



POLICIES AND PROCEDURES

**Member Rights and Responsibilities**

Effective: April 2023

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# 1 Membership Policies

## 1.1 Principles

- 1.1.1 For residents of the Valley territory registration in the VSA is the only pathway to “membership” in the VSA and the worldwide Soccer community including the SSA, CSA, CONCACAF, and FIFA.
- 1.1.2 For Regular and Associate Members, membership status and the Conditions of Membership are determined at the sole discretion of the VSA Board of Directors.
- 1.1.3 For Independent Entities, where no Regular or Associate Member exists, Membership status and the Conditions of Membership is determined by the VSA Board.
- 1.1.4 Any changes altering the Conditions of Membership must be submitted to the VSA Board of Directors for review and approval in advance of their taking effect.
- 1.1.5 For Participant Members and Entities, membership status is generally determined through the registration process of Regular or Associate Members.

## 1.2 Classes of Membership

- 1.2.1 As described in the Articles of Incorporation the VSA has two classes of membership. They are provided within this policy for reference purposes only.

- 1. Zone Association Members: shall be the official minor soccer association for each municipality within the VSA territory. These members would be considered Regular Members and are referred to in the policy and procedures as such.
- 2. Non- Zone Association Members: shall be consisting of such organizations and individuals who are properly registered through a Zone Association Member or directly with VSA as approved by the VSA Board. These members would be considered Entity Members and are referred to in the policy and procedures as such.

# 2 Zone Association Members/ Member Organization (M.O.)

## 2.1 Membership in the VSA

- 2.1.1 Membership status within the VSA is subject to the ongoing ability of the M.O. to meet annual expectations of membership as described in the Bylaws and policies of the VSA and is subject to review by the VSA Board at any time.
- 2.1.2 As a primary condition of acceptance as a Regular and/or Associate Member, organizations accepted by the Board shall work in partnership with the VSA to ensure compliance with VSA bylaws and policies by the Entities, Participants and Organizers under their authority.

## 2.2 Member Responsibilities

- 2.2.1 Each level of membership has specific rights and responsibilities as outlined within the Bylaws, policies, and procedures of the VSA.
- 2.2.2 Rights and privileges are ONLY extended to Members that are in compliance with the Bylaws and policies of the VSA.

- 2.2.3 VSA is a membership-based organization.
- a) Participation with and service to non-members shall only be extended on a limited basis for educational and/or promotional purposes to encourage membership.
  - b) Members planning to interact with non-members are required to seek approval in advance from the VSA Board.
- 2.2.4 All Members have a responsibility to:
- a) Align their efforts with the VSA Vision, Mission and Strategic Plan.
  - b) Meet all deadlines and requirements outlined in the Bylaws and Policies and Procedures of the VSA.
  - c) Adhere to any official rulings of the VSA.
  - d) Work in a spirit of partnership and collaboration and foster relationships with all VSA stakeholders.
  - e) Have in place practices and/or policies that ensure proper Governance of their M.O.
  - f) Follow, educate, and enforce the VSA Code of Conduct.
  - g) Offer and engage in programming that enhances the development of the game of soccer in their region and Saskatchewan.
  - h) Have practices in place to encourage increased participation in their M.O. and the VSA.
  - i) Name delegates to attend VSA general meetings and the Annual General Meeting (AGM).
    - i. *Members that are not represented at the AGM lose 50% of their MAP eligibility annually.*
  - j) Annually put forth names to sit on Board, Committees and Advisory Groups as outlined in VSA Bylaws
  - k) Communicate VSA messages that are relevant to all participants, throughout their organization.
  - l) Collaborate to host VSA partnership events and activities (where appropriate facilities are available).
  - m) Ensure that all events are properly sanctioned as per VSA Policy; and,
  - n) Implement practices consistent with the principles of the Long-Term Player Development model through SSA

## 2.3 Probationary Membership Application and Approval Process

- 2.3.1 The VSA Membership Approval process is in place to ensure that the VSA develops strong working relationships with key partners who will enhance the sport of soccer in Saskatchewan aligning efforts to promote the vision of the SSA Strategic Plan.
- 2.3.2 All new applications will be subject to a minimum one-year probationary period to determine the applicants' ability to:
- a) Meet all expectations required of a Regular and,
  - b) Establish complimentary relationships with existing member organizations.
- 2.3.3 During the probationary period, the VSA will work closely with the probationary M.O. to support their operations and ensure membership requirements are met to prepare for a second review by the VSA Board.
- 2.3.4 Conditions of Membership proposed in the application are subject to amendment by the Board.
- 2.3.5 To be considered for probationary membership, a Membership Application Form, associated documentation, and, if applicable, payment of Membership fees must be submitted to the VSA office in a timely fashion.
- a) A minimum of 120 days prior to the start of the season is recommended to allow for the decision-making process to be completed.
- 2.3.6 Upon receipt of all requirements the VSA will undertake an initial review of the application to determine if the applicant:

- a) Is committed and capable of abiding by all VSA Bylaw and Policy expectations.
- b) Has the internal capacity to meet its goals and objectives according to the approved Conditions of Membership.
- c) Has the support of the community; and,
- d) Is a complimentary partner whose efforts align with key success factors of the SSA Strategic Plan

- 2.3.7 Upon review, there are five possible options; the VSA Board, depending on the level of community support for the application, shall:
- a) Provide a decision within 90 days.
  - b) Provide a decision within 180 days which may involve convening a Membership Committee whose role is to undertake a more detailed review of the application.
  - c) A detailed review may involve:
    - i. Additional letters of support being requested from the Community or existing members.
    - ii. Reference checks on the Applicant's leadership team or other relevant individuals.
    - iii. Direct consultations with various parties including:
      - Existing M.O. that may be impacted
      - Board Members of the Applicant
      - Participants/parents of athletes of the Applicant
      - Others who can provide information relevant to the decision.
  - d) Recommend that the applicant seek Entity status under an existing M.O.; or,
  - e) Reject the Membership Application
    - i. If an application is rejected it shall not be reviewed again until any noted areas of concern are addressed.

- 2.3.8 If approved for a one-year probationary Membership, at the end of the probationary period a second report will be completed and submitted to the VSA Board who will:
- a) Approve full membership as a Regular Member in the VSA with specific Conditions of Membership outlined.
  - b) Extend the probationary period for a time determined by the Board.
  - c) Refer the Applicant to an existing M.O. to apply as an Entity Member.
  - d) Reject the Applicant and remove all rights and privileges as a Member in the VSA.

## 2.4 Good Standing

- 2.4.1 The good standing of any Member shall come into question if they:
- a) Are not acting in accordance with the VSA Code of Conduct.
  - b) Have not properly registered with the VSA.
  - c) Are not in compliance with VSA Bylaws, Policies and Procedures and official rulings.
  - d) Are facing disciplinary sanctions or are under suspension; or
  - e) Have outstanding accounts with the VSA or any of its M.O. or Entities.
- 2.4.2 The VSA Board of Directors has the authority to revoke Good Standing until any outstanding issues are addressed.
- 2.4.3 Should Good Standing be revoked
- a) The organization or individual shall have some or all their privileges of VSA membership restricted including the ability to participate in soccer-related activities.

- b) The VSA shall provide official written notice to inform the individual and/or the M.O.
- c) The notice letter will outline the required steps to restore Good Standing and, if applicable, outline the process for Appeal of the ruling.
- d) All conditions in the notice letter must be adhered to and any attempt to circumvent the restrictions shall be grounds for further discipline including the potential for loss of membership in the VSA on a permanent basis.
- e) While Good Standing is revoked individuals and groups are not permitted to register with a new M.O. or Entity.

2.4.4 Restrictions will be lifted, and activity can be resumed only upon completion of the terms outlined in the notice letter. Good standing shall only be considered restored upon receipt of written confirmation by the VSA Board.

## 2.5 Member Rights and Benefits

2.5.1 Members shall be extended the following rights and benefits:

VSA MEMBER ORGANIZATION Rights and Benefits	Regular Members	Entities
<b>Sport Administration</b>		
Govern soccer according to conditions of membership by the VSA.	✓	
Organize or govern soccer and soccer activities according to policies of their governing organization.		✓
Organize and deliver soccer programming.	✓	✓
Vote on matters before VSA Special General and Annual General Meetings.	✓	
Have a voice on matters at VSA Special General and Annual General Meetings. *At the discretion of the Chair	✓	*
Be consulted on matters of importance to the VSA.	✓	✓
Extend insurance privileges to volunteers and staff from the Liability and Directors and Officers Insurance Policy.	✓	✓
Extend coverage under Accident Insurance to Participants.	✓	✓
Access VSA Calendar of Events.	✓	✓
Access expertise and support from VSA Staff & Board	✓	✓
Receive support through Member Assistance Program (MAP)	✓	Via M.O.
Participate in and benefit from VSA sponsorship opportunities.	✓	✓
Participate in and benefit from VSA Communications and Promotional programs, including: a) Contributions to and receipt of Soccer Newsletters b) Receipt of VSA Communications and Information Releases c) Receipt of notifications on VSA programming d) Listing in VSA Membership Directory.	✓	✓
Nominate athletes/volunteers for VSA Awards and Recognition.	✓	✓
Nominate Individuals for VSA Committees and/or the VSA Board of Directors.	✓	✓
Access to VSA and SSA resources, including but not limited to: a) Long Term Player and Athlete Development b) Byte Size Coaching Program c) Coaching Resources d) Referee Development programs	✓	✓
Access to VSA and SSA organizational development resources for local adaptation, including but not limited to: a) Bylaws b) Policies and Procedures c) Club Excellence	✓	✓
Participate in Formal Complaints and Appeals process	✓	Via M.O.
Access to web-based registration system sports administration database including but not limited to the following tools: Website & Registration	✓	Via M.O.

<b>VSA MEMBER ORGANIZATION Rights &amp; Benefits</b>	<b>Regular Members</b>	<b>Entities</b>
<b>Sport Delivery</b>		
Participate in and benefit from VSA programs.	✓	✓
Participate in and benefit from SSA & CSA programs (as applicable).	✓	✓
Host and participate in sanctioned soccer activities within the Province of Saskatchewan, including: <ul style="list-style-type: none"> <li>a) Exhibition Games</li> <li>b) League Games</li> <li>c) Sanctioned Tournaments</li> </ul>	✓	✓
Access expertise and support from VSA and SSA Staff.	✓	✓
Participate at level of interest and develop to potential through grassroots, recreational, competitive, and high-performance pathways.	✓	✓
Participate in SSA Grassroots Stream programs and events, as outlined in SSA Grassroots and Recreational Stream Plan.	✓	✓
Participate in SSA Competitive Stream programs and events via VSA, including: <ul style="list-style-type: none"> <li>a) Provincial Championships</li> <li>b) Premier Soccer League</li> </ul>	✓	✓
Host VSA & SSA Grassroots, Recreational and Competitive Stream programs and events.	✓	Via M.O.
Participate in SSA High Performance Stream programs, as outlined in the SSA High Performance Plan	✓	✓
Receive services of SSA registered officials.	✓	✓
SSA Referee Certification Courses	✓	Via M.O.
VSA and SSA Coach Clinics	✓	Via M.O.
Host other VSA and SSA workshops and clinics, as applicable.	✓	Via M.O.



## 2.6 Entity Members

- 2.6.1 Entities include but are not limited to, teams, clubs, zones, tournament organizing groups, leagues, academies, and community associations.
- 2.6.2 Entities shall have such authority as granted to them by their Regular Members and the VSA and shall:
  - a) Register through their governing organization; and,
  - b) Any Entity, currently under the governance of a Regular Member, which intends to withdraw and apply to the VSA as a Regular Member shall communicate their intent to the VSA prior to making application.
- 2.6.3 An Independent Entity is an Entity that registers directly with the VSA when there is no appropriate Regular member organization with whom to register. On a case-by-case basis Independent Entities may be encouraged to apply for Member status. Independent Entities:
  - a) Shall affiliate with the VSA annually.
  - b) Are accountable to the VSA; and
  - c) Are not eligible for Membership Assistance Program (MAP) funding.

## 2.7 Academy Members

- 2.7.1 An Academy is defined by FIFA as “an organization or an independent legal entity whose primary objective is to provide players with long term training through the provision of the necessary training facilities and infrastructure. This shall primarily include, but not be limited to, soccer training centers, soccer schools, etc.”
- 2.7.2 VSA Academies are organizations that:
  - a) Provide technical and tactical instruction to soccer players within the guidelines of the VSA.
  - b) Provide technical and/or consulting services to clubs, zones, member organizations and the provincial association.
  - c) Provide coaching development opportunities.
  - d) Provide enhanced practice to game ratios as per guidelines of LTPD.
  - e) Provide competitive opportunities to support player development which:
    - i. may include exhibition games and tournaments.
    - ii. include participation in High Performance Leagues and the operation/ participation in Academy only Leagues that are in place to supplement training,
    - iii. but does not include the full participation in traditional leagues, except by invitation from a M.O.
    - iv. and does not include competition as a team in provincial championships.
- 2.7.3 Academies seeking Membership have the option to:
  - a) Apply for Membership with specific Conditions of Membership, rights and restrictions as outlined in this Article.
  - b) Pursue Entity status under the governance of an existing M.O.
- 2.7.4 Regardless of which option is pursued, Academies and M.O. are strongly encouraged to work collaboratively to seek a positive working relationship and to align their efforts in a complimentary manner to serve athletes and grow the game in their area.

- 2.7.5 For Profit Members are not eligible to receive Population Based MAP funding.
- a) They may under certain circumstances be eligible for Special Projects Funding if they can clearly demonstrate how their MAP project will benefit the growth of soccer in their area with a focus on community service, reducing barriers to participation for special needs groups including, but not limited to inner city, athletes with disabilities, Aboriginal, new Canadians and others who may not otherwise be able to participate without additional support.
- 2.7.6 Participation in more than one Member Organization:
- a) Athletes training in Academies do so to enhance their skills and opportunities in the game. As per the SSA Strategic Plan: “All participants are given the opportunity to achieve their goals through participation in soccer”, as such, the VSA respects the rights of athletes to make choices about how and where they train and compete.
  - b) However, in all cases where participation in more than one M.O. occurs, the athlete’s registration shall reside with the non-Academy Member Organization

### **3 Partner Organizations**

#### **3.1 Partner Groups**

- 3.1.1 The VSA works in partnership with SSA to include the following organizations and recognizes their authority to operate soccer programs under their authority.
- a) Saskatchewan High School Athletic Association
  - b) First Nations Games
  - c) FSIN Championships
  - d) North American Indigenous Games
  - e) Canada Games
  - f) Western Canada Games
  - g) Saskatchewan Summer Games
  - h) Canada West Universities Athletic Association
  - i) Canadian Inter-University Sport
  - j) Alberta Colleges Athletic Conference
  - k) Canadian Collegiate Athletic Association
  - l) Special Olympics
  - m) Other Provincial Soccer Governing Bodies
  - n) CSA
  - o) FIFA
- 3.1.2 Unless otherwise indicated by the VSA, participation in soccer events operated by Partner Groups is authorized by the SSA.
- 3.1.3 Depending on the nature of the partnership agreement, participants in these organizations may also be required to register with the VSA.

#### **3.2 Endorsement of Non-Member Soccer Instructional Programs (SIP)**

- 3.2.1 The VSA endorses non-member providers of soccer instructional programs that meet a minimum standard of instruction and programming, including certified and Police Record Check-cleared instructors, age-appropriate and Long-Term Player Development-compliant on-field and off-field instruction, appropriate player-to-coach ratios, facilities and timetables, and adequate insurance.

- 3.2.2 The VSA cannot guarantee of the standards being met at unsanctioned soccer instructional programming.
- 3.2.3 **PLEASE BE ADVISED:** Participants in non-member SIP activities are NOT covered under the SSA Insurance policy.
- 3.2.4 For full details on Endorsed Soccer Instructional Programs can be found by contacting VSA.

### **3.3 Community Service**

- 3.3.1 M.O. doing community service or working with groups with barriers to participation or with groups for educational purposes may apply for a full or partial exemption of VSA 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 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 Kid Sport should be considered.
  - d) Applications for exemptions must be made in writing to the VSA Board

## **4 Registration and Deadlines**

### **4.1 Registration & Deadlines**

Fees and dates are determined on an annual basis and communicated with M.O. Failure to meet registration dates with completed registration fees can affect the Good Standing of M.O.

### **4.2 Member Organization Registration**

- 4.2.1 Members Organizations shall:
  - a) Affiliate with the VSA annually.
  - b) Ensure all Members under their authority register and remain in compliance with Bylaws and policies.
  - c) Submit all fees to the VSA by cheque and all information as outlined in the VSA Policies and Bylaws.
  - d) Annually update the VSA office with the following:
    - i. Bylaw Amendments (if any) and/or changes to VSA Board approved Conditions of Membership.
    - ii. Directors and Officers.
    - iii. Two primary contacts who will receive official correspondence from the VSA.
    - 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.

## 4.3 Participant Registration Process and Information Summary Requirements

### 4.3.1 Online Registration System

The SSA launched an online registration portal in 2014 with the goal of having 100% participation by Outdoor 2016. This deadline was extended to Outdoor 2017.

- a) As of Outdoor 2017, the online registration portal is the only registration option for VSA members. All participants must register individually via the VSA online registration portal.
  - i. Importing Excel files onto the online registration portal or manually entering participant data on their behalf is prohibited as the parent or guardian must agree to the VSA Waivers, CASL, etc.
- b) Registrations must be completed on the SSA designated online registration portal form in the relevant season.

### 4.3.2 Member Organizations must summarize and submit all required information as per the deadlines specified throughout this Policy on the VSA approved Registrar's Summary Report form.

### 4.3.3 Regular Members and Independent Entities shall:

- a) Ensure that ALL participants and entities that they interact with or serve are registered with the VSA.
  - i. Registration fees are non-refundable and non-transferable. The M.O. is accountable to forward registration fees and registrar information for that individual to the VSA; a decision to provide a refund of fees at a local level does not impact this policy.
- b) Ensure that all participants are properly registered on a local level prior to their first scheduled game.
- c) All member organizations must ensure that all required fields are completed on the online registration portal registration form.

### 4.3.4 The VSA has the authority to review all Registration Forms, league and/or tournament rosters and league schedules to verify information and determine if VSA policies are being followed.

### 4.3.5 Player Registration

- a) Any participant that is new to a Member Organization must declare where they were registered previously so that it can be determined if a Player Transfer is required (See Article 8 below).
- b) Any new member who was last registered outside of Saskatchewan must receive approval from the Province/Country of last registration prior to participating (see Article 8).
- c) Athletes participating in Academies can participate in existing Member Organizations programs. In all cases where dual participation occurs, the Athlete must register as member with the existing Member Organization.
- d) All players wishing a transfer from one M.O. to another must complete all steps outlined in Article 8 Player Transfer Policy.

### 4.3.6 Coach and Team Personnel Registration

- a) Coaches and Team Personnel are required to be registered via the VSA online registration portal. In addition to the information outlined during registration the VSA requires the information below be submitted for all team personnel:
  - i. NCCP Certification Number (only required for coaches).
  - ii. Respect In Sport number (all Coaches and Team Personnel); and,
  - iii. Police Record Check and Vulnerable Sector Verification
- b) Players who are active as Coaches or Team Personnel must register and pay fees as a Coach or Team Personnel except when they are 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 a Coach.

#### 4.3.7 Referee Registration

- a) Referee Registration must be completed through the SSA online registration portal registration process.
- b) Referees should contact their local M.O. to arrange for payment of annual referee registration fee. When confirming registration on the online registration portal, please select 'cheque' for payment option.
  - i. Certain M.O. may choose to pay fees for their registered referees.
- c) Referees must be 12 years of age or older to register as a small-sided referee.

#### 4.3.8 Director and Officer Registration

- a) Directors and Officers are required to register.
- b) Directors and Officers may either be registered when submitting the Member Renewal Form or at the beginning of each season.

### 4.4 Registration Deadlines

#### 4.4.1 Registration Deadlines are as follows:

- a. M.O. shall register participants by deadlines determined by the VSA board on an annual basis and submit all fees and forms to the VSA office or face late fees, fines and/or discipline.
- b. Once the initial deadline has been missed late fees remain in effect for the remainder of the season.
- c. **Final Registration Deadline:** Final registration information and reconciliation payment of any outstanding fees is due prior to season end.

### 4.5 Registration Fees

#### 4.5.1 Members Organizations, Player fees, Coach & Team Personnel fees and Referee fees are set annually by VSA and are communicated to M.O. in the first quarter of the calendar year.

#### 4.5.2 Late Fees

- a) A \$10.00 late fee per registration will be assessed for all Player and Team Personnel Registrations that are not submitted as per deadlines.
- b) Referee Registrations received after June 7th, excluding those attending fall clinics, will be subject to a late fee of \$10 per referee.

#### 4.5.3 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 SSA.

## 4.6 Interest Charges and Late Fees

- 4.6.1 Accounts that are overdue after 60 days will be subject to a 4% monthly interest charge.
  - a) To avoid interest charges Members are asked to contact the VSA office immediately if they have any concerns with an invoice or statement.
  - b) Once interest has been applied, the Member's full payment, including interest, must be paid to remain in Good Standing
- 4.6.2 Members who do not meet deadlines set out by VSA could be charged \$10/day Late Fee.
  - a) Late fees may be applied to any registrations, applications, or reports including, but not limited to: Clinic Registrations (Referee, Coach, Player, etc.), Registrar Reports, Concession Requests, Coach and/or Referee Checklists, Grant Applications & Follow-up/Document Submissions, Team Reports, VCT Registrations, AGM Deadlines (nominations, bylaws, etc.), and any other deadline as set out by VSA.
  - b) To avoid late fees Members are asked to contact the VSA admin or President immediately if they are unable to submit required documents and/or fees on time.
  - c) Once late fees have started to accumulate, the Member's full payment, including interest, and all outstanding documents, must be received by VSA to remain in Good Standing.

## 4.7 Player Registrations

- 4.7.1 For players, Membership Status is generally determined through the registration process of the Regular or Associate Members.
- 4.7.2 The VSA offers participation in the following age and playing categories:
  - a) Mini - Under 5, U7, U9, U11
  - b) Youth - U13, U15, U18
  - c) Co-ed - for all ages noted above.
- 4.7.3 All players must be registered in the zone boundaries of the M.O. unless a release has been requested and granted by the M.O. (See Section 8 – Transfer)
- 4.7.4 All players must be registered in the age group by which their birth year determines the category.
- 4.7.5 Any Grade 12 player who wishes to register for U18 but does not fall in the set birth year is eligible to register only if the player is still 18 years of age at graduation (June 30) of the current playing season. In addition, the physical and mental safety of each player must be taken into consideration by the registering organization prior to permitting registration. This includes but is not limited to the stature, physicality, situational awareness, and the skill of each player. The VSA board reserves the right review registered players at any time using the above criteria for the sole purpose of player safety.

- 4.7.6 Player concessions are available to all M.O. and must be submitted in writing for each player to the VSA board by the determined deadline set each year. The VSA board reserves the right review registered players at any time using the above criteria for the sole purpose of player safety. Each player concession must include the:
- i. M.O. submitting the request.
  - ii. Player’s name & date of birth
  - iii. Authorization/approval of the parent or guardian of the player
  - iv. Purpose/reason a concession has been requested which includes details of the stature, physicality, situational awareness, and the skill of the player.
  - v. Any additional information that M.O. wishes to communicate in granting a concession.
  - vi. Any additional information that the VSA board requests
- \*\* All concession details/information are confidential and determined on a case-by-case situation

4.7.7 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 2019 to April 2020 and an outdoor season that runs April 2020 to September 2020, an Under 11 player must be born on or after January 1, 2009.

To play in the years noted Players must be born on or after the dates noted in the below sample table:

	2019 Outdoor	2019/2020 Indoor & 2020 Outdoor	2020/2021 Indoor & 2021 Outdoor
<b>Under 5</b>	January 1, 2014	January 1, 2015	January 1, 2016
<b>Under 7</b>	January 1, 2012	January 1, 2013	January 1, 2014
<b>Under 9</b>	January 1, 2010	January 1, 2011	January 1, 2012
<b>Under 11</b>	January 1, 2008	January 1, 2009	January 1, 2010
<b>Under 13</b>	January 1, 2006	January 1, 2007	January 1, 2008
<b>Under 15</b>	January 1, 2004	January 1, 2005	January 1, 2006
<b>Under 18</b>	January 1, 2001	January 1, 2002	January 1, 2003

4.7.8 **VSA Indoor Season Refund Policy** – We understand that sometimes things outside of your control can have an impact on your life unexpectedly. The VSA tries to be sympathetic and empathetic to your individual circumstances. That said, we also have certain implications that impact us on a club level, and financial obligations that must be met. Therefore, we have adopted the following **Indoor Season Refund Policy** which individual clubs and communities may choose to implement in their own operations under the VSA.

If a player is withdrawn –

- a) During registration up and until the registration window is closed: **100% Refund.**
- b) After the registration window has closed but before team placements are created: **75% Refund.**
- c) After teams are formed but before the player enters the field for either training or game: **50% Refund.**
- d) After the player has been placed on a team and has participated in an on-field session: **25% Refund**
- e) After more than 25% of scheduled season games/sessions have been played: **No Refund**

## 4.8 Organizer Registrations

4.8.1 Organizers shall include administrators, directors and officers, and staff (either volunteer or paid) who are acting in an approved capacity on behalf of the M.O.

- 4.8.2 Organizers, upon completing the Directors and Officers Registration Form, shall:
- a) Receive coverage under the SSA Directors and Officers Liability insurance policy.
    - i. Deadline for submission is the annually general meeting and updates as required during the season.
- 4.8.3 General volunteers are eligible under the SSA Liability Insurance policy without registering; only Directors and Officers are required to register.

## 4.9 Coaches and Team Personnel Registrations

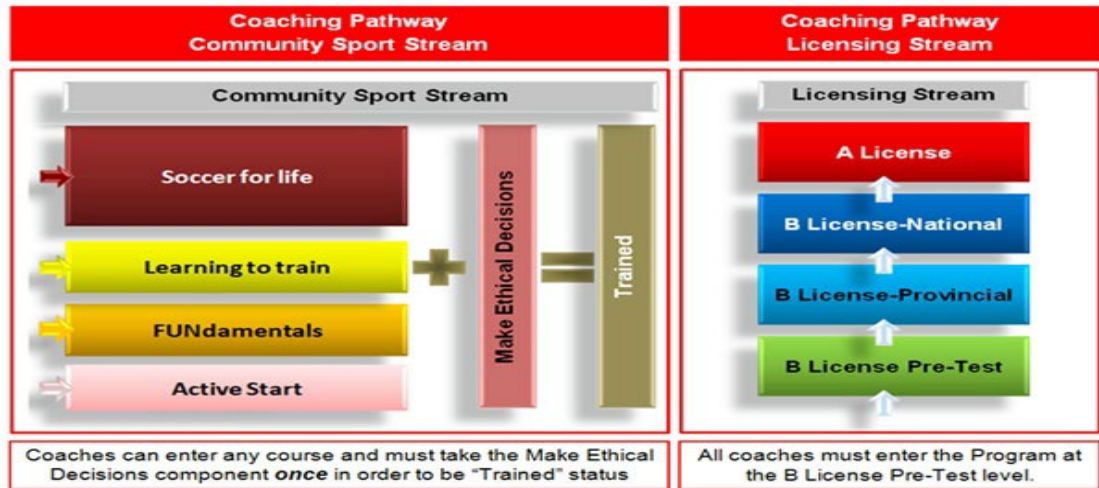
- 4.9.1 Coaches and Team Personnel include all supervisory team personnel including, but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play and to be eligible to appear on a game sheet.
- 4.9.2 All teams regardless of age or competitive level must have someone registered as a 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 coach or team personnel that is of the same gender as the players on the bench for all sanctioned games
    - iii. All Coaches and Team Personnel for Youth and Mini teams must complete a Police Record Check and Vulnerable Sector Verification (See Section 13 – Risk Management Policy)  
**Coaches who are not 18 years of age are not required to submit a Police Record Check, but teams with a youth Coach must have an adult Coach/Manager registered who has completed a Police Record Check and Vulnerable Sector Verification.**
  - b) Teams are required to register a coach in accordance with the requirements of the competitions they wish to attend.
- 4.9.3 All Coaches and Team Personnel are required to register and pay their VSA Membership once per season, but they must register to be recognized as part of Team Personnel for each team they are actively involved.
- 4.9.4 MO must submit a list of all teams per age group per season so that the required Team Personnel registration totals can be verified.
- 4.9.5 Coach Education and Training Requirements
- a) Coaches have a major influence on athletes. Not only do they affect their development of skills and long-term enjoyment of soccer, but they also play a role in their development as individuals. It is important that every coach has training and effective resources to assist in these essential roles.
  - b) The CSA and Coaches Association of Canada (CAC) provide coaching courses designed to advance the knowledge of coaches and improve their skills in teaching the game.
  - c) Through the National Coaching Certification Program (NCCP), coaches may achieve the following levels of recognition.
    - i. In Training - coach has received some training but requires additional training in specified outcomes and has not been evaluated in a sport-specific setting.
    - ii. Trained - coach has completed designated training in specified outcomes but has not been evaluated in a sport-specific setting.
    - iii. Certified - coach has completed designated training in specified outcomes and been evaluated in



a sport-specific setting.

#### 4.9.6 Coaching Courses

- a) The VSA in partnership with SSA offer CSA soccer-specific coaching courses in two streams.
- i. Community Sport Stream - generally for coaches in the “Grassroots” and “Recreational” streams but may be applicable for coaches in the “Competitive” stream.
    - Active Start (U5-U7)
    - FUNDamentals (U7-U9 Female/U6-U9 Male)
    - Learn To Train (U9-U11 Female/U9-U12 Male)
    - Soccer for Life (12 years plus Female/13 years plus Male)
  - ii. Licensing Stream - generally for coaches in the “Competitive” and “High Performance” streams.
    - C License Provincial (Replacement for B-License Pre-Test)
    - B License Provincial
    - B License National
    - A License National



- b) Coaching course descriptions and details on fees and service are updated annually and available on the SSA website.
- c) The Coaches Association of Canada (CAC) provides multi-sport training in coaching theory, which supports the soccer-specific training offered through the CSA coaching courses:
- i. Making Ethical Decisions (MED)
  - ii. Competition Introduction Part A
  - iii. Competition Introduction Part B
  - iv. Competition Development

- d) Respect in Sport is Canada’s only online bullying, abuse, harassment and neglect prevention program for coaches and community leaders. As mandated by SaskSport, the VSA requires that all coaches and team personnel complete Respect in Sport certification prior to their involvement in soccer or soccer-related activities. For full details on the VSA Respect in Sport Policy, please refer to the Risk Management Policy – Article 1. For more information on Respect in Sport or to take the course visit [www.respectinsport.com](http://www.respectinsport.com)
- e) 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 - Article 2.5 on Concussion Management)

## 4.10 Referee Registrations

### 4.10.1 Registration

- a) All Member Organizations should encourage and support the development of Referees in their area.
- b) SSA Registered referees are required for all VSA sanctioned games, leagues, tournaments, and events.
- c) Advance permission is required from the VSA Board to allow for competitions to be conducted without registered referees except in the following circumstances,
  - i. exhibition or friendly games where both sides agree that referees will not be used.
  - ii. mini games for age categories U10 and below; and,
  - iii. senior recreational games where players call fouls.
- d) [Regulations for Registration and Control of Referees](#) govern refereeing across the country. All Referees must adhere to CSA, SSA, VSA and applicable M.O. policies.
- e) Registered Referees are accountable to adhere to the VSA & SSA Code of Conduct and SSA/CSA [Referee Code of Ethics](#).
- f) The SSA delivers clinics to train and certify referees according to CSA standards. Information on clinics including dates, times, locations, and fees is available on the VSA or SSA websites.
- g) Annual Referee Registration period is January 1 to December 31.
  - i. Payments and registration must be received by the SSA before participating in any games after January 31.
  - ii. Those who have taken and passed an entry-level clinic after August 15 are automatically registered for the next registration period.
- h) 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 his or her previous experience and classification.
- i) To be registered at a specific level, all referees must meet the certification requirements and pay the necessary fees:

Referee Category	Fee	Requirements
Small Sided/Mini	\$40	Includes Referees who have completed a basic introduction to refereeing. (Must be at least 12 years old)
Youth (Ages 14 - 15)	\$45	Completed the Entry Level Clinic and is age 14 or 15.
District (Ages 16 +)	\$80	Completed the Entry Level Clinic and is age 16 or older
Regional	\$90	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 the SSA, and approval of the Referee Development Committee.
Provincial	\$100	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 the SSA, and approval of the Referee Development Committee.
National List	\$125	Referees that have been selected by the CSA to be placed on the National List of Referees or Assistant Referees.

- j) Referees must be at least 2 years older than the age group they will be officiating.
- k) When a Referee changes residence from one Provincial Association to another, the classification level will be accepted by the Provincial Association into 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).
- l) 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 the CSA or SSA to the standard determined by the SSA and CSA.
- m) Instructors must attend Instructor In-service training every two years, or as determined by the CSA, 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 the CSA or SSA to the standard determined by CSA from time to time.
- n) Individuals who have been designated not to be “a fit and proper person” to act as a Referee may be removed or suspended by the VSA, SSA or by the CSA.
  - i. Provincial Associations are to notify the CSA of any action in this respect and are not permitted to act under this rule in respect of FIFA and National List Officials. The CSA 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 the CSA for consideration.

## 5 Insurance

### 5.1 Insurance Eligibility

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

### 5.2 Insurance Coverage

- 5.2.1 **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 the VSA.**
- 5.2.2 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.
- 5.2.3 Participant registration and insurance coverage is in place:
- Outdoor: April 1 to October 31
  - Indoor: October 1 to May 31
  - Applications for an extension to the seasonal deadlines will only be considered for those groups whose operations do not follow traditional seasons (i.e., Spring/Summer for Outdoor, Fall/Winter for Indoor). Member Organizations must apply to the SSA Director through the VSA in advance for consideration of an exemption.
- 5.2.4 Blanket insurance coverage is available in some circumstances:
- to cover volunteers who are supporting the programs and teams of the member group.
  - to cover volunteers who may be temporarily covering in the absence of a registered coach or manager.
  - to cover participants, on a temporary basis, who may be involved in introductory and educational sessions.
  - 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.
- 5.2.5 Blanket coverage is temporary and cannot be used to substitute for full registration.
- 5.2.6 To be eligible for insurance for out of province events please complete the [SSA Travel Permit Form](#)

5.2.7 Full details on the SSA insurance coverage and appropriate forms are available on the SSA website.

## **6 Compliance**

### **6.1 Authority**

- 6.1.1 Attempts to circumvent VSA Membership Policies and Procedures or Bylaws or directives may result in sanctions, including fines, temporary suspension of membership privileges loss of good standing and/or a review of membership status.
  
- 6.1.2 The VSA Board 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 VSA Bylaws, Policies and Procedures.
  - a) Matters related to the ongoing Membership status of a Regular Member shall be referred to the VSA Board of Directors.

## 6.2 Sanctions

Sanctions	First Offense	Second Offense	Third Offense
<p>6.2.1 Any attempt by a Regular Member to restructure their operations to exclude participants as VSA members, to avoid paying VSA fees or to avoid compliance with responsibilities of VSA membership.</p>	<p>Fine of up to \$1,000. Good Standing and some or all Membership privileges shall be impacted until the M.O. is in compliance.</p>	<p>Shall result in an automatic membership status review.</p>	<p>May result in a suspension of Membership</p>
<p>6.2.2 Regular 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 VSA Board</p>	<p>Fine of up to \$1,000. Good Standing and some or all Membership privileges shall be impacted until the M.O. is in compliance.</p>	<p>Fines double. Good Standing and some or all Membership privileges shall be impacted until the M.O. is in compliance.</p>	<p>Shall result in an automatic membership status review.</p>
<p>6.2.3 For Member Organizations that miss the initial registration deadline for Indoor or Outdoor.</p>	<p>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.</p> <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 VSA Membership will be temporarily suspended until such time as registration is paid.</p>	<p>Fines double. Good Standing and some or all Membership privileges shall be impacted until the M.O. is in compliance.</p>	<p>Shall result in an automatic membership status review.</p>

6.2.4	M.O. 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 shall be impacted until the M.O. is in compliance.	Shall result in an automatic membership status review.
6.2.5	A Member Organization allowing a player(s) to play on a temporary basis after their first game without submitting full fees to the VSA	Shall be required to make immediate payment. Warning shall be issued by VSA and fines may be applied at the discretion of the board.	Fines of up to \$1,000	Good standing and some or all Membership privileges shall be impacted until the M.O. is in compliance.
6.2.6	Regular Members and Entities that engage with non-members for other than educational or recruitment purposes without prior permission from the VSA Board	Fine of up to \$1,000.	Fines double for subsequent offenses.	Shall result in an automatic membership status review.
6.2.7	Membership Assistance Program <b>Regular Members:</b> a. Eligibility for MAP Funding is impacted if: A voting delegate is NOT in attendance at the AGM.  <b>All Members:</b> b. All requirements, including annual Membership renewal and updates, outlined in Article 4.2 are not met.	a. Shall result in a loss of 50% of MAP eligibility until attendance at the AGM occurs.  b. May result in a loss of 100% of MAP eligibility in that year.	a. Full loss of MAP eligibility until a delegate attends two consecutive AGM.  b. Full loss of MAP eligibility until a Good Standing has been maintained for two consecutive years	Shall result in an automatic membership status review.  Shall result in an automatic membership status review.
6.2.8	Except as noted in 4.10.1, Member Organizations that are found to operate sanctioned games without registered officials, or to be in non-compliance with 4.10.1.c)	Fines of up to \$1,000	Fines double. Good Standing and some or all Membership privileges shall be impacted until the M.O. complies.	Shall result in an automatic membership status review.

6.2.9	If it has been determined that a player is knowingly playing or attempting to play under a false identity and/or age, to circumvent policy and/or to gain a competitive advantage	\$250 Team Fine, suspension of the individual from all VSA activities for that playing season.	\$500 Team Fine, player receives an immediate one-year suspension from all VSA activities.	\$1000 Team Fine and Five-year suspension from all VSA activities.
6.2.10	Any person acting as a referee in a sanctioned game prior to being properly registered	Fine of up to \$250, shall be place in bad standing until registration has been completed, and may be subject to further sanctions by the SSA Referee Development Committee.	Fines of up to \$1,000, shall be place in bad standing until registration has been completed, and shall be subject to further sanctions by the SSA Referee Development Committee.	Shall result in an automatic membership status review by the SSA Referee Development Committee.
6.2.11	Except as noted in Article 3.1, any referee found to be officiating games for non-registered organizations, teams and entities	Fine of up to \$250 and shall immediately be placed in bad standing pending further sanctions as may be determined by the SSA Referee Development Committee.	Fines of up to \$1,000 and shall immediately be placed in bad standing pending further sanctions as may be determined by the SSA Referee Development Committee	Shall result in an automatic membership status review by the SSA Referee Development Committee.
6.2.12	Member Organizations that: a. Abuse the registration and insurance policies.  b. If it has been determined participants and entities have participated in scheduled games prior to being registered locally.	Good Standing may be revoked and may lose insurance coverage until standing is restored and shall be subject to fines of up to \$5,000.  A fine of \$250 shall be levied against the team, the offending player(s) and/or the team shall be suspended until the fine is paid and registration is finalized; and, a \$500 fine shall be levied against the Member Organization for the first offense.	Fines double for the team and M.O. each subsequent offense.  Fines double for the team and M.O. each subsequent offense.	Shall result in an automatic membership status review.  Shall result in an automatic membership status review.
6.2.13	Any Member Organization that permits team personnel to participate without RIS as per section 1.4.1 of the Risk Management policy.	Written warning to Member Organization and they must also provide a written outline of how their policy and practice will change to avoid subsequent occurrences.	Fine up to \$500.	Fines doubled and disciplinary process may be recommended.



## 7 Travel Permits

### 7.1 Temporary Registration, Individual Travel Permits – Out Of Province

- 7.1.1 Players are only permitted to hold registration in a single jurisdiction at any given time. Players registered with the VSA wishing to play for a registered team from outside of Saskatchewan in a competition 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 the VSA along with the applicable fee.
- 7.1.2 VSA & SSA approval of a Temporary Registration does not supersede the rules and regulations of the competition in which the applicant wishes to participate and participation under a Temporary Registration is subject to these rules and regulations.

### 7.2 Domestic Travel Permits

- 7.2.1 The SSA offers domestic travel permits 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.
- 7.2.2 [Domestic Travel Permit Forms](#), must be completed by the traveling team, include a coach's signature and be submitted to VSA.
- 7.2.3 The team's M.O. & VSA 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.
- 7.2.4 After the M.O. & VSA sign the Travel Permit Form, the form must submitted with fees to the SSA.
- 7.2.5 Once processed and approved by the SSA, an approved copy will be emailed to the team and M.O.
- 7.2.6 If a change is required, the team should contact the VSA Office. If approved, the SSA Office will make the changes to the permit, and email an updated copy to the team.
- 7.2.7 The travel permit should always be taken with the traveling teams to the tournament.

## 8 Player Transfer Policies

### 8.1 Jurisdiction

- 8.1.1 The VSA Player Transfer policy applies to player transfers between one jurisdiction and another, whether provincially or nationally.
- 8.1.2 Players are expected to register with a Regular Member in the town/RM/area where they reside (or home region). Residency is typically determined by the primary address of the player or their parent(s) or guardian(s) and must be clarified upon registration. The onus is on the player to complete a VSA release form and receive approval of a transfer prior to registering with a M.O. in an area other than where they currently reside. In addition, any M.O. that receives a registration request from a player outside its area must verify that the player has received a transfer from a M.O. in the player's home region before accepting the registration. Any false representations of residency will result in discipline by the VSA board and may lead to fines or suspension.

- 8.1.3 Transfer requests:
- a) Within Member Organizations VSA are governed by the policies and procedures of those member organizations except as it pertains to VSA competitions. A Release form must be completed in conjunction with the MO and forwarded to VSA.
  - b) Between Member organizations, movement from one home region to another, is governed by the VSA and the term of this policy.
  - c) Between provincial/territorial associations follow Canadian Soccer Association (CSA) policy and procedures.
  - d) Internationally, follow the FIFA Statutes, Policies and Procedures.
- 8.1.4 The policy of the CSA indicates that “No team, club, District Association or Provincial/Territorial Association shall limit unreasonably the right of an amateur player to transfer”, therefore a denial of a transfer request must be based on a clear rationale and meet a standard of reasonability.
- 8.1.5 Reasonable grounds will be determined on a case-by-case basis. The following list should not be considered exhaustive but outlines areas that may be relevant when determining reasonable grounds:
- a) The player’s desire to play at a level of competition that is not offered in the home region.
  - b) The player’s desire to pursue developmental opportunities that are not offered in the home region.
  - c) Availability of teams at the appropriate age in the home region
  - d) The player attends school in another region.
  - e) A player has been allowed transfer(s) in the past.
  - f) Commitment by a M.O. to sustainable opportunities at all ages and competitive levels
  - g) The transfer of the player would cause undue hardship or compromise the viability of a team or the M.O. in the player’s home region.

## 8.2 Policy for In-Province Transfer Requests

- 8.2.1 The VSA is composed of specified geographically defined areas within which VSA Regular Members have the authority to govern and operate soccer as determined by the conditions of membership approved by the Board of Directors of the VSA.
- 8.2.2 M.O. that have received player transfer requests are reminded of the SSA Strategic Value “Participant Centered – our players ... are at the heart of everything we do” and should act cooperatively and respectfully to address each request in a timely fashion.
- a) M.O. shall communicate VSA transfer policies to their members and in particular with those seeking a transfer. Communication between M.O.s is encouraged when dealing with transfers.
- 8.2.3 When a transfer request has been submitted the M.O. considering the transfer has no right to direct where the athlete will play if the transfer is granted. The destination of the player transfer should have no bearing on the decision.
- 8.2.4 The onus is on the player to complete a VSA release form, available on the VSA website, and receive approval of a transfer prior to registering with a M.O. in an area other than where they currently reside. In addition, any M.O. that receives a registration request from a player outside its area must verify that the player has received a transfer from a M.O. in the player’s home region before accepting the registration.
- a) Players are permitted to try out with another M.O. prior to a transfer being requested, however, they are required to advise both the home region M.O. and the M.O. where they intend to try out.
  - b) Despite local deadlines, players should be aware that all timelines outlined in the Transfer Policy

must still be respected. Players should be aware of local registration and tryout deadlines. Requests for transfers should be made in anticipation of these key dates and players should apply for transfers accordingly to facilitate decision making prior to major deadlines.

8.2.5 All in-province transfers are seasonal and must be completed for each new season.

### **8.3 Procedure for In-Province Transfer Requests**

8.3.1 Should a player wish to pursue registration that is outside of his/her home region, he/she must request a transfer from a M.O. in his/her home region, regardless of whether he/her has been registered with an organization in that area in the past.

8.3.2 Players that require an in-province transfer are:

- a) Those living within another SSA Member Organization area.
- b) Those who were previously registered with another Member Organization in Saskatchewan.

8.3.3 All players seeking transfer must be in Good Standing with their M.O.

8.3.4 A request for a transfer:

- a) Must be made on the VSA Release Form available on the VSA website.
- b) Must be sent to the M.O. from which the transfer is being sought.
- c) Must be accompanied by payment of any applicable fee.
- d) In the application for transfer he/she must specify if the request is:
  - i. Seasonal (Transfer for one season- Indoor or Outdoor)
  - ii. Ongoing seasonal (Player plays indoor in another home region each year)
  - iii. Annual (One year including one Indoor and one Outdoor season based on date of transfer)
  - iv. Permanent
- e) If a seasonal, ongoing seasonal or annual transfer has been granted the member reverts to the original home region at the end of the prescribed period.
- f) Once a permanent transfer has been granted the member becomes part of the new home region and would require a transfer to move in the future

8.3.5 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 he/she will be playing. If registration and fees have been received by the original organization, fees collected should be refunded to the player or forwarded to the new organization on the player's behalf. The player will then have to complete all registration requirements as directed by the new organization.

8.3.6 M.O. must provide a decision in writing within fourteen (14) days of the receipt of the request for a transfer. The response shall include the rationale for the decision and indicate the player's right to request a review of the decision by the VSA Board.

- a) Should it be determined that the M.O. did not meet the 14-day requirement the matter will be determined by the VSA Board who will either rule on the matter.

8.3.7 A player who has been denied a transfer request may request a review of the decision of the M.O. by the VSA Board. This request must be made in writing to the VSA within seven days of the receipt of the decision by the M.O.

8.3.8 The VSA Board shall provide a written decision to all parties within ten days of the receipt of the request

for review. The decision of the VSA Board shall be in place unless overturned on appeal.

- 8.3.9 Either the player or the Member Organization may appeal the ruling of VSA Board according to the Appeals Policy.
- 8.3.10 Appeals of the VSA ruling shall be made to the SSA and shall follow the timelines and policies and procedures of the SSA.
- 8.3.11 If a player is currently registered in one season (E.g., Indoor) such registration has no impact on that player's ability to seek a release for the next season (E.g., Outdoor).
- 8.3.12 It is an offense to induce or attempt to induce a registered player to leave his/her team during a season. This may result in fines, suspensions, or other sanctions to the individual and or team in question. Should a complaint be filed in this regard, it will be dealt with as follows:
  - a) Between Member Organizations – VSA formal complaints policies shall apply.
  - b) Addressed to the VSA Board – VSA formal complaints policies shall apply.
- 8.3.13 **VSA Indoor Season Transfer Policy** - For player transfers within the VSA from any VSA Club or team to the Valley United Soccer Club, or vice-versa, the following steps shall be taken:
  - a) The transfer request will be forwarded to the Technical Director who will discuss the transfer with; the Technical Team, the Administrator and/or the Executive Director of both clubs/teams.
  - b) The TD will contact the coaches from both affected teams.
  - c) After these discussions, the TD will either approve the Transfer Request, or ask that the Transfer Request be withdrawn.

## 8.4 Inter-Provincial Player Transfer Requests

- 8.4.1 VSA shall forward any requests to the SSA and follow the SSA policy and procedure.
- 8.4.2 Players that require an inter-provincial transfer:
  - a) All players previously most recently registered in another province in Canada.

## 8.5 International Player Transfer Requests

- 8.5.1 VSA shall forward any requests to the SSA and follow the SSA policy and procedure.

This includes Section 8.5.1-8.5.3 which applies to VSA:

  - 8.5.2 *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 the CSA. Without this certificate, the player is ineligible to play in Canada.*
  - 8.5.3 *A player may request an International Transfer Certificate by completing the [CSA International Transfer Application Form](#) and submitting to the SSA, along with the applicable fee and documentation indicated on the [SSA website](#) and [Canada Soccer ITC website](#) (see Appendix 1).*
  - 8.5.4 *Upon receipt of the completed International Transfer Application Form, the SSA will administer the request through the CSA and provide approval to the M.O. upon receipt. Players are **NOT** permitted to participate until approval has been received.*

## 9 Reinstatement of Status

- 9.0.1 VSA shall forward any requests to the SSA and follow the SSA policy and procedure.

APPENDIX 1

# International Transfer Certificates (ITC)

