



# SASKATCHEWAN SOCCER ASSOCIATION

POLICIES AND PROCEDURES MANUAL

Section Nine **Competitions Policy**

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## 1 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) *“Sask Cup”* – The suite of championships offered by the Saskatchewan Soccer Association listed in Article 2.0.2

## 2 Sask Cup 112523

### 2.0 General Policies

- 2.0.1 Sask Cup may be offered during the indoor and outdoor seasons at various age, gender and divisional classifications as determined by SSA, in alignment with the Saskatchewan Soccer Competitions Designations available [here](#).
- 2.0.2 When interest is sufficient, SSA offers provincial championships in the following classifications:
- a) Indoor
    - i. Sask Cup 6-aside
    - ii. Sask Cup 9-aside
    - iii. Sask Cup Futsal
  - b) Outdoor
    - i. Sask Cup 11-aside
    - ii. Sask Cup Rural
    - iii. Sask Cup Adult
    - iv. Sask Cup Masters
- 2.0.3 SSA, at its sole discretion, determines when and where (as outlined in Articles 2.1 and 2.2) Sask Cup will be held.
- 2.0.4 SSA, at its sole discretion, determines the allocation of berths at Sask Cup.
- a) Sask Cup will ideally involve eight teams per classification. Additional entries may be accepted depending on the number of entries received.
    - i. Generally, the allocation of berths is one team per eligible MO outside of Saskatoon and Regina.
    - ii. Saskatoon and Regina shall generally be entitled to two berths per classification.
    - iii. SSA may allocate additional berths to facilitate the tournament draw and schedule.  
(Ex. A draw of 6 teams is preferable to 5 teams, thus an additional berth may be allocated in this instance).
  - b) In the event that the number of entries exceeds the number of berths available, play downs may be used to determine the entries in the Sask Cup.
  - c) SSA shall, at its sole discretion, have the ability to determine the use and format of play downs.
  - d) Format for the Sask Cup will be determined by SSA based on the following principles, except when circumstances require adjustment:
    - i. Generally, championships will be played using a round robin followed by semi-final and final format unless otherwise indicated in the competition rulebook or the number of entries prevents this format.

- ii. In the event that pools are used as a part of a provincial championship format, they will be created through random draw with the exception of events that involve more than one team from the same Member Organization, in which case these teams will be separated, if possible.
  - iii. Generally, all teams participating in Sask Cup will be guaranteed a minimum of three games, unless the number of entries prevents it or it is otherwise indicated in the rulebook.
- 2.0.5 Sask Cup will be conducted in accordance with the Section 10 - *Tournament Sanctioning Policy* unless otherwise stated in this policy and played under the rules in the rulebook provided for each competition.
- 2.0.6 Team personnel are responsible for the conduct and supervision of their players both on and off the field, including:
- a) All players at Sask Cup - Youth are subject to an in room curfew of 11:00 pm and all players at an adult provincial competition shall observe an in room curfew of 1:30 am. Disturbances after curfew may be subject to discipline according to the *Discipline Policy*.

## 2.1 Responsibilities of the SSA

- 2.1.1 SSA is responsible for the administration and all decision making in relation to the operation of Sask Cup.
- 2.1.1 SSA will create the schedule for each competition. The host organizing committee may be consulted in the development of the schedule as it pertains to facilities only. Schedules will be finalized and distributed to the competing teams, Member Organizations, host organization and provincial representative(s) a minimum 10 business days before the start of the competition. The schedule will not be changed during the 5 business days prior to the competition except under extenuating circumstances.
- 2.1.2 SSA will book referee accommodations.
- 2.1.3 SSA will provide all awards and ensure they arrive at the host venue.
- 2.1.4 SSA will be responsible for any initiatives taking place during Sask Cup that are not outlined in this policy, unless otherwise indicated.
- 2.1.5 SSA is responsible for the following financial aspects of each Sask Cup: 251123
- a) Setting and collection of entry fees (see Article 2.4);
  - b) All awards and recognition (e.g. trophies, medals, fair play pins, etc.);
  - c) All expenses associated with the staffing of Sask Cup as outlined in Article 2.2;
  - d) Payment of referee game fees and expenses, including meal per diem, accommodation and travel as dictated by SSA policies; and,

## 2.2 Logistics at Sask Cup 112523

- 2.2.1 SSA will appoint and make all logistical arrangement for appropriate staffing at Sask Cup based on the following:
- a) Sask Cup Lead
    - i. A minimum of one Sask Cup lead will be appointed for each event. The Sask Cup lead is responsible for overseeing the competition. The decisions of the Sask Cup lead at the competition shall be final and binding on all parties. Specific responsibilities of the SSA Sask Cup lead include, but are not limited to the following:
      - a Arrange a meeting with the other SSA staff and volunteers prior to the competition;
      - b Convene and chair a pre-competition meeting prior to the start of the competition, and;
      - c Ensure that the pre-competition meeting is attended by a representative of each participating team, the supervisor of officials, and the host organizing committee representative;
      - d Make decisions, where required, on any matters not covered in the rules;
      - e Document any reported incidents on proper forms;
      - f Convene, chair and appoint members of a panel to hear any discipline or protest arising at the competition using the process described in the rulebook;
      - g Present medals to finalists and champions and take photos of winning teams;
      - h In conjunction with SSA provincial championship support, submit any final day discipline reports to SSA office within 24 hours of the end of the competition; and,
      - i In conjunction with SSA provincial championship support, submit a completed competitions report, together with the SSA copy of the game sheets and any report forms, to the SSA office at the completion of the competition. All documents, including expense forms, should be submitted to the SSA office no later than 7 days after the competition.
  - b) Supervisor of Officials
    - i. A minimum of one supervisor of officials will be appointed for each Sask Cup competition. The supervisor of officials is responsible for overseeing the match officials during the competition. Specific responsibilities of the SSA supervisor of officials includes, but is not limited to, the following:
      - a Scheduling of match officials for all games;
      - b Providing a schedule of assigned match officials to the SSA a minimum of 5 days before the competition;
      - c Working in conjunction with provincial assessors at the competition, determine assignments for semi-finals and finals based on match official performance during the competition;

- d* Support match officials in completion of necessary match, discipline and special incident reports;
- e* In conjunction with SSA provincial championship lead and support, document any reported incidents on proper forms;
- f* Serve on a panel to hear any discipline or protest arising at the competition using the process described in the rulebook;
- g* Ensure all match official expense forms are completed and submitted to the SSA office no later than 7 days after the competition.

## 2.3 Team Entry Fees

- 2.3.1 SSA will establish entry deadlines for each Sask Cup on a yearly basis and communicate these deadlines to Member Organizations.
- 2.3.2 Only Regular members (or their entities) in Good Standing may enter representative teams into Sask Cup
- 2.3.3 For competitions classified by division (i.e. Division 2), teams may not enter a lower classification than the league in which they compete (e.g. a team that plays in a premier league may not enter a Division 2 provincial championship). In the event that the team does not compete in a league, they will be permitted to enter any classification.
- 2.3.4 For competitions classified by gender, male teams must enter the male classification, female teams must enter the female classification and co-ed teams (those comprised of male, female, and other gender expressed/identified players) must enter the male competition.
- 2.3.5 SSA will distribute the entry form to all Member Organizations and post on the SSA website.
- 2.3.6 SSA is responsible for setting fees for Sask Cup.
  - a) Fees will be set and communicated on a yearly basis.
  - b) Should there be only one entry in a Sask Cup which leads to a Canada Soccer national/regional championship, the participating team will be responsible for a provincial championship registration fee of \$300.00.
- 2.3.7 Unless otherwise stated or agreed upon by SSA, the entry process for Sask Cup will be as follows:
  - a) Teams entering into Sask Cup must submit entry forms and fees to their Member Organization.
  - b) Member Organizations then submit all entries and a single payment for all representative teams to SSA in advance of the entry deadline.
  - c) Entry forms and fees must be received in the SSA office by the established deadline or teams will not be eligible for the competition.
  - d) Teams composed of representatives from multiple Member Organizations must enter through a single Member Organization using the process outlined above.

## 2.4 Team Colours 112523

- 2.4.1 In general, teams participating in Sask Cup should have two sets of jerseys in two distinct colours.
- 2.4.2 All teams participating in Sask Cup must have two sets of socks in two distinct colours.
- 2.4.3 All teams must have both colours of jerseys and socks available for all matches.
  - i. Teams failing to have two sets of jerseys and two sets of socks will be fined \$250.00.
- 2.4.4 Before the start of every game, if the teams are wearing colours as determined by the match official as being too similar, the 'home' team must change to their alternate jersey.
- 2.4.5 All players of a team, except the goalkeeper, must wear the same combination of jersey, shorts, and sock colours.
- 2.4.6 Each player's jersey, including goalkeepers, must have a unique number on the back.

## 2.5 Player Eligibility and Rosters

- 2.5.1 Player eligibility and roster requirements are governed by this policy and the applicable rulebook.
- 2.5.2 All participants (players and team personnel) must be registered and in good standing (as outlined in Article 3 of Section 2 - *Member Rights and Responsibilities Policy*) in order to participate in Sask Cup.
- 2.5.3 All individuals listed on the roster, including team personnel, participating in Sask Cup must have photo identification, which must be available upon request from the provincial representative(s). Soccer or school photo identification cards are acceptable as a form of identification.
- 2.5.4 Only the players and team personnel taking part in a game, the match officials, medical personnel, host organization volunteers and members of the media will be allowed access to the field area.
- 2.5.5 Only the players and team personnel taking part in a game and match officials should have access team dressing rooms. Other individuals may be given access with permission of team personnel.
- 2.5.6 Cameras and recording devices are strictly prohibited from team dressing rooms.



- 2.5.7 Registered team members who wish to play at Sask Cup may not be excluded from the competition roster.
- 2.5.8 A player may play in one or more Sask Cup in each of the indoor or outdoor seasons but may not compete with more than one team within the same competition (including play downs) or in two competitions taking place during the same timeframe/weekend. (10 20)
- 2.5.9 Age eligibility requirements are determined by the age of the participant as of January 1st of the year in which the season concludes, as outlined in Article 3 of the Section 2 - *Member Rights and Responsibilities Policy*.
- 2.5.10 All players participating in Sask Cup - Adult must be at least 15 years of age as of January 1 of the year in which the competition will take place.
- 2.5.11 SSA will set a roster deadline for all Sask Cup events and communicate this deadline to the Member Organizations. The roster deadline will generally be a minimum of three weeks before the competition.
- 2.5.12 SSA will create a roster form for all Sask Cup competitions, which must be used for the roster submission.
- 2.5.13 Each team entering a Sask Cup must complete the roster form and submit it to SSA in advance of the roster deadline.
  - a) Teams failing to submit rosters in advance of the roster deadline will be fined \$250.00 and may be removed from the competition.
- 2.5.14 Where a team has been found to have played an ineligible player, that team will forfeit all games in which the ineligible player was listed on the game sheet. The ineligible player and the team personnel who allowed the ineligible player to participate may be subject to additional disciplinary action as outlined in the *Discipline Policy*.

## 2.6 Guest Players, Call-up Players and Transfers 112523

- 2.6.1 The guest and call-up player policies are meant to provide teams with the opportunity to add players to their rosters for a Sask Cup if regular registered team members are unable to participate. The guest and call-up player policies are means of facilitating the participation of as many teams as possible and should not be used to exclude players wishing to participate.
  - a) Regular registered team members who wish to play at a Sask Cup may not be replaced by a guest or call-up player.
- 2.6.2 Players are permitted to play up divisions within their age classification or play up age classifications (e.g. a U15 Division 3 player may play on a U15 Division 2 team at a Sask Cup or a U17 Division 2 player may play on a U19 division 3 team at a Sask Cup); however, a player may not play down divisions within their age classification. (ex. A U17 Division 2 player may not play on a U17 Division 3 team at a Sask Cup).
- 2.6.3 Guest Players

- a) For the sake of Sask Cup, a guest player shall be defined as any player not registered (within their Member Organization) with the team with whom they are wishing to compete with in Sask Cup.
- b) All guest players must be registered and in good standing with SSA and an SSA Member Organization (if applicable).
- c) All guest players must have the permission of the team with whom they are registered to participate as a guest player with another team in a Sask Cup.
- d) Guest players may not be on a league roster of a team that participates at a higher level than that of the Sask Cup in which they intend to compete. (E.g. a player participating in a local Premier league is not eligible to be a guest player at a Division 2 provincial championship)
- e) Guest players must be designated as such on the roster.
- f) Youth teams participating in 11-aside Sask Cup may include up to a maximum of 3 guest players on their roster.
- g) Youth teams participating in small-sided Sask Cup (i.e. 9-aside, 6-aside or Futsal) may include up to a maximum of 4 guest players in total on their roster. Teams may include any combination of guest and call-up players but may not exceed 4, the maximum allowed number in total between both classifications of player.
- h) Adult teams participating in Sask Cup may include up to a maximum of 5 guest players on their roster with the exception of the Saskatchewan Cup – Adult event where guest players are not permitted.

#### 2.6.4 Call-up Players

- a) For the sake of Sask Cup, a call-up player shall be defined as the addition to the roster of a registered player from a lower division or younger age category within a club/zone/Member Organization.
- b) As different soccer structures exist in different communities within Saskatchewan, for the sake of Article 2.6.4a, 'club/zone/Member Organization' shall be taken to mean the lowest structural level that exists in the given community.
- c) All call-up players must have the permission of the team with whom they are registered to participate as a call-up player with another team in a Sask Cup.
- d) Call-up players must be designated as such on the roster.
- e) Youth teams participating in Sask Cup 11-aside may include up to a maximum of 2 call-up players on their roster.
  - i. A call-up player may be classified as a guest player for competitions that permit the participation of guest players; however, a guest player may not be classified as a call-up player.
- f) Youth teams participating in small-sided Sask Cup may include up to a maximum 3 (6 aside) and 4 (9 aside) guest and/or call up players in total on their roster. Teams may include any combination of guest and call up players but may not exceed the maximum allowed number in total between both classifications of player.

- i. For clarification purposes, the following are examples of acceptable call-up players:
  - a. Ex. A player participating in Under 15 Division 2 in a club/zone/Member Organization may be called up to an Under 15 Premier team within the same club/zone/Member Organization for a Sask Cup.
  - b. Ex. A player participating in Under 15 Premier in a club/zone/Member Organization may be called up to an Under 17 Division 2 team within the same club/zone/Member Organization for a Sask Cup.
- g) Adult teams participating in Sask Cup may not include call-up players.

#### 2.6.5 Transfers

- a) For the sake of Sask Cup, a transfer shall be defined as the permanent movement of a registered player from one team to another during the course of a given season.
- b) SSA will establish and communicate a transfer deadline for each Sask Cup competition. Transfers will not be accepted after this deadline.
- c) All transfers must be completed using the appropriate forms and processes as established by SSA and/or Member Organization(s) involved in the transfer.
- d) For Sask Cup whose winner will represent Saskatchewan at Canada Soccer national and regional championships, all transfers must comply with the Canada Soccer rules for national competitions.

## 2.7 Performance Accountability

- 2.7.1 Failure to meet the established expectations as outlined in the policies, rulebook and/or circulations and postings pertaining to the competition may result in a discipline hearing, fines and/or suspension of players and team personnel from any and all soccer events including competition at the local level.
- 2.7.2 It is mandatory that all teams participating in the competition have a team representative present at the pre-competition meeting. Teams failing to have a representative attend the pre-competition meeting will be fined \$200.00.
- 2.7.3 Performance related post event fines will be issued for a variety of offenses including, but not limited to:
  - a) Not having appropriate representation at pre-event meetings
  - b) Default or withdrawal from an event/game
  - c) Failure to adhere to established rules
  - d) Inappropriate conduct, on or off the field
  - e) Withdraw after the entry deadline

- 2.7.4 Member Organizations are accountable for the conduct of their competing team(s). As such, when fines have been assessed the Member Organization is accountable for payment in a timely manner. Failure to do so will impact good standing and participation in future events for all teams, categories and age divisions of the Member Organization until such time as the fee is paid.

## 2.8 Schedule of Fines

Infraction	Fine
Failure to have a team representative attend the pre-competition meeting	\$200.00
Failure to have two sets of jerseys and two sets of socks in two distinct colours	\$250.00
Failure to wear the assigned or required colours for a game	\$100.00 per game
Failure to submit a roster form in advance of the roster deadline	\$250.00
Withdrawal from Sask Cup after the entry deadline	\$500.00
Withdrawal from Sask Cup after the schedule has been made	\$1,000.00
Fines for all other infractions will be determined by the event discipline committee or SSA and aligned to the sanctions outlined in the <i>Discipline Policy</i>	Various

## 3 Canada Soccer National and Regional Championships

### 3.0 Participation Requirements

- 3.0.1 The winner of some provincial championships will be declared as the Saskatchewan representative at the Canada Soccer national and regional championships.
- 3.0.2 Provincial championships whose winner will represent Saskatchewan at the Canada Soccer national and regional championships will be indicated in advance of the entry deadline.
- 3.0.3 It is the responsibility of teams participating in provincial championships whose winner will represent Saskatchewan at the Canada Soccer national and regional championships to review and comply with all [Canada Soccer Rules for National Competitions](#).
- 3.0.4 Each team representing Saskatchewan at the Canada Soccer national and regional championships shall be prepared for and responsible for all costs associated with accommodations, meals, travel, and any associated fees set by Canada Soccer while representing the province of Saskatchewan at Canada Soccer national or regional championships.
- a) Teams representing Saskatchewan should be prepared to pay upwards of \$20,000 to support their participation in Canada Soccer national or regional championships.
- 3.0.5 Canada Soccer arranges and books all air travel for teams attending Canada Soccer national championships (excluding Masters competitions) according to the terms outlined in the Canada Soccer Travel Policy for Club Competitions.
- 3.0.6 With the exception of Masters representatives and teams traveling to the Canada Soccer national or regional championship using ground transportation or electing not to utilize Canada Soccer-arranged travel, the teams representing Saskatchewan at the

Canada Soccer national and regional championships will be required to make a pre-payment of \$10,000 to Saskatchewan Soccer. The pre-payment will be put towards the cost of air travel. Pre-payment will be required no later than 30 days prior to the competition date of the Canada Soccer national or regional championship. Teams will not be permitted to attend Canada Soccer national or regional championships unless they have made pre-payment. Teams that fail to make pre-payment shall be subject to additional sanctioning from SSA and/or Canada Soccer.

- 3.0.7 The participating teams are responsible for arranging, booking and paying for all accommodations and meals for players and team personnel according to the process identified by the local organizing committee and Canada Soccer and following the Canada Soccer Rules for National Competition.
- a) SSA will provide all information pertaining to arrangements involving Canada Soccer national championships to the participating team. The teams, in cooperation with SSA, shall ensure all deadlines are met and processes followed.
- 3.0.8 Following the completion of the Canada Soccer national and regional championships and confirmation of all outstanding financial obligations by Canada Soccer, reconciliation will be provided to each participating team.
- a) In the event that the balance owing for air travel is less than the \$10,000 deposit, the difference will be returned to the participating team. In the event that the balance owing is greater than the \$10,000 deposit, the team will be invoiced for the balance owing.
- 3.0.9 Any balancing owing will be subject to the financial policies of SSA. Failure to pay any outstanding balance by December 31st of the year in which the Canada Soccer national or regional championship took place will result in a fine of \$1,000.00 and all players and team personnel associated with the participating team having good standing revoked until such time as the outstanding balance and fine are paid.
- 3.0.10 A participating team (players and staff) that fails to fulfill its obligations to represent Saskatchewan at Canada Soccer national or regional championships will face disciplinary action which may include both financial penalty and suspension from future competitions.
- 3.0.11 The participating team shall also be responsible for the payment of the Canada Soccer fine for non-representation by a provincial association. Payment of the fines will be required prior to any further competition by the team and players in SSA sanctioned events and Member Organization related games.
- 3.0.12 In the event that a provincial championship winning team withdraws or fails to fulfill its obligation to represent Saskatchewan at a Canada Soccer national or regional championship, this opportunity will be extended to the 2nd place team and any subsequent teams until it is accepted.