

# SOCCER CAPE BRETON 2024 LEAGUE HANDBOOK



## Soccer Cape Breton 2024 League Handbook

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**2024 SCB Outdoor Season Important Dates**

May 18	Team entries are due (in RAMP and email to SCB) by 12:00pm.
May 27	First day of the outdoor season play for U13, U15, and U18
June 3	First day of outdoor season play for U9 and U11
June 30	Last day to register a player. SCB 1 <sup>st</sup> League Fees Billing – 75% of 2022 total club billing
July 20 – 21	U9 and U11 Cape Breton Soccer Festival
July 31	Last date to transfer a player
Aug 9	Last date to play regular season games (U13, U15, and U18)
Aug 12 – 18	Cape Breton Cup Playoffs (U13, U15, and U18)
Aug 22	Last date for games (U9 and U11)
TBD	SNS Provincial Championships for U13 & U15 A & B, and U18 B
Oct 1	Remainder of Club's League Fees Billing – based on 2024 registration numbers and individual clubs' league costs

These rules and regulations are established by the authority of Soccer Cape Breton (referred to as SCB or League in this document). The following rules may be added to and/or amended as per the SCB bylaws, but changes shall not occur after the start of the season unless agreed upon by the SCB Executive Board.

Where any omission should arise, the applicable rules and regulations for Soccer Nova Scotia (SNS) shall prevail. If an omission still exists, the Canada Soccer Association (CSA) rules shall apply, and if the omission still exists, the rules of the Federation International Football Association shall apply.

Once a team member is assigned to a team and placed on that team's roster, it is deemed that said person has accepted and agreed to SCB League Handbook as stated in this book and will abide by any interpretation explained by SCB.

These rules pertain to SCB Youth Soccer program. SCB senior program will have their own set of league handbook.

## **A. Membership**

1. Clubs shall register annually with Soccer Cape Breton.
2. Each club shall submit at least one person who will liaison between their organization, SCB, and any other club with SCB. SCB will require an email address and a telephone number of all persons submitted. If the person or any information changes, SCB is to be notified as soon as possible.
3. All clubs are to be certified Quality Soccer Providers through Soccer Nova Scotia and Canada Soccer.

## **B. Team Entry**

1. For 2024, the following leagues are offered by SCB: U9, U11, U13, U15, and U18 in both the girls and boys categories.
2. Each club will send in their team entries, via email to [competitions@soccercapebreton.com](mailto:competitions@soccercapebreton.com), and make sure there properly in RAMP Interactive and linked to the SCB league by 1200hrs May 18<sup>th</sup>, 2024.
3. Any teams that participate in the NSSL shall be under the Cape Breton Football Club (CBFC). All CBFC teams in the NSSL leagues shall follow NSSL rules and regulations, and the SCB League Handbook if an item not covered in the NSSL rules and regulations.

4. CBFC has first rights of declaration to the top two divisions in each age group. If CBFC declares a team(s) in the top division of an age group, then the 2<sup>nd</sup> highest division shall be made available to the other clubs to submit a team in, should they so choose, for that particular season only. A CBFC team cannot compete and claim a provincial spot in the B division of any age group, and the A division of the U15 age group.
5. Any special cases in the team declaration process, the SCB Vice President of Competitions will have final decision on what age group and division a team will play for the regular season, and which provincials said team will compete for (if applicable.)
6. Any team that has boy and girl players on its roster shall play in the boy's category of the applicable age group.
7. Any team that drops out of the SCB league once league scheduling has started or has been completed, may be subjected to an administration dropout fee of \$100, at the discretion of SCB.
8. SCB may accept a late team entry only if there is space for the team and it does not cause a major disruption to the scheduling process or to the schedule if it is already created.

### **C. Player and Team Official Registration and Eligibility**

1. All players and team officials participating in the SCB league shall register each year with SCB and SNS via their club in accordance with SCB and SNS rules, regulations, and by-laws.
2. When assigning players to teams, the following will apply:

<b>Player's Birth Year</b>	<b>Age Group Category</b>
2020 and later	U4
2018 and 2019	U6
2017	U7
2015 and 2016	U9
2013 and 2014	U11
2011 and 2012	U13
2009 and 2010	U15
2006, 2007, and 2008	U18

3. No player shall play in any game until properly registered and placed on a team roster in RAMP Interactive. No player shall have their name registered for more than one team under the jurisdiction of SNS during any one season unless properly transferred or under very special circumstances which requires approval from SCB/SNS.

4. Clubs are responsible to ensure that all player and team official information (name, address, phone number, email address, date of birth, etc.) are correct and up to date in RAMP Interactive.
5. The clubs are responsible for verifying their player's proof of age and making sure they are placed only on a team that they are eligible to play on. The burden of proof of age rests with the player, parent/guardian, team official, and/or club. A copy of the proof of age should be uploaded into the player's profile on RAMP Interactive.
6. No overage player may be registered or play on a team unless written approval has been received from SCB.
7. Once a player is registered to a team and that team has played their first game, they will not be able to transfer to a new team without written approval from SCB. Last date for transfers is July 31<sup>st</sup>.
8. All players who register through a club participating in the SCB League are bound to that club until the end of the league's current playing season unless transferred or released as per SNS rules.
9. All team officials registered to a team are required to have both a valid Enhanced Police Information Check (E-PIC) and a Vulnerable Sector check.
10. Clubs are to ensure all their team officials have applied for the E-PIC and a Vulnerable Sector check. Should the E-PIC and/or a Vulnerable Sector check come with details of an incident(s) listed on it, it will be up to that club to determine if the team official is suitable to participate with their team(s) or not. Clubs can ask for assistance from SCB and SNS if they have any questions or concerns.
11. The E-PIC and a Vulnerable Sector check is valid for 36 months. All E-PIC's and a Vulnerable Sector check paperwork is to be uploaded and tracked in RAMP Interactive. Note that all team officials attending a SNS Provincial Championship will require a valid E-PIC and a Vulnerable Sector check in order to be on their team's bench. Any team that does not have at least two team officials with valid E-PIC and a Vulnerable Sector check (not waiting for but have received back), the team will not be eligible for Cape Breton Cup playoffs and cannot represent SCB at provincials (unless there is only two team officials registered and one is a youth.) Copies of these checks must be uploaded into RAMP Interactive under the person's profile.
12. If there is any doubt to the registration status of a player, a team, a club, or SCB may request documentation from the player's club to prove that the player was properly registered and meets the burden of proof of age for the age group the player registered in. Team and club officials have 24 hours after the game start time, to request a player's validity. The player's club has 48 hours to present the documentation to SCB in regards to the player in question.

13. Any team or club official, or player charged with falsifying or tampering with proof of age documents, Team Rosters, or data in RAMP Interactive, shall be reported to SNS for discipline action.
14. Any player who plays unregistered and plays on a team, or plays on a team as an overage player without SCB approval, is defined as an illegal player. The player and team official(s) will be reported to SNS for discipline action. Any game the player has participated in or is on the game sheet for, will be deemed defaulted and the team/club will be fined \$75 per game.
15. The last day to register a player to a team is set by SNS and currently, the date is June 30<sup>th</sup> for U13 and above. For U11 and below, there might be some flexibility to register a player after this date since there are no provincial for these levels of play. Contact SCB to contact SNS for approval.
16. Player fees are set annually by SNS and SCB. Payment of club/team fees shall be done as follows:
  - By June 30<sup>th</sup>, each club will be billed an amount equal to 75% of their previous year’s registration numbers and referee fee costs. Payment for this invoice is due 30 days after the bill has been sent to the club.
  - By Oct 31<sup>st</sup>, each club will be billed the remaining amount of fees, which will be adjusted to reflect the club’s current year registration numbers, referee costs, discipline and/or administration penalties (if applicable), and field costs (if applicable). Payment for this billing is due 30 days after the invoice is sent to the club.

#### D. Team Rosters

1. No player shall play in any game until properly registered and placed on a team roster in RAMP Interactive. **No player shall have their name registered for more than one team under the jurisdiction of SNS during any one season unless properly transferred or under very special circumstances which requires approval from SCB/SNS.**
2. Any team that registers less than the minimum required number of players as listed below shall be deemed as improperly registered and such teams may not be allowed to participate until properly registered or removed from the league.

Game Format	Minimum Players on the Roster	Maximum Players on the Roster
U9	8 players	10 players
U11	10 players	14 players
U13	12 players	23 players
U15 and U18	14 players	27 players

3. For U9 and U11, if your team(s) are at their max number and you still have players who need to be placed, you are permitted to go over the max cap amount by a max of 2 players. If you have more than one roster, then no roster should have more than 1 player difference than the other rosters.
4. Each team must have a minimum of two (2) Team official listed on its roster (as per the Rule of 2). One of the Team Officials must be an adult (19 years of age or older). A team can only have one (head) coach and must be adult. Teams can have as many assistant coaches, managers, trainers as required. All coaches and assistant coaches must be entered into SNS' Coaches Centre.
5. Changes to rosters, after the SCB league season has started, is not permitted unless SCB has approved/been notified of the change. Players can be added to the rosters up until the SNS deadline which currently is June 30<sup>th</sup> and transferred from one team to another up until July 31<sup>st</sup>.

#### **E. Play Up Rules**

1. Players may only play up for another team if they meet the conditions and requirements of SCB and SNS rules and regulations that relate to this subject.
2. Boy or Girl players may play up, in a higher age group, for one other team, an unlimited amount of games, in league play. Once they play up with a team, they cannot play up with another SCB team for the remainder of the season. Check to see if the player you are calling up has played with any other team other than their assigned team before using them.
3. The player is to have “play-up” or “affiliate player” marked on the game beside their name.
4. No play-ups are permitted in playoff games or provincials championships.
5. If a team is calling up a player from another club, they must have permission from the play-up player’s coach or club president.
6. U9 and U11: team rosters are fluid. You can call up players from another team in the same age group and club. Girls on a U9 team can be called up to play on a boys U9 team. Same rule for U11’s. A girl who is assigned to a boys’ team, is eligible to be called up to play with a girls’ team in the same age group. Boys are not permitted to play on or for a girls’ team.
7. If a team is found to have played an ineligible play-up player, that team shall forfeit the game and be subject to penalties list in Section N in this League Handbook.



## **F. Player and Team Official Transfers**

1. All player transfers must be completed by July 31st.
2. No player may transfer down age groups unless due to special circumstances and approved by SCB.
3. Should a team fold prior to July 31st, all players on that team shall be deemed “free” to go to another team within their club to play so long as the team is in the same age group or higher.
4. No player may transfer clubs, once their team has played their first game, until (a) the current club has release the player to be transferred; (b) the new club is willing to accept and place the player on a team; and (3) transfer has been approved by SCB and SNS.
5. Players may move to a new club between seasons without restriction unless the player’s old club files a letter stating why the player should not be able to transfer (owes money, equipment and/or uniform for example). If the club and the player cannot come to an agreement to proceed with the transfer, SCB will review and make a decision in regards to the matter.
6. Any player who recently moved to Nova Scotia, having played organized soccer in another province or country, and wishes to register to play soccer, must complete the appropriate provincial/national transfer/release form and submit it to SCB. The player is not eligible to participate in soccer activities until the transfer/release process is completed.
7. Team officials may transfer to a new team in a new club so long as they are departing their old club in good standing. If not, SCB encourages the team official and old club to resolve any issues before the team official transfers. If an agreement cannot be reached, SCB will review and make a decision in regards to the matter.

## **G. League Play and Schedules**

1. Once all the clubs have submitted their team entries, SCB will determine the formats for each age group and gender based on the number of teams entered.
2. A division shall have a minimum of 3 teams and no more than 12 teams (U13 and above. No limit on U9 and U11.) SCB reserves the right to divide or combine divisions based on the number of teams entered.
3. SCB will upload the schedules onto its website once completed. SCB will endeavour to try to have the schedules up 72 hours prior to a team’s first game. League games are to start on May 27<sup>th</sup>, 2023.

4. SCB league games have set nights for play. They are as follows:
  - U18 Boys - *Monday (primarily)*, Wednesday, and Sunday evenings
  - U18 Girls - *Monday, Wednesday (primarily)* and Sunday evenings
  
  - U15 Boys - *Tuesday (primarily)*, Thursday, and Sunday evenings
  - U15 Girls - *Tuesday, Thursday (primarily)*, and Sunday evenings
  
  - U13 Boys - *Monday, Wednesday (primarily)* and Sunday evenings
  - U13 Girls - *Monday (primarily)*, Wednesday, and Sunday evenings
  
  - U11 Boys - Tuesday, Thursday, and Sunday evenings
  - U11 Girls - Tuesday, Thursday, and Sunday evenings
  
  - U9 Boys - Monday, Wednesday, and Sunday evenings
  - U9 Girls - Tuesday, Thursdays, and Sunday evenings
5. All games are to be played as scheduled unless rescheduled in accordance with the SCB rescheduling policy or cancelled/postponed by SCB.
6. All SCB games must be completed within the dates set by SCB. SCB has the authority to schedule and direct teams to play a game if SCB feels sufficient action is not being taken to reschedule the game. Failure to do so could result in teams losing points.

## **H. Playing Fields**

1. SCB looks after booking the Open Hearth Park fields and the Cape Breton University Health and Recreation Complex fields for SCB games and practices.
2. Clubs are to submit their team's home field(s) to SCB when requested.
3. It is highly recommended that clubs do not use these submitted home field(s) for their mini programs as well. In doing so, it makes it difficult to schedule games efficiently and properly.
4. SCB may schedule a team's home game at another field than their home field if the team's normal home field is not available.
5. Clubs can elect to use the CBHRC fields instead of field in their location, if space is available and required. Clubs will be billed back any charges SCB accrues for use of these fields.
6. Clubs are responsible in making sure their home fields are the appropriate size, have

appropriate goal nets, corner flags, and the fields are mowed and lined according to the specific game format that field is being used for, from the beginning of the season to the end of playoffs (if their teams make the playoffs.) Clubs are responsible for all costs related to their home fields.

7. SCB encourages that all games be played on the appropriate sized fields with the correct size of goal nets. But at many community park fields, the field and/or goal posts may not be exactly regulation size or the ground might be uneven and the grass might be a little long. On these fields, BOTH teams are subjected to the same conditions thus the game shall be played regardless unless the conditions are grossly irregular for the teams playing. In these cases, the referee will make the final decision if the field is playable or not. If a field is a constant issue, SCB may step in and correct the issue as SCB sees fit.
8. Below is a list of the ideal field and goal net sizes based on game format.

Game Format	Field Measurements (L x W)	Goal Measurements
5 v 5 (U9)	35m x 25m	Between Goal Posts: 2.438m (8ft) Height of Crossbar: 1.524m (5ft)
7 v 7 (U11)	50m x 30m	Between Goal Posts: 3.658m (12ft) Height of Crossbar: 1.83m (6ft)
9 v 9 (U13)	Min: 60m x 42m Max: 75m x 55m	Between Goal Posts: 5.49m (18ft) Height of Crossbar: 1.83m (6ft)
11 v 11 (U15 & above)	Min: 90m x 45m (100 x 50 yds) Max: 120m x 90m (130 x 100 yds)	Between Goal Posts: 7.32m (8 yds) Height of Crossbar: 2.44m (8 ft)

### I. Game Officials

1. The decisions of the referee regarding facts connected with play, including whether or not a goal is scored and the result of the match, are final. The decisions of the referee, and all other match officials, shall always be respected.
2. Game officials are to be currently registered with SNS and in good standings. All referees are subject to SNS Code of Conduct for Referees.
3. The SCB Referee Assignor will attempt to assign 3 SNS registered game officials (a referee and two assistant referees) to each game from U13 and above. For U11's, a single referee will be assigned to the games.

Clubs are responsible to assigning a referee/game leader to their U9 home games.

4. In the event an assistant referee(s) is not scheduled or does not show up at the field, each team will supply a person to act as a linesperson for one-half of the game. If both assistant referees fail to show, each team will supply a linesperson for the game. The linesperson is

to flag when the ball is out of play and any other duties assign to them at the discretion of the referee.

5. In the event the assigned referee does not show up for the game, or becomes incapacitated during the game, one of the assistant referees may step into the referee position, providing that they are at least 2 years older than the age group of the game being played and the assistant referee agrees to take over the referee role for the game or remainder of. Paragraph 4 will then apply.

If the assistant referees do not meet the requirements above but one of them is willing to step into the referee role, they may do so if both teams agree. Paragraph 4 will then apply.

6. Alternatively, if there is a certified registered referee present at the game as a spectator, they may be asked to fill in as the referee, if both assistant referees agree, or in the role of an assistant referee if one of the assistant referees steps into the referee role.
7. Acceptance of the (replacement) referee shall be deemed conclusive by both teams once the game has commenced/continues.
8. If no person is able to step into the referee role, the game shall not start/not continue and the home team shall notify SCB of the situation and all steps taken to try and play the game, within 24 hours of the original start time. SCB will determine if the game shall be rescheduled or not.
9. If no referees show up for the game, SCB shall be notified within 24 hours by the home team and SCB will reschedule the game. SCB will forward the no show information to the District Referee in Chief for follow up action.
10. Rates of pay for the game officials are determined by SNS each year. SCB will pay the game officials on a predetermined time schedule and bill back the clubs at the end of the season. Clubs are to follow the amounts set by SNS (no exceeding or underpaying is permitted).

#### **J. Late Kick Offs and Postponed Games**

1. All games shall start at the designated kick off time. The referee has the power to reduce the length of each half if the game starts late. The time lost shall be deducted from the total game time. The time remaining shall be halved, as each half shall be equal.

If there is another game schedule for the field after first game, the first game must not end no later than 10 mins prior to the kick off of the second game. Both teams must then clear the field and its technical areas (benches) no later than 5 minutes after the referee has ended the game (no handshakes at this time at any point of the game.) The second game should not have their start time delayed due to issues pertaining to the first game.

If there is a group using the field prior to your scheduled time, no one from your team is allowed onto the field or near its technical area (benches) until all of the previous group has left. Only participants are allowed on the field and its technical areas and all participants shall sanitize before entering the field and its technical areas. \_

2. The maximum wait time to start any game is 15 minutes. If one team does not have the minimum number of players to start a game, dressed and ready to go within the first 15 minutes of the scheduled start time, the result will be noted as a forfeit against this team and the opposing team will receive points for the win and a score of 3-0 (U13-U18).
3. If both teams do not have the minimum numbers of players dressed and ready to go within the first 15 minutes of the scheduled start time, the result will be noted as a forfeiture for both teams and neither team will receive any points (U13-U18).
4. SCB may reschedule the game in paragraph 2 or 3 if there is a special circumstance that caused one or both teams not being able to field a minimum amount of players within the first 15 minutes. This determination will be decided solely by SCB.
5. If a game played in the CBRM is to be postponed due to weather, SCB will make this decision by 3:00pm each day. If SCB does not postpone the game by these times, the teams are to arrive at the field and the referee will make the decision whether the game is to go ahead or not. For games outside the CBRM, the home team will make the decision by the times noted above and inform SCB and the visiting team.
6. If a game has to be postponed for any other reason, SCB and the opposing team shall be notified as soon as possible. If time permits, an alternate solution may be put in place by SCB so the game is played on the original date and time.
7. Once the teams and game officials arrive at the field, only the referee has the discretionary power to not start the game, or stop, suspend, terminate, or abandon the game due to elements of the weather, field conditions, interference by an outside agent, or any other causes that the referee considers necessary. The referee shall file a report of the incident or/and reasons for not starting/continuing the game within 24 hours to SCB and to SNS if necessary. SCB will review the report and decide what the outcome of the game shall be.
8. A game will have been deemed played and complete once a minimum of two-thirds (2/3) of the game has been played.
9. If the game has to be rescheduled due to a postponement, SCB will reschedule the game and notify the teams of the new date, time, and location.

## **K. Rescheduling Games**

1. Games postponed or cancelled by SCB, or by the referee (where two-thirds of the game has not been played) will be rescheduled by SCB. Teams will be notified once the new game information is available and posted on the website.
2. The team seeking to reschedule a game is to contact the opposing team to request if they are willing to reschedule the game in question. If the opposing team is agreeable, then the two teams are to decide on a new date, time, and field for the game and submit it to SCB ([competitions@soccercapebreton.com](mailto:competitions@soccercapebreton.com)) for approval no less than 36 hours prior to the original game kick-off time or agreed upon reschedule game time kick-off time, whichever is first.

If there are no conflicts, SCB will update the game information on the website, which will send a game change email to the team officials that have a valid email address in the system. Game change notification and assigning will be done by the SCB referee assignor. A reschedule game is not approved by SCB until it is changed on the website.

If the opposing team declines to reschedule or a new date and time cannot be agreed upon, the game will be played as it is scheduled on the website.

3. If SCB deems that a team is preventing or blocking the rescheduling of a game (after agreeing to reschedule or was cancelled/postponed for other reasons), where there was ample time to reschedule and play the game, SCB may assess a forfeit loss to the team hampering the rescheduling efforts, and award a 3-0 forfeit win to the other team.

If SCB deems that both teams are being difficult in rescheduling a game, where there was ample time to reschedule and play the game, SCB will deem the game played and no teams will be issued any points.

Default/forfeit penalties, listed in section N, will be applied to any team assessed a default/forfeit loss. Decisions of this nature are not appealable.

## **L. Game Play**

1. Any game not completed due to the decision of the referee, after having played a minimum of two-thirds of the game, shall be deemed a complete game by SCB.

2. Game Format Information

Age Group	Game Format	Game Length	Minimum # of Players to Start	Maximum # of Players Dressed
U9	5 v 5	See U9 Handbook	4	15
U11	7 v 7	See U11 Handbook	5	17
U13	9 v 9	2 x 35 min halves	6	23
U15	11 v 11	2 x 40 min halves	7	27
U18	11 v 11	2 x 45 min halves	7	27

Number of players on the field for a team includes the goalkeeper (i.e. 7 v 7 means each team can field a maximum of 7 players on the field at one team, which 1 player out of the 7 on each team must be designated as a goalkeeper.)

Half time for U13 and above is a maximum of 5 minutes.

There shall be no restriction on the number of substitutions made during a game, but no more than five (5) substitutions per team will be allowed at any one time, except at half time and end of the game (should extra time be required) where teams will be permitted substitute as many players they require. Substitutions are to be made as per IFAB Laws of the Game.

Offside will be called for U13 and above.

U9 mini games are to follow the modified laws of the game in the SCB U9 Handbook. U11 (mini) games are to follow the modified laws of the game in the SCB U11 Handbook.

3. Game Equipment and Player Apparel

a. Game ball sizes by age groups:

Age Group	Ball Size
U9 , U11, and U13	Size 4
U15 and U18	Size 5

The ball should be round in shape with no rips or knicks to the outer material and inflated to the appropriate pressure. Two (2) game balls are to be supplied by the home team, but in the opinion of the referee, if the visiting team has a more satisfactory game ball, it may be used.

b. IFAB Law of the Game, Law 4: The Player’s Equipment governs what a player is permitted and not permitted to wear. A player must not use equipment or wear anything that is dangerous. All items of jewellery (necklaces, rings, bracelets, earrings,

leather bands, rubber bands, other visual piercings, etc.) are forbidden and must be removed. IF IT CAN BEEN SEEN, IT IS TO BE REMOVED. Using tape to cover jewellery is not permitted. Only exception to this is a medical alert bracelet/tag.

- c. Footwear may be either running shoes or recognized cleated soccer shoes. Any player whose footwear does not conform to, or is unsafe in the opinion of the referee, will not be permitted to wear said footwear and cannot participate in the game until appropriate footwear is worn.
  - d. Shin guards are to be worn by all players in all age groups. They must be covered entirely by the stocking and should give a reasonable degree of protection.
  - e. Apart from the goalkeeper, all players on the same team must wear the same coloured jersey. Each jersey shall have a number on its back (minimum 6 inches in height). Players on the same team should wear the same colour socks and shorts as well. The goalkeepers shall wear colours, which distinguish them from the other players and the referee.
  - f. Undershirts must be a single colour which is the same colour as the main colour of the shirt sleeve; or a pattern/colours which exactly replicate(s) the shirt sleeve. Undershorts/tights must be the same colour as the main colour of the shorts or the lowest part of the shorts – players of the same team must wear the same colour.
  - g. Due to weather or religious reason, a player may wear tights so long as they are the same colour of the shorts or black and the shorts are worn over top of the tights. Goalkeepers may wear suitable pants instead of shorts if they prefer.
  - h. In the event of a colour clash between the two teams playing, as determined by the referee, it is the responsibility of the home team to change jerseys or wear a different colour of pinnie/bib.
  - i. For all players, the use of non-compulsory equipment, such as certified head gear or face mask, and arm/knee protectors and braces, are permitted with the permission of the referee, should be feel the item is safety to wear and not harmful to other players.
  - j. The wearing of rigid casts or splints, even though covered with foam or other protective padding is **NOT** allowed.
  - k. The referee has the final decision on whether the player's equipment is appropriate to wear or is required to be changed/removed.
4. Retreat Line
- a. All age groups U13 and below are to use the retreat line rule during their games.



- b. The retreat line shall be marked at the 1/3rds of the field for U13. The use of field markers outside the field of play to indicate the retreat line is permitted or a dashed line across the field is recommended. For U9 and U11, the retreat line is the centre line.
- c. For U9, see the U9 handbook for when the retreat line is used. For U11 and U13, the Retreat Line will come into effect in **two (2)** situations during the game:
  - A Goal Kick
  - A Free Kick to the defending team within its own goal area
- d. At these two (2) restarts, the opposing team is required to move behind the Retreat Line. All opponents must be behind the retreat line and cannot cross the retreat line until the ball is properly put into play and:
  - Leave the goal area OR;
  - Is touched by a player of the team releasing the ball OR,
  - Leaves the field of play.

If a player is trying to retreat behind the centre line and the ball is put into play before this player can retreat the full way, play shall continue and the player is eligible to challenge the ball.

## **M. Team/Game Management**

### **1. Team Management**

- a. All team officials on the team's bench/technical area must be listed on the game sheet. Teams must have a minimum of two (2) team officials list on the game sheet (1 must be an adult) and are permitted up to a maximum of four (4) team officials. Since all team officials on the team roster will print out on the game sheet, all team officials not on the team's bench/technical area must be crossed off the game sheet for each game. Failure to cross off names on the game sheets will be deemed the team official (and this includes players as well) were present and participated in the game.

Team officials are responsible for the behaviour and actions of their players and spectators at any SCB event, before, during, and afterwards. Clubs are responsible for the behaviour and actions of their Team Officials as well as their players and spectators at SCB events.

- b. Teams must have two team officials on the bench for the game to start and continue. Failure to comply could result in an abandon game and forfeiture rules applied to the team causing the abandonment.

- c. If a team official is dismissed from a game, in order for the game to continue, there must be two official on the bench, or in the case there was only two team official on the bench and one has been ejected, a “bench parent” can step in to coach in order for the game to finish.
- d. If a player is dismissed from the game, the player must leave with their parent is available. If not, the player may remain on the bench. If the player interferes with the game in any way, the player and head coach will be penalized by SCB/SNS.
- e. Teams are to have their team benches on the same side of the field. All spectators should sit/stand on the opposite side of the field from the teams, at least 2m from the sidelines. They shall not be sit and stand behind the goal nets. Spectators are not allowed on the same side as the benched unless they are behind a permanent barrier installed the field (a fence or railing) but must be at least 2m from the benches.

A spectator refers to any person that is not listed on the game sheet.

## 2. Game Management

- a. Game sheets must be submitted electronically via RAMP Interactive prior to each game..
- b. The game sheet must have the following information:
  - The first and last name and jersey #'s for all players participating in the game;
  - First and last name of all team officials (including the bench parent if needed) who are present on the team's bench/technical area.
  - First and last name of any player or team official who is serving a suspension
- c. The game cannot start until each game sheet has been submitted in RAMP Interactive.
- d. The referee has the right to delay the start of the game until they receive the game sheets. The maximum a referee can delay the game is 15 minutes. At which point the referee will start the game and send in a report in regards to the team(s) not submitting their game sheet.
- e. Teams not supplying a proper RAMP game sheet may be subjected to a \$50 per game fine plus any forfeit penalty at the discretion of SCB.
- f. At the end of the game, the referee will submit the game details to SCB. Teams can go into RAM and verify what the referee inputted once the referee has submitted the info, if they want.
- g. Once the referee has submitted them to SCB, they are deemed the official match report.

### 3. Game Results and Reporting

- a. All SCB regular season league games can end in a tie. For Cape Breton Cup playoffs, it will depend on the format if games (except for the final) can end in a tie or not.
- b. For U11 and above, the referee who officiated the game will report the match information. The referee will report the score of the game (U13 and above), if any cautions or dismissals were issued, and any special incidents that require reporting. Referees have 48 hours of the game ending. SCB will then enter the game details into RAMP.  
For U9, game sheets are not required. All sections of this League Handbook, especially around Player and Team Official Registration and Eligibility, Team Rosters, and Team Management are to be followed. Should any incident arise from a U9 game, the head team official will be held accountable should any disciplinary action come from said incident.
- c. Referees who issue any dismissals must file a misconduct report with SNS within 48 hours of the game.
- d. The scores will be posted on SCB website for all games. Standings will be published for leagues U13 and above.
- e. For standings purposes, points will be awarded as follows:
  - Three (3) points for a win
  - One (1) point for a tie
  - Zero (0) points for a loss
  - One (1) point for zero goals against in a game (shut out.)
- f. Goal scorers will be noted on the game sheet if possible.
- g. If a team notices any discrepancies from the game sheet to the results posted on SCB website, they are to contact SCB at [competitions@soccercapebreton.com](mailto:competitions@soccercapebreton.com) for review and correction if necessary.

### **N. Forfeitures and Defaults**

1. A defaulted game is one in which one or both teams do not have the minimum number of players necessary to start the game or play and finish a league scheduled game (to the two-thirds completion time.)

A forfeited game is a league-scheduled game that is played (at least to the two-thirds completion time) and subsequently forfeited for a rule violation or discipline penalty.

2. The following applies to teams that are subject to default or forfeiture (at SCB discretion):
  - a. For games between 2 teams who are based within the CBRM boundaries:

# of Games	League Penalty	Opposing Team Compensation	Game Official Compensation
1	\$75	\$ 75	SNS rate for age group and division plus travel cost (if applicable)
2	\$150		
3 or more	\$300		

If a team or teams give less than 24 hours' notice that they will not be able to make a scheduled game, the above penalties and compensation will apply. If one or both teams are based outside the CBRM, the League Penalty and Opposing Team Compensation amounts double.

- b. Any team forfeiting or defaulting any game for any reason will be termed the losing team; the score will be recorded as 3-0; and three (3) points will be awarded to the winning team (no point for shut-out as game was not played.)
  - c. Should there be a special circumstance on why a team has defaulted/forfeited a game, SCB is to be notified no later than 24 hours after the original start time of the game on the reason. SCB will determine if the default/forfeit will stand or a different solution will be imposed.
  - d. If both teams default/forfeit the same game, the teams will be subject to amounts in point a and neither team will be awarded points.
2. Any team that accumulated three (3) defaults and/or forfeitures in all SCB events in one (1) season shall be subjected to a SCB Discipline Hearing. If a SCB Discipline Hearing is required, the head team official and a club representative must attend the hearing. SCB will give the team/club 48 hours' advance notice of the hearing. The SCB Discipline Committee can impose, from the hearing, anything from no additional penalty, to the team being expelled from the league for the remainder of the season.
3. If a team drops out/is removed from the league competition prior to the completion of the league schedule:
  - a. If they have not played all the teams in their league at least once, all its league games played will be deemed null and void, all future games will be removed from the schedule, and the league standings updated accordingly;

- b. If they have played all the other teams at least once (twice, etc. depending on league format), those completed rounds will count towards the standings and all other games will be deemed null and void and removed from the schedule.

## **O. Discipline**

1. SCB shall follow the current discipline and appeals processes and procedures published by Soccer Nova Scotia. This includes the Automatic Discipline System used for dealing with cautions (yellow cards) and dismissals (red cards), and the Enhanced Suspension System that deals with acceptance of penalties and waiving the right to a hearing.

If a player or team official is dismissed for 2 cautions in a match and one of those cautions is for dissent, an additional game will be added on to the suspension. If both cautions are for dissent, 2 games will be added on to the suspension.

If a player or team official is dismissed for violent conduct against a game official or for using Offensive, Insulting, and/or Abusive Language and/or Actions towards a game official shall have 3 games will be added on to the suspension.

2. It is the responsibility of the team officials to track their players' cautions, dismissals, and suspension games served. SCB will monitor and review game sheets to make sure suspensions are served properly.

Once suspended, the player(s) or team official(s) is ineligible to play up or participate in any other team's games until the full suspension is served with the team in which the player(s) or team official(s) is registered with. For a team official registered to more than one team, it shall be with the team they are registered to and received the suspension while acting in the capacity of a team official.

3. Upon receiving the SNS Player Dismissal or Team Official Dismissal Report from SNS, a SCB executive board member will review the dismissal report and send out a discipline notice to the individual(s) involved, team official(s) and the club stating the penalty/suspension. This notice will be sent out within three (3) business days of receiving the Referee's Dismissal Report.
4. SCB shall set time lines for the payment of any cost(s), fine(s), and/or bond(s), and may set further terms of punishment for non-compliance.
5. Any player(s) or team official(s) having received a discipline notice may appeal the decision through their club representative. Timelines and procedures are set out in the SNS Discipline and Appeal Policy. SCB will appoint an appeal committee chairperson for the hearing and that appointed chairperson shall select two (2) neutral persons to serve on the committee with them.

6. Should SCB initiate a discipline hearing, SCB shall follow the process and procedure as set out in the SNS Discipline Policy.
7. Any player or team official has the right to appeal the SCB's Appeal Committee's decisions to SNS as per SNS Appeals process and procedures.
8. Any player, team official, or club official found in violation of the suspension rules shall be immediately suspended indefinitely from all SCB and club activities and be reported to the SNS Discipline Committee for further action.

## **P. Protests and Grievances**

A reminder that the decisions of the referee regarding facts connected with play, including whether or not a goal is scored and the result of the match, are final. Only decisions that are deemed technical in nature can be reviewed by the SCB.

1. Any concerns, complaints, issues, grievances, or possible protests will only be entertained by SCB if it goes through the proper communication channels. Players and parents are to communicate through their team officials. Team officials can communicate directly with SCB once they have discussed the issue with their club representative, who shall be included on all communications to and from SCB. The club representatives can communicate directly to SCB on any and all matters involving their club.
2. Any grievance or protest (just stated as protest here forthwith) that involves the outcome of a game must be received by SCB 24 hours after the incident or the end of the game being protested.
3. All protests must be accompanied with a \$250 certified cheque payable to Soccer Cape Breton, or by cash for which a receipt will be issued. The club filing the protest has up to the first business day after the protest has been filed, to submit payment to SCB.
4. The SCB executive committee will appoint a chairperson to review the protest. If a hearing is required, the chairperson will select two neutral persons to form a committee.
5. If a hearing is required, the committee shall send out the date, time, and location of the hearing within 72 hours of receipt of the protest and deposit, excluding weekends and holidays. The hearing itself will be held within 10 days of receipt of the protest.
6. All parties involved in the protest shall be notified of the hearing and have the right to attend the hearing. They may waive this right to attend by informing SCB in writing or by email, in which the hearing will proceed in their absence.

7. The hearing is to be conducted in the same fashion as a discipline hearing, following the procedures set out in the SNS Discipline Policy.
8. If the committee upholds the protest at the hearing, the \$200 hearing fee will be returned to the party filing the protest. If the protest is not upheld, the hearing fee is forfeited to SCB.
9. If any party does not agree with the committee's decision, they have the right to file an appeal with SNS following SNS appeal process and procedures.

#### **Q. Tie Breaking Rules for Regular Season Standings**

1. At the end of league play, the following shall happen:
  - a. The Competitive A teams (if any) will be separated from the Competitive B teams (if there are provincials.)
  - b. Once separated, to determine the final standings for each group, if there are teams that are tied, the following tie breaking rules will apply:

##### *When all league games are played/deemed completed*

- i. *Previous Match Results* – the most points gained in the match(s) between the teams concerned shall be used to determine the final standings.
- ii. *Goal Difference* – for any teams still tied, by deducting goals against from the goals for in the match(s) between the teams concerned, with the highest goal difference determining the final standings.
- iii. *Fewest Goals Conceded* – for any teams still tied, the fewest goals conceded in the match(s) between the teams concerned, shall be used to determine the final standings.
- iv. For any teams still tied (this applies if more than two (2) teams who remain tied), step i, ii, and iii in order shall be re-applied to the match(s) between the teams concerned to determine the final standings.
- v. For any teams still tied, methods ii and iii respectively shall be re-applied using goals scored and conceded in all games against all teams within the respective grouping.
- vi. For any teams still tied, a coin toss between the teams will be used to decide the final placement. It will be a best 2 out of 3 flips. A SCB executive board member will be assigned as the coin flipper.

##### *When all league games are not played/deemed completed*

- vii. If any tier or group that could not compete all scheduled league games due to a game(s) being cancelled by situations or elements outside of the teams control, and

there was not sufficient time to reschedule the game prior to the last date to play league games, the standings will be determined on a “points earned percentage basis”.

SCB will take each team’s points earned and divide that number by the total number of points the team could have earned in all games played, will produce the team points earned percentage. Teams will be ranked on this percentage, with the highest percentage being declared first (1<sup>st</sup>) in their league standing and so on.

Games that have been deemed defaulted and forfeited will count as games played.

Example:

Team A – 14 games played x 3 points for a win = 42 possible earned points  
Actual points the team earned = 38 points  
 $38/42 = 90.5\%$  points earned percentage

Team B - 13 games played x 3 points for a win = 39 possible earned points  
Actual points the team earned = 35 points  
 $35/39 = 89.7\%$  points earned percentage

Team A places ahead of Team B due to higher point earned percentage.

## **R. Cape Breton Cup Playoffs**

1. Cape Breton Cup playoffs will determine who will represent SCB at SNS Provincial Championships or provincial play downs (if required).
2. All teams entered into U13, U15, and U18 age groups are assumed they will be competing to represent SCB at Provincial Championships or provincial play downs. Any team wishing to opt out must notify SCB, in writing(email), by August 1st. Any team that withdraws from playoffs after this date will be penalized \$150.
3. All teams with overage players on its roster are not eligible for participation in the playoff round or provincials.
4. The Cape Breton Cup may be played over a period of time (see calendar for dates.) Format will be determined by the number of teams eligible to participate. With divisions more than 8 teams in it, only the top 8 will qualify. Formats will depend on the number of teams but SCB’s intent is to avoid a single match knock-out until we get to the semi-finals.
5. Winner of each division will be the SCB representative. Any team that withdraws from going to the Provincial Championships, after having won their respective division, will be penalized \$300. Any additional team requested to attend provincials, confirms they will participate,



and then withdraws from the competition, will be penalized \$300.

6. Reminder that only players listed on a team's official roster in RAMP can participate in playoff games. No play-ups are allowed.

## **S. SNS Provincial Championships**

1. Currently, SCB is allowed to submit one entry in each division where we have 4 more team league in. All others, we can request a spot or a provincial playdown in order to attend the provincial competition. Entries in Provincial Championships are determined by what competition level SCB teams declared at the beginning of the season and the results of the playoff rounds. CBFC teams are not allowed to represent SCB at Competitive B and U15 Competitive A provincials except when all other SCB clubs decline the spot.
2. SNS may require the SCB provincial representatives to compete in a provincial play down in order to advance to the Provincial Championships.
3. There may be times were SCB is asked for a second team in a particular provincial championship. If possible, we will try to take advantage of this request by asking the playoff round runner-ups if they would like to go.
4. Once SCB has declared which provincial competitions they will be sending a representative for, the representing teams/clubs are responsible for paying all fees and expenses associated to their participation at the provincial championship, including any penalties incurred. Any team incurring penalties in regards to provincial may incur further penalties from SCB as well.
5. Teams are responsible that all required paperwork is readily available and/or submitted as required by SNS Provincial Championship rules. SCB will assist any team that requests SCB help. SNS Player ID cards may be required for team officials and players for Provincial Championships. Once a team knows they are attending Provincial Championships, SNS will inform you if you need ID cards. If so, contact SCB to arrange to get your cards printed. SCB will require a passport style picture for each player and team official, which is to be uploaded the person's profile in RAMP, in order to create the card.

## **T. Out of Province Travel Permits**

1. All teams travelling outside of Nova Scotia, to compete in a tournament or attend any type of training camp, must complete and submit a travel permit application prior to travel.
2. Travel Permit Application can be found on the Soccer Nova Scotia website under the menu item Members > Forms.

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3. Any team that travels outside of Nova Scotia without an approved permit will be subject to Soccer Nova Scotia discipline sanctions.

## **Annex A**

### **Player Code of Conduct**

1. Play by the rules of the game.
2. Respect the Referees, and accept their decisions without criticism.
3. Are fair and positive in your interactions with opponents; without them, there is no game.
4. Encourage and respect all your teammates, and help them and the team to succeed.
5. Treat your Coach with respect, and work with the coach for the betterment of the team.
6. Accept coaching decisions as part of the game; speak respectfully, openly and honestly in private with your Coach should a disagreement arise.
7. Avoid the use of profanity, violent behaviour, bullying, and abuse of any kind.
8. Are generous when you win, and gracious when you lose.
9. Demonstrate commitment to the team by attending all practices and games, unless necessary to miss one, and by working hard and cooperatively at all team events.

### **Team Official Code of Conduct**

1. Follow the fair play philosophy of coaching that emphasizes the concept of equal participation for equal commitment; respect both the rules and the spirit of the game.
2. Respect the opposition players and coaches, and actively encourage their players to do the same.
3. Remember that players need a Coach they can respect. Be generous and praise, lead by example, and provide all feedback in a constructive, positive manner.
4. Respect the Referees, and refrain from criticism of their efforts and rulings.
5. Treat all players with respect and dignity, and appreciate that every player is unique.
6. Coaches should be fair to all players in respect to time on the field. Coaches should strive to make sure each player plays at least 40% of each game.
7. Emphasize the importance of active participation and doing one's best over the importance

of winning or losing, and focus on the quality of the experience, not just the outcome.

8. Promote positive teammate interaction, and intervene where negative behaviours are demonstrated.
9. Show zero tolerance for profanity, violent behaviour, bullying and abuse of any kind.
10. Communicate openly and clearly with parents and players to ensure all expectations and feedback are understood.
11. Are receptive to ideas and suggestions from players and parents in developing goals and programs for the team.

### **Parent Code of Conduct**

1. Model good sportsmanship for your child in all interactions with their teammates, opponents and Referees
2. Refrain from any criticism of Referees; they, like your children, are learning the game, and need support and encouragement from all.
3. Provide positive feedback to all players from both teams, and offer engagement when they try something creative, or demonstrate good skills.
4. Avoid conflicts with parents from your team, and from the opposing team.
5. Let the Coach do his/her job; avoid yelling instructions to players from the sidelines, as it can be confusing and frustrating for all.
6. Communicate openly with your coach if you have ideas or concerns; choose a time away from a game situation; treat the Coach with respect, and work with them for the betterment of the team
7. Ensure your child is interacting consistent with the player provisions in the Code of Conduct, and is abiding by the Letter of Commitment.

### **Referee Code of Conduct**

1. Shall conduct themselves with dignity both on and off the field of play, and by example endeavour to inspire the true principles of sportsmanship and earn the respect of those whom they serve.

2. Shall not cause the Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which he officiates.
3. Shall adhere to all Provincial standards and directives.
4. Shall follow the SNS and CSA Guidelines for Match Officials' uniforms and maintain an appropriate level of physical and mental fitness.
5. Shall study and enforce the current Laws of the Game and any event specific rules and regulations.
6. Shall perform their designated responsibilities, including attending organized clinics, meetings, lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing.
7. Shall honour any appointments made for and accepted, unless unable to do so by virtue of illness or personal emergency.
8. Shall not publicly criticize other referees or any soccer association.
9. Shall not make public statement to or through the media (newspaper, T.V., radio, social etc.) relating to a game in which the referee has officiated, or to the performance of the players or other officials.
10. Shall follow the correct lines of communication, by addressing all questions or concerns to the SNS either through the SNS office or to your district Referee in Chief.
11. When writing reports, set out the true facts and not attempt to justify any decisions.
12. Shall report any approach to fix the result of a match.