 Good standing shall only be considered restored upon receipt of written confirmation by the SSA CEO or the SSA Board of Directors.

## **1.8 Member Rights and Benefits**

- 1.8.1 Members shall be extended the rights and benefits identified on the [SSA website](#).

## **2 Partner Organizations**

### **2.0 Partner Groups**

- 2.0.0 Non-member organizations that wish to receive services from SSA and/or sanctioning for soccer events shall apply to SSA as a SSA partner organization as long as their policies and practices do not compromise the safety of SSA members or the standards set by SSA.

- 2.0.1 On a case-by-case basis, SSA may choose to sanction soccer programs operated by partner organizations.
- a) SSA participant members that take part in a partner program MAY NOT receive full privileges of SSA membership, such as access to SSA insurance and protection under SSA formal complaints and appeals policies.
  - b) For non-member organizations, SSA registration requirements will be determined on a case by case basis.
  - c) SSA reserves the right to clarify the terms of such partnerships and terms of participation of SSA participants through formal agreements when applicable. In addition, SSA, at its sole discretion, reserves the right to withdraw participation and partnership with said groups should satisfactory agreements not be in place.
  - d) Partner groups may include, but are not limited to: 09 23
    - i. Educational Institutions
    - ii. Multi-Sport Games
    - iii. Sask Sport Endorsed Events

## 2.1 Community Service

- 2.1.1 MOs doing community service, working with groups with barriers to participation and/or with groups for educational purposes may apply for a full or partial exemption of SSA registration fees.
- a) Groups with barriers to participation may include, but are not limited to, participants with exceptional needs, participants with disabilities or underrepresented populations.
  - b) Exemptions shall only be granted for community service work where a solid rationale has been provided.
  - c) All applications must be well developed and other avenues to have registration fees paid through sponsorship, donations or organizations such as KidSport should be considered.
  - d) Applications for exemptions must be made in writing to SSA’s Manager, Member Services and CEO. 09 23
  - e) Approved groups must provide registration of all participants under this initiative.

## 3 Registration and Deadlines

### 3.0 Registration Quick Glance Chart

See individual articles for additional details related to registration.

Member Organizations	Fee	Deadline	Please Note
Application For membership	\$100 Non-refundable	None	Details on application requirements are listed above



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Regular Member	Early Bird: \$75 if paid on or before deadline or \$150 if received after	March 15	Late payment impacts MAP funding eligibility.
Associate Member	Early Bird: \$50 if paid on or before deadline or \$100 if received after	March 15	
Referee Fees	Fee	Deadline	Please Note
Submission of all player, referee, and team personnel fees to the SSA	See details in each specific section below	As per Article 3.5  <b>Outdoor</b> June 7; September 30  <b>Indoor</b> November 7; December 15; March 31	A late fee of \$2.00 per participant will be assessed for missing deadlines.  Fines and/or discipline may occur for MOs that do not meet deadlines.  Referees must register through their respective MO online through SSA registration prior to officiating their first game. Referees found to be officiating games prior to being properly registered shall face discipline.
Small Sided/Mini	\$40	As per Article 3.5 Jan. 31 June 7 Sept. 30 Nov. 7 Dec. 15	As per Article 3.3.9 Fall Clinics – if attending a clinic after August 15th fees will be 50% of the yearly amount providing membership to Jan. 31
Youth	\$45		
District	\$80		
Regional	\$90		
Provincial/National	\$100		

Member Organizations	Fee	Deadline	Please Note
<b>Indoor &amp; Outdoor 09 23</b>			
<b>Mini Players</b>		As per Article 3.5	Walking soccer and beach soccer are promotional categories targeting the adoption of
Soccer	\$16 per season: Starting 2024 Outdoor: \$18.00		



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Futsal	\$16 per season: Starting 2024 Outdoor: \$18.00	<b>Indoor</b> November 7; December 15; March 31	participation in different formats of the game.
Beach Soccer	\$0		
<b>Youth, Adult &amp; Masters Players</b>			
Soccer	\$32 per season: Starting 2024 Outdoor: \$34.00		
Futsal	\$32 per season: Starting 2024 Outdoor: \$34.00		
Walking Soccer	\$10 per season for new registrants only		
Beach Soccer	\$0		
<b>Team Personnel</b>			
<b>Indoor &amp; Outdoor</b>			
Soccer	\$10 per season	As per Article 3.5	
Futsal	\$10 per season		
Beach Soccer	\$0		
		<b>Outdoor</b> June 7; September 30	
		<b>Indoor</b> November 7; December 15; March 31	



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### 3.1 Member Organization Registration

- 3.1.0 Members Organizations are responsible to:
- a) Affiliate with SSA by March 15 each year by completing the [member renewal form](#).
  - b) Ensure all members under their authority register and remain in compliance with by-laws and policies;
  - c) Submit all fees to SSA and all information as outlined in the SSA policies and by-laws.
  - d) Annually update the SSA office with the following:
    - i. Bylaw amendments (if any);
    - ii. Executive Registration for all Directors and Officers;
    - iii. Primary contacts who will receive official correspondence from SSA;
    - iv. Local registration deadlines and fees;
    - v. A list of the total teams in each age division and season;
    - vi. Schedules and major events;
    - vii. Website and social media (if applicable);
    - viii. Annual financial statements; and,
    - ix. Date and location of AGM.

### 3.2 Participant Registration Process and Information Summary Requirements

- 3.2.1 Online Individual Registration
- a) All participants must register individually online via the SSA online registration forms for the relevant season.
  - b) Imports and manual data entry are not accepted. An exemption may be requested through communication with CEO. All probationary Regular Member Organizations must become fully active on the Soccer Management System (SMS) in order to achieve full member status. 09 23
- 3.2.2 Member Organizations must summarize and submit all required information as per the deadlines specified throughout this policy on the SSA approved Registrar's Report form.
- 3.2.3 Regular and Associate Members are required to:
- a) Ensure that ALL participants and entities that they interact with or serve are registered with SSA.
  - b) Ensure that all participants are properly registered through the SSA online registration forms and on a local level prior to their first scheduled game.
    - i. Scheduled games are those set up once teams have been established and the annual schedule is set, but do not include exhibition or friendly games which occur during the pre-season and try out phase.
  - c) All Member Organizations must ensure that the information noted below is submitted for each individual:
    - i. First & Last Name



- a Preferred name will be collected for registration purposes and participants will not be required to provide legal documentation that reflects that name. Legal name will be collected for insurance claims and travel permits, as necessary.
    - ii. Voluntary Self Identification- An option for voluntary self-identification must be included on all registration forms. Self-identification refers to the voluntary, confidential, self-described declaration of heritage or identity. In 2007, Provincial Sport Governing Bodies and other affiliate members of Sask Sport Inc. (Sask Sport) were influential in implementing Voluntary Self-Identification. This process assisted members in better understanding Indigenous participation within their sport and to support enhanced servicing. Individuals who declare self-identification within participation numbers for players, team personnel and match officials support Sask Sport and are used to calculate MAP Grant funding and to support SSA to develop under-represented participation strategies. This information is voluntary and will be used to enhance inclusion, not be used for prohibited preference, as per The Saskatchewan Human Rights Code.
    - iii. Address;
    - iv. Postal Code;
    - v. Email Address (the email address is the primary address for all communication and is mandatory);
    - vi. Date of Birth;
    - vii. Gender Identity;
    - viii. Age Group;
    - ix. Classification – Player, Coach, Manager, etc.;
    - x. Parent, Guardian or Caregiver Name(s) for players under the age of 18;
    - xi. Jurisdiction of last registration (Saskatchewan or other which must be specified);
    - xii. SSA Waivers and Release of Liability Agreements and Disclosure of Compliance;
    - xiii. Other such information as deemed relevant by SSA in advance of the season.
- 3.2.4 Participants have the right to register in the program that aligns with their gender identity and gender expression and will not be required to provide legal proof of gender documentation. 09 23
- a) Participants engaged in out-of-province soccer activities or soccer activities not under the jurisdiction of SSA will be subject to the rules and regulations of those competitions and/or governing bodies. Competitions not under SSA’s jurisdiction in regard to this policy include, but are not limited to: FSIN Championships, North America Indigenous Games, Saskatchewan Summer Games, First Nations Summer Games, USport Competitions, Western Canada Summer Games, and Canada Soccer programs/events.
- 3.2.5 SSA has the authority to access an MO’s SSA registration data, or request a copy of all registration forms, league and/or tournament rosters and league schedules to verify information and determine if SSA policies are being followed.

- 3.2.6 Team personnel, players, and referees are required to register through an SSA Member Organization in order to gain participant membership in SSA.
- 3.2.7 Player Registration
- a) Players not registered on the SSA online registration form for the relevant season, are considered ineligible for sanctioned soccer activities.
  - b) Any participant that is new to a Member Organization must declare where they were registered previously so that it can be determined if they are in good standing, or if a player transfer is required (See Article 7).
  - c) Any member who was last registered outside of Saskatchewan must receive approval from the province/country of last registration prior to participating (see Article 7).
  - d) A new member that has previously lived outside of Canada and is not a Canadian citizen, based on specific criteria, may require an international transfer (see Article 7).
- 3.2.8 Team Personnel Registration
- a) Team Personnel - not registered individually online through the SSA online registration forms are not considered to be registered/eligible for sanctioned activities.
  - b) In addition to the information outlined in Article 3.3.3, SSA requires the information below be submitted for all team personnel:
    - i. NCCP Certification Number (only required for coaches);
    - ii. Respect in Sport certification number (all team personnel); and,
    - iii. Police Record Check and Vulnerable Sector Verification (See the *Risk Management Policy*).
  - c) Players who are active as team personnel must register and pay fees as team personnel except when they are only involved with a team where they are an active player. In this instance, they must register but are not required to pay an additional fee as team personnel.
- 3.2.9 Referee Registration
- a) Referees – register once per year and their registration from the previous year is honored up to January 31 of the following year when they must renew their membership.
    - i. Referees that attend a clinic after August 15<sup>th</sup> will pay 50% of the annual fee which provides membership until January 31 when they must renew their membership.
  - b) Referees are required to individually register online through [the SSA online registration form](#).
  - c) Referees 18 years of age or older must submit a Criminal Record Check and Vulnerable Sector Verification (Risk Management Policy to be updated). 09 23
  - d) MOs are responsible for the payment of applicable referee registration fees to the SSA.

- e) MOs will submit their referee registration numbers with their registrar reports according to the dates in 3.4 including payment for referees that are new since the last registration deadline.

### 3.2.10 Director and Officer Registration **09 23**

- a) Directors and Officers are required to register through the online Executive Registration.
- b) Directors and Officers are to be registered when submitting the Member Renewal Form as per Article
- c) MO must advise SSA of any changes throughout the year for their directors and officers.

## 3.3 Registration Deadlines

### 3.3.1 Registration Deadlines are as follows:

- a) For Member Organizations with active referees – all active referees must register via the online registration forms by January 31 annually or update your registrations with SSA as noted below.
- b) Players, Team Personnel & Referee Registration deadlines:
  - i. **Outdoor** Deadline:
    - a) **Initial Deadline June 7: MOs** shall register participants by May 31 and submit all fees and forms to the SSA office by no later than June 7 or face late fees, fines and/or discipline as per Article 5.2.
    - b) **Final Registration Deadline Sep. 30:** Final registration information and reconciliation payment of any outstanding fees by September 30, or face late fees, fines and/or discipline as per Article 5.2.
  - ii. **Indoor** Deadline:
    - a) **Initial Registration Deadline Nov. 7:** For all registrations received up to and on October 31, MOs shall submit all fees and forms to the SSA office by November 7 or face late fees, fines and/or discipline as per Article 5.2.
    - b) **Second Registration Deadline Dec. 15:** For all registrations received from November 1 to December 8, MOs shall submit all fees and forms to the SSA office by December 15 or face late fees, fines and/or discipline as per Article 5.2.
    - c) **Final Registration Deadline Mar. 31:** Final registration information and reconciliation/payment of any outstanding fees are due by March 31<sup>st</sup>.
- c) Due to the Indoor season taking place over two fiscal years the final reconciliation for Indoor fees and forms must be done twice, on December 15, and March 31.
- d) Exemption to traditional season deadlines:
  - i. Unique registration deadlines will be established based on the submitted schedule for MOs that do not play traditional Indoor or Outdoor seasons.



- a) To receive an exemption to the traditional deadlines, the MO must make a request to the SSA office in writing prior to the deadline date in which they are requesting to be adjusted.

### 3.4 Registration Fees

#### 3.4.1 Member Organizations:

- a) Regular Members – Early Bird: \$75 annually if paid on or before March 15, or \$150 annually if received late
- b) Associate Members – Early Bird: \$50 annually if paid on or before March 15, or \$100 annually if received late

#### 3.4.2 SSA offers participation in the following age categories:

- a) Mini – U3, U5, U7, U9
- b) Youth - U11, U13, U15, U17, U19
- c) Adult - 15 and over
  - i. Masters Male - 35 and over
  - ii. Masters Female - 30 and over

#### 3.4.3 SSA recognizes participation in the following seasons and playing categories:

- a) Seasons
  - i. Indoor
  - ii. Outdoor
- b) Categories
  - i. Soccer
  - ii. Futsal
  - iii. Walking Soccer
  - iv. Beach Soccer

#### 3.4.4 Player Outdoor and Indoor Fees **09 23**

- a) Soccer – per season
  - i. Mini: \$16, Outdoor 2024 and onward: \$18
  - ii. Youth, Adult & Masters: \$32, Outdoor 2024 and onward: \$34
- b) Futsal – per season
  - i. Mini: \$16, Outdoor 2024 and onward: \$18
  - ii. Youth, Adult & Masters: \$32, Outdoor 2024 and onward: \$34
- c) Walking Soccer – per season, all ages - \$10 for current non-members, \$0 for current SSA members (interim promotional fee subject to annual review) (registration does not extend to participation in other categories)
- d) Beach – Beach is an introductory category, and all fees are waived; this promotional practice is subject to review on an annual basis (registration does not extend to participation in other categories).



- 3.4.5 Team Personnel – Outdoor & Indoor (TP)
  - a) Soccer – per season - \$10
  - b) Futsal – per season - \$10
  - c) Note: Team Personnel who are current SSA members must register and pay fees as team personnel (except as indicated in Article 3.3.8 c).
  
- 3.4.6 Match Officials/Referees
  - a) Small Sided/Mini - \$40
  - b) Youth - \$45
  - c) District - \$80
  - d) Regional - \$90
  - e) Provincial/National - \$100
  - f) Fall Clinics – if attending a clinic after August 15 fees will be 50% of the yearly amount and provide membership to January 31
  
- 3.4.7 Late Fees
  - a) A \$2.00 late fee per registration will be assessed for all player, team personnel and referee registrations that are not submitted as per deadlines.
  
- 3.4.8 Fee Increases: generally participant members should expect increases in fees on a regular basis to allow the Association to keep pace with cost of living and to address the strategic priorities of the Association.
  
- 3.4.9 Part-time Fees: SSA does not have a weekend pass or temporary registration fee. All participants must pay registration fees as noted above.
  
- 3.4.10 Registration fees are non-refundable and non-transferable. Once an individual participates in a scheduled game the MO is accountable to forward registration fees and registrar information for that individual to SSA; a decision to provide a refund of fees at a local level does not impact this policy.

## 3.5 Player Registrations

- 3.5.1 Players complete the registration process through Regular Members in order to attain membership status.
  - a) Players not registered individually online through the SSA online registration forms are not considered to be registered/eligible for sanctioned soccer activities.
  
- 3.5.2 Age eligibility is determined by the age of the participant as of January 1 of the year in which the season concludes, i.e. For an indoor season that runs from November 2018 to April 2019 and an outdoor season that runs April 2019 to September 2019, an Under 11 player must be born on or after January 1, 2008. To play in the years noted players must be born on or after the dates noted below: 09 23

	<b>2022/23 Indoor &amp; 2023 Outdoor</b>	<b>2023/24 Indoor &amp; 2024 Outdoor</b>	<b>2024/25 Indoor &amp; 2025 Outdoor</b>
<b>Under 5</b>	January 1, 2018	January 1, 2019	January 1, 2020
<b>Under 7</b>	January 1, 2016	January 1, 2017	January 1, 2018
<b>Under 9</b>	January 1, 2014	January 1, 2015	January 1, 2016
<b>Under 11</b>	January 1, 2012	January 1, 2013	January 1, 2014
<b>Under 13</b>	January 1, 2010	January 1, 2011	January 1, 2012
<b>Under 15</b>	January 1, 2008	January 1, 2009	January 1, 2010
<b>Under 17</b>	January 1, 2006	January 1, 2007	January 1, 2008
<b>Under 19</b>	January 1, 2004	January 1, 2005	January 1, 2006



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- 3.5.1 Athletes may participate in more than one Member Organization provided it is permitted within the rules and regulations of those MOs:
- a) Individuals may only hold one SSA registration per player category per season; if an individual is playing in two or more organizations within the same player category, should there be a conflict with registration, their home MO is defined by the date and MO of their first registration that season. If the player is playing in two or more organizations within different player categories (soccer, futsal), their home MO is defined by the date and MO of their first registration for each specific player category.
  - b) Those participants who participate in an Associate Member Organization must be registered with a Regular Member Organization;
  - c) Players cannot play for more than one team entered to compete in the same provincial championships.

### 3.6 Volunteers

Refer to Article 1.4 of Section 1 Introduction to the SSA [09 23](#)

### 3.7 Organizer Registrations

- 3.7.1 Organizers shall include administrators, directors and officers, and staff (either volunteer or paid) who are acting in an approved capacity on behalf of the MO.
- 3.7.2 Organizers, upon completing the directors and officer's Online Executive registration form, shall:
- a) Receive coverage under the SSA directors and officer's liability insurance policy.
    - i. Deadline for submission is March 15 annually and updated as required during the season.
- 3.7.3 General volunteers are eligible under the SSA liability insurance policy without registering; only directors and officers are required to register.

### 3.8 Coach & Team Personnel Registrations [09 23](#)

- 3.8.1 Team personnel include all supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, or anyone that wishes to have access to the field of play.
- 3.8.2 Team personnel not registered individually through the SSA online registration form are not considered to be registered/eligible for sanctioned soccer activities.
- 3.8.3 Only registered team personnel are eligible to appear on a game sheet.
- 3.8.4 All teams regardless of age or competitive level must have a registered coach or a manager acting as their primary contact.
- a) Youth and Mini Teams



- i. All youth and mini teams must have an individual registered and acting in the capacity of a coach.
  - ii. Youth and mini teams must have a team personnel that is of the same gender as the players on the bench for all sanctioned games.
  - iii. All team personnel for youth and mini teams must complete a Police Record Check and Vulnerable Sector Verification (See the *Risk Management Policy*).
    - a) Team personnel who are not 18 years of age are not required to submit a Police Record Check, but teams with a youth head coach must have an adult coach/manager registered who has completed a Police Record Check and Vulnerable Sector Verification.
    - b) Adult Teams are required to register a coach in accordance with the requirements of the competitions they wish to attend.
- 3.8.5 All team personnel are required to register and pay their SSA membership once per season, but they must be registered as team personnel for each team they are actively involved with.
- 3.8.6 [Coach Education and Training Requirements 09 23](#)
- a) Coaching course descriptions and details on fees and service are updated annually and available on the SSA website.
  - b) The Coaches Association of Canada (CAC) provides multi-sport training in coaching theory, which supports the soccer-specific training offered through the Canada Soccer coaching courses:
    - i. Making Ethical Decisions (MED)
    - ii. Making Head Way – Soccer
    - iii. Emergency Action Planning
    - iv. Rule of Two
  - c) Respect in Sport is Canada’s only online bullying, abuse, harassment and neglect prevention program for coaches and community leaders. SSA requires that all coaches and team personnel complete Respect in Sport for Activity Leaders certification prior to their involvement in soccer or soccer-related activities. For full details on Respect in Sport, refer to the Risk Management Policy. For more information on Respect in Sport for Activity Leaders, or to take the course, visit <http://www.sasksport.sk.ca/RiS/>
  - d) In addition to coaching courses, it is recommended that all teams have personnel trained in:
    - i. First aid and CPR training; and,
    - ii. Concussion management (see the *Risk Management Policy*). Match Official/Referee Registrations
- 3.8.7 Registration
- a) All Member Organizations should encourage and support the development of referees in their region.

- b) SSA registered referees are required for all SSA sanctioned games, leagues, tournaments and events, except when advance permission is acquired from the Coordinators of Competitions and Referee Development.
  - i. The following circumstances are considered as exceptions to this policy:
    - a) exhibition or friendly games where both sides agree that referees will not be used;
    - b) mini games for age categories U9 and below; and,
    - c) adult recreational games where players call fouls.
- c) Regulations for Registration and Control of Referees govern refereeing across the country. All referees must adhere to Canada Soccer, SSA and applicable MO policies.
- d) Registered referees are accountable to adhere to the SSA Code of Conduct (*Code of Conduct and Ethics*) and SSA/Canada Soccer [Referee Code of Ethics](#).
- e) SSA delivers clinics to train and certify referees according to Canada Soccer standards. Information on clinics including dates, times, locations and fees is available on the SSA website.
- f) A referee who has failed to register for 2 consecutive calendar years must re-take the entry level clinic. After the clinic is completed the Referee Development Committee, based on their assessment, will determine the classification of the participant according to their previous experience and classification.
- g) In order to be registered at a specific level, all referees must meet the certification requirements and pay the necessary fees:

Referee Category	Requirements
Small Sided/Mini	Includes referees who have completed a basic introduction to refereeing.
Youth (Ages 14 - 15)	Completed the Entry Level Clinic and is age 14 or 15.
District (Ages 16 +)	Completed the Entry Level Clinic and is age 16 or older
Regional	Referees are upgraded to this level after passing the Regional Level Training Course, completing a series of assessments and required Fitness Test(s) as determined by SSA, and approval of the Referee Development Committee.
Provincial	Referees are upgraded to this level after passing the Provincial Level Training Course, completing a series of assessments and required Fitness Test(s) as determined by SSA, and approval of the Referee Development Committee.
National List	Referees that have been selected by the Canada Soccer to be placed on the National List of Referees or Assistant Referees.



- h) When a referee changes residence from one provincial association to another, the classification level will be accepted by the provincial association in to whose area the referee has moved. (This regulation does not apply to small-sided referees who may be required to undergo separate provincial training prior to being re-registered).
- i) Assessors must attend assessor in-service training every two years, or as determined by the provincial association, to maintain their accreditation. Re-accreditation will be dependent upon the assessor having completed a minimum of 8 assessments each year at the accredited level, attendance at the biannual in-service training, and evaluation of assessments by Canada Soccer or SSA to the standard determined by SSA and Canada Soccer.
- j) Instructors must attend instructor in-service training every two years, or as determined by Canada Soccer, to maintain their accreditation. Re-accreditation will be dependent upon the instructor having instructed a minimum of 2 courses at the accredited level and an evaluation of instruction by Canada Soccer or SSA to the standard determined by Canada Soccer from time to time.
- k) Individuals who have been designated not to be “a fit and proper person” to act as a referee may be removed or suspended by SSA or by Canada Soccer.
  - i. Provincial associations are to notify Canada Soccer of any action in this respect and are not permitted to take action under this rule in respect of FIFA and National List Officials. Canada Soccer may take any action it deems appropriate.
  - ii. Applications for the re-instatement of a referee who has previously been disqualified under this regulation must be referred to Canada Soccer for consideration.

### 3.9 Interest Charges

- 3.9.1 Accounts that are overdue after 60 days will be subject to a 1.5% monthly interest charge.
  - a) To avoid interest charges members are asked to contact the SSA office immediately if they have any concerns with an invoice or statement.
  - b) Once interest has been applied, the member’s full invoice, including interest, must be paid.

## 4 Insurance

### 4.0 Insurance Eligibility



- 4.0.0 SSA shall provide liability and accident insurance for all SSA Regular and Associate Members and Entities, as well as organizers acting within the scope of their duties in support of SSA or SSA members, and all Participant Members who have fulfilled the following membership and registration requirements, given that the MO has:
- a) paid all applicable fees, either directly to the SSA or through an SSA MO by the set deadlines;
  - b) registered all of the individuals they serve by submitting the required documentation and fees by the set deadlines and in the required format including all members who may join after the initial deadline as outlined in this policy;
  - c) registered all directors and officers and staff, by annually submitting names, title and contact information.
- 4.0.1 Individuals and MOs that do not meet these requirements shall not be covered by SSA insurance policies until such time as requirements are met.

## 4.1 Insurance Coverage

- 4.1.1 SSA insurance does not extend to non-soccer events or participation in non-sanctioned soccer events, as well as ongoing service to or participation against participants who are not registered with SSA.
- a) SSA Insurance does not cover participation in Endorsed Soccer Instructional Programs (see the [Sanctioning and Endorsement Policy](#))
  - b) Full details on SSA insurance coverage and appropriate forms are available on the website.
- 4.1.2 All regular soccer activities (including tryouts, team training sessions, in province travel, games, tournaments, etc.) are covered under this policy provided that sanctioning requirements are met and/or the activity meets coaching and safety standards.
- 4.1.3 Participant registration and insurance coverage is in place:
- a) Outdoor: April 1 to October 31
  - b) Indoor: October 1 to May 31

- 4.1.4 Blanket insurance coverage is available in some circumstances:
- a) to cover volunteers who are supporting the programs and teams of the member group;
  - b) to cover volunteers who may be temporarily covering in the absence of a registered coach or manager;
  - c) to cover participants, on a temporary basis, who may be involved in introductory and educational sessions;
  - d) prior to the registration deadline specific to Indoor or Outdoor season for players, coaches, managers when participating in member approved pre-season tryouts, training camps and practices whether or not they are currently registered for that season. They are not, however, covered and may be subject to discipline if they play in a scheduled game with a team with which they are not properly registered.
- 4.1.5 Blanket coverage is temporary and cannot be used to substitute for full registration.
- 4.1.6 To be eligible for insurance for out of province events please complete the [SSA travel permit form](#).

## 5 Compliance

### 5.0 Authority

- 5.0.0 Attempts to circumvent SSA membership policies and procedures, or by-laws or directives may result in sanctions, including fines, temporary suspension of membership privileges, loss of good standing and/or a review of membership status.
- 5.0.1 The SSA Board and CEO have the authority to levy fines, temporarily revoke good standing and/or suspend membership privileges if it has been determined a member is not in compliance with SSA by-laws, policies and procedures.
- a) Matters related to the ongoing membership status of a Regular or Associate Member shall be referred to the SSA Board of Directors.

### 5.1 Sanctions

Please note, the sanctions below are related to MO responsibilities; sanctions relating to individual participants and teams are found in the Section Four – Formal Complaints, Discipline and Appeals Policy.

Offense & Sanctions	First Offense	Second Offense	Third Offense
5.1.1 Any attempt by a Regular or Associate Member to restructure their operations to exclude participants as SSA	Fine of up to \$1,000. Good standing and some or all membership privileges shall be impacted until the	Fines double. Good standing and some or all membership privileges may be impacted until the MO is in compliance.	Shall result in an automatic membership status review.



	members, to avoid paying SSA fees or to avoid compliance with responsibilities of SSA membership.	MO is in compliance.		
5.1.2	Regular and Associate Members that engage in activities outside of their approved Conditions of Membership without prior approval from the SSA Board.	Fine of up to \$1,000. Good standing and some or all membership privileges may be impacted until the MO is in compliance.	Fines double. Good standing and some or all membership privileges may be impacted until the MO is in compliance.	Shall result in an automatic membership status review.
5.1.3	Regular and Associate Members and Entities that participate with, compete against and/or provide service to non-members other than for educational or recruitment purposes, without prior permission from the SSA Executive Director.	Fine of up to \$1,000. Good standing and some or all membership privileges may be impacted until the MO is in compliance and the MO may not be eligible for funding from the SSA, Club Licensing, provincial championships, PSL etc.	Fines double. Good standing and some or all membership privileges may be impacted until the MO is in compliance.	Shall result in an automatic membership status review.
5.1.4	Member Organizations that miss the initial registration deadline for Indoor or Outdoor.	An initial letter will be sent indicating that late fees are now in effect and instruct that registration and fees must be paid within one week of the original deadline.	Fines double. Good standing and some or all membership privileges may be impacted until the MO is in compliance.	Shall result in an automatic membership status review.



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		<p>If applicable: One week later a second letter will be issued and a fine of up to \$1,000 shall be levied.</p> <p>If applicable, one week later a 3rd letter will be sent and good standing and privileges of SSA membership may be temporarily suspended until such time as registration is paid.</p>		
5.1.5	Member Organizations that do not provide the required information in the proper format and on the prescribed or equivalent forms/format.	Late fees may be applied and if not addressed the Member Organization may be subject to additional fines of up to \$1,000 and good standing and some of all membership privileges may be suspended until such time as the requested information is provided in the proper format.	Fines double. Good standing and some or all membership privileges may be impacted until the MO is in compliance.	Shall result in an automatic membership status review.
5.1.6	Member Organizations that	Shall be required to	Fines of up to \$1,000	Good standing and some



	do not ensure that all participants are properly registered through the SSA online registration form on a local level prior to their first scheduled game.	complete immediate registration and payment. Warning & fees shall be issued by SSA.		or all membership privileges may be impacted until the MO is in compliance.
5.1.7	Member Organizations that abuse the registration and insurance policies.	The MO may have good standing and insurance coverage revoked and shall be subject to fines of up to \$5,000.	MO shall be subject to fines of up to \$5,000 for each subsequent offense.	
5.1.8	All MO requirements, including annual Membership renewal and updates.	May result in a loss of 100% of MAP eligibility in that year.	Shall result in a loss of 100% of MAP eligibility in that year.	Shall result in a loss of 100% of MAP eligibility in that year.
5.1.9	MOs that are found to be recruiting players within seasons while those players are registered with another MO.	Fine of up to \$1,000 to MO and additional sanctions may be considered.	Fines double and additional sanctions may be considered for subsequent offenses.	Shall result in an automatic membership status review.
5.1.10	Member Organizations that are found to operate sanctioned games without registered officials.	Fines of up to \$1,000	Fines double. Good standing and some or all membership privileges shall be impacted until the MO is in compliance.	Shall result in an automatic membership status review.

## 6 Travel Permits

### 6.0 Travel Policies



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- 6.0.0 For important risk management information relating to travel see Section Thirteen -*Risk Management Policy*.
- 6.0.1 Team travel permits are necessary to ensure all players are registered, and that all team personnel are registered and properly screened in advance of traveling with a team.
- 6.0.2 Teams wishing to travel to out of province or out of country sanctioned events require an SSA approved travel permit.
- 6.0.3 Teams not receiving a travel permit will not be covered under SSA insurance, nor will they be endorsed by SSA and therefore may not be eligible to participate in sanctioned events.
- 6.0.4 Teams attending non-sanctioned tournaments or events attend at their own risk, and will not receive insurance coverage for the duration of the trip.
- 6.0.5 Individuals travelling outside of the province or country to play with a team from outside of Saskatchewan can apply for an individual travel permit.

## **6.1 Temporary Registration, Individual Travel Permits – Out Of Province**

- 6.1.1 Players are only permitted to hold registration in a single jurisdiction at any given time. Players registered with SSA wishing to play for a registered team from outside of Saskatchewan in a sanctioned event taking place outside the jurisdiction of the SSA can request a temporary registration by completing the [SSA temporary registration form \(individual travel permit\)](#) and submitting it to SSA along with the applicable fee.
- 6.1.2 SSA approval of a temporary registration does not supersede the rules and regulations of the event in which the applicant wishes to participate and participation under a temporary registration is subject to these rules and regulations.
- 6.1.3 Players seeking an temporary registration (individual travel permit) are not eligible for SSA's insurance for the duration of the permit.

## **6.2 Domestic Travel Permits**

- 6.2.1 Domestic travel permits are available for those teams wishing to compete in tournaments outside of Saskatchewan. The fees are:
  - a) For requests received more than 30 days prior to the event, \$30.00.
  - b) For requests received less than 30 days but more than one week before the event, \$100.00.
  - c) For requests received less one week before the event, \$200.00.

- 6.2.2 **Team Responsibilities and Domestic Travel Permit Procedure** 09 23
- a) It is the traveling team's responsibility to confirm that the tournament they are entering has the proper approval (i.e. it has been sanctioned by the respective provincial association).
  - b) Once this has been confirmed the team completes the [domestic travel permit form](#).
  - c) The team's MO is required to sign the travel permit form verifying that all of the players and team personnel travelling with the team are registered in the relevant season.
  - d) After the MO signs the travel permit form, the MO must submit the completed form and fees to SSA.
  - e) Once processed and approved by SSA, an approved copy will be emailed to the team and MO.
  - f) If a change is required, the MO should contact the SSA office. If approved, the SSA office will make the changes to the permit, and email an updated copy to the team additional fees may be applied.
  - g) The travel permit should always be taken with the traveling teams to the tournament.

### 6.3 International Travel Permits to the United States

- 6.3.1 International travel permits are available for teams wishing to compete in tournaments outside of Canada to the U.S. The fees are the travel insurance quote, plus:
- a) For requests received more than 30 days prior to the event, \$50.00.
  - b) For requests received less than 30 days but more than one week before the event, \$100.00.
  - c) For requests received less than one week before the event, \$200.00.
- 6.3.2 Additional travel insurance is available for all teams, and all players and team personnel on those teams, travelling outside of Canada. The cost of this insurance is \$3.00 per day per individual. Payment for this total is to be submitted to the SSA office prior to the approval of the travel permit.
- 6.3.3 Additional fees will be required for any changes that are made. These changes can take up to a week to finalize. Teams need to be aware that changing a roster may delay the permit.
- 6.3.4 **Team Responsibilities and International Travel Permit Procedure**
- a) It is the travelling team's responsibility to confirm that the tournament they are entering has the proper approval (i.e. it has been sanctioned by the respective national association).
  - b) Once this has been confirmed the team completes the SSA [international travel permit form](#). It is essential that the information of all players and team personnel on the travel permit matches the information on their travel documents.
  - c) The team's MO is required to sign the international travel permit form verifying that all the players and team personnel travelling with the team are registered in the relevant season.



- d) Once signed by the MO, the travel permit is submitted to the SSA for approval, along with the applicable permit and insurance fees. (0517)
- e) SSA will provide the team and MO with the approved travel permit.
- f) Approved travel permits should always be taken with teams travelling to tournaments.

## 6.4 International Travel Permits to Countries outside of Canada or the United States

- 6.4.1 International travel permits to countries outside of Canada and the United States must be submitted to the SSA office a minimum of 40 days before departure.
- 6.4.2 International travel permits are available to teams wishing to compete in tournaments outside of Canada or the U.S. The fees are the travel insurance quote, plus \$100.
- 6.4.3 Additional travel insurance is available for all teams, and all players and team personnel on those teams, travelling outside of Canada. SSA will communicate the quote to the team's primary contact for approval. Payment for this total is to be submitted to the SSA office prior to the approval of the travel permit.
- 6.4.4 **Team Responsibilities and International Travel Permit Procedure**
  - a) It is the traveling team's responsibility to confirm that the tournament they are entering has the proper approval (i.e. it has been sanctioned by the respective national association).
  - b) Once this has been confirmed, the team completes the SSA international travel permit form.
  - c) The team is to have their MO sign the travel permit form to verify that all players and team personnel travelling with the teams are registered in the relevant season.
  - d) Additionally, teams must also complete the Canada Soccer application form outlining the tournament name or exhibition games. A complete list of games and dates are required to process.
  - e) Both forms are submitted to SSA for approval, along with the applicable permit and insurance fees.
  - f) The forms are forwarded to Canada Soccer for approval.
  - g) Once the travel application has been received from SSA, Canada Soccer will process the application form for participating in an international match or competition and forward to CONCACAF for approval.
  - h) Canada Soccer will deal with any inquiries that may come from the respective national association or CONCACAF.
  - i) Once the approval has been received from CONCACAF the travel application will be approved.
  - j) SSA will provide the team and MO with the approved travel permit.
  - k) Approved travel permits should always be taken with teams travelling to tournaments.



## 7 Jurisdiction

- 7.0.1 The SSA player movement policy applies to player movement between one jurisdiction and another, whether provincially, nationally or internationally.
- Transfers within Member Organizations are governed by SSA Freedom of Movement article 7.1 and the policies and procedures of those MOs, except as it pertains to SSA competitions;
  - Transfers between Member Organizations are governed by SSA and the terms of this policy;
  - Transfers between provincial/territorial associations are governed by Canada Soccer policy and procedures;
  - Transfers internationally are governed by the FIFA statutes, policies and procedures.
- 7.0.2 It is an offence to induce or attempt to induce a registered player to leave their team during a season. This may result in fines, suspension, or other sanctions to the individual, team and/or Member Organization in question. Should a complaint be filed in this regard, it will be dealt with as follows:
- Between Member Organizations, SSA formal complaints policies shall apply.
  - Within a Member Organization, MO discipline policies shall apply.

### 7.1 Player Movement between Seasons

- 7.1.1 Freedom of Movement - SSA is a participant-centered organization and supports the rights of athletes to choose where they register and participate each season.
- 7.1.2 Between seasons, all players have the right to move from one MO to another.
- Players must receive a release confirming good standing with the previous MO before participating in soccer activities with a new MO.
  - MOs cannot reasonably deny a player confirmation of good standing, nor can a fee be charged for this confirmation.
- 7.1.3 Within their own organization, a MO shall have internal processes in place to manage player movement.

## 7.2 In-Province, In-Season Transfer Requests **09 23**

- 7.2.1 During a season, registered players wishing to move from one MO or Entity to another must receive a transfer.
- 7.2.2 The policy of Canada Soccer indicates that “No team, club, league, district association or provincial/territorial association shall unreasonably refuse an in-province transfer request”, therefore, a denial of a transfer request must be based on clear rationale and meet a standard of reasonability.
- 7.2.3 Reasonable grounds will be determined on a case-by-case basis.
- 7.2.4 SSA and all SSA MO are required to have processes in place to deal with player transfer requests, and to handle appeals of decisions on player transfer requests according to the terms and timelines of SSA and Canada Soccer policies.
- 7.2.5 MOs shall communicate SSA transfer policies to their members and, in particular, with those seeking a transfer.
- 7.2.6 The onus is on the player to receive approval of a transfer prior to registering with a new MO, or declaring a new home MO. In addition, any MO that receives a registration request from a transferring player must verify that the player has received a transfer before accepting the registration.
- 7.2.7 **In-Province Transfer Request Procedure:**
- a) The player or the parent/guardian of a minor player must complete the [in-province player transfer request](#) form;
  - b) Submit the appropriate form to the MO from which the transfer is being sought for approval;
  - c) MOs must provide a decision in writing on the in-province transfer request form within seven days of the receipt of the request. Should it be determined that the MO did not meet the seven day requirement the matter will be determined by SSA who will either rule on the matter or refer the matter to the Player Status Committee depending on the circumstances of the request.
  - d) Once the form is completed and approved, submit to the new MO upon registration.
- 7.2.8 Once a request for a transfer has been submitted, registration and payment of fees shall be put on hold until the transfer has been completed. Once a final decision has been made the player will register directly with the organization where they will be playing, and receive refunds pursuant to the prior MO’s rules and regulations.

- 7.2.9 **Appeals for Denial of Transfer - For MO to MO Transfers** 09 23
- a) A player who has been denied a transfer request may request a review of the decision of the MO by the Player Status Committee at no cost. This request must be made in writing to the SSA within seven days of receipt of the decision by the MO.
  - b) The SSA Player Status Committee shall provide a written decision to all parties on the SSA transfer form within ten days of the receipt of the request for review. The decision of the Player Status Committee shall be in place unless overturned on appeal.
  - c) Either the player or the MO may appeal the ruling of Player Status Committee according to Section Four – Formal Complaints, Discipline and the *Appeals Policy*. Appeals of the SSA ruling shall be made to Canada Soccer and shall follow the timelines and policies and procedures of Canada Soccer.
- 7.2.10 **Player Status Committee**
- a) The Player Status Committee includes the CEO or designate, the Director of Soccer Operations or designate, and a representative(s) of membership.

### 7.3 Inter-Provincial Player Transfer Requests

- 7.3.1 Any player who was last registered in a jurisdiction other than Saskatchewan must declare this to their Member Organization at the time of registration. Failure to do so will result in the cancellation of registration and the potential for additional sanctions.
- 7.3.2 A player moving from one provincial/territorial association to another within Canada must complete the inter-provincial transfer. Individuals requiring an inter-provincial transfer must submit a completed [SSA Request for Inter-Provincial Transfer Form](#) and to SSA.
- 7.3.3 Upon receipt of a Request for inter-provincial transfer, SSA will administer the request and provide approval to the MO upon receipt. Players are not permitted to participate until approval has been received.

### 7.4 International Player Transfer Requests

 09 23

- 7.4.1 Where there are discrepancies between this policy and Canada Soccer's and FIFA's international transfer policies, those policies shall take effect.
- 7.4.2 Any player who comes to Canada on or after the player is 10 years of age, the player must request and receive an international clearance from Canada Soccer. Without this certificate, the player is ineligible to play in Canada.
- 7.4.3 A player may request an international transfer certificate by completing the Canada Soccer international transfer application form and submitting to SSA, along with the required documentation.



- 7.4.4 Upon receipt of an international transfer application form, SSA will administer the request through Canada Soccer. Should there be no response within seven (7) days from the releasing Association to the request for international clearance, we are free to provisionally register the player, the registration to become permanent 1 year (365 days) from the initial date of the request. This applies only to amateur players registering with a strictly amateur member organization.
- 7.4.5 ITCs for Amateur Adults
- a) As prescribed by the FIFA Regulations, amateur players who participate in strictly amateur competitions may only transfer into Canada during an amateur transfer window, of which there are two in any calendar year. This is, of course, at all times subject to any additional competition-specific registration periods.
  - b) Given the various geographic and seasonal differences that exist in Canada, the amateur transfer windows are defined as follows:
    - i. Primary Window: January 2 to June 30 of the current calendar year
    - ii. Secondary Window: July 1 to 31 December of the current calendar year
  - c) An ITC will be required for a player aged 18 or over where that player's immediate previous soccer registration was overseas.
  - d) To determine if an ITC will be required in order to register a player, the Club, must ask and obtain the answers to the following questions from the player as a part of their registration process:
    - i. Was the player's last registration to play soccer in another country?
    - ii. In which country (other than Canada) did the player last register?
    - iii. With which Club did the player last register in [NAME OF COUNTRY IN (b)]?
    - iv. In which year did the player last register in [NAME OF COUNTRY IN (b)]?
  - e) If the player answers "yes" to question (a), the player will require an ITC in order to register. It is the responsibility of the Club to apply for the player's ITC by fully completing the appropriate ITC Request form obtained from their respective Member Association (SSA). The form must be fully completed and returned to SSA, together with all necessary documents supporting the application. Failure to provide the mandatory documentation with the application will result in the application being rejected.
  - f) The SSA will then forward the ITC application form, together with all necessary documents to Canada Soccer. Canada Soccer will then process and upload the necessary documents in the FIFA Transfer Matching System (FIFA TMS) pursuant to the FIFA Regulations.
  - g) In accordance with the FIFA Regulations, with all amateur ITC requests, it is now mandatory to provide a copy of the player's passport and/or a government issued identification card that contains the following information:
    - i. photograph of the player
    - ii. full name
    - iii. date of birth
    - iv. Nationality



- h) The player cannot be registered unless and until: (a) the ITC is received; or (b) no response has been received from the National Association within 7 (seven) days from the date Canada Soccer processed and uploaded the ITC request in the FIFA TMS.
- i) If the player is transferring from the United States, the Club (on the player's behalf) are advised to send their Member Association the following additional details:
  - i. the name of the player's former club in the United States;
  - ii. the location of the player's former club in the United States – city and state; and
  - iii. the player's last state of residence in the United States.
- j) Players should contact their Club regarding ITC-related queries. Players (and parents or representatives of players) should not contact Canada Soccer directly – this will only delay the process.
- k) All Club enquiries should be directed to SSA.

#### 7.4.6 ITCs For Professional Adults with Professional Clubs

- a) If a player, participating in eleven-a-side soccer, was previously registered with an overseas Club and the new Canadian Club wishes to register that player as a professional, the new Canadian club will need to request that player's ITC via the FIFA Transfer Matching System (TMS).
- b) Please note that Canada Soccer provides training to Professional Clubs prior to applying to FIFA TMS for access.
- c) As prescribed by the FIFA Regulations, professional players, and or amateur players who participate in professional competitions (for example, the Canadian Championship), may only transfer into Canada during a professional transfer window, of which there are two in any calendar year. There is only one exception to this rule: a professional whose previous professional contract has expired or was mutually terminated prior to the close of the last transfer window may be registered outside that transfer window. This is, of course, at all times, subject to any additional League or Competition-specific registration periods.
- d) The professional transfer windows represent the only opportunity in which to obtain an ITC for professional players designated by Canada Soccer pursuant to the FIFA Regulations.
- e) The FIFA Regulations provide for real and significant sanctions for Clubs and national associations that do not comply with the obligation to use TMS.

#### 7.4.7 The International Clearance Process for Minors

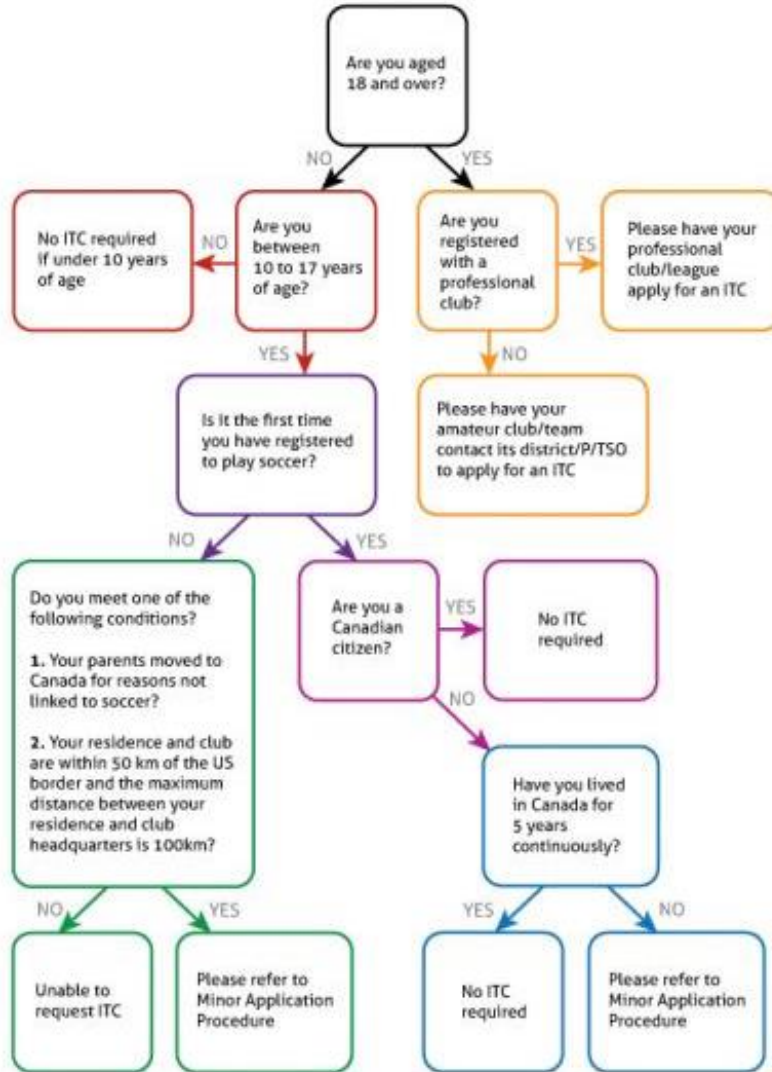
- a) Pursuant to the FIFA Regulations, the international clearance process applies to any minor player, being a player aged 10 to 17 years, seeking to register to play soccer in Canada at any level.
- b) As a first principle, the FIFA Regulations state that an international transfer of a player is only permitted if the player is over the age of 18 (Art 19.1 – The Protection of Minors). This policy is intended to protect players under the age of 18 from potential exploitation.

- c) The FIFA Regulations also apply to any Minor who is a foreign national (including refugees) seeking to register in Canada, irrespective of whether they were registered to play soccer in their previous country or not. The FIFA Regulations also capture any Canadian Minors who are returning to Canada after having played abroad. Any such Minor seeking to register to play soccer will need to complete a Minor ITC Application.
- d) Where a Minor was born in a country other than Canada and is registering to play soccer for the first time (First Registration), the international clearance process will still need to be carried out. Canada Soccer is required to confirm that there is no record of registration of the player in their former country of residence and will still require mandatory supporting documents to request this information.
- e) Canada Soccer is able to consider Minor ITC applications for the transfer of Minors to amateur Canadian Clubs who meet the following exceptions as per the FIFA Regulations on the Status and Transfer of Players:
  - i. *Art. 19.2(a), where the player's parents move to the country in which the new Club is located for reasons not linked to soccer (e.g. work purposes or humanitarian reasons);*
  - ii. *Art. 19.2(c) where the player lives within 50km of a border of a FIFA Member Association and the club is also within 50km of that border (i.e. the border of Canada and the USA);*
  - iii. *Art. 19.2(d) where a player flees their country of origin for humanitarian reasons, specifically related to their life or freedom being threatened on account of race, religion, nationality, belonging to a particular social group, or political opinion, without their parents and is therefore at least temporarily permitted to reside in Canada; and*
  - iv. *Art. 19.2(e) where a player is a student and moves without his parents to Canada temporarily for academic reasons in order to undertake an exchange program. The duration of the player's registration for the new club until the player turns 18 or until the end of the academic or school program cannot exceed one (1) year. The player's new club may only be a purely amateur club without a professional team or without a legal, financial or de facto link to a professional club.*
- f) For all other Minors, Canada Soccer may be able to make an application on behalf of that Minor to the FIFA Players' Status Committee in Zurich. However, Canada Soccer is unable to make any guarantee as to the outcome of such an application. Please note that such applications can be very time consuming and require significant supporting documentation. Further, in Canada Soccer's experience, it is not unusual for FIFA to make a number of requests for further supporting documentation once the initial application is lodged.
- g) Children aged under 10 at the time of their registration do not require an ITC.
- h) An individual player's soccer ability or nationality has no bearing on the ITC process.
- i) To avoid delays, please ensure that:
  - i. only SSA sends the Minor ITC Application Form and supporting documents to Canada Soccer; and



- ii. the supporting documents provided are in accordance with the relevant enclosed checklists.

7.4.8 The below flowchart and document checklists will assist parents, and Clubs to determine which application form to complete and which additional documentation is required to support a Minor ITC Application.



7.4.9 Minor Player Application Procedure

- a) Complete the international transfer application, form checklist and compile the following documents in a PDF format, with no document larger than 2 MB.
  - i. Minor with parent - Application and Checklist
  - ii. Minor 50km shared border exception – Application and Checklist
  - iii. Minors moving to Canada for the purposed of an academic exchange program – Application and Checklist
  - iv. Minors in Canada for humanitarian purposes without their parents – Application and Checklist
  - v. Minors in Canada for humanitarian purposes accompanied with their parents – Application and Checklist
  - vi. First registration for Minors resident in Canada for 5+ years – Application and Checklist
  - vii. First registration for Minors resident in Canada for less than 5 years – Application and Checklist
- b) Submit the application and required documentation to SSA by email to [registrar@sasksoccer.com](mailto:registrar@sasksoccer.com).
- c) SSA will submit the documentation to Canada Soccer on behalf of the applicant.
- d) Canada Soccer will submit the application and documentation to FIFA’s Transfer Matching System (TMS) for review by FIFA’s Player Status Committee. Only FIFA’s Player Status Committee can approve requests for the international transfers of minors.
- e) SSA will provide the ITC to the applicant upon receipt and/or follow up accordingly.

7.4.10 Adult Players Application Procedure

- a) The following documents are to be submitted to Saskatchewan Soccer Association:
- b) Complete the application form, checklist and documents in a PDF format, with no document larger than 2 MB.
  - i. Adult ITC - Application and Checklist
  - ii. Adult ITC for adult player in Canada as a Refugee/Humanitarian Purposes – Application and Checklist
- c) Submit the application and required documentation to SSA by email to [registrar@sasksoccer.com](mailto:registrar@sasksoccer.com).
- d) SSA will submit the documentation to Canada Soccer on behalf of the applicant.
- e) Canada Soccer will submit the application and documentation to FIFA’s Transfer Matching System (TMS) for review by FIFA’s Player Status Committee.
- f) SSA will provide the ITC to the applicant upon receipt and/or follow up accordingly.

7.4.11 Approval

- a) SSA will provide the player and the Member Organization they wish to register with the approved ITC once it is received from Canada Soccer. Please note all ITC applications can take up to 30 days to be approved and very rarely are they completed prior to the 30 days.

7.4.12 Additional ITC Information



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- a) Frequently Asked Questions document – A collection of frequent questions and answers in one document.
- b) Explanatory Notes – This document has been created to assist you in selecting the correct documents in support of any application made using one of the prescribed forms.

## 8 Reinstatement of Status

### 8.0 Amateur Status

- 8.0.0 A player who has previously been registered as a “professional player” must be reinstated as an “amateur player” prior to participating with SSA or a MO refer to the [Canada Soccer rules and regulations](#) for the definition of a “professional player.”
- 8.0.1 Amateur reinstatement is governed by Canada Soccer, and therefore is subject to and must meet the conditions contained in the Canada Soccer rules and regulations.
- 8.0.2 A player registered as a professional wishing to be reinstated as an amateur, must complete the [Canada Soccer application for reinstatement form](#) and submit to SSA along with the applicable fee.
- 8.0.3 Upon receipt of an application for reinstatement form SSA will administer the request through Canada Soccer and if granted, will provide approval to the MO upon receipt. Players are not permitted to participate until approval has been received.

### 8.1 Youth Reinstatement Application

- 8.1.1 As per Canada Soccer Rule 3.a) iv): A youth-age player who has been registered as “adult amateur” shall be ineligible to play in youth club competitions, unless they have, upon request, been reinstated to youth status by their provincial association. A youth who has previously been granted “adult amateur” status must meet the conditions laid out in Canada Soccer policy regarding a youth reinstatement.
  - a) A player registered as an adult player wishing to be reinstated as a youth player, must complete the [SSA youth reinstatement application form](#) and submit to SSA along with the applicable fee.
  - b) Upon receipt of a youth reinstatement application form, SSA will administer the request and if granted, will provide approval to the MO and applicant. Players are not permitted to participate until approval has been received.