



***Soccer Nova Scotia***  
***Procedures***  
***Revised Edition May, 2022***

## OVERVIEW

### 1. INTRODUCTION

This section provides an informal overview of Soccer Nova Scotia (SNS) – how it is organized, governed, who are its members, what are its programs. Where applicable, any topic that exists in the official bylaws or policies, which defines each in more detail, will be italicized (e.g. *Players*). You should be able to locate such topics in the table of contents of the Bylaws or Policies and Procedures.

**Soccer Nova Scotia also maintains other documents that provide additional program details, rules, or procedures. These are available through the Soccer Nova Scotia website.**

### 2. ORGANIZATION WITHIN NOVA SCOTIA

Soccer Nova is responsible for organizing soccer activities for all its members. Activities include competitions, training, and general administration.

'Official' Member organizations of Soccer Nova Scotia include *Districts*, *Leagues*, Associates, Referee Associations, and Life members, as defined in the SNS bylaws. Districts and Leagues include another level of organization membership – *Clubs*.

*Players* are the 'foundation' membership units in soccer. Players register with Clubs, and as such, have the right to participate in competitions and training activities. Club membership automatically includes membership in all other member organizations of the Club, including Districts, Leagues, and Soccer Nova Scotia. Membership includes the obligation and acknowledgment for an individual to adhere to all bylaws, policies and procedures of all these organizations.

Clubs are the 'grass root' organization for registration of and program delivery to Players. Clubs form Club *Teams* and manage all team related activities including selection, registration, training, and coach selection. Clubs may also organize non-team related training or activities for its members. Clubs are members of Districts and Leagues. Clubs register players, and where applicable, assign players to registered teams.

Districts serve as the representative for its member Clubs and their players on Soccer Nova Scotia governing bodies. Districts may also be members of Inter-District Leagues, and as such serve the interests of their members on that League.

Leagues organize seasonal league play for its member District or Club teams. This includes creating divisions, schedules, and where applicable publishing standings and statistics

### 3. ORGANIZATION OUTSIDE NOVA SCOTIA

Soccer Nova Scotia, as the recognized governing body of soccer in the province, is a member of the larger national governing association, the "Canadian Soccer Association" (CSA). As a member of the CSA, our President sits on the CSA Board and our Competitions Committee chair sits on the national Competitions Committee. From time to time other Soccer Nova Scotia representatives serve on other CSA committees. Our affiliation with the CSA also includes involvement in training through a National Training Centre located in Halifax, Nova Scotia at the SNS Indoor Training Facility.

## SOCCER NOVA SCOTIA POLICIES AND PROCEDURES

The CSA is in turn part of an international soccer organization network through a confederation known as the "Confederation of North, Central American and Caribbean Association Football" (CONCACAF). The CONCACAF has 29 national associations in its membership.

This confederation, along with five others, makes up the world governing body of soccer known as "Federation Internationale de Football Associations" (FIFA).

As a member of these higher organizations, Soccer Nova Scotia is subject to the rules, decisions and government of each. The strength of this network includes delivery of standardized rules of play, discipline and appeals hierarchy, and participation in national and international competitions.

### 4. DECISION-MAKING LEVELS WITHIN SOCCER NOVA SCOTIA

Within Soccer Nova Scotia, operational decisions are made by staff and operational committees composed of paid staff and member representatives. All other decision-making is done by the Board of Directors and Board Committees

The **Membership** is the top decision-making body. The Membership meets at least once per annum at its Annual General Meeting. When necessary, a Special General Meeting of the Membership may be held. Responsibilities of the Membership are outlined in the Bylaws. The Membership elects the Board of Directors.

The **Board of Directors** consists of elected Soccer Nova Scotia officers that meet the competencies within the Governance Policies. The powers of the Board of Directors are vested to direct the affairs of Soccer Nova Scotia as outlined in the Bylaws.

Between General Meetings of its members, the Board of Directors has the power to develop or update policies and procedures.

The **day-to-day operations** of Soccer Nova Scotia are the responsibility of staff, with the Executive Director being responsible for the implementation of operations.

### 5. SOCCER NOVA SCOTIA ACTIVITIES

Soccer Nova Scotia and its Members, through its Bylaws, Policies and Procedures, support all member soccer activities. The following is an overview of these activities that also identifies roles and responsibilities of organizations and governing bodies in these activities:

- Competitions
- Registration Support
- Player Development
- Coach Development
- Referee Development
- Administrative Services

## **SOCCER NOVA SCOTIA POLICIES AND PROCEDURES**

### **1. POLICY DEVELOPMENT**

#### **1.1. GENERAL**

- 1.1.1. A policy is a position statement adopted by the Board of Directors to define the intent of Soccer Nova Scotia's Bylaws or to cover matters related to administration managed by Association's staff. Policy includes all Policies and Procedures or other rules and regulations adopted by Soccer Nova Scotia. Policy does NOT include Bylaws.

#### **1.2. TYPES OF POLICIES**

- 1.2.1. There shall be two types of policies:
    - 1.2.1.1. Governance; and
    - 1.2.1.2. Operational Policies
  - 1.2.2. Governance policies define the role that the board of Directors shall play in the affairs of SNS. The board primary role is to govern, and provide leadership and direction for the association in pursuit of the Mission as stated in the strategic plan.
  - 1.2.3. Operational Policies are those that pertain to administration and operations managed by staff.
- 1.3. Operational Policies and associated Procedures shall be developed by staff and operation committees and approved by the Executive Director.

#### **1.4. PROCEDURES**

- 1.4.1. Procedures shall be detailed statements covering the manner in which a Policy will be executed

#### **1.5. DEVELOPMENT OF NEW POLICIES AND PROCEDURES**

- 1.5.1. Governance policy development is the responsibility of Board of Directors.
- 1.5.2. Operational policy is the responsibility of the Executive Director through staff and operational committees. The Executive Director will present changes to the board and once accepted, present changes to the membership.
- 1.5.3. The Executive Director shall ensure that operational policies have received proper review and feedback from staff and operational committees before presenting to the board of directors.

#### **1.6. REVISIONS TO OPERATIONAL POLICIES AND PROCEDURES**

- 1.6.1. Members can make requests for revisions through the Presidents forum, staff or any operational committee. Once received, the revision will be presented to the committee it's associated with for consideration. If the committee agrees that a revision is required, they will present to the Executive Director who will circulate to the other operational committees for a final review.

## **1.7. PROCEDURES AND TIMELINES FOR REQUESTS FOR POLICY CHANGE**

- 1.7.1. Any request for change operational policy must be submitted to Soccer Nova Scotia's Executive Director. To affect the indoor season, the request must be made prior to May 1st. For the outdoor season the request must be made prior to October 1st.
- 1.7.2. Any request to change governance policy must be submitted to the Executive Director at least sixty (60) days prior to a board meeting.
- 1.7.3. The Executive Director shall verify that all procedures have been followed.
- 1.7.4. Board decisions on policy change shall be circulated by SNS to member associations, Board or Directors, and clubs no later than 30 days following the date of the decision.

## **1.8. EXEMPTIONS OF MEMBER POLICIES AND PROCEDURES**

- 1.8.1. Exemptions to Soccer Nova Scotia Policies and Procedures will be heard only by the Soccer Nova Scotia Discipline and Appeals Committee.
- 1.8.2. Deadlines as contained in Policies cannot be appealed.

## **1.9. EXEMPTIONS OF OPERATIONAL POLICIES**

- 1.9.1. Exemptions can be requested by filling out the Request for exemption form which is located at [www.soccerns.ca](http://www.soccerns.ca)

## **2. COMMITTEES**

### **2.1. MANDATE**

- 2.1.1. The mandate of a committee shall be the objectives, duties, and instructions as determined by the Board of Directors.
- 2.1.2. Committee members shall be guided by the principle of what is in the best interests of soccer in Nova Scotia.
- 2.1.3. A committee shall oversee the administration of a program, including:
  - 2.1.3.1. budgeting
  - 2.1.3.2. formal meetings
  - 2.1.3.3. progress reports
  - 2.1.3.4. periodic Board presentations

### **2.2. STANDING COMMITTEES**

- 2.2.1. Standing committees shall include:
  - 2.2.1.1. **OPERATIONAL**
    - 2.2.1.1.1. Competitions Committee
    - 2.2.1.1.2. Technical Development Committee

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**2.2.1.1.3.** Referee Development Committee

**2.2.1.1.4.** Marketing Committee

**2.2.1.1.5.** President Forum

### **2.2.1.2. BOARD**

**2.2.1.2.1.** Strategic Planning Committee

**2.2.1.2.2.** Governance

**2.2.1.2.3.** Audit & Finance Committee

**2.2.1.2.4.** Awards & Recognition Committee

**2.2.1.2.5.** Nominations Committee

**2.2.1.2.6.** Risk Management

## **2.3. AD-HOC COMMITTEES**

**2.3.1.** The Board of Directors or Executive Director may form Ad-Hoc Committees as required.

**2.3.2.** The mandate of an Ad-Hoc committee shall be restricted to the mandate of the Board or the Standing Committee.

## **2.4. COMMITTEE SELECTION**

**2.4.1.** The Chair of each Board Committee will be appointed at the Annual General Meeting where bound by SNS Bylaws, or be appointed by the Board of Directors.

**2.4.2.** The Chair will seek individuals with specific skill sets to form their respective committees, within a reasonable timeframe. The appointment to each committee will be for one year and will expire effective at the end of the SNS AGM.

## **2.5. COMPENSATION**

**2.5.1.** Committee members will be paid expenses at a rate determined by the Soccer Nova Scotia expense policy.

## **2.6. MINUTES OF MEETINGS**

**2.6.1.** Minutes shall be kept of all meetings of Soccer Nova Scotia and its Committees, and they shall be submitted for ratification at the next relevant meeting.

**2.6.2.** Copies of minutes of each Committee meeting shall be submitted promptly to that Committee's members.

**2.6.3.** The chair of each operational committee shall provide a brief report of the committee's activity to the Executive Director prior to each Board Meeting.

**2.6.4.** The chair of each board committee shall provide a brief report of the committee's activity to the president prior to each Board Meeting.

**2.6.5.** Copies of minutes of Board of Directors' meetings after approval, shall be available to the presidents form members as well as leagues.

## **2.7. CONVENING COMMITTEE MEETINGS**

- 2.7.1.** Meetings are convened at the call of the Chair.
- 2.7.2.** The President of the Association, at her/his discretion, may call any Board Committee meeting.
- 2.7.3.** The Executive Director of the Association, at her/his discretion, may call any Operational Committee meeting.

## **3. DISTRICTS**

### **3.1. GENERAL**

- 3.1.1.** District Association membership in Soccer Nova Scotia is categorized as "District membership" as described in Soccer Nova Scotia Bylaws. As such, Districts are obliged to adhere to all the conditions defined in the bylaws.
- 3.1.2.** Notwithstanding bylaw requirements, District Associations have the following terms of reference:
  - 3.1.2.1.** To affiliate with Soccer Nova Scotia, and act as its branch association within a District boundary defined by the Board of Directors of this Association.
  - 3.1.2.2.** To promote and develop the game of soccer, both indoor and outdoor, in the District.
  - 3.1.2.3.** To provide play for all ages and genders.
  - 3.1.2.4.** To administer Discipline and Appeals according to standards in the 'Discipline' and 'Appeals' policies.
  - 3.1.2.5.** To affiliate all clubs headquartered within the boundaries of the District.
  - 3.1.2.6.** To affiliate all leagues providing approved play within the District.
  - 3.1.2.7.** To sign-off on all tournaments within the District
  - 3.1.2.8.** To maintain accurate written and financial records, and to submit annually to its Members and to this Association an audited financial statement.
  - 3.1.2.9.** To file with Soccer Nova Scotia within thirty (30) days of its Annual General Meeting:
    - 3.1.2.9.1.** A copy of its Annual General Meeting minutes;
    - 3.1.2.9.2.** A financial statement covering the previous year's financial activities; and
    - 3.1.2.9.3.** A list of its elected and appointed officers.
  - 3.1.2.10.** To notify Soccer Nova Scotia, in writing, within fifteen (15) days of any change of officers or any change of address
  - 3.1.2.11.** To have an Annual General Meeting no later than March 31st annually.
- 3.1.3.** Districts in membership with Soccer Nova Scotia shall register all clubs under their jurisdiction and in good standing with Soccer Nova Scotia annually no later than March 31st.

**3.2. ASSOCIATION MEMBERSHIP APPLICATION/RENEWAL**

- 3.2.1.** The Board of Directors shall approve or deny membership applications at the first Board of Directors meeting following the Annual General Meeting.

**3.3. ADHERENCE TO SOCCER NOVA SCOTIA BYLAWS, POLICIES AND PROCEDURES**

- 3.3.1.** Each District is required to respect the aims and objectives of Soccer Nova Scotia and comply with the bylaws, policies and procedures of Soccer Nova Scotia. Each District may maintain published rules in conformity with that of Soccer Nova Scotia. Deviations from Soccer Nova Scotia's bylaws, policies and procedures to accommodate local customs and conditions must be approved by the Board of Directors of Soccer Nova Scotia. Districts wishing to deviate from Soccer Nova Scotia's bylaws, policies and procedures must submit a formal request. Requests shall be submitted on a form provided by Soccer Nova Scotia at least sixty (60) days prior to a Soccer Nova Scotia Board of Directors meeting. All Requests shall be reviewed by Soccer Nova Scotia staff, which shall submit recommendations to the Soccer Nova Scotia Board of Directors.

**3.4. DISTRICT BOUNDARIES**

- 3.4.1.** District boundaries shall be determined by Soccer Nova Scotia.

**3.5. REGIONAL AGREEMENTS BETWEEN DISTRICTS**

- 3.5.1.** All districts that are situated within a designated region comprised of more than one district association are required to sign an agreement among all districts within that region, establishing a regional governing body for the purposes specified in the agreement.
- 3.5.2.** At a minimum, the agreement will require:
- 3.5.2.1.** At least one meeting each year with mandatory attendance of all districts within the region, to be held at least two (2) months prior to the SNS Annual General Meeting;
  - 3.5.2.2.** Failing this, Soccer Nova Scotia shall set a mandatory meeting date, place and time.
  - 3.5.2.3.** Minutes to be kept of all meetings and provided to Soccer Nova Scotia;
  - 3.5.2.4.** A process for voting and allocation of votes to be part of the agreement;
  - 3.5.2.5.** That such issues as the participants may determine as affecting more than one district, will be discussed and agreed to; at minimum to include field allocation and field maintenance issues; procedures and rules for a regional training centre; and a schedule for determination of teams representing the region for provincial playoffs;
  - 3.5.2.6.** Election of officers, which shall include a representative to the Soccer Nova Scotia Presidents Forum.



### **3.6. MEMBERS OF DISTRICTS**

- 3.6.1.** Districts shall include Clubs as members.
- 3.6.2.** Where District Leagues are affiliated with a District, that League shall also be considered as a member of the District

### **3.7. FINANCIAL REVIEW OF ACCOUNTS**

- 3.7.1.** The financial review of the District shall be appointed annually by the members of the District at the Annual General Meeting and, upon failure of the members to appoint an individual or firm to conduct the financial review, Soccer Nova Scotia's Executive Director may do so.
- 3.7.2.** The District shall make a written report to the members as to the financial position of the District and the report shall contain a balance sheet and operating accounts. The appointed firm or individual shall make a written report to the members upon the balance sheet and operating account. A copy of the balance sheet, showing the general particulars of its liabilities and assets and the statement of its income, and expenditures in the preceding year, shall be filed with the Registrar within fourteen (14) days after the Annual General Meeting in each year as required by law.

## **4. CLUBS**

### **4.1. GENERAL**

- 4.1.1.** A Club is a governing body operating one or more Teams or organized soccer programs under a common Executive.
- 4.1.2.** Clubs in good standing with their district will register with Soccer Nova Scotia annually no later than March 31st.

### **4.2. CLUB REQUIREMENTS**

- 4.2.1.** All Clubs located within the geographic area of a District must be members of their District, and as such, are associated with this District.
- 4.2.2.** In addition to requirements contained herein, Clubs must meet all additional requirements of their District for Club status.
- 4.2.3.** A Club is responsible for all actions of its players, officials and spectators.
- 4.2.4.** A Club is required to take all precautions necessary to prevent its players, officials, and spectators from threatening or assaulting anyone present at a game, especially the game official(s).
- 4.2.5.** A Club must provide to its District on or before the District Annual General Meeting, and to Soccer Nova Scotia on or before April 1 annually:
  - 4.2.5.1.** A copy of its Annual General Meeting Minutes;
  - 4.2.5.2.** A financial statement covering the previous year's financial activities;

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- 4.2.5.3.** A list of its elected and appointed officers;
- 4.2.5.4.** A copy of bylaws;
- 4.2.5.5.** Proof of registration and good standing in the Registry of Joint Stocks.
- 4.2.6.** A club should notify its District in writing within fifteen (15) days of any change of officers or any change of address.
- 4.2.7.** Clubs are responsible for registering Teams as outlined in Soccer Nova Scotia policies.
- 4.2.8.** Clubs are responsible for registering Players as outlined in Soccer Nova Scotia policies.
- 4.2.9.** Clubs registered with Soccer Nova Scotia through their affiliation with a Soccer Nova Scotia member district must register all their players with Soccer Nova Scotia, each and every playing season. Failure to register all players shall result in clubs deemed not to be in good standing with their district and Soccer Nova.

### **4.3. ADHERENCE TO SOCCER NOVA SCOTIA BYLAWS, POLICIES AND PROCEDURES**

- 4.3.1.** Each Club is required to respect the aims and objectives of Soccer Nova Scotia and comply with the bylaws, policies and procedures of Soccer Nova Scotia. Each Club may maintain published rules in conformity with that of Soccer Nova Scotia. Deviations from Soccer Nova Scotia's bylaws, policies and procedures to accommodate local customs and conditions must be approved by the Board of Directors of Soccer Nova Scotia. Clubs wishing to deviate from Soccer Nova Scotia's bylaws, policies and procedures must submit a formal request. Requests shall be submitted on a form provided by Soccer Nova Scotia at least sixty (60) days prior to a Soccer Nova Scotia Board of Directors meeting. All Requests shall be reviewed by Soccer Nova Scotia staff, which shall submit recommendations to the Soccer Nova Scotia Board of Directors.

### **4.4. AUDIT OF ACCOUNTS**

- 4.4.1.** The auditor of the Club shall be appointed annually by the members of the Club at the Annual General Meeting and, upon failure of the members to appoint an auditor, the Directors may do so.
- 4.4.2.** The Club shall make a written report to the members as to the financial position of the Club and the report shall contain a balance sheet and operating accounts. The auditors shall make a written report to the members upon the balance sheet and operating account. A copy of the balance sheet, showing the general particulars of its liabilities and assets and the statement of its income, and expenditures in the preceding year, shall be filed with the Registrar within fourteen (14) days after the Annual General Meeting in each year as required by law.

## 5. PLAYERS

### 5.1. DEFINITION OF A PLAYER

- 5.1.1. A Player is defined as any person who registers to participate in any program or on any team associated with a member club of Soccer Nova Scotia. This includes programs and teams under direct control of Soccer Nova Scotia.

### 5.2. DEFINITION OF A SEASON

- 5.2.1. All registrations shall be associated with a Season. Annual Seasons are defined as Summer and Winter. Dates for each Season are defined as:

5.2.1.1. Summer: May 1 to October 15

5.2.1.2. Winter: October 16 to May 1

### 5.3. DEFINITION OF AGE CATEGORIES

#### 5.3.1. Age Divisions

- 5.3.1.1. A player may be registered in the corresponding age category listed below with his/her stipulated birthday, provided s/he has not reached the stipulated birthday before January 1st of the calendar year for the season in which s/he is registering.

Stipulated Birthday	Age Category
21 <sup>st</sup> Birthday	Under 21 or Senior
20 <sup>th</sup> Birthday	Under 21 or Senior
19 <sup>th</sup> Birthday	Under 21 or Senior
18 <sup>th</sup> Birthday	Under 21 or Senior
17 <sup>th</sup> Birthday	Under 17
16 <sup>th</sup> Birthday	Under 17
15 <sup>th</sup> Birthday	Under 15
14 <sup>th</sup> Birthday	Under 15
13 <sup>th</sup> Birthday	Under 13
12 <sup>th</sup> Birthday	Under 12
11 <sup>th</sup> Birthday	Under 11
10 <sup>th</sup> Birthday	Under 10
9 <sup>th</sup> Birthday	Under 9
8 <sup>th</sup> Birthday	Under 8
7 <sup>th</sup> Birthday	Under 7
6 <sup>th</sup> Birthday	Under 6

- 5.3.1.2. A player may be registered to play in **one** of the following age divisions, provided the player has at **least** reached the stipulated birthday before January 1st of the calendar year corresponding to the **season** of registration.

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Age Division	Age as of December 31
Over 50	50
Over 45	45
Over 35 (Masters/Classics)	35
Over 30	30
Senior	Open

### 5.4. Gender Divisions

- 5.4.1. A player may register to play any of the following gender divisions provided the player identifies as the gender specified or the sex in which they were assigned at birth.

Gender Division	Gender
Men/Boys	Male
Women/Girls	Female
Coed	Male or Female

- 5.4.2. For the purposes of registration on gender-based amateur teams, a participant may register with the gender team that aligns with their identity, gender expression or with the sex in which they were assigned at birth
- 5.4.3. Participants will not be required to disclose their gender identity or personal information beyond requirements for cisgender athletes
- 5.4.4. Hormone therapy will not be required for a participant to participate in soccer activities in Nova Scotia
- 5.4.5. Participants engaged in out-of-province soccer activities or soccer activities not under the jurisdiction of SNS will be subject to the rules and regulations of those competitions and/or governing bodies.

### 5.5. PLAYER REGISTRATION

- 5.5.1. A player may register for only a single combination of age, gender, and competitive level with the exception of competitions at the recreational level. Players may register in as many recreational competitions as desired. They must meet the age and gender requirements of the competitions.

### 5.6. EXEMPTIONS

- 5.6.1. Any exemption to the age, gender, and competitive divisions players and teams may register for must comply with the Play up/down Policy.

## **6. REGISTRATION**

- 6.1.** All player registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system provided to all clubs by Soccer Nova Scotia.
- 6.2.** Every registration shall be associated with an individual Season.
- 6.3.** A Club shall not register any player without obtaining a written request or registration form from that player.
- 6.4.** Clubs may incorporate the "Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures" into their standard registration form.
- 6.5.** When necessary, birth certificates, passports or other evidence acceptable to Soccer Nova Scotia shall be recognized as proof of age and evidence shall accompany all registration forms. The burden of proof of age shall rest with the player.
- 6.6.** A player is considered to be registered once his/her name is entered into the SNS computerized registration system by his/her club. At a minimum, the Club will register the player to an Age Category, and will submit a full name, address and birth date.
- 6.7.** When applicable, the Club will further register a Player with a Registered Team of that Club for the purpose of playing in a Registered League and/or a Sanctioned Competition(s).
- 6.8.** Players must be registered to a Team prior to any team competition before being permitted to participate in that competition (exception: refer to 'Player Movement')
  - 6.8.1.** A player, after being registered to a Team, may compete in competitions in which that team is registered as provided by the rules of such competition.
- 6.9.** A player's obligation as a registered player for any Season with a Club shall cease when the Season has ended.
- 6.10.** A player registered with a club which has declared him / her surplus to their requirements may be granted a release from that club by filing a form supplied by Soccer Nova Scotia.
- 6.11.** A Club shall be obliged to release (un-register) any registered player upon written request from that player. Any such request made after Registration Deadlines may be subject to monetary penalties for Soccer NS registration fees

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at the discretion of the Club. A Club may also withhold all or part of any associated registration fees based on Club Policies.

- 6.12.** No player registered with the Association shall be entitled during the valid period of such registration to compete in any competition for any club outside Canada without first obtaining permission from the Association. Any violation of the Rule will immediately cancel the registration and render the player ineligible to compete again in Canada during the current playing season.

### **6.13. TEMPORARY REGISTRATION**

- 6.13.1.** Players not currently registered with Soccer Nova Scotia before applicable Registration Deadlines may register by means of a "Temporary Registration". The Temporary Registration affords the player training privileges with a team but does not permit competitive and / or exhibition games. The registration will expire on May 1<sup>st</sup> annually and carries a fee of \$10.00. Soccer NS reserves the right to allow mini players to play after the deadline.

### **6.14. REGISTRATION DEADLINES**

- 6.14.1.** Player registration deadlines for each season are:  
**6.14.1.1.** Summer – June 30<sup>th</sup>  
**6.14.1.2.** Winter – January 10th (2017)  
**6.14.2.** SNS may approve those requests from clubs on a case by case basis which require a later winter registration day.  
**6.14.3.** A player must be registered at least seven (7) days prior to in any cup competition leading to a National Competition in order to participate in any such cup competition.  
**6.14.4.** A League may further establish a deadline for players registering to play in league competitions organized by that League. In such a case, the League must advise, in writing, to its Governing Body that such a deadline has been established.  
**6.14.5.** The Program Administrator is empowered to access the SNS computerized registration system and register any youth or senior player after the registration deadline upon receipt of satisfactory evidence that the player was mistakenly left off his/her club registration.

## **7. FEES**

- 7.1.** Player Registration Fees shall be based on the actual registered player counts in the Soccer Nova Scotia computerized registration system after verifying with the club administrators.

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- 7.2.** By May 31, each Club registered and in good standing with Soccer Nova Scotia shall pay an amount equal to 75% of the previous year's player registration fees and will pay (within 30 days of receipt of invoices) the balance of final player registration fees against invoices received from Soccer Nova Scotia, such final fees being based on the actual data in the Soccer Nova Scotia computerized registration system.
- 7.3.** Clubs are responsible to send player registration numbers based on categories (Mini, Youth AAA/AA, Youth A/B/C, Youth House League, Senior AAA/AA, Senior B and Senior C.
- 7.4.** All applicable player fees associated with district affiliation will be paid to the District that clubs have affiliated with in a manner to be communicated to clubs by their respective Districts no later than January 31st annually.

## **8. PRIVILEGES AND RESPONSIBILITIES**

- 8.1.** A player registered with Soccer Nova Scotia shall be entitled to all associated privileges, including, but not limited to participation in programs, teams, and leagues, and limited insurance coverage.
- 8.2.** However, for the purpose of insurance, a player's summer registration with Soccer Nova Scotia is effective until May 15th of the following year, and winter registration is effective until May 15th immediately following the winter season.
- 8.3.** Soccer Nova Scotia's player summer registration affords insurance for all programs, practices, and summer season outdoor sanctioned games from the date of registration until May 14th of the next year.
- 8.4.** Soccer Nova Scotia's player winter registration affords insurance coverage for sanctioned winter (indoor) soccer games and practices.
- 8.5.** The act of registration by any individual with Soccer Nova Scotia will oblige that individual to adhere to all bylaws, policies and procedures of Soccer Nova Scotia.
- 8.6.** A player found guilty of providing false information for registration purposes shall be subject to suspension for one year, in accordance with the discipline policies and procedures.
- 8.7.** Players contravening registration policies will be suspended immediately pending a Soccer Nova Scotia Discipline and Appeals Hearing.

## **9. RESTRICTIONS**

- 9.1.** A player going from Nova Scotia to another province, under the jurisdiction of the C.S.A. shall not be registered in that province until he/she receives in writing a clearance from the Registrar of Soccer Nova Scotia under which he/she was last registered.
- 9.2.** In order to participate in any competition leading to National Championships, including but not limited to Leagues, Challenge Games, Provincial Championships, and Maritime Championships, a player shall be either:
  - 9.2.1.** a Canadian citizen;
  - 9.2.2.** a landed immigrant;
  - 9.2.3.** a refugee claimant.

## **10. EXCEPTIONS**

- 10.1.** Recreation Tier level Players may also register with a Competitive team.
- 10.2.** Under exceptional circumstances, Soccer Nova Scotia may, at its discretion, enact regulations to allow a player to play for more than one amateur team. However, a player may not register or play for more than one team in the same league, or cup, or youth age-group competition.
  - 10.2.1.** Under exceptional circumstances, players may request for Soccer Nova Scotia to appeal on their behalf to the Director of Competitions of the Canadian Soccer Association for special permission to enable them to participate in competitions leading to National Championships.
  - 10.2.2.** Co-ed play to be a Recreational division only.

## **11. AMATEUR-PROFESSIONAL STATUS**

- 11.1.** A player shall be registered either professional or amateur.
- 11.2.** An amateur player shall be registered either youth or senior.
- 11.3.** Players who are not in receipt of any remuneration other than "Approved Expenses" incurred during the course of their participation in soccer, or any other Club activity associated with the current soccer season shall be regarded as amateur.
- 11.4.** "Approved Expenses" shall include travel and hotel expenses incurred through involvement in a match, and the costs of a player's equipment, insurance, and training.



- 11.5. Any player who receives remuneration for any cost or purpose not listed as "Approved Expenses" in respect of participation in, or an activity connected with, soccer shall be regarded as professional.

## 12. PLAYER MOVEMENT

- 12.1. Player movement is defined as players playing for teams with whom they are not registered.

- 12.2. This falls under three categories:

**12.2.1. PLAYING UP** - Players playing for teams that are at a higher competition level

- 12.2.1.1. For Playing Up player movement, SNS competitive age categories will be classified into three groups:

- 12.2.1.1.1. Group 1 (Youth/Mini) – those defined by a maximum age limit (U8 to U21).  
12.2.1.1.2. Group 2 (Senior) – open age categories (Senior AAA, AA, A, B).  
12.2.1.1.3. Group 3 (Senior Plus) – those defined by a minimum age limit (O35, O45, etc.).

- 12.2.1.2. Player movement shall be permitted as follows:

- 12.2.1.2.1. Within Group 1, players may play up to higher level teams in their own age category (e.g.: U13B up to 13A or 13AA) **and/or** to equal or higher levels at higher age categories (e.g. 13A up to 15A, 15AA, etc.)

- 12.2.1.2.2. Within Group 2, players may play up to higher levels.

- 12.2.1.2.3. Within Group 3, players may play up to teams defined by a younger age restriction (e.g.: O45 to O35).

- 12.2.1.2.4. From Group 1 to Group 2

- 12.2.1.2.4.1. Players in the performance stream (AA, AAA) may only play up to Senior AA or Senior AAA.

- 12.2.1.2.4.2. Players in the community stream (A, B) may play up to all Senior categories.

- 12.2.1.2.5. From Group 3 to Group 2, players may play up to all senior categories.

- 12.2.1.3. Player movement as defined in 12.2.1.1.1 may have alterations imposed upon it by Clubs, Leagues or District Associations as long as the players and competitions involved are under their jurisdiction and the alterations are applied consistently.

- 12.2.1.4. Once a player has played up to a team, they are tied to that team at that level in the same league or competition.

- 12.2.1.5. On occasion, Leagues or Districts may for their own purposes create classifications other than those recognized by SNS. In such cases, the league/district is also responsible for defining the playing up criteria

involving those classifications. It is expected those definitions will reflect the principles contained in 12.2.1.1.1.

**12.2.2. PLAYING DOWN** - Players playing for teams at a lower competition level

- 12.2.2.1.** Any player registered in a club can play down within their age group based on developmental principles if agreed upon by both clubs involved in the match.
- 12.2.2.2.** For a player who is playing down to be considered eligible, the following process must be performed:
  - 12.2.2.2.1.** The club will contact the TD/Club Coordinator (assigned to the league) of the opposition club to request the player moving down for the selected match.
  - 12.2.2.2.2.** If both parties agree, an online form (player movement form) is completed by the requesting club, which requires confirmation by the other party representative before the player can participate.
  - 12.2.2.2.3.** If the club of the opponent in the selected game does not agree to the player participating in the match, they may not play under any circumstances.
- 12.2.2.3.** This player movement will only take place within clubs or from a Performance club to its feeder clubs in regions where only one Performance club exists.

**12.2.3. PLAYING ACROSS** - Players playing for teams at the same age and competition level (playing across)

- 12.2.3.1.** Player Pools (U12 and below) (excluding U12 Prospects)
  - 12.2.3.1.1.** Within a club, players may move from team to team within the same age group and stream for development purposes.
  - 12.2.3.1.2.** There is no official/formal process required. The club has the freedom to move players based on developmental principles.
- 12.2.3.1.3.** Guest Players (U13 and above)
  - 12.2.3.1.3.1.** Guest players are players who play for another team at the same age and competition level as the one with which they are registered. This is permitted in two situations:
    - 12.2.3.1.3.2.** In tournaments where the tournament rules allow such player movement.
    - 12.2.3.1.3.3.** In exhibition games subject to the agreement of both teams.
  - 12.2.3.1.3.4.** With that club's permission, guest players may be used from other clubs.

**12.2.4. PLAYER MOVEMENT WITHIN A CLUB**

- 12.2.4.1.** Following the guidelines of 12.2.1, 12.2.2 and 12.2.3, with the permission of the Club, a player may play unlimited for other club teams.
- 12.2.4.2.** Temporary Registration Permits are not required for player movement within a club.

**12.2.5. PLAYER MOVEMENT TO OTHER CLUBS (Temporary Registration Permits)**

- 12.2.5.1.** Following the guidelines of 12.2.1 and 12.2.3, a player may play for a club with which he/she is not registered.
- 12.2.5.2.** A Temporary Registration Permit is necessary for such movement.
- 12.2.5.3.** A player shall be entitled to a maximum of five Temporary Registration Permits during a season.
- 12.2.5.4.** Only a single Temporary Registration Permit is required for a player to participate in a tournament as a call-up or guest player.
- 12.2.5.5.** In Regions where only one performance stream club (carries AA and AAA teams) exists, players from all other clubs in that region may play up to that club without the use of a Temporary Registration Permit.

**12.2.6. PLAYER MOVEMENT TO PROVINCIAL, EXCEL or NATIONAL TEAMS**

- 12.2.6.1.** Only players registered with Soccer Nova Scotia will be permitted to play for Provincial, EXCEL or National teams.
- 12.2.6.2.** These teams must play only in games that are sanctioned competitions.
- 12.2.6.3.** In all cases where a player is playing for one of these teams, the player must possess a Soccer Nova Scotia ID Card and have this document available for presentation at the game in which he/she is playing. Failure to present this ID card shall render the player ineligible to play in that game.

**13. TRANSFERS (Clubs/Districts/Provinces)**

- 13.1.** In the summer season, the transfer deadline shall be July 31st.
- 13.2.** In the winter season, the transfer deadline shall be December 31st.
- 13.3.** All transfers require completion of a "Player Transfer Form" and shall be processed by Soccer Nova Scotia and shall be requested by electronic means from the Soccer Nova Scotia Programs Administrator.
- 13.4.** The transfer of a player between Soccer Nova Scotia and another Provincial Association or a National League shall be in accordance with the C.S.A. Published Rules.
- 13.5.** A player shall be entitled to the following transfers:
  - 13.5.1.** Two transfers only during the current season within the jurisdiction of Soccer Nova Scotia. However, a player, once transferred, cannot be transferred back to the team for which he was originally registered until a period of thirty (30) days has elapsed.
  - 13.5.2.** One transfer between Soccer Nova Scotia and any other Provincial Association, except that in the event of a player, having been transferred

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under Section a) and finding it necessary to return to the jurisdiction under which he was originally registered, shall be allowed to transfer his/her services back to the team for which (s)he was last registered.

- 13.5.3.** A player moving outside the jurisdiction of Soccer Nova Scotia may apply for, and be granted, an "open" transfer upon payment of the applicable fee. The transfer will bear the required signatures of the officials of the team from which (s)he is transferring and will become effective when completed by officials of his/her new team in the receiving jurisdiction.
- 13.6.** No person, association, league, club or team shall limit unreasonably the right of a player to transfer to the team of his/her choice. If a transfer is denied, the player may appeal in accordance with Policy of the Appeals and Procedures.
- 13.7.** Notice of all transfers as hereby provided shall immediately be mailed to the Secretary of the Club. Save and except the National Championships and Soccer Nova Scotia competitions, the player so transferred shall be eligible after one day following the registration of such transfer, to play all games for the team to which his transfer has been granted.
- 13.8.** The fee payable for a transfer shall be set by Soccer Nova Scotia, and it applies to players transferring to a different club. There is no transfer fee associated with transferring players within the same club. Clubs receiving the transferring player will be billed the transfer fee by Soccer Nova Scotia.
- 13.9.** All Transfers are subject to meeting all conditions of the 'Youth Playing Zones' policy.

## **14. YOUTH PLAYING ZONES**

- 14.1.** This policy applies to all youth age registered players who have not attained their 17<sup>th</sup> birthday before January 1 of a given year. Players shall register and play within the region in which that player resides ("home region"). The residency of the player is determined by the residency of the parent. For the purposes of this policy, the parent of the player is:
- 14.1.1.** Either parent where both parents have a common residence or if there is only one surviving parent, such surviving parent; and
- 14.1.2.** In the event that the parents are living apart, the parent who has custody of the player, or if both parents share custody, the parent with whom the player habitually resides, or if the player does not habitually reside with either parent, then either parent; and
- 14.1.3.** In the event both parents are deceased, the person who is the guardian;
- 14.1.4.** In the event that the parents have joint custody of the player and are living apart and the player takes turns habitually residing with both parents, the area where the player attends school is deemed to be the area of residency.

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- 14.2.** Players who change residency into a new region may continue to play in their former region or register in the new region, upon signing an affidavit that their principle residence as per 14.3 has changed.
- 14.3.** For the applications of this policy, 'Regions' (zones) are identified as:
  - 14.3.1.** Halifax District
  - 14.3.2.** Harbour East District
  - 14.3.3.** Suburban District
  - 14.3.4.** Highland District
  - 14.3.5.** Cape Breton District
  - 14.3.6.** Valley District
  - 14.3.7.** South Shore District
  - 14.3.8.** South West Nova District
- 14.4.** Players wishing to play out of their home region must apply to their home region's District Board, through the District's President and paying a \$100.00 fee to the District. The home district has the final decision respecting a player's application to play out of their home district.
- 14.5.** The home District/Region Board shall have the authority to grant out-of-region playing permits for a season, a year or any other period of time it deems appropriate based on the circumstances.
- 14.6.** Reasons for a District/Region granting an application to play out-of-region are limited to the following:
  - 14.6.1.** From a team perspective, if there are not enough players to field a team, without consideration of boycotts, out-of-region playing permits will be considered.
  - 14.6.2.** At the individual level the District Board will make the decision in the interest of the player's development, guided in consultation with LTPD Regional Technical Director and the receiving District.

## **15.COACHES**

### **15.1. REGISTRATION**

- 15.1.1.** All coach registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system 'Coach Centre' provided to all clubs by Soccer Nova Scotia. "Coaches" are defined to include technical directors, head coaches, assistant coaches, youth mentor coaches and game leaders.
- 15.1.2.** Registration includes:
  - 15.1.2.1.** Entry as a person to include names, date of birth, and email,
  - 15.1.2.2.** For all teams and programs, registration to an age category, gender, classification and a position,

## **SOCCKER NOVA SCOTIA POLICIES AND PROCEDURES**

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  - 14.3.5.** Cape Breton District
  - 14.3.6.** Valley District
  - 14.3.7.** South Shore District
  - 14.3.8.** South West Nova District
- 14.4.** Players wishing to play out of their home region must apply to their home region's District Board, through the District's President and paying a \$100.00 fee to the District. The home district has the final decision respecting a player's application to play out of their home district.
- 14.5.** The home District/Region Board shall have the authority to grant out-of-region playing permits for a season, a year or any other period of time it deems appropriate based on the circumstances.
- 14.6.** Reasons for a District/Region granting an application to play out-of-region are limited to the following:
  - 14.6.1.** From a team perspective, if there are not enough players to field a team, without consideration of boycotts, out-of-region playing permits will be considered.
  - 14.6.2.** At the individual level the District Board will make the decision in the interest of the player's development, guided in consultation with LTPD Regional Technical Director and the receiving District.

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  - 15.1.2.2.** For all teams and programs, registration to an age category, gender, classification and a position,

## **SOCCER NOVA SCOTIA POLICIES AND PROCEDURES**

- 15.1.3.** Every registration shall be associated with an individual Season.
- 15.1.4.** At a minimum, every coach registering with a club must include a signed document acknowledging acceptance of the "Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures" as part of the registration process which states that coaches will abide by the bylaws, policies and procedures, and rules of their club and Soccer Nova Scotia.
- 15.1.5.** Clubs may incorporate the "Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures" into their standard coaches registration form.
- 15.1.6.** Competitive team coaches must be registered prior to participation in any Competition.
- 15.1.7.** A Club shall be obliged to release (un-register) any coach upon written request from that coach. Any such request made after Registration Deadlines may be subject to monetary penalties for Soccer NS registration fees at the discretion of the Club. A Club may also withhold all or part of any associated registration fees based on Club Policies.

### **15.2. REGISTRATION FEES**

- 15.2.1.** All applicable coach registration fees will be paid to Soccer Nova Scotia by the Club where a coach is registered in a manner to be determined by Soccer Nova Scotia annually, such manner to be communicated to Clubs no later than January 31st annually.

### **15.3. PRIVILEGES AND RESPONSIBILITIES**

- 15.3.1.** A coach registered with Soccer Nova Scotia shall be entitled to all associated privileges, including, but not limited to participation in programs, teams, and leagues, and limited insurance coverage.
- 15.3.2.** However, for the purpose of insurance, a coach's summer registration with Soccer Nova Scotia is effective until May 15th of the following year, and winter or spring registration is effective until May 15th immediately following the winter or spring season.
- 15.3.3.** Soccer Nova Scotia's coach Summer registration affords insurance for all programs, practices, and summer season outdoor sanctioned games from the date of registration until May 14th of the next year.
- 15.3.4.** Soccer Nova Scotia's coach Winter registration affords insurance coverage for sanctioned winter (indoor) soccer games and practices.
- 15.3.5.** The act of registration by any individual with Soccer Nova Scotia will oblige that individual to adhere to all bylaws, policies and procedures of Soccer Nova Scotia.
- 15.3.6.** A coach found guilty of providing false information for registration purposes shall be suspended for one year, in accordance with the discipline policies and procedures.

- 15.3.7.** Coaches contravening registration policies will be suspended immediately pending a Soccer Nova Scotia Discipline and Appeals Hearing.

**15.4. CERTIFICATION REQUIREMENTS** (2016)

- 15.4.1.** All head coaches in Nova Scotia must be appropriately trained at the following levels:

Age Level	Training Level Required
U4 and U6 (Mini)	Active Start (In Training)
U7 and U8 A, B, C	FUNDamentals (Trained)
U9, U10 and U11 A, B, C	Learning to Train (Trained)
U12 B, C	Learning to Train (Trained)
U12 A	C License (Certified)
U13 and U15 A, B, C	Soccer for Life (Trained)
U17, U21 and Senior A, B	Soccer for Life (Trained)
U13, U15, U17 and Senior AA, AAA	C License (Certified)

- 15.4.2.** All assistant coaches in Nova Scotia must be appropriately trained at the following levels:

Age Level	Training Level Required
U12 A	C License (Trained)
U13, U15, U17 and Senior AA, AAA	Soccer for Life (Trained)

- 15.4.3.** Trained status includes NCCP Making Ethical Decisions (MED). In Training is without MED.
- 15.4.4.** Certified status includes NCCP Making Ethical Decisions, successfully passing a theory assessment, successfully passing a laws-of-the-game assessment & successfully passing an on-field assessment.
- 15.4.5.** All U12A, U13AA, U15AA, U15AAA, U17AAA, Senior AA and Senior AAA coaches and any coaches traveling Out-of-Province must show an ID card.

**15.5. BACKGROUND CHECK**

- 15.5.1.** All coaches must submit a Canadian Police Information Check (CPIC) criminal record check to their Club at least every three (3) years
- 15.5.2.** Clubs or Districts shall also have the right to require a Nova Scotia Child Abuse Registry check at least every three (3) years.
- 15.5.3.** At all SNS sanctioned tournaments, including provincials, and for issuing of all out of province travel permits, the coach of any participating team with **youth-aged players** must provide a letter from the club president or administrator certifying that the coach has CPIC clearance or has provided a CPIC that has been cleared by the club.



## **16. REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES**

- 16.1.** Please refer to Canada Soccer's regulations for the registration and control of referees.

## **17. TEAMS**

### **17.1. DEFINITION**

- 17.1.1.** Teams are formed by Clubs and must consist of registered Players. Teams compete in sanctioned Competitions. All youth teams must have an adult same-gender team official on the bench. Senior teams must have an adult same-gender team official present on the bench, when a youth player is present.

### **17.2. REGISTRATION**

#### **17.2.1. Team Registration**

- 17.2.1.1.** A team may register for competitions within a single age, gender, and competitive division. Each player on the team must comply with the age and gender classification of the competition the team is registered for.
- 17.2.1.2.** All team registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system provided to all clubs by Soccer Nova Scotia.
- 17.2.1.3.** All Teams must register for play in a sanctioned competition. A Sanctioned Competition is a registered League, sanctioned tournament (including provincials), sanctioned cup competition, or sanctioned exhibition game (see "Competitions").
- 17.2.1.4.** Every team registration shall be associated with:
- 17.2.1.4.1.** A Season, as defined by Soccer Nova Scotia (see "*Players-Definitions*").
- 17.2.1.4.2.** An Age Category, as defined by Soccer Nova Scotia (see "*Players-Definitions*").
- 17.2.1.4.3.** Where participating in league play, a Division, being the League Division that the team shall compete in.
- 17.2.1.4.4.** Leagues are required to create a Division in the Soccer Nova Scotia computerized registration system for each Season and Division that the League administers.
- 17.2.1.5.** A team is registered by its Club to play in sanctioned competition(s). Such registration shall be defined by:
- 17.2.1.5.1.** For League play, registration of a team to a Division in the SNS computerized registration system and authorization from that League;
- 17.2.1.5.2.** For a tournament or cup competition, application and acceptance into sanctioned tournament or cup competition by the event organizers;

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- 17.2.1.5.3.** For exhibition games, sanctioning by the Club host District(s) for the playing teams;
- 17.2.1.5.4.** Every team shall be required to have at least one Team official registered in the SNS computerized registration system.

### 17.3. EXEMPTIONS

- 17.3.1.** Any exemption to the age, gender, and competitive divisions players and teams may register for must comply with the Play up/down Policy.

## 18. NUMBER OF PLAYERS ON TEAMS

### 18.1. ROSTER SIZES (MINIMUM AND MAXIMUM)

#### 18.1.1. Mini -U7, U-8, U-9, U-10

Format	Minimum # of Players	Maximum # of Players
3-a-side	5	10
5-a-side	8	15
7-a-side	10	19

#### 18.1.2. U-11, U-12, U-13 A & B

Format	Minimum # of Players	Maximum # of Players
9-a-side	12	23

#### 18.1.3. Youth/ Senior AA, A, B, C (including U13 AA)

Format	Minimum # of Players	Maximum # of Players
7-a-side	10	27
11-a-side	14	27

#### 18.1.4. Leading to Nationals (as defined by Canada Soccer)

##### 18.1.4.1. Youth/Senior AAA

Format	Minimum # of Players	Maximum # of Players
11-a-side	17	20 (or 22 players)

#### 18.1.5. Masters (O-35)

Format	Minimum # of Players	Maximum # of Players
11-a-side	17	25

#### 18.1.6. Indoor (all categories)

Format	Minimum # of Players	Maximum # of Players
7-a-side	10	19
11-a-side	14	22

## 19. COMPETITIONS

### 19.1. DEFINITION OF A COMPETITION

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- 19.1.1.** A competition shall include any games in a sanctioned League, Tournament or Cup competition, or Exhibition Game.
- 19.1.2.** All competitions shall have a designated Governing Body, being either a registered district or club, league, or tournament/cup organizing committee. This designated governing body shall be referred to as the competition 'Host'.
- 19.1.3.** Soccer Nova Scotia competitions are also governed by the rules, regulations, and policies found in the "Competitions Handbook". Where conflicts exist between these policies and the Competitions Handbook, these policies will prevail.

### 19.2. PLAY UP/DOWN

- 19.2.1.** Each sanctioned competition must include in its rules a play up/down rule that is compliant with LTPD guidelines for the age, gender, and competitive level of the players involved in the completion.

### 19.3. DEFINITION OF COMPETITIVE CLASSIFICATIONS

- 19.3.1.** Competitive Divisions - Teams may register to play in any **one** of the following competitive divisions:

Competitive Division	Competitive Level
AAA	Competitions leading to a Provincial and/or National Championship
AA	Competitions leading to a Provincial and/or Atlantic Championship
A	Competitions leading to a Provincial Championship
B	Competitions leading to a League and/or Provincial Championship
C	Competitions leading to a Club Championship
Recreational	Competitions not leading to a Championship
Masters	Competitions leading to a Regional and/or Provincial Championship

- 19.3.2.** For the purposes of Competition, "Competitive Classifications" are defined to include the following Tier Levels: See standard age divisions.

### 19.4. SANCTIONING

- 19.4.1.** All competitions must be sanctioned by a "Governing Body". Based on the competition, the Governing Body shall be:
  - 19.4.1.1.** The District for District competitions excluding Inter-District exhibition games.

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- 19.4.1.2.** Soccer Nova Scotia for Provincial / Inter-District / Inter-Region competitions. The Executive Director is responsible for sanctioning Leagues, the Program Administrator shall sanction Tournaments that meet all requirements as contained in the 'Leagues' and 'Tournaments' policies.
- 19.4.1.3.** Approved exhibition games require registered officials to meet sanctioning requirements through the league. Teams from outside of Nova Scotia require a travel permit before officials are assigned.
- 19.4.1.4.** When applying for sanctioning of a tournament or exhibition game, the Host must provide the information required on the appropriate application form.

### **19.5. RESTRICTIONS**

- 19.5.1.** For the purposes of Competitive League play, a team may only participate in one Competitive League per Season.
- 19.5.2.** For competitions outside the jurisdiction of Soccer Nova Scotia, must meet requirements outlined under "*Teams – Team Designation*"

### **19.6. CANADA SOCCER NATIONAL REGULATIONS**

- 19.6.1.** Please refer to Canada Soccer's Annual Regulations for National/Regional Championships

## **20. LEAGUES**

### **20.1. DEFINITION OF A LEAGUE**

- 20.1.1.** A League is a governing body that organizes Competitions for its members.

### **20.2. LEAGUE SEASONS**

- 20.2.1.** Every League shall be sanctioned in accordance with section 20.2.
- 20.2.2.** Summer Leagues shall be considered "Outdoor Leagues" and Winter Leagues shall be considered "Indoor Leagues".

### **20.3. LEAGUE CATEGORIES**

- 20.3.1.** A League Category is defined by its:
  - 20.3.1.1.** Status
    - 20.3.1.1.1.** Amateur
    - 20.3.1.1.2.** Professional

### **20.4. AFFILIATION**

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**20.4.1.** Every League shall affiliate with a governing soccer body in accordance with 12.5.2.

**20.4.2.** Leagues shall be governed as follows:

**20.4.2.1.** Be a member.

**20.4.2.2.** A Provincial League shall be sanctioned by Soccer Nova Scotia and be subject to the by-laws, policies and procedures of Soccer Nova Scotia.

**20.4.2.3.** An Inter-District League shall be sanctioned by Soccer Nova Scotia and be subject to the by-laws, policies and procedures of Soccer Nova Scotia.

**20.4.2.4.** A District League shall be sanctioned by a District Association and be subject to the bylaws, policies and procedures of that governing body.

### **20.5. SANCTIONING**

**20.5.1.** A League must be sanctioned by its governing body.

**20.5.2.** The Executive Director shall give approval for the provincial and inter-district league to operate and shall specify the terms of the sanctioning agreement. Sixty (60) days prior to each season.

**20.5.3.** Soccer NS has the authority to operate the Provincial League.

### **20.6. LEAGUE MEMBERSHIP**

**20.6.1.** All Leagues shall comply with the Membership Criteria outlined in this Policy.

**20.6.1.1.** A League may establish additional criteria, subject to the Soccer Nova Executive Director approving the Membership Criteria of a League prior to the implementation by that League.

**20.6.2.** Based on the Level of a League, membership conditions/restrictions are:

**20.6.2.1.** A Provincial League shall:

**20.6.2.1.1.** Consist of Clubs as members;

**20.6.2.1.2.** Be open to any Club team in the province, subject to the criteria contained in the League bylaws and policies and Soccer Nova Scotia policies and procedures.

**20.6.2.1.3.** Only be open to participation by properly registered Teams and operated by Soccer Nova Scotia.

**20.6.2.1.4.** No team will be permitted to participate unless it meets Soccer Nova Scotia coaching certification requirements (see "Coaches-Certification- Requirements –policy).

**20.6.2.2.** An Inter-District league shall:

**20.6.2.2.1.** Consist of Clubs as members;

**20.6.2.2.2.** Be open to any Club team within the regions making up the league, subject to any criteria contained in the League bylaws and policies and Soccer Nova Scotia policies and procedures;

**20.6.2.2.3.** Only be open to participation by properly registered Teams and Players other than AAA and AA as defined by Soccer Nova Scotia

**20.6.2.3.** A District League shall:

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- 20.6.2.3.1.** Consist of Clubs as members;
- 20.6.2.3.2.** Be open to any Club team within its approved District, subject to any criteria required by its District Association;
- 20.6.2.3.3.** Permit the participation of players registered in any approved playing classification of Soccer Nova Scotia;
- 20.6.2.3.4.** Membership for 'Other Leagues' shall consist of teams agreed upon from time to time between Soccer Nova Scotia or any of its District Associations.
- 20.6.2.4.** Members shall apply for League membership in accordance with League policies.
- 20.6.2.5.** In the event that a Club is denied membership in a League it may appeal such decision to Soccer Nova Scotia's Appeals Committee.
- 20.6.3. LEAGUE REQUIREMENTS**
  - 20.6.3.1.** A League,
    - 20.6.3.1.1.** Shall have at least one division with a minimum of four teams
    - 20.6.3.1.2.** Have a minimum of four teams for each age division in which they operate; and notwithstanding this requirement, be permitted to operate with fewer teams with the special approval of the Soccer Nova Scotia Board of Directors and only based on exceptional circumstances
  - 20.6.3.2.** A League shall be governed by a set of bylaws, policies and procedures, and published rules to provide competition for teams entered in the League.
  - 20.6.3.3.** District Leagues shall operate directly under the jurisdiction and supervision of its District Association
  - 20.6.3.4.** Provincial and Inter-District Leagues must register with the Registry of Joint Stocks.
  - 20.6.3.5.** Leagues must provide an avenue for recognition and inclusion of wild card challenges in the declaration of teams attending Provincials from non-League teams within their region(s).
  - 20.6.3.6.** League policies and procedures, and published rules must not conflict with the policies of Soccer Nova Scotia. In such circumstances the Policies of Soccer Nova Scotia shall govern.
  - 20.6.3.7.** Provincial and Inter District Leagues must hold an Annual General Meeting.
  - 20.6.3.8.** Soccer Nova Scotia must receive a Notice of each of inter-district League's General Meetings and be entitled to send a representative(s) to such meetings, and receive a copy of the Minutes of all of the League's General Meetings.
  - 20.6.3.9.** Each League shall have its annual budget, including team fees, fines, and all other financial items, approved at each Annual General Meeting.

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- 20.6.3.10.** Provincial and Inter-District Leagues with a budget greater than \$100,000 shall annually provide a review engagement financial statement approved by its Board and signed by two of its directors to:
  - 20.6.3.10.1.** its Members at its Annual General Meeting;
  - 20.6.3.10.2.** Soccer Nova Scotia.
  - 20.6.3.10.3.** Provincial and Inter-District Leagues shall annually provide to Soccer Nova Scotia no later than 45 days after their Annual General Meeting the following:
    - 20.6.3.11.** Provincial and Inter-District Leagues shall annually provide to Soccer Nova Scotia no later than 45 days after their Annual General Meeting the following:
      - 20.6.3.11.1.** a copy of the latest publication of its bylaws, policies, procedures, published rules
      - 20.6.3.11.2.** a list of directors and officers
      - 20.6.3.11.3.** a financial statement on its previous year's operations.
      - 20.6.3.11.4.** Any other additional items required by its governing body.
- 20.6.4.** A league shall provide scheduled games for its member teams, and may provide other competition as approved by its members.
- 20.6.5.** Referee appointments to District league games will be assigned by the local referee assignor(s), appointed by the District Soccer Association. Referee appointments to Provincial or Inter District league games will be assigned by the regional referee assignor(s), appointed by the Provincial or Inter District league.
  - 20.6.5.1.** All 11 a-side League games shall be assigned a referee and two assistant referees.
  - 20.6.5.2.** All other League games shall be assigned one referee.
- 20.6.6.** Leagues shall adhere to the Soccer Nova Scotia **referee** fee schedule.
- 20.6.7.** Leagues shall adhere to the Soccer Nova Scotia Discipline Guidelines, and deal with discipline issues delegated to the league by Soccer Nova Scotia.
- 20.6.8.** Soccer Nova Scotia must receive a copy of the results of all League discipline cases.
- 20.6.9.** Leagues shall not schedule more than two games for any team within 24 hours.
- 20.6.10.** Leagues are permitted to register U-23 (but over 18) players and place them in teams for competition purposes.

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### **Policy Change April 2022**

- 20.6 Inserted the League Requirements section that was missed from the last policy set

### **Policy Change May 2022**

- 5.4 updated wording around gender inclusivity