



POLICIES AND PROCEDURES

Competitions and Valley Cup Event Policy

September 2019

1 Valley Cup Events and Tournaments

1.1 General Policies

The Valley Cup (VC) is an annual event/tournament sanctioned by VSA with the assistance of member organizations as hosts. The purpose of the VC is to give all players registered an opportunity to participant as a team in a fun and exciting event/tournament experience.

- 1.1.1 All VSA teams are encouraged to enter the Valley Cup. In the event a team does not register, eligible players from this team may be released to join another team only with pre-approval from the VSA via a completed release form. Only players registered on a VSA league town team are eligible to play in the VC. Players are only permitted to play on one team of the same age group for the event/tournament. Affiliated players may be used only if they have been registered with the team prior to any registration deadlines.
- 1.1.2 The VC will occur annually in the following classifications:
 - a) Outdoor
 - U7, U9, U11, U13, U15, U18
- 1.1.3 The VSA will determine when the VC event/tournament will be held.
 - a) The VSA shall, at its sole discretion, can determine the use and format of play downs.
 - b) If pools are used as a part of a format, they will be created through random draw except for events that involve more than one team from the same Member Organization, in which case these teams will be separated, if possible.
 - c) Generally, all teams participating will be guaranteed a minimum of three games, unless the number of entries prevents it, or it is otherwise indicated.
- 1.1.4 The VC will be played under the league and age specific rules and policies posted on the VSA website
- 1.1.5 Coaches are responsible for the conduct and supervision of their players both on and off the field during the duration of the event. VSA's zero tolerance toward inappropriate behavior and language will be adhered to. All reports will be dealt with immediately by headquarters and may lead to the offender being suspended or the forfeit of games by the offending team. All such behavior shall be reported to headquarters.
- 1.1.6 **Tournament Format and Points:**
 - a) VSA will determine all tournament formats (i.e. round robin, play down, bracket, etc.).
 - b) Teams will play a minimum of 3 games unless the number of entries prevents it, or it is otherwise indicated.
 - c) If any teams are required to play 4 games, whereas others play 3 games, the worst plus-minus will be eliminated from their totals.
 - d) If required points are awarded as follows: 3 pts for a win, 1 pt for a tie (+1 for a shoot-out win), 0 pts for a loss. Unless otherwise noted, there will be no tiebreakers in the round robin play.
 - e) If applicable, the top teams (to a max of 4) will advance to the semi-final single knock out round. Please see Appendix 1 with tiebreaker procedural guidelines.
 - f) In a playoff bracket, or if tournament play requires a tie breaker, there will be a 10-minute overtime. This shall be in two 5-minute halves and teams will switch sides. No golden goal or sudden death applies.
 - g) Should a tie still exist after overtime, a shoot-out will occur.

Shoot-out rules:

- Each coach will provide a list of 5 names (round 1), including at least one female and not including Call up Players (CP), from the team roster who will participate.
 - A coin toss will determine which team chooses to go first and shall continue in order through the list until all 5 players have shot.
- If a tie still occurs, then:
 - Each coach will provide a list of 5 names different from round 1, which again includes at least one female player and not including CP, from the team roster who will participate. CP may be named in the rotation once all other players have been included.
- If a tie still exists a new list shall be provided with the remaining roster names in a grouping of 5 or less until the entire roster has been completed (see note below).
- The best record (most goals) after each series/round (i.e. 5 shooters) wins the game.
- If a tie still exists after the complete roster has participated in the shoot-out, a sudden death round shall occur with one player from each team (1v1 with a new shooter each time continuing through the roster). This format shall continue until a winner has been determined.
 - A coin toss at the beginning of the sudden death rounds, will determine which team chooses to go first.

Note:

The shortest roster shall determine the number of shooters in the regular shoot-out rounds. For example, if team A has 16 players and Team B has 18 players the shoot-out list shall be 16 players (2 players from team B would not participate in the shoot-out). Round 1 would have 5 players, round 2 would have 5 new players, round 3 would have 5 new players, and round 4 would have 1 new player, for a total of 16 players. Once the roster has cycled through, the shoot-out will proceed by sudden death shoot-out in rounds of 1 vs. 1, using the same 16 players that participated in the previous shoot out rounds, in any order.

1.2 Hosting

- 1.2.1 The VSA will call upon Member Organizations to host all event/tournaments.
 - a) All events will typically be awarded at least 6 months prior to the competition through a written application which are reviewed by the VSA board.
 - b) An application to host must be completed each year for each age group.
- 1.2.2 Events/Tournaments are hosted as a partnership between the VSA and a Member Organization with the division of responsibilities as indicated in Articles 1.5, 1.6, and 1.7. The hosting agreement is a one-year agreement.
- 1.2.3 All events/tournaments remain under the jurisdiction and responsibility of the VSA. By awarding a competition to a Member Organization, the VSA does not relinquish responsibility, but rather invests it in the host's Organizing Committee.
- 1.2.4 Member Organizations hosting an event/tournament may receive up to a \$400 honorarium.

1.3 Application to host an Event/Tournament

- 1.3.1 The VSA will set the requirements of hosting an event/tournament and develop the hosting application, which will be distributed to Member Organizations and posted on the website.
- 1.3.2 Member Organizations interested in hosting an event/tournament must apply to host by completing the Hosting Application in its entirety and submitting to the VSA prior to the deadline indicated on the application.
- 1.3.3 One of the primary benefits of hosting an event/tournament is the cost savings to the host's representative teams associated with not travelling to play in another location. In addition, any of the revenue created from concession and food sales remains in the host town. Also, any additional fundraising activities approved by VSA remains in the host town (i.e. kid's activities, carnival, etc.). Each host town and business' benefit from the economic boost of an event/tournament.
- 1.3.4 Member Organizations applying to host an event/tournament must have a Host Organizing Committee in place. The Host Organizing Committee will be the primary partner of the VSA in delivering the event/tournament and will be responsible for the items outlined in Article 1.6.
- 1.3.5 The VSA shall determine, from applications received, where each event/tournament will be held.
- 1.3.6 If no host application is received for an event/tournament, that event/competition will be cancelled.

1.4 Responsibilities of the VSA

- 1.4.1 The VSA assumes administration privileges for all events/tournaments.
- 1.4.2 In collaboration with the host town and the VC Representative, the VSA will appoint a Supervisor of Officials. The Supervisor of Officials will be responsible for:
 - a) Assisting in scheduling of referees for all games;
 - b) Distributing the referee schedules;
 - c) Organizing a referee meeting prior to the events to ensure all refs have all required information;
 - d) Serving as the head official during the duration of the event; and,
 - e) Ensuring games start as scheduled and that all referees are in place.The Supervisor of Officials may be compensated for these duties.
- 1.4.3 The VSA will accept all registrations and payments for all VSA sanctioned events/tournaments.
- 1.4.4 Along with the VC Rep, approve the final schedule of the event/tournament at least 10 days prior to the event/tournament. Schedules will be finalized and distributed to Member Organizations and the Host Organization a minimum of 7 days before the start of the event/competition. The schedule will not be changed during the 3 business days prior to the competition except under extenuating circumstances. VSA will post all schedules on the VSA website. Games scheduled for Sunday will start no earlier than 2pm.
- 1.4.5 Provide the necessary supplies to the host towns such as gazebos, VSA promotional material, volunteer jerseys, game sheets, event/tournament binder, etc.
- 1.4.6 The VSA is responsible for the following financial aspects of each event/tournament:
 - a) Setting and collection of entry/registration fee (see Article 1.7);
 - b) All awards and recognition (e.g. Trophies, medals, fair play pins, sportsmanship, etc.);

- c) Payment of referee game fees and expenses, including travel as dictated by VSA policies; and,
- d) Reimbursement to host towns for approved expenses. Approved expenses include direct game related expenses such as line paint, field rentals, posters, signage, programs, Ref lunches, etc. Additional expenses may be reimbursed upon prior review and approval by the VSA Board and/or towns may choose to apply their hosting honorarium for unrelated expenses such as treats for players.

1.4.7 Appoint any of the above duties as arranged with the host organization.

1.5 Valley Cup Representative

- 1.5.1 This person will serve in collaboration with the VSA and is responsible for overseeing the event/competition. The decisions of the Representative at the event/competition shall be final and binding on all parties. Specific responsibilities of the Representative include, but are not limited to the following:
- a) If applicable, convene and chair a pre-competition meeting prior to the start of the event/competition;
 - ensure that the pre-competition meeting is attended by a representative of each participating town, the Supervisor of Officials and the Host Organizing Committee Representative.
 - b) Make decisions, where required, on any matters not covered in the rules;
 - c) Ensure the necessary supplies get to the host towns such as gazebos, VSA promotional material, volunteer jerseys, game sheets, event binder, etc.;
 - d) Arrange a meeting with the Supervisor of Officials prior to the competition;
 - e) Record keeping for VSA awards, such as Sportsmanship and Most Valuable Player;
 - f) Ensure all awards and medals arrive at the host venue;
 - g) Be responsible for submitting results and photos to the VSA;
 - h) Document any reported incidents on proper forms and report to the VSA;
 - i) Submit any final day discipline reports to VSA office within 24 hours of the end of the competition;
 - j) Submit a completed written summary, together with the VSA copy of the game sheets and any report forms, to the VSA office at the completion of the competition. Approve all documents, including expense forms and submit to the VSA office no later than 14 days after the competition; and,
 - k) Attend VSA board meetings and serve as an active board participant.

1.6 Responsibilities and Expectations of the Host Organizing

1.6.1 *In advance of hosting an Event/tournament the Host Organizing Committee is responsible for the following:*

- a) Booking suitable playing fields as outlined in VSA rules of play;
 - Any Member Organization wishing to host must first have their facility or fields approved by the VSA. Fields must be approved by the VSA and confirmed at least eight weeks before the competition.
 - Field sizes must be in accordance with the VSA Rules of Play or be approved by the VC representative no later than two months prior to the event/tournament.
- b) Ensuring that the fields are cut, marked properly and freshly lined no more than 4 days prior to the event/tournament start date; with corner flags and goal nets in place on the day of the event/tournament;
- c) Ensuring the availability of adequate food vendors, restaurants, or concessions to provide meals for the duration of the event/tournament;
- d) Ensuring the availability of adequate washroom facilities for the duration of the tournament;

- e) Ensuring adequate shelter is provided and available in the case of extreme weather;
- f) Provide the required equipment or secure the equipment needed (i.e. Flags, first aid kits, garbage cans, signage, goals and netting, etc.);
- g) Securing the volunteers necessary to assist with the preparation and operation of the event/tournament, including:
 - A dedicated person at each venue to assist the VC Representative(s) as necessary (typically the host committee chairperson),
 - A headquarters which is supervised for the duration of the event/tournament with adequately trained volunteers,
 - **Each wearing clothing such as the VSA jerseys that clearly distinguish volunteers.**
- h) Promoting the event locally and providing professional materials such as posters or programs as needed in collaboration with, and as approved by, the VSA;
- i) Providing written support to VSA from the town office or council endorsing the event in your home town;
- j) Contacting local businesses prior to the event advising them of times and dates and encourage them to ensure adequate product is on hand and staff in place;
- k) Ensuring an Emergency Response Action Plan is in place. A template for an Emergency Response Action Plan is available on the VSA website. The Emergency Response Action Plan must be submitted to the VSA **and posted at the headquarters location;**
- l) Informing local first responders when the event/tournament is taking place to ensure they will be accessible during the event (their presence on site is not required);
- m) OPTIONAL: Any additional fundraising, advertising or preparations as approved by the VSA.

1.6.2 The host may be required to assist in event/tournament scheduling only if required by the VSA.

The Host Organization will be responsible for any initiatives taking place during an event/tournament that are not outlined in this Policy, unless otherwise indicated.

1.6.3 During the hosting of an Event/Tournament the Host Organizing Committee is responsible for the following:

- a) Providing the necessary volunteers as outlined above;
- b) Providing a designated room available for the duration of the event and suitable for use as event/tournament headquarters and for hosting the Pre-Competition Meeting and Discipline Hearings, other private meetings, first-aid or treatment, as necessary;
- c) Posting event/competition schedule, standings, scores in a central location;
- d) Providing water for Referees at each venue;
- e) Ensuring all facilities and fields are free from hazards and clean;
- f) Providing and securing all supplies and equipment for the duration of the event/tournament;
- g) Ensuring food facilities are adequate for the duration of the event/tournament;
- h) Ensuring washroom facilities are accessible and clean for the duration of the event/tournament;
- i) Ensuring no alcohol is sold or consumed;
- j) Ensuring no smoking in the playing area; and,
- k) Presenting medals to finalists and champions and take photos of winning teams.

1.6.4 The Host Organizations must submit an Event/Tournament Follow up Report/Summary to the VSA within 7 days of the event. This shall include at minimum successes, areas of improvement, injuries and/or discipline matters.

1.6.5 The Host Organization is responsible for all expenses incurred in hosting events except for those outlined

in Articles 1.4. Only pre-approved expenses will be reimbursed by the VSA.

- 1.6.6 The Host Organization may offset expenses through extra activities approved by the VSA.
- 1.6.7 The Host Organization is responsible for all staffing and costs associated with the above initiatives and retains all revenues from these extra activities.

1.7 Team Entry and Fees

- 1.7.1 The VSA will establish entry deadlines for each event/tournament on a yearly basis and communicate these deadlines to Member Organizations.
- 1.7.2 All teams entering must be members in good standing within the VSA.
- 1.7.3 Team coach/manager must check-in at headquarters prior to their first game to be eligible for play and submit a completed roster.
- 1.7.4 For events/competitions classified by gender, male teams must enter the male classification, female teams must enter the female classification and co-ed teams (those comprised of male and female players) must enter the male competition.
- 1.7.5 The Team Registration Form will be available online to all Member Organizations.
- 1.7.6 The VSA is responsible for setting fees for all sanctioned VSA events.
 - a) Fees will be set and communicated on a yearly basis.
 - b) Fees may be set in collaboration with a hosting organization.
 - c) The VSA will collect all registration fees.
- 1.7.7 Unless otherwise agreed upon by the VSA, the Entry process includes and is only complete when:
 - a) A completed Registration Form is received prior to the set deadlines,
 - b) All fees have been received prior to the set deadlines and,
 - c) Complete rosters with approved players received prior to set deadlines.
 - d) Teams composed of representatives from multiple Member Organizations must enter through a single Member Organization using the process outlined above.
- 1.7.8 The fine for withdrawing a team past set deadlines will be \$500 payable to the VSA.

1.8 Team Colours and Jerseys

- 1.8.1 All teams should be equipped with pinnies in the case that team colours are similar in colour. The team designated as the home team will be responsible for wearing an alternate colour. The match official has the final say on whether colours are too similar.
- 1.8.2 If pinnies are used, all players must have an identifying number that corresponds with the game sheet on either the pinnie or visible on the jersey underneath the pinnie.
- 1.8.3 Each player's jersey must have a unique number on the back.

1.9 Player Eligibility and Rosters

- 1.9.1 All participants (players, coaches, team personnel) must be registered to participate in a VSA sanctioned event.
- 1.9.2 Only the players, coaches and team personnel taking part in a game, the referees, medical personnel, host organization volunteers and members of the media should be allowed access to the field area.
- 1.9.3 Only the players, coaches and team personnel taking part in a game and referees should have access to team benches. All other spectators, parents, or volunteers must observe a match from the opposite side of the field.
- 1.9.4 Registered team members who wish to play at an event/tournament may not be excluded from the game roster and all rostered players must play during match time.
- 1.9.5 Age eligibility requirements are determined by the age of the participant as of January 1st of the year in which the season concludes. (For more clarification see Member Rights and Responsibilities Policy Section 4.7).
- 1.9.6 All call-up players must have the permission of the team with whom they are registered to participate as a call-up player with another team. Players are permitted to play up, however, a player may not play down in their age division. Call-up players should be denoted with a "CP" on the roster.
- 1.9.7 Teams are eligible to add Call-Up Players to bring a team roster to the maximum of 18 players for U18, 18 players for U15, and 16 players for U13. If the roster is equal to or more than the maximum with regular registered players, no CPs are allowed.
- 1.9.8 Where a team has been found to have played an ineligible player, that team will forfeit all games in which the ineligible player played in the match. The ineligible player and the coach who allowed the ineligible player to participate may be subject to additional disciplinary action as outlined in VSA policies and procedures.

1.10 Game Procedures

- 1.10.1 Teams are expected to be ready to play at the scheduled time. A team not ready to play 10 minutes after the scheduled start time will forfeit the game. All warm-ups are to be completed on the sidelines prior to the game start time. It is the responsibility of each team to complete the team list on the game sheet supplied prior to the start of each game.
- 1.10.2 Both teams are to supply a game ball and both teams will supply Field Marshals which are to be clearly identifiable by all spectators.
- 1.10.3 Referees have the final say to all VSA rules. Coaches, parents and players are expected to respect and support all referees. The Valley Cup Supervisor of Officials is responsible to oversee the event/tournament referees.
- 1.10.4 **Field Marshals** - Each team entered in the Valley Cup needs to designate a person at every game to be their Field Marshal. Preferably this will be the same person for all games in the event/tournament. This person CANNOT be the coach.

- 1.10.5 **Game sheets** are to be completed and used for all games and submitted to headquarters (white copy) and, if applicable, additional copies to the home team (yellow), visiting team (pink) and the referee (gold).
- 1.10.6 If **weather conditions** or field conditions make it impossible to carry out the full event/tournament, it is up to the VC rep and hosts to decide about rescheduling or cancellation of games. The event/tournament committee has the right to shorten the length of games as required. If half of the game has been played before stopping for weather conditions, the game results will stand as a completed match.
- Any tournament cancellations must be approved by the VSA.*
- 1.10.7 **Accidents/Injuries** – For all accidents or injuries during an event/tournament an accident report form is required to be completed in full by the charge person and a witness. A charge person can be a coach, assistant coach, parent, official, bystander or first aider. An accident Report Form can be found at the event/tournament headquarters or the VSA website. Once completed by all parties concerned it must be submitted to event/tournament headquarters.
- 1.10.8 **Disciplinary matters** will be dealt with as required by a three (3) member disciplinary committee. Any player involved in a disciplinary matter will be advised to attend a meeting at the event/tournament headquarters and is suspended from play until that meeting occurs.
- a) Final disciplinary action will be determined by a disciplinary committee which may include: the Supervisor of Officials, an independent official, the VC rep, the host committee chair and/or a VSA board member.
 - b) Disciplinary matters: ejection from a game (one red or two yellow cards), three yellow cards, or inappropriate behavior (on or off the field) reported by an event/tournament official.
 - c) Where applicable, FIFA rules apply to all red card procedures.
 - d) All decisions are final and cannot be appealed.
 - e) All decisions apply to event/tournament dates and do not carry over to regular season play.
- 1.10.9 **Grievances** – All grievances must be submitted in writing on a completed Formal Complaint Form available at event/tournament headquarters or on the VSA website. Prior to attending any disciplinary meeting all parties concerned must complete a report, which is to be handed into the event/tournament headquarters. All grievances will follow VSA’s Formal Complaints Policy and procedure which is available on the VSA website.

Appendix 1 - Valley Cup Tiebreaker Procedure

Tiebreaker 1 - Greatest number of points and/or head-to-head record (if three teams are involved, it uses the records of the teams against each other)

Tiebreaker 2 - Goal difference in head-to-head play in group matches between tied teams*

Tiebreaker 3 - Least number of goals allowed in head-to-head play in group match games between tied teams

Tiebreaker 4 - Most shutouts in head-to-head group match games between tied teams

Tiebreaker 5 - Goal difference in all group matches*

Tiebreaker 6 - Least number of goals allowed in all group matches

Tiebreaker 7 - Most shutouts in all group matches

Tiebreaker 8 - Drawing of lots by the Organizing Committee (a coin will be flipped)

*Goal differential (goals for minus goals against) to a max of 5 per game. For example, if a score is 10-1 then the goals for would only be 5.