

CMSA Rules and Regulations

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Vision

“Elevating and uniting our community through soccer.”

Mission

Dedicated to working with our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

Values

Leadership	We provide ongoing leadership in the sport of soccer and deliver services in a progressive manner.
Stewardship	We demonstrate fiscal responsibility, accountability, and good business practices.
Integrity	We conduct all business in an honest, ethical, and transparent manner.
Excellence	We strive for and support the achievement of excellence amongst our members, players, volunteers and staff.
Communication	We engage in collaborative discussions with our members and other stakeholders.

Introduction

We would like to acknowledge that we live, work, and play on the traditional territories of the Treaty 7 region of Southern Alberta. This includes the Blackfoot Nations - the Siksika, the Piikani and the Kainai, The Tsuut’ina and Stoney Nakoda First Nations and the Metis Nation of Alberta, Region 3. We would also like to acknowledge all people who call the Treaty 7 Region home.

These rules shall conform to the constitution of the Alberta Soccer Association (ASA) which are subject to minor exceptions. These rules apply only to Calgary Minor Soccer Association (CMSA) programs and events. Any provincial competition and the Alberta Player Development League (APDL) will be governed by ASA [Rules of Play](#), as found on ASA’s website.

Except where modified by CMSA and/or ASA and/or Canada Soccer Association (CSA), the laws by which all games are to be played are those currently approved by the Internationale Football Association Board (IFAB) [Laws of the Game](#) (LOTG) can be found on the Federation Internationale de Football Association (FIFA) website.

Upon acceptance by CMSA of a team's initial player registration sheet, such team (and all persons registered to said team) is deemed to have accepted and agreed to CMSA Rules and Regulations as stated in this book and will accept any interpretation of these rules by CMSA.

Soccer Links

Calgary Minor Soccer Association (CMSA)	www.calgaryminorsoccer.com
Alberta Soccer Association (ASA)	www.albertasoccer.com
Canadian Soccer Association (CSA)	www.canadasoccer.com
Federation Internationale de Football Association (FIFA)	www.fifa.com

Definitions

For clarity, the following words shall have the following meanings throughout this document:

Abandoned Game	A referee will abandon a match if the game cannot be conducted in a safe and controlled manner in accordance with the Rules of Play before the scheduled finish. The conditions may be environmental (thunder, weather, available daylight), problems with the venue (facility closures, time limitations of permit use, unsafe field conditions) or any discipline issue that may arise.
Appeals Chairperson	The person(s) established by the CMSA responsible for the application of the CMSA Rules & Regulations as it pertains to request for an appeal.
Appeal Committee	The committee established by the CMSA responsible for the application of the CMSA Rules & Regulations as it pertains to Appeals.
ASA Cup Tied	A player that has been properly registered and playing with a Member Club team during the soccer season and then transfers to another Member Club team during the same competition will be ineligible to play for their new Member Club team and will be defined as being cup tied to the former team unless the transfer takes place prior to the “cup tied” deadline.
Age Exemption	Age exemption allows for players to be placed in a developmentally appropriate environment as opposed to chronological age.
Club Licensing Program	A program designed to guide member organizations throughout the country toward best principles for organizational development both on and off the field. There are four (4) levels of Club Licensing. They are National Youth Club Licence, MA Level 2, MA Level 1 and Quality Soccer Provider (Standards for Quality Soccer).
Contact Period	Period wherein communication is either possible and permissible (Open Contact Period), or impossible and impermissible (Closed Contact Period).
District 4 Fields	All fields which are listed as athletic park, CMSA or community fields are under the authority of the City of Calgary. City permits will be issued to those who use the fields.
Discipline Staff	The person(s) established by the CMSA responsible for the application of the CMSA Rules and Regulations as it pertains to the Discipline Code.
Discipline Committee	The committee established by the CMSA responsible for the application of the CMSA Rules & Regulations as it pertains to Discipline Hearings.
Eligible Player	A player, who has been properly registered, is not under suspension, does not exceed the limiting age for their category and resides within District 4, or has been properly released from another district.
Eligible Team Official	A team official, who has been properly registered, is not under suspension, has completed and is not out of date with the required volunteering screening, and possesses the appropriate coach training and certifications to participate in CMSA sanctioned programs.
Ineligible Player	A player that has been improperly registered, is currently suspended, or has not provided the proper transfer documentation to become a registered player within CMSA.
Ineligible Team Official	A team official, who has not been properly registered, or is under suspension, or has not completed or is out of date with the required volunteering screening or does not possess

	the appropriate coach training and certifications to participate in CMSA sanctioned programs.
MA Level 1 (MA1)	Member Association Level 2 clubs meet the standards set in partnership with Canada Soccer for their member organization clubs.
MA Level 2 (MA2)	Member Association Level 1 clubs meet the standards set in partnership with Canada Soccer for their member organization clubs.
Member Club	An organization that has applied for and has been granted membership in CMSA by the CMSA Board of Directors as set out in the current bylaws of the association. Such organizations may be from within or outside of District 4 and may be based around community, cultural or traditional grounds as set out in the policies of the association.
Member Club Representative	Shall mean any Member Club's directors, officers, full time employees or any other person who is a contract employee or consultant that is compensated (excluding casual service providers that only receive an honorarium, stipend or other compensation that is nominal in amount) for the provision of services to a Member Club in any capacity.
National Youth Club Licence (NYCL)	Canada Soccer's highest amateur club designation under its Club Licensing Program.
New Player	A youth player that has not registered to play soccer within their home residence district and has not been registered with ASA.

Recruitment	Refers to any action where a Member Club representative, coach, team official, other individuals involved in the league or operations of any of CMSA's Member Club's teams, academies, or soccer entities attempt to persuade or influence a youth player, parents, guardians, caregivers and/or team officials to move to another Member Club or program and join another.
Safe Sport	The prevailing practice to incorporate specific requirements to ensure a safe, welcoming and healthy environment for all of our participants. These requirements may include, but are not limited to, volunteer screening and coaching requirements that cover a variety of topics to ensure the health, well-being, performance, and security of individuals under the auspice of CMSA.
Sanctioned Activity	Any soccer activity (game, practice, training, camps, etc.) under the auspices of CMSA as a CMSA Member. Sanctioned activities have received endorsement and insurance through the ASA. View a list of sanctioned CMSA Members HERE .
SQS - Quality Soccer Providers	Entry-level for all member organizations in good standing with Calgary Minor Soccer Association and Alberta Soccer Association. The minimum expectations of member organizations in Canada, including meeting the expectation of membership.
Team Official	Any person who is listed as a team official on the official roster of a CMSA sanctioned team who is acting as a coach, assistant coach, manager, or any other type of team representative.
Team Representative	Any team official, player, parent, or legal guardian of a player, or relative of a player who acts in the interests of a group of players or entire team is considered a team representative.
Unsanctioned Activity	Unregistered soccer games, leagues, training, and programs that operate without ASA and CMSA member status, endorsement, or insurance.

Youth Player	A youth player is anyone 18 years of age or younger during the current season at the time of registration.
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Acronym Glossary

AHS	Alberta Health Services	DNR List	Do Not Release List
ASA	Alberta Soccer Association	ePIC	Electronic Police Information Check
AYSL	Alberta Youth Soccer League	FIFA	Federation Internationale de Football Association
CMSA	Calgary Minor Soccer Association	IFAB	International Football Association Board
COVID-19	Novel Coronavirus SARS-CoV-2	LOTG	Laws of the Game
CPS	Calgary Police Service	RCMP	Royal Canadian Mounted Police
CSA	Canadian Soccer Association	SQS	Standards for Quality Soccer

CMSA Code of Conduct

The purpose of this policy is to ensure a safe and positive environment within CMSA sanctioned programs, activities and events by making all individuals aware that there is an expectation of appropriate behaviour consistent with the values of CMSA, at all times.

General Code of Conduct

1. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
2. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members.
3. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
4. Consistently treating individuals fairly and reasonably.
5. Ensuring adherence to the rules of the sport and the spirit of those Rules.

Team Official Code of Conduct

1. Follow the fair play philosophy that emphasizes the concept of equal participation for equal commitment, respect both the rules and the spirit of the game.

2. Respect the opposition players and coaches and actively encourage their players to do the same.
3. Remember that players need a coach they can respect. Be generous and praise, lead by example and provide all feedback in a constructive, positive manner.
4. Following the CMSA Referee Zero Tolerance Policy, respect the referees and refrain from criticism of their efforts and rulings.
5. Following the CMSA Anti-Discrimination Policy, refrain from any type of discrimination and treat all participants with respect and dignity and appreciate that every individual is unique.
6. Emphasize the importance of active participation and doing one's best over the importance of winning or losing and focus on the quality of the experience, not just the outcome.
7. Promote positive teammate interaction and intervene where negative behaviours are demonstrated.
8. Show zero tolerance for profanity, violent behaviour, bullying and abuse of any kind.
9. Communicate openly and clearly with parents and players to ensure all expectations and feedback are understood.
10. Be receptive to ideas and suggestions from players and parents in developing goals and programs for the team.
11. Protect the safety of all players, referees, spectators, and participants, and create a soccer environment where safe play is valued.
12. Respect fair play and protect the competitive integrity of all levels of youth and minor soccer.

Parent Code of Conduct

1. Model good sporting behavior for your child in all interactions with their teammates, opponents and referees.
2. 'Following the CMSA Referee Zero Tolerance Policy, refrain from any criticism of referees; they, like your children, are learning the game and need support and encouragements from all.
3. Provide positive feedback to all players from both teams and offer engagement when they try something creative or demonstrate good skills.
4. Following the CMSA Anti-Discrimination Policy, refrain from any type of discrimination and treat all participants with respect and dignity and appreciate that every individual is unique
5. Avoid conflicts with parents from your team and the opposing team.

6. Let the coach do their job; avoid yelling instructions to players from the sidelines, as it can be confusing and frustrating for all.
7. Communicate openly with your coach if you have ideas or concerns; choose a time away from a game situation; treat the coach with respect and work with them for the betterment of the team.
8. Ensure your child abides by the Player Code of Conduct.

Player Code of Conduct

1. Play by the rules of the game.
2. Following the CMSA Referee Zero Tolerance Policy, respect the referees and accept their decisions without criticism.
3. Are fair and positive in your interactions with opponents; without them, there is no game.
4. Encourage and respect all your teammates and help them and the team succeed.
5. Treat your coach with respect and work with the coach for the betterment of the team.
6. Following the CMSA Anti-Discrimination Policy, refrain from any type of discrimination and treat all participants with respect and dignity and appreciate that every individual is unique.
7. Accept coaching decisions as part of the game; speak respectfully, openly and honestly in private with your coach should a disagreement arise.
8. Avoid the use of profanity, violent behaviour, bullying and abuse of any kind.
9. Are generous when you win and gracious when you lose.
10. Demonstrate commitment to the team by attending all practices and games (unless necessary to miss one), by working hard and cooperatively at all team events.

Zero Tolerance on Referee Abuse

Summary

The Calgary Minor Soccer Association (CMSA) is committed to fostering a safe and respectful environment for all participants, including referees. Recognizing the vital role referees play in the sport, CMSA is implementing a **Zero Tolerance on Referee Abuse** to protect referees from both physical and verbal abuse, and to discourage public dissent. Even though public dissent may not be considered abuse, it is not in adherence with the CMSA Code of Conduct and therefore will not be tolerated. This policy extends to all CMSA member

club representatives, players, and spectators, emphasizing the importance of constructive feedback through appropriate channels.

While the Zero Tolerance of Referee Abuse extends to all referees, we are further emphasizing the behaviour towards youth referees. CMSA's youth referee development is a central focus of its referee program, committing to a robust mentorship initiative and Teal Shirt campaign as a means to acknowledge and support the needs of our youth referees on their journey to excellence. Therefore, abuse or dissent of referees prior to, during, or after any CMSA sanctioned game will not be tolerated. Guidelines for disciplinary action range from match suspensions for verbal abuse to expulsion from CMSA for threatening, attempted, or physical behaviour towards a referee. Sanctions can be found in CMSA's Discipline Code.

Purpose

This policy aims to eliminate all forms of referee abuse, upholding the CMSA Code of Conduct and ensuring the sport's integrity. It aims to foster a nurturing environment for youth referees, acknowledging their developmental stage, and the need for an environment where referees can make mistakes without fear of abuse, much like we would not accept a coach or spectator verbally abusing a player for their mistakes. Our goal is to create a positive atmosphere for all participants, and we are focused on boosting our referee numbers to facilitate the growth of the sport. Abuse or dissent towards referees undermines the spirit of the game, the development of referees, and efforts to create a respectful environment, will not be tolerated under any circumstances.

This policy is not intended to imply that referees are always right, and the players, adult spectators or coaches are always wrong. However, we must remember that just as youth players will make mistakes during play, youth referees will make mistakes in officiating, particularly in the younger divisions where they are in the early stages of gaining the experience needed to excel as referees.

Zero Tolerance on Referee Abuse

Persistent questioning of decisions, questioning the interpretation of the Laws of the Game, physical contact, attempted physical contact, threatening behaviour, or other verbally abusive, offensive, or insulting comments shall be considered abuse. All CMSA member club representatives, players, other referees, field marshal, and/or spectators, shall be empowered to intervene if a referee is being abused.

Any person may report instances of referee abuse, with as much detail as possible through the Referee Abuse Reporting Form as found on the CMSA Website. Referees will continue reporting incidents using the appropriate method (Misconduct Reports, Referee Abuse Reporting Form etc.). CMSA will conduct investigations into these reports to reach a conclusion.

The offending party will be notified along with their Member Club of any disciplinary action. The discipline outlined in the CMSA Rules and Regulations Discipline Code are the minimum sanctions, and, depending on the severity and frequency of the situation with the individual or Member Club, CMSA has the authority to increase the sanction(s) given the circumstances.

Egregious offences, such as multiple abusive situations, attempted or physical contact with a referee, or exceptional misbehaviour directed toward a referee, shall result in immediate suspension of the offending

party by CMSA until the case is adjudicated. Discipline may include, but is not limited to, reporting to Alberta Soccer Association, game suspension(s), time suspension, fines and/or bonds, suspension until hearing, any other discipline as applied by the Discipline Committee.

Any abuse of referees that are under the age of 18 will be treated severely with a minimum sanction of double the discipline outlined in the CMSA Rules and Regulations.

This policy only applies to all members of CMSA and their affiliates. The Laws of the Game specify actions that can be taken, including a red card dismissal, for player misconduct that occurs anywhere, at any time.

Sanctions may be administered by CMSA even when match ejections (red cards) have not occurred.

Repeated breaches of the Zero Tolerance Policy on Referee Abuse will result in increased sanctions for both the individual and Member Club.

CMSA Referees and Referee Mentors, when encountering behaviour they feel is abusive, as outlined above, shall have the following authorities:

- Calling for a time out in the match where both teams and coaches will be brought together and the game restarted only after agreement is made by all team officials and players to conduct themselves in a respectful manner.
- Abandon the match where one or both teams will receive no points. The game will not be rescheduled.

Section I – Membership

In all age groups, Member Clubs will be allowed to enter teams into CMSA programs as outlined within the CMSA Bylaws, Governance Policy, and Rules and Regulations.

1. CMSA is the only organization within “District 4 – Calgary” that has the authority to form representative select youth teams rostered with players throughout the city. CMSA may delegate this responsibility to another organization depending on directions of the CMSA Board of Directors.
2. Member Clubs must submit the name(s) of the person(s) who will be the liaison between their organization and CMSA on a seasonal basis or when requested by CMSA. Any changes must be reported to CMSA. As well, each Member Club and community must submit in writing the name(s) of the person(s) having signing authority each season.
3. Member Clubs must complete the CMSA Membership Affiliation Package annually as per the dates established by CMSA, including but not limited to, all obligations under its incorporating legislation and as per the CMSA Governance Policy.

4. Member Clubs must have completed, at minimum, all requirement of Standards of Quality Soccer (SQS) as established by Canada Soccer and Alberta Soccer Association. Member Clubs may hold a higher standard club license of MA1, MA2 or NYCL.
5. Member Clubs must register all players (including house league, grassroots, etc.) through CMSA to remain a “Member in Good Standing.”
 - a. Non-Voting Member Clubs must register CMSA participants through CMSA.
 - b. Non-Voting Member Clubs must register all other participants (including house league, grassroots etc.) through their designated District and provide confirmation as such.
6. A Member Club **will be permitted** to organize exhibition games with other FIFA, CSA, and or ASA sanctioned members on the following conditions:
 - a. All players and team officials from both clubs are properly registered and eligible to participate in a sanctioned match.
 - b. CMSA is notified of the clubs, teams, rosters, date, time, and location of the exhibition game via email: info@calgaryminorsoccer.com.
 - i. This step must be completed for the game to be considered sanctioned.

Section II – Team Entry

A. General

1. Member Clubs will submit their team names, age group, division placement/tier (where applicable) through the CMSA Demosphere system.
2. Based on the number of teams entered, CMSA will determine the format for each division and tier. In general, CMSA will offer the following leagues when possible:

Age Groups/Tiers
U7, U8, U9, Grassroots League
U10, U11, Developmental/ Developmental Plus+
U12, U13, U14, U15 Tiers I, II, III, IV & V
U16 & U17 Tiers I, II, III & IV
U19 Tiers II, III & IV

B. Team Placement

1. CMSA reserves the right to mandate team placement into all tiers to maintain appropriate competition amongst the divisions.
2. Member Clubs can enter any number of teams from U7 – U11, in all divisions.

3. Member Clubs can enter any number of teams from U12 – U19 Tiers II, III, IV, and V. Member Clubs who enter more than one team into these age groups are expected to rank their teams to allow CMSA to evenly balance the tier(s) where possible. CMSA will have the ultimate authority to approve where teams will be placed. This could mean changes to the original age group or tier entered.
4. Member clubs may enter only one (1) team into Tier I at U12– U17. Additional teams may be considered on an exceptional basis as determined by CMSA.
 - a. CMSA will aim to cap Tier I to a maximum of 30 per cent (30%) of total teams in an age group with an aim of having 20 per cent (20%) consistently. The remaining teams will filter into Tiers II, III, IV, and V. For example, if there are 50 U13 girls' teams registered across all tiers, at most the top 10 U13 girls teams would be placed in Tier I.
5. Member Clubs may request to move a team up or down a tier based on the process outlined by CMSA.
6. CMSA has the **ultimate authority** to decide which tier a team shall enter and has the right to have any Member Club place additional team(s) in a specific tier.

C. Player Registration Fees

Payment of player registration fees must be made to CMSA by cheque, money order, electronic fund transfer (EFT) or e-transfer ONLY.

1. Member Clubs must pay a minimum deposit of 90 per cent (90%) of their total player registration fees, from the previous corresponding season, by the team entry deadline date. The 90% deposit will be reconciled and applied to the remainder of the player registration fees due at end of season invoicing. These deadlines will be set by CMSA prior to each season.
2. Any Member Club that **has a balance due** to CMSA from a previous season will be considered a Member Club "Not in Good Standing." A Member Club "Not in Good Standing" will **not** be permitted to enter any teams into the current season until the previous season's fees have been received by CMSA in full and only if the team entry deadline has been met.
3. Member Club who **has a balance due** to CMSA for the current season, except as otherwise determined by CMSA, will **not** be permitted to:
 - a. Receive travel permits in the current season until the current season's fees have been received by CMSA in full.
 - b. Qualify for any provincial berths in the current season until the current season's fees have been received by CMSA in full.
 - c. Cast a ballot at the CMSA AGM/SGM in the current season until the current season's fees have been received by CMSA in full.

4. Any outstanding balance remaining after the deadline for final payment will be assessed a late administration fee of two per cent (2%) per month until fully paid, except as otherwise determined.
5. NSF, or cheques backed by insufficient funds, are subject to a \$50.00 administration fee. The full amount of the NSF cheque must be replaced with a certified cheque, money order or bank draft within five (5) business days.
6. A Member Club that withdraws a team after the team entry deadline date shall be assessed \$100 per day up to \$3,000.

D. Out-Of-District Member Club Teams

1. Out-of-District teams that wish to register for CMSA league play must be willing and able to play scheduled games as posted any day of the week.
2. The teams' district association must also complete and provide to CMSA the necessary paperwork and required bond to accompany the team entry. Out-of-District teams will only be accepted into the CMSA league once the required paperwork and bond(s) have been received by CMSA and only if space permits.
3. All players registered to a **new** Out-of-District Member Club must live in that district to participate on those teams. CMSA may request proof of home address and postal code for any **new** Out-of-District teams prior to acceptance into the league.
4. Those teams that are accepted within CMSA regular season play must declare their eligibility for ASA Provincial Championships through their own district and at the same tier level or higher to the tier level they register within the CMSA league for that season.
 - a. Any Out-of-District Member Club that allows a team to declare at a lower provincial level that the team was registered within CMSA, will be deemed to be "**Not in Good Standing**" with CMSA and will be dealt with accordingly by CMSA Discipline.
5. Out-of-District Member Clubs participating within CMSA must complete the CMSA Annual Membership Affiliation.

Section III – Team, Player & Team Official Registration & Eligibility

A. General

1. Team registration deadlines will be set seasonally by CMSA.

2. All CMSA players and team officials will be issued a CMSA ID number upon registration. CMSA ID numbers for previously registered players or team officials may be obtained from their Member Club registrar. Any new player(s) or team official(s) will need to be added to the Demosphere system through their Member Club and will be issued a CMSA number at that time.
3. Member Clubs are responsible to ensure that **all information** they obtain for their players and team officials each season (full address including postal code, email address and phone number) are correct and up to date. Please note that Member Club addresses, Member Club email addresses and Member Club phone numbers **are not** acceptable. Member Clubs must ensure that this information is updated on a regular basis.

CMSA Photo ID Card

1. All team officials listed on a U10 – U19 team roster and all players listed on a U11 – U19 team roster will be required to obtain a CMSA Photo ID Card prior to their first game. The cost of a CMSA Photo ID Card is \$10.
2. Upon the card's expiry, if the original card is returned to CMSA there will be no charge for the card which is being renewed. Families can upload their player photos to their profiles directly through their Demosphere household account.
3. Player CMSA Photo ID Cards will be valid for four (4) years from the date of issue noted on the card. Team official CMSA Photo ID Cards will be valid for three (3) years from the date of issue.

***Note: Player(s) will not be allowed to participate in any CMSA game or remain within the technical area if they cannot produce their CMSA Photo ID Card (photocopies will not be accepted). Any person(s) found using or being in possession of more than one (1) CMSA Photo ID Card shall be suspended from all CMSA soccer activity and brought before the CMSA Discipline Committee to address the issue.**

B. Player & Team Eligibility

1. No player shall have their name registered for more than one team under the jurisdiction of CMSA during any one season. When assigning players to teams, please refer to the following table:

Player Birth Year(s)	Age Group Categories
2021	U4
2020 or later	U5
2019 or later	U6
2018 or later	U7

2017 or later	U8
2016 or later	U9
2015 or later	U10
2014 or later	U11
2013 or later	U12
2012 or later	U13
2011 or later	U14
2010 or later	U15
2009 or later	U16
2008 or later	U17
2007 or later	U18
2006 or later	U19

2. Once registered to an age group (U13 – U19), an individual player or team will not be permitted to move to a lower age group in any CMSA or ASA league/competition without the approval of the organizing body, even if the player or team would otherwise qualify for the lower age group during the season.
3. All players residing outside of District 4 (Calgary) may register for any CMSA team, provided they have been properly released by their district of residence (see Section VI.F – Player Releases – Within Alberta, Outside of Alberta and Canada).
4. Any player that moves into District 4 (Calgary) from another province or country must obtain a release from their former province or country – contact the CMSA office for more information on this process.
5. False declaration of district of residence of a player could result in the player and Member Club being sanctioned with suspensions and/or fines. Where Member Clubs or team officials are knowingly party to the false information of the player, teams may be subject to a loss of points within their standings. In all cases of player registration, the parent/guardian, team officials and the Member Club will be held accountable for providing correct information.

6. If a Member Club has any player(s) who owe money and/or equipment (therefore, are not in good standing with the Member Club), that Member Club will notify CMSA with a list (Do Not Release List) of these players prior to the beginning of each season (dates to be determined by CMSA). These players will not be allowed to transfer to other Member Clubs until the issue is resolved with that Member Club and CMSA is notified that the player is to be removed from the Do Not Release list (see Section VI.D – Do Not Release Lists).

***Note: Once a player has been removed from the Do Not Release list, CMSA cannot prevent any player from being transferred to the new Member Club.**

Proof of Age

1. When registering a new player, a proof of age is required for all players at the time of player registration. Proof of age must be provided by the following documents **only**: birth certificates, baptism certificates, passports, Alberta Health Care card, landed immigrant papers, driver's license or affidavits for players not previously registered. Affidavits must be signed by the parent/guardian of the player and witnessed by a Commissioner of Oaths. **The burden of proof of age rests with the player, parent/guardian, team officials and Member Club.**

***Note: The player(s) noted as “ineligible” in the Demosphere system and labelled “ineligible” on the game sheet will not be allowed to participate/be present on team bench until a proof of age has been received and updated by CMSA.**

Player Waiver Form

1. Once a player has been assigned to a team within the CMSA Demosphere system, all players' parent/legal guardian must complete and submit a current CMSA liability insurance waiver form through the online CMSA Demosphere system. The player waiver covers a complete indoor and the following outdoor season. The waiver is only required to be completed once for each player for this period. Any other waiver forms as required by ASA or CSA that are in place will also need to be completed prior to participation.

***Note: The player(s) noted as “ineligible” in the Demosphere system and labelled “ineligible” on the game sheet will not be allowed to participate/be present on team bench until the player waiver has been completed in full and submitted to CMSA via Demosphere.**

Gender Identity & Registration

For the purpose of registration on gender-based teams, a player may register with the gender team with which the player identifies.

Persons with Physical and/or Mental Disabilities

CMSA believes in inclusivity and allowing any player the opportunity to play soccer in its programs.

1. In the case of players who have a physical and/or mental disability, subject to the nature of the disability and the associated safety risks to the individual and/or other participants, the Rules and Regulations contained herein shall be relaxed as they relate to the age group appropriate for their learning, enjoyment, and capacity, notwithstanding their date of birth. In order, to clear registration for such player, CMSA must be provided a **signed letter from the player's physician** attesting to the player's circumstances.

Age Exemption

Age exemption is available for all Member Clubs to use when creating rosters for all teams. Age exemption allows for players to be placed in a developmentally appropriate environment as opposed to chronological age. Any Member Clubs wishing to use age exemption, must complete the application process available on the CMSA website.

Age Exemption Applications will be approved only once the following standards are met:

1. Proper developmental outcomes or player social/mental wellbeing are the basis of this decision.
2. It is applied for players born in the third (Q3) and fourth (Q4) quarters (July 1 – December 31) of the preceding calendar year. Players that are considered U20 in the current season are not eligible for age exemptions.
 - a. Exceptional circumstances for players born in the first (Q1) and second (Q2) quarters (January 1 – June 30) may be considered on a case-by-case basis. CMSA reserves the right to request a doctor's note and/or physical testing to be completed.
3. Member Clubs using age exemption communicate via email with the Member Club staff of their opponents.
 - a. Technical Director/Member Club Manager → Technical Director/Member Club Manager.
 - b. CMSA copied on all correspondence (info@calgaryminorsoccer.com)
4. Parents of the age exempt player are informed in writing of the length of the age exemption as well as the outcomes and rationale for the age exemption.
 - a. CMSA copied on all correspondence (info@calgaryminorsoccer.com)
5. Member Club clearly outlines to player and parents the activities that are removed through age exemption:
 - a. Player will not be eligible for Provincial Championship, unless approved by ASA through the ASA Provincial Championship Rules - Youth or if age exempt to a lower age group than their birth year, a transfer to an older age group prior to the transfer deadline would allow this player to participate in provincials.
 - b. Sanctioned tournaments where players must be of the proper birth year to participate.

Should Member Clubs be found to be misusing the Age Exemption initiatives, CMSA will remove the Member Club's ability to use Age Exemption throughout the entire Member Club.

Females In Male Leagues Initiative

CMSA is focused on providing opportunities for female players to have access to the appropriate matches for their development. With male and female players developing at different rates (physically, mentally, socially, technically) there is a case to be made for female players to have the opportunity to play in a male league appropriate for their development. Females entered into the CMSA league can play up to two (2) age groups down in the appropriate male tier up to six (6) times in one season. This initiative is available for individual players in U13-U19, **once the following standards are met:**

1. Proper developmental outcomes or player enjoyment are the basis of this decision.
2. Member Club Technical Leader documents and submits a seasonal plan indicating which games the female players will play in to enhance their development.
3. Communicate to CMSA (info@calgaryminorsoccer.com) and opponent Member Clubs three (3) business days prior to kick-off when you will be using this initiative (ie. Which games the female players will participate).
4. Reasonable tier movement will be accepted. Contact CMSA for individual inquiries.

Players who have been age exempt will not be eligible for this. If the above standards are not met the player will be ineligible for those matches and should they play in those matches it will result in forfeit.

C. Team Official Eligibility

Any team official who is ineligible to participate will be labelled as 'ineligible' on the team's game sheet and may **not** participate in any CMSA games at any capacity (including bench parent). If a team official who is ineligible to participate is found to be present at a game acting in any capacity with the team, the following discipline and fines will apply:

Offence	Penalty
First Offence	Warning Notice and \$50 Member Club fine
Second Offence	Warning Notice and \$100 Member Club fine
Third Offence	Warning Notice and \$150 Member Club fine
Fourth Offence	Discipline Hearing

Electronic Police Information Check (ePIC)

1. All registered team officials are required (regardless of occupation) to have a cleared Electronic Police Information Check (ePIC) including the Vulnerable Sector Search within the past 36 months on file at CMSA prior to being eligible to participate in any CMSA sanctioned activity.
2. Any ePICs that come in marked as anything other than Negative/Clear will require:
 - a. A written explanation from the prospective Team Official of why the ePIC has failed to pass.
 - b. CMSA to review the results to determine eligibility status and communicate the outcome to the Team Official and their Member Club.
 - i. CMSA may request for more information, accept the explanation and sign off on participation or reject the explanation and the prospective coach will not be permitted to be a Team Official.
3. ePIC's obtained from sources other than the Calgary Police Service (CPS) or Royal Canadian Mounted Police (RCMP) must indicate clearly that a Vulnerable Sector Search (VS) has been completed.
4. Cleared ePICs are valid for a period of 36 months (three [3] years) from the date of issuance. CMSA retains the right to request a new ePIC at any time within this 36-month period.
5. A team official may **not** be placed on a CMSA league roster for the upcoming season if they have previously been provided with a volunteer letter from CMSA during the previous season(s) and have not completed and shared those results of the ePIC with CMSA.

Respect in Sport - Activity Leader

1. All CMSA registered Team Officials must complete the Respect in Soccer Activity Leader program prior to being eligible to participate in any CMSA sanctioned activity. Please visit the CMSA website for more information.

Team Official – Training & Certification

1. All team officials listed as Coaches or Assistant Coaches must meet the minimum coaching qualifications and Safe Sport training for the specific age groups or leagues they are overseeing, as outlined by CMSA for the current season.
2. All team officials listed as Team Managers must complete the mandatory Safe Sport training, which includes ePIC and Respect in Sport, as outlined by CMSA for the current season.

	Through CMSA	Respect Group	NCCP Training				Canada Soccer Coach Education Program									
	e-PIC	Respect in Sport	Making Ethical Decisions	Making Head Way	Rule of Two	EAP	Active Start		Fundamentals		Learn to Train		Soccer for Life		C-License Certified	
							Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical		
U7 - U9	✓	✓							*	+						
U10 - U11	✓	✓	+	+							*	+				
U12	✓	✓	*	*	*	*					*	*	OR	*	+	
U13 Tier II, III, IV	✓	✓	*	*	*	*							*	*	+	
U13 Tier I	✓	✓	*	*	*	*							*	*	+	
U15+ Tier II, III, IV	✓	✓	*	*	*	*							*	*	+	
U15, U17 Tier I	✓	✓	*	*	*	*							*	*	+	
House Leagues <small>Age & Stage Appropriate</small>	✓	✓	+	+			*	+	*	+	*	+				
Safe Sport							Technical Coaching Training Requirements									
<div><div>✓</div> Required for all team officials (coaches, assistant coaches, team managers)</div> <div><div>*</div> Required education for coaches and assistant coaches</div> <div><div>+</div> Recommended coach training</div>																

Section IV – Team Rosters

A. General

The team roster registration date will be set seasonally by CMSA and available in the Registration Handbook.

No player shall have their name registered with more than one team at any one time under the jurisdiction of CMSA during any one season.

B. Team Rosters

1. Any Member Club that registers a team with less than the minimum eligible required number of players and team officials as listed below shall be deemed as inadequately registered and such teams **may not be allowed to participate in the CMSA program until properly registered**. Teams that do not meet the minimum required number of players/team officials by the roster registration deadline shall be subject to a \$50 Member Club fine per team.

Indoor – CMSA League Teams

Age Group	Minimum Eligible Players	Maximum Players
U7 – U8	Four (4) Players	Eight (8) Players
U9	Six (6) Players	Ten (10) Players
U10 – U19	Eleven (11) Players	Twenty (20) Players

Outdoor – CMSA League Teams

Age Group	Minimum Eligible Players	Maximum Players
U7 – U8	Four (4) Players	Eight (8) Players
U9	Six (6) Players	Ten (10) Players
U10 – U19	Eleven (11) Players	Twenty (20) Players

2. Each team must have a minimum of two (2) eligible and up to a maximum of four (4) eligible Team Officials listed on the team roster during a season. All Team Officials listed on the team roster will have access to their team through their household account and will have the ability, to print game sheets, change jersey numbers and report scores when logged into the CMSA Demosphere website.

Note: There MUST be a minimum of two (2) ADULTS on the team bench during all CMSA scheduled games.

3. All teams must follow the Rule of Two Policy. The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring that a coach is never alone with an athlete. For more information on the Rule of Two, please [click here](#).
4. All teams must have a same gender Team Official. For male teams, one team official listed on the team roster must be an adult male. For female teams, one team official listed on the team roster must be an adult female. For male teams, an adult male must be present on the team bench during CMSA scheduled games, team practices, and in the dressing room. For female teams, an adult female must be present on the team bench during CMSA scheduled games, team practices, and in the dressing room. For any mixed gender teams, there must be an adult female and adult male present on the team bench during CMSA scheduled games, team practices, and in the dressing room.
5. Any player or team official shall be classified as ineligible until properly registered with CMSA (see Section III - Team, Player & Team Official Registration & Eligibility).
6. Player(s) or team official(s) who are not listed on the team roster/game sheets are not considered to be part of the team's roster for that game. Player(s) or team official(s) listed on the game sheet at the end of the game, and are not crossed off, are deemed to have participated in the game.
7. Player(s) or Team Officials may only be listed on rosters after they have registered with the Member Club for the current season and undergone the Member Club's evaluation process.
8. Any Team Official who is listed on more than one roster in more than one Member Club must complete a Team Official Declaration Form, making all Member Clubs aware of the cross-club registration.

House League Registration

1. Players **must** be registered to their age group in Demosphere, one "team" for entry will be created per birth year.
2. Member Clubs are required to register all House League players and coaches with CMSA before commencing any activities. Any Member Club found not to have registered all House League players and coaches will be subject to the sanctions outlined in the table below.

Offence	Sanctions
First Offence	<ol style="list-style-type: none"> 1. Written Letter of Reprimand. 2. Minimum \$1,000 fine.
Second Offence	<ol style="list-style-type: none"> 1. Final Warning Letter. 2. Minimum \$2,500 fine.
Third Offence	<ol style="list-style-type: none"> 1. Member moved to “Member not in Good Standing.” 2. Board of Directors to consider expulsion of the Member Club.

Section V – Player Participation and Play-Up Rules

ASA and CSA player registration rules shall apply to teams participating in ASA and CSA competitions.

A. General

1. A player’s “Play Up” game is any game, in which the player is listed on the game sheet, dressed for the game and/or plays in the game (subject to that player being eligible to play). It is the Team Official(s) responsibility to keep track of the number of times each player has played up for their team and mark all the game sheet to state whether it is the player’s 1st, 2nd, 3rd.....6th “play up” game.
2. **Number of Play Up Games (U12+ age groups)** – a player who is registered with a team participating in the CMSA League may play up for a total of six (6) games per team in any one season during regular and play off competition. Pre-season, Exhibition, or Tournament games do not count towards the total number of games the player is called up for. If less than two thirds (2/3) of a game has been completed, the play up will not count towards the total.
3. After playing the sixth (6th) play up game with any one team, for the player to participate with that team again, the Member Club must transfer the player prior to the player participating in their seventh (7th) game with that team. This player transfer must be initiated by the Member Club – there are no automatic transfers as players can play up for multiple teams a total of six (6) times each.
4. No player will be permitted to transfer teams after the transfer deadlines, found in the Program Handbook. If a team is found to have played a “play up” player past the player’s sixth

(6th) game per team maximum, the team the player participated with will forfeit the game and a CMSA Default Notice will be issued.

5. Players registered to any U7-U11 teams may play up or laterally an unlimited number of times, within these age groups. Any player who plays up to a U12 or older team, will be subject to the maximum of 6 play up games.
6. A player can play up within their Member Club, with permission from their coach. A player can only play up with another Member Club team with the written permission from their current Member Club Representative (President, Technical Director, General Manager). Failure to comply would be a violation and could be considered recruitment. (Refer to Section VIII)
7. Play up rules relate to the age group and Tier in which players are registered, not to the date of birth of the player. Thus, a player who is registered in a higher age group than required by their date of birth, cannot move down and play for a team registered in the age group corresponding to their birth date.
8. All registered players U10 or below who play up with a CMSA registered U11 team or higher, are required to have a Restricted Movement Pass completed and signed by their Team Official or Member Club Representative. The Restricted Movement Pass acts as a CMSA Player ID card for the player, as they are not issued CMSA Player ID cards until U11. The pass is to accompany the game sheet which are to be submitted to the referee for each game. The Restricted Movement Pass can be found on the CMSA website, under League; League Forms.
9. Girls may play up for both genders in their Member Club, in accordance with the play up rules. Girls may also play on a boy's team of the same tier and age grouping as they are currently registered with, as well as up to 2 age groups down on a boy's team (see standards on Females in Male League) providing there is an adult female on the team bench. Boys can only play on boys' teams, in accordance with the play up rules.

B. Play Up Guidelines – CMSA League

1. **APDL** – an APDL player can only play up to another APDL team in accordance with the APDL Operating Rules.
2. **Tier I** – a Tier I player can only play up for a Tier I team in a higher age group.
3. **Tier II** – a Tier II player can only play up for a Tier I team in the same age group or for a Tier I or II team in a higher age group.
4. **Tier III** – a Tier III player can only play up for a Tier I or II team in the same age group or for a Tier I, II or III team in a higher age group.
5. **Tier IV** – a Tier IV player can only play up for a Tier I, II or III team in the same age group or for a Tier I, II, III or IV team in a higher age group.

6. **Tier V** – a Tier V player can only play up for a Tier I, II, III or IV team in the same age group or for a Tier I, II, III, IV or V team in a higher age group.
7. **U11 Developmental Plus+ / Developmental** – a U11 player can play up for any team within the same age group or an older age group.
8. **U10 Developmental Plus+ / Developmental** – a U10 player can play up for any team within the same age group or an older age group.
9. **U9** – a U9 player can play up for any team within the same age group or an older age group.
10. **U8** – a U8 player can play up for any team within the same age group or an older age group.
11. **U7** – a U7 player can play up for any team within the same age group or an older age group.
12. **House League Players** – A House League player is eligible to play for any CMSA League registered team for a maximum of three (3) games. Any CMSA team who is using a House League player as a call-up is required to submit the **CMSA Trialist Form with their game sheet** (which can be found on the CMSA website). Any game sheet with a House League player listed without the associated CMSA Trialist Form attached will result in a default for the offending team. The team will also be issued a default notice

Play Up Guidelines - CMSA League

Participant wishes to PLAY UP to:																	
Participant is CURRENTLY registered in:		House League*	U7	U8	U9	U10	U11	Tier V Same Age	Tier V Higher Age	Tier IV Same Age	Tier IV Higher Age	Tier III Same Age	Tier III Higher Age	Tier II Same Age	Tier II Higher Age	Tier I Same Age	Tier I Higher Age
	House League*		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	U7	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	U8	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	U9	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	U10	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	U11	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Tier V	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Tier IV	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Tier III	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes
	Tier II	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes
	Tier I	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes

*A House League player is eligible to play for any CMSA League registered team for a maximum of three (3) games.

Read Chart LEFT to RIGHT, not top to bottom.

Please note that a House League player must have:

- A CMSA Demosphere Profile, with a CMSA number.
- Provided a proof of age document to CMSA.
- Completed the CMSA Player Waiver prior to participating with any CMSA League team.

C. CMSA Participation in Adult Leagues

1. CMSA registered players that are 16 years of age and older are eligible to play in both adult (CUSA or CWSA) and CMSA.
2. Specific rules on eligibility for each league should be reviewed in the respective league rules and regulations prior to participating.

Section VI – Player Transfers

A. General

If a team is no longer able to continue its season, all players on that team shall be deemed “free” to go to any other team subject to the play up rules in [Section V](#), except that they may join another team in the same tier within their age group. **Players may be cup tied and unable to play in any Provincial Championship should their new team qualify for provincials.**

B. Internal Transfers of Players

Between teams within the same Member Club.

1. Internal player transfer(s) will not be permitted after the internal transfer deadline date (See Program Handbook). These dates are set prior to each season.
2. A CMSA registered player may transfer no more than two (2) times during one season. A CMSA registered player who is transferred cannot be transferred again within a 30-day period. If a player transfers to a higher tiered team, (ex. Tier II to Tier I), that player cannot transfer down in a lower tier until the next playing season.

Once a player has been removed from a CMSA league roster, for any reason, that player will not be allowed to be placed back on that roster they were removed from within the same season.

3. All internal transfer requests must be completed and submitted in writing, using the CMSA Internal Transfer Form (found on the CMSA website under the “[League](#)” tab), to CMSA for approval. All Internal Transfer Forms will require a signature from the player’s Member Club Representative.
4. Players transferring laterally or to a lower level of play will not be considered cup-tied if the transfer takes place prior to their **fifth** league game.
5. Players transferring to a higher level of play will not be considered cup-tied if such transfer is completed by the internal transfer deadline date.

C. Member-to-Member Player Transfers

From one Member Club to another Member Club.

1. Member-to-member player transfer(s) will not be permitted after the member-to-member transfer deadline date (See Registration Handbook). These dates are set prior to each season.
2. The player's current Member Club shall not refuse the right of a player to transfer to another Member Club. Any monies or equipment, including uniform, must be paid, and returned to the Member Club prior to the completion of any transfer. These players will not be removed from the DNR List until the releasing Member Club notifies CMSA.
3. All member-to-member transfer requests must be completed in full and submitted in writing using the CMSA member-to-member transfer form, (found on the CMSA website under the "League" tab) to CMSA for approval. A CMSA registered player must give his/her current Member Club a minimum of seven (7) days notice in writing with their request and reasons to transfer, prior to the player transfer period. The member-to-member transfer form must be signed by the current Member Club President or registrar within the seven (7) day window prior to the player transfer period unless the player is currently on a DNR List.
4. Individual youth player(s) will be allowed to register for other district youth teams, provided they follow standard procedures in the new district. Once a youth player has registered with his/her new district, it will be the responsibility of the gaining (new) district to inform the district of where the player was previously registered, of said youth player(s) registration. **Entire teams will not be allowed to leave a district that offers the level of competition they are playing in without the written permission of the home district.** Individual releases cannot be used to form a team outside the district of residence without the approval of the home district. In keeping with IFAB Laws of the Game, the ASA Board of Directors has determined that an entire team under this rule must be considered, to be a minimum of seven (7) players.

D. Do Not Release List

A Do Not Release (DNR) List is a list of players and/or team officials that owe monies, equipment and/or uniform(s) to a Member Club following each season.

1. Member Clubs are responsible for providing an updated comprehensive list of all players and team officials who are to be part of their DNR List to CMSA no later than the deadline which is set by CMSA prior to each season. Member Clubs cannot retroactively add players to a DNR List if said players were not on the previous season's list.
2. Member Clubs are responsible for notifying the parent(s)/guardian(s) in writing of those players who are listed on their DNR List and the reason(s) why.
3. If a Member Club makes any allowances for a player(s) to participate without full payment of all monies, this must be documented and communicated to the parent(s)/guardian(s) at that time and supplied to CMSA upon request.

4. Member Clubs who sponsor a player:
 - a. Must clearly communicate to the parent(s)/guardian(s) what the Member Club is sponsoring. I.e. all services being provided to player including:
 - i. Fees,
 - ii. Travel,
 - iii. Transportation,
 - iv. Equipment,
 - v. Training
 - b. Cannot place sponsored players on a DNR list for payment of fees and services. Equipment owing will be the one condition to place a sponsored player on a DNR list.

Please note that DNR Lists are not rolled over from season to season and must be re-submitted each season.

E. Refusal of Player Transfer

1. A registered CMSA player being refused a transfer to another Member Club shall be allowed to appeal in writing to CMSA, without fee.
2. The Member Club contesting the player transfer must file their objection in writing, along with a \$250 bond to CMSA prior to the seven (7) day member-to-member player transfer period. The bond must be in the form of a cheque, e-transfer, or cash.
3. CMSA will review the information provided by both parties and render a decision within two (2) business days of receiving the contesting member's objection.
4. Should CMSA uphold the Member Club's decision to deny the player transfer, the \$250 bond will be refunded back to the Member Club.
5. Should CMSA decide to overturn the Member Club's decision to deny the player transfer, the \$250 bond will be retained, and the releasing Member Club's signature is no longer required on the Member-to-Member Transfer Form. A new Member-to-Member Transfer Form must be completed and submitted to CMSA and signed by a CMSA representative before the player can be transferred to the new Member Club team.

F. Player Releases – within Alberta, outside of Alberta & Canada

1. All players residing in Alberta, but not within District 4 – Calgary, must have CMSA obtain a release from the player's home district prior to being listed on any District 4 team roster. Once the player release has been received, the player may be placed on a team roster.
2. All players who have recently moved to Alberta from another province or country and wish to register to play soccer must complete the appropriate transfer/release form and submit it to CMSA as stated on the ASA Website (see [Player Releases](#)).

3. The player(s) will not be eligible to participate within CMSA until the documentation has been completed, received and approved by the appropriate parties.

Section VII – Recruitment

Calgary Minor Soccer operates in an Open Boundary System which reduces barriers for players and allows for a wide range of access to clubs, resources, and opportunities. Players are free to join any Member Club in the geographic region we serve, without being restricted by the community where they live, geographic boundaries, or exclusive club territories.

Recruitment refers to any action where a Member Club representative, coach, team official, other individuals involved in the league or operations of any of CMSA's Member Club's teams, academies, or soccer entities attempt to persuade or influence a youth player, parents, guardians, caregivers and/or team officials to move to another Member Club or program and join another.

Recruitment of players or team officials is strictly prohibited within the Calgary Minor Soccer Association (CMSA). Any attempts to directly or indirectly persuade players, parents, guardians, caregivers and/or team officials to move to another Member Club, may result in disciplinary action.

In-season: Shall be from Team Entry date, as published in the Program Handbook, to the last day of Provincial Championships for each tier.

Off-season: Shall be from the last day of Provincial Championships for each tier to Team Entry date, as published in the Program Handbook.

Member Club Responsibilities

1. Member Clubs are responsible to ensure that all Rules and Regulations are understood and adhered to by their Representatives and/or Team Officials.
2. Member Clubs and their Representatives or Team Officials are responsible to set the tone of what is considered appropriate and ethical behaviour, regarding team official and player movement, in an open boundary system.
3. Member Clubs and their Representatives or Team Officials are considered the soccer development leaders within CMSA and therefore will be held to a higher ethical standard than other youth soccer participants. It is the responsibility of every Member Club Representative to ensure all team officials (coaches, assistant coaches, team managers), staff, and parents, guardians and/or caregivers within their Member Club refrain from participating in improper recruitment practices.
4. Member Clubs and their Representatives will be held accountable for the actions of their members, regardless of their familiarity with the rules and regulations. Lack of familiarity with the rules will not be considered an acceptable reason for non-compliance.

Unauthorized Recruitment

Unauthorized recruitment is defined as:

- **Poaching** – Member Club Representative(s) or Team Official(s) initiating contact with a player(s)/parents(s)/caregiver(s), team(s) and/or team official(s) with the intent of recruitment or enticing of player(s), team(s) and/or team official(s) from another Member Club at any time.
- **Misrepresentation** – Providing false/incorrect information or promises/guarantees to player(s), team(s) and/or team official(s) or their families to induce them to join a new Member Club.
- **Undue Influence** – Using undue influence, pressure, or incentives (financial, roster guarantees/placements or otherwise) to persuade a player(s), team(s) and/or team official(s) to move from one Member Club to another.

1. The following actions will be considered as recruitment violations:

- a. **Contact** - Any contact to an individual player in person, in writing, email, through social media (Instagram, Facebook, twitter, etc.), text, or phone call by a Member Club representative and/or team officials, **at any time**.
- b. **Covering of Expenses** - Providing any form of financial incentive to a prospective player, including waiving or partial waiving of fees which is not offered to the general public, is prohibited. This also includes subsidization of training camps, tournament travel, team gear, equipment or other related activities unless this benefit is available to all players registered with that Member Club.
- c. **Covering of Transportation Costs** - Providing any form of transportation services or transportation incentives to a prospective player is prohibited.
- d. **Roster Guarantees and Team Placement Offers** - Guarantee of team placement within programs or divisions, roster placement, starting line up status, or similar guarantees is prohibited.
- e. **Other Placement Incentives** - The use of professional, college, university, provincial or national level exposure incentives is prohibited.
- f. **Providing Misleading Information** - Providing misleading or inaccurate information about playing opportunities, professional trials/opportunities/pathways, coaching staff, facilities, or other aspects of the Member Club.
- g. **Disparagement** – Disparaging or undermining the reputation of another team or Member Club to recruit their players.
- h. Any other ‘incentives’ deemed, to the satisfaction of CMSA Discipline committee, to have influenced the movement of a team official or player from one Member Club to another Member Club.

2. Other recruitment violations:

- a. Permitting 50 per cent (50%) or more of the players on a single team to join a new Member Club and continue to function as one team. (This is player movement, not recruitment).
- b. Attendance or invitation to a recruiting team’s or Member Club’s in-season camp(s) or training session(s) without the expressed written consent from the player’s current Member Club President, Vice President, Executive Director or Technical Director to the incoming Member Club’s President, Vice President, Executive Director or Technical Director is strictly prohibited.

- c. Attendance or invitation to a recruiting team's tournament roster without the expressed written consent from the player's current Member Club President, Vice President, Executive Director or Technical Director to the incoming Member Club's President, Vice President, Executive Director or Technical Director is strictly prohibited.

Team Official Movement

1. Team officials may switch Member Clubs at any point. This includes in-season or off-season.
2. A team official (coach, assistant coach, manager, or any team official in a similar position) wishing to change Member Clubs in-season must complete the Team Official Transfer Form.
3. A team official (coach, assistant coach, manager, or any team official in a similar position) wishing to change Member Club off-season may do so freely.
4. Team officials are prohibited from engaging in recruitment activities and/or attempting to influence players or other team officials to follow them to a new Member Club unless formally allowed by their current club and the league. A team official leaving a Member Club must not communicate or interact with players from their former team with the purpose to recruit them, either during or immediately after their departure for a period of two (2) consecutive seasons.
5. Team officials are **not** permitted to coach, assistant coach, team manage a team at the new Member Club that has 20 per cent (20%) or more of the players from their previous Member Club team for a period of two (2) consecutive seasons.

Player Movement

1. Players may switch Member Clubs at any point. This includes in-season or off-season.
2. A player wishing to change Member Clubs in-season must complete the Player Transfer Form and abide by all Player Transfer deadlines.
3. Players/parents may contact any CMSA Member Club or team officials of a new Member Club, at any time.
4. Purpose of Contact
 - a. A player/parent may contact a new Member Club or team for purposes such as inquiry into general programming, facilities and/or Member Club activities.
 - b. Contact must be limited to gathering information about the Member Club's structure, culture and overall activities without any reference to joining or being offered a place on the team.
5. Member Club Response to Contact

- a. The Member Club may acknowledge the player's inquiry and provide general information about how to get involved, such as directing them to their website for programming and tryout/evaluation information.
- b. The Member Club should not provide any indication that the player is being considered for a team beyond the general information.

6. Offers or Invitations

- a. The new Member Club must not make any formal or informal offers to the player, including extending an invitation to join, discussing playing time, or providing assurances about team placements.
- b. The Member Club should only respond with general information about the club's programming and its next registration period.

7. Transparency

- a. Member clubs that receive direct contact regarding general information should document all communications between the player and the new Member Club to avoid misunderstandings.
- b. Member Clubs will not 'invite' individual players to 'try out' unless it is done in the context of an open, public opportunity for ALL interested players.
- c. If a player is a minor, that player **must** be accompanied by a parent(s)/legal guardian/caregiver(s) during all discussions with a Member Club. Addressing a minor player outside the company of their parent(s)/legal guardian/caregiver(s) may be considered "bringing the game into disrepute," which may result in disciplinary sanctions against the contacting individual and Member Club.

8. Limited Scope of Communication

- a. Once initial contact has been made, the club is not allowed to initiate further discussions or meetings unless the player expresses clear, voluntary intent to pursue participation in the club, such as inquiring about tryouts or membership.
- b. Follow-up communications should be confined to logistical or general inquiries and cannot involve any specific promises of team placement, playing time, or role.
- c. Non-pressure communication is key, ensuring players can explore their options without feeling like they are being pressured into joining any Member Club.

Example Communications

Example 1 – Acceptable Response:

Dear [Parent's Name],

Thank you for your inquiry about [Club Name]. We're happy to provide general information about our programming.

At [Club Name], we offer a variety of soccer programs for players of all ages and skill levels. You can find more details about our upcoming registration period, tryouts, and general club activities on our website at [website link].

Please note that at this stage, we are not able to discuss specific team placements or playing time, as our focus is on offering general information about the club. If you have further questions regarding our programming, feel free to reach out with those questions.

We encourage you to review the information available on our website and hope that we are a good fit for your family.

Best regards,

Example 2 – Unacceptable Response:

Dear [Parent's Name],

Thank you for your interest in [Club Name]. We would love to have [Player's Name] join our Club and have a team for you! Based on the information you've shared, we believe [Player's Name] would be a great fit for our team, and we can offer a spot on our roster.

We'll also ensure that [Player's Name] gets plenty of playing time and a prominent role on the team. Please let us know if you'd like to proceed with joining.

Looking forward to hearing from you soon!

Best regards,

Team Evaluations/Tryouts

1. For the creation of teams, evaluations are permitted during off-season so long as all players in attendance are **registered** with the Member Club for the next season and the schedule of evaluations is advertised through the Member Club's website.
2. Any Member Clubs found to allow an unregistered player to participate in the evaluation will be subject to the CMSA Member Club sanctions for recruitment. For the indoor and for the outdoor seasons, team evaluations/tryouts must occur during the off-season.

Open Houses

1. Open houses are only intended to be information sessions to speak about a Member Club program. Any on-field (training/match) session is not considered an open house.

2. Open house's may only be held during the off-season to provide information about a Member Club programming, however, if an individual registered with another Member Club initiates contact with a Member Club Representative, all interactions should document all communications between the player and the new Member Club to avoid misunderstandings.
3. Open houses' must be advertised publicly and open for any interested participants. Any private or invite only open houses are not permitted.

Programming Promotion

By following these guidelines, you can promote your program effectively, attract new participants, and raise awareness, all while ensuring that you adhere to the principle of no recruitment and maintain the integrity of amateur sport.

1. You can promote your program to the public through public channels like social media, flyers, and websites. This should focus on the opportunities your program offers, such as skill development, fun, and participation.
 - a. You can promote the unique aspects of your program, such as your coaching staff, facilities, or training methods, if it does not directly involve recruiting athletes from other Member Clubs/Teams.
2. You can publicly share information about the schedule of your program, registration dates, tryout/registration dates or a targeted Member Club needs (ie: keepers, age group etc.) and how to sign up.
3. Entering into sponsorships or partnerships with brands, other community organizations, or businesses, as long as the arrangement does not prioritize your program at the expense of other clubs.
4. CMSA reserves the right to request that any Member Club remove, modify, or adjust any public promotion that does not align with CMSA's standards, policies, or values. The request may be made to ensure consistency, appropriateness, and adherence to CMSA's guidelines.

Alleged Recruitment Reporting Procedure

Complaints may only be filed by a Member Club President, Vice President, Executive Director or Technical Director if they believe they have been subject to a breach of the Recruitment rules outlined above.

1. Complaints filed for review must be submitted to recruitment@calgaryminorsoccer.com and will be forwarded onto the CMSA for investigation and review.
2. Complaints filed should include a **minimum** of the following:
 - a. Specific evidence of contact that details the alleged breach of the recruitment rules **or** an affidavit of the specific types of contact.
 - b. Specific evidence can include screen shots of text messages/phone calls, copies of emails, photos or other communication.

- c. Specific evidence must include details of the origins, author, date and recipients of contact or other details that permit authentication of the evidence.
3. Complaints filed can be kept confidential to the best extent possible, at the request of the complainant, if they provide a written statement as to the reason for their request for anonymity.
4. If sufficient evidence is provided, as to the alleged breach of the recruitment rules that warrant a hearing, the matter shall be forwarded to the CMSA Discipline Committee for a hearing. The accused Member Club and/or individual shall remain in good standing until the decision of the CMSA Discipline Committee has been reached.

Sanctions

Minimum Recruitment Sanctions

1. Any breach of the Recruitment Rules and Guidelines may result in the offending person(s) being suspended from all CMSA soccer activity and subject to the sanctions listed below for up to four (4) consecutive seasons, or a two (2) year time period.
2. Team Official(s) sanctioned for recruitment are barred from, and may not:
 - a. Appear on the team roster or game sheet in any capacity for any team in CMSA.
 - b. Be present on the team bench or technical area for any CMSA events for any team in CMSA.
 - c. Be present on the field of play for any team in CMSA.
 - d. Be listed on any travel permit submitted through CMSA for any team in CMSA.
 - e. Be present in any post-season competition for any team in CMSA.
3. Member Club Representative(s) sanctioned for recruitment are barred from, and may not:
 - a. Appear on the team roster or game sheet in any capacity for any team in CMSA.
 - b. Be present on the team bench or technical area for any CMSA events for any team in CMSA.
 - c. Be present on the field of play for any team in CMSA.
 - d. Be listed on any travel permit submitted through CMSA for any team in CMSA.
 - e. Be present in any post-season competition for any team in CMSA.
4. Member Clubs whose Team Officials and/or Member Club Representatives are sanctioned for recruitment may be sanctioned under CMSA Member Club Sanctioning - Bringing the Game into Disrepute'.
5. In cases of recruitment, both the accused and the complainant will be notified of the CMSA Discipline Committee's findings, as well as the process for filing an appeal.

Additional Recruitment Sanctions

1. Any additional breach of the Recruitment Rules & Guidelines may result in the offending team official, Member Club representative(s) and Member Clubs being subject to the sanctions listed above for an indefinite period. The CMSA Discipline Committee will review and render a decision of each case on an individual basis.

2. If any breach to the recruitment rules is identified by the CMSA Discipline Committee, the offending individual(s) may be penalized under current CMSA Discipline Rules and Regulations regarding “bringing the game into disrepute.”

Section VIII – League Play & Schedules

ASA regional, provincial and CSA inter-provincial scheduled games shall take priority over CMSA games, if there are four (4) or more players from one (1) team participating.

1. Once Member Clubs have registered their teams into the CMSA league, CMSA will determine formats for each division and tier based on the number of teams registered to each.
2. Where there is an insufficient number of teams in an age group and/or tier to form a viable league, CMSA will move such teams into a different age group and/or tier if it considered reasonable to do so.
3. CMSA may direct any team to move to another tier that has a level of play more suited to that team’s ability as illustrated by the team’s past performance. Implementation of any such move may be initiated by CMSA at any time during the season.
4. Once division formats have been determined by CMSA, those formats along with the schedules will be posted on the CMSA website for all teams participating in pre-season games, if applicable. Upon completion of the pre-season games, and those final standings are determined, the regular division formats along with the remainder of the regular league schedule will be posted on the CMSA website.
5. All games (exhibition, regular season, etc.) **must be played as scheduled** unless re-scheduled, cancelled or postponed by CMSA. Teams may submit a game reschedule request in accordance with the CMSA Rescheduling Policy and only if this request is submitted **fourteen (14) days** prior to the original game or new scheduled game, whichever is first.
 - a. Games re-scheduled, or postponed by CMSA, for any reason, will be given a minimum of 72hrs notice prior to the new game date and game time.
6. All league games must be completed within the dates set by CMSA each season. These dates will vary by division, based on division format(s). If CMSA foresees the completion of a league schedule jeopardized by unnecessary build up of re-arranged or rescheduled games, CMSA has the authority to direct any team(s) involved to play these games prior to a deadline date set by CMSA. Failure to comply with such, could result in a loss of points for both teams.

Section IX – Playing Fields

A. General

1. Out-of-District Member Clubs who register teams and are accepted within the CMSA league and are 55 km or less from the city of Calgary (city centre), as determined by CMSA, are subject to [Section X](#) and [Section XI](#) within the CMSA Rules and Regulations. Out-of-District Member Clubs who register teams and are accepted within the CMSA league and are 56 km or more from the city of Calgary (city centre), as determined by CMSA, will not be granted access home games and will play all of its league games within Calgary and surrounding area.
 - a. Out-of-District must provide Home Field Closure information to CMSA prior to the season start.

B. Indoor

1. All indoor playing fields and game times will be assigned by CMSA. All CMSA league games must be played as scheduled within the timelines noted. Please see the CMSA rescheduling policy.

C. Outdoor

1. CMSA will assign game times and athletic park fields for all U13 – U19 games.
2. Community fields will be assigned for all U10 – U12 games by the home team’s Member Club.
3. The U7-U9 CMSA Grassroots League fields will be assigned by CMSA on community fields.
4. Team officials, through their Member Club or community organization, are responsible for providing properly marked community playing fields for their home game(s). Home teams are also to provide corner flags, not less than five (5) feet in height, for their game(s).

At many community and some athletic park fields, the field and the goals may not be regulation size. The field markings may be lacking or non-existent, the ground may be uneven, and the grass may be somewhat unkempt. Although contrary to IFAB Law I “Field of Play,” the above shortcomings **shall not be a valid reason for game cancellations or protests**, unless the conditions are grossly irregular for the age group and tier in question and at the discretion of the referee.

Note: On any non-standard fields of play, both teams are subject to the same conditions and the game should be approached and played, recognizing as such.

If determined by the referee that the field is unplayable for any reason, CMSA will be responsible for rescheduling the game accordingly.

Section X – Referees

A. General

1. The decisions of the referee(s) regarding details connected with play, including whether a goal scored is good or not, the results of the game are final (this should be recognized when filing a protest, request for a hearing, or appeal).

B. Referee No Shows

Games must be played.

1. In the event the assigned referee does not show up for a game or becomes incapacitated during a game, it will be the responsibility of the team official(s) from both teams to supply a referee (one from each team for each half of the game unless one referee can be mutually agreed upon by both teams). The replacement referee(s) must be 18 years of age or older unless they are an ASA sanctioned referee between the ages of 14-17.
2. The game must be played as scheduled and any delay to the start of the game shall be compensated for by reducing the length of the halves accordingly. It is strongly recommended that the mutually agreed upon referee be at least two (2) years older than the age of the players participating in the game being played.

Agreement to and acceptance of the referee(s) shall be deemed conclusive by both teams once the game has commenced.

3. The “replacement referee(s)” must disclose any relations to either team, and is required to state their credentials.
4. Both coaches (from each team) must sign the game sheet with the “replacement referee(s)” **prior to the game.**
5. The agreed upon “replacement referee(s)” will temporarily exercise all the authority of a sanctioned referee including but not limited to:
 - a. Referee the game in accordance with the CMSA/ASA/IFAB LOTG.
 - b. Provide a game report outlining any sanctions issued in the game.
 - c. Provide any dismissal report(s) outlining any misconduct details

Section XI – Postponed Games & Late Kick Offs

1. The period allocated to play scheduled games must not be exceeded, irrespective of late kick offs or other delays. CMSA will deem the game complete once a minimum of two-thirds (2/3) of the game has been played.
2. Once a game has commenced, only the referee has the discretionary power to suspend or terminate the game due to the elements of the game, interference by a spectator(s), or any other causes which they consider such stoppage is necessary. The referee must file a report of the incident within 48 hours to CMSA. The game will only be rescheduled if CMSA considers it necessary and time is available for the game to be played. CMSA has the authority to award game point(s) in such games to one, neither or both teams as deemed appropriate.

A. Indoor (U10 - U19 ALL TIERS, 7v7)

1. The clock shall start at the scheduled game kick off time, as given on the CMSA league schedule, and any delay to the start of the game (up to a maximum of ten (10) minutes wait time) shall be deducted from the **30 minutes** of the first half of the game. The time for the second half of the game must then be reduced to equal that of the first half. Subject to validation by CMSA, the score standing at the end of the game shall represent the final game result for all U13 and older divisions.
2. The maximum waiting time to start any game is ten (10) minutes. If one team does not have the minimum number of five (5) players within the first ten (10) minutes of the scheduled start time, the result will be noted as a default for this team and the opposing team will receive points for the win for all U13 and older divisions. If both teams do not have the minimum number of five (5) players within the first ten (10) minutes of the scheduled start time, the result will be noted as a default for both teams and neither team will receive any points for all U13 and older divisions.

B. Outdoor (all age groups)

1. The clock shall start at the scheduled game kick off time, as given on the CMSA league schedule, and any delay to the start of the game (up to a maximum of ten (10) minutes wait time) shall be deducted from the total game time. The time remaining shall be halved, as each half played should be equal. Subject to validation by CMSA, the score standing at the end of the game shall represent the final game result.
2. The maximum waiting time to start any game is 10 minutes. If one team does not have the minimum number of players within the first 10 minutes of the scheduled start time, the result will be noted as a default for this team and the opposing team will receive points for the win (U13 – U19 teams). If both teams do not have the minimum number of players within the first 10 minutes of the scheduled start time, the result will be noted as a default for both teams and neither team will receive any points (U13 – U19 teams). For U10-U12 teams, those teams will receive a default notice if one or both teams

cannot field a team (see [Section XIV.B – Players & Substitutions \(U10 – U19\)](#), for specific minimums per age group).

Section XII – No Shows & Rescheduling of Games

A. No Shows

1. All CMSA scheduled games **must** be played as scheduled. In the event that one (1) team or both teams do not show up to play a CMSA scheduled game the Member Club(s) will be subject to:

Offence	Written Notice(s)	Fines
First Offence	No Show Notice	\$150 fine
Second Offence Same Team	No Show Notice	\$200 fine
Third Offence Same Team	No Show Notice	\$300 fine
Fourth Offence Same Team	No Show Notice	Removal from league play

B. Rescheduling - Indoor Games

1. Games scheduled by CMSA must be played unless roads are closed by the City of Calgary due to weather, the Indoor Facility has been closed or CMSA has cancelled the game.
2. Teams wishing to reschedule a game for any other reason, must reschedule the game, at their own expense, in accordance with the current CMSA Rescheduling Policy.
3. CMSA has final approval on all rescheduled games.

C. Rescheduling - Outdoor Games

Athletic Park Fields (U13 – U19)

1. Games scheduled on City of Calgary Athletic Park Fields by CMSA must be played unless the field is closed by the City Parks Department via the City of Calgary website. Athletic Park Fields will only be closed due to Inclement Weather or Field Maintenance. When an Athletic Park Field is closed, the **“home team”** must notify CMSA of the field closure in accordance with the current CMSA Rescheduling Policy, so that CMSA may reschedule the game where possible.

2. Games scheduled on Private Athletic Park Fields by CMSA must be played unless the field is closed by the private facility. Private facility field closure information is found on the CMSA website under 'Weather Protocol and Field Closure Information'.
3. In the event a replacement Athletic Park Field on an alternative date is not available from CMSA, the "home team" (through its Member Club) has the responsibility to supply a field to play the game. The field must be properly maintained, regulation size for the age group, lined accordingly, and it must have regulation size goals for the age group
4. Teams wishing to reschedule a game for any other reason, must reschedule the game, at their own expense, in accordance with the current CMSA Rescheduling Policy.

Community (Member Club) Fields (U10 – U12)

1. The Home team is responsible for providing the field for games scheduled on Community (Member Club) Fields. If the Home team is unable to provide a Community Field for a particular game, it is the responsibility of the Home Team to inform the Away Team so that alternative arrangements can be made. If the Away Team can provide a replacement field for the game scheduled for that date and time, the game shall be played accordingly on the newly arranged field. **CMSA must be notified immediately of any/all such revisions** or arrangements made to any game, once agreed upon by both teams. **Failure to inform CMSA of any such changes may result in a default to both teams as determined by CMSA.**
2. Scheduled game times on Community (Member) Fields may be changed slightly to suit the Home Team's local community timetable. This is subject to CMSA and the Away Team (opposing coach) being advised of and agreeing to such changes a minimum of forty-eight (48) hours prior to the original game start time.
3. Games scheduled on Community (Member Club) Fields must be played unless the field is closed by the Member Club via the Member Club website or Member Club closure phone line. These closures can be due to Inclement Weather or Field Maintenance. When a Community (Member Club) Field is closed for any reason, it is the Home Team's responsibility for rescheduling the game which will include providing a suitable field to play the game. **The rescheduled game must be communicated to CMSA in accordance with the current CMSA Rescheduling Policy.**
4. Teams wishing to reschedule a game for any reason may do so, at their own expense, in accordance to the current CMSA Rescheduling Policy.
5. CMSA has final approval on all rescheduled games.

Section XIII – Game Play

A. Game Times

Unless otherwise specified by CMSA, all games for all age group shall consist of the following:

Indoor Season	
U7-U8 Grassroots League	Three (3) x 15-minute games.
U9 Grassroots League	Two (2) x 25-minute games.
U10 – U12	Two (2), 25-minute halves. Half time will be two (2) minutes.
U13 - U19 All Tiers (7v7)	Two (2), 30-minute halves. Half time will be two (2) minutes.

Outdoor Regular Season	
U7 – U8	Three (3) x 20-minute games.
U9	Two (2) x 25-minute games.
U10-U11	Two (2), 25-minute halves.
U12	Two (2), 35-minute halves.
U13	Two (2), 40-minute halves.
U14 – U19	Two (2), 45-minute halves.
<i>Half time will be a maximum of five (5) minutes for all age groups with the exception of U7-U9</i>	

***Note:** Any games not completed due to the decision of the referee, after having played a minimum of two-thirds (2/3) of the game, shall be deemed a complete game by CMSA.

B. Players & Substitutions (U10 – U19)

Indoor (U7 – U9)

1. U7 and U8 groups will play with no designated goalkeeper, however U9s may have a goalkeeper. Playing format information is available in the Grassroots League Guidebook for U7-U9.

Indoor 7v7 (U10 - U19, All Tiers)

1. The following are the minimum & maximum number of players allowed on the playing field at any one time. These numbers include the goalkeeper:

Minimum Number of Players	Maximum Number of Players
5 Players	7 Players

2. ASA and CSA substitution rules shall apply to all provincial and national competition, respectively.

Outdoor

1. The following are the maximum number of players allowed on the playing field at any one time. These numbers include the goalkeeper:

Age Group	Minimum Number of Players	Maximum Number of Players
U7 – U9	Depending on format	Depending on format
U10 – U11	5 Players	7 Players
U12 – U13	6 Players	9 Players
U14 – U19	7 Players	11 Players

2. For all U10 – U19 matches, there shall be no restrictions as to the number of substitutions made during a game, but no more than three (3) substitutions will be allowed at any one time, except for half time and full-time. Substitutions are made in accordance with the IFAB LOTG – Law 3.

C. Game Equipment & Uniform

1. Game ball sizes for all age groups:

Age Group	Ball Size
U7 – U8	Size 3
U9 – U12	Size 4
U13 – U19	Size 5

2. Two (2) game balls are to be supplied by the home team, but in the opinion of the referee the away team has a more satisfactory ball, it may be used.

3. Footwear may be either running shoes or recognized soccer shoes. Any player, whose footwear does not conform to or is unsafe in the opinion of the referee, will not be allowed on the playing field.

A player shall not wear anything that is dangerous to another player with the referee having the final decision on this matter.

4. Shin guards must be worn by all players in all age groups. Shin guards must be covered entirely by the socks and should give a reasonable degree of protection.
5. Apart from the goalkeeper, all players from the same team must wear the same-coloured jersey preferably with a minimum six inch (6”) high number on the back. The goalkeeper shall wear colours, which distinguishes them from the other players and the referee.
6. Tights that are longer than the short, must be the same colour as the team short. **Sweatpants are only to be worn by the goalkeeper.**
7. In the event of duplication of colours between the two opposing teams, it is the responsibility of the AWAY team to change to a contrasting colour. Teams which have jerseys that conflict with the referee colours, must supply an alternative shirt/jersey for the referee.
8. The use of rigid casts and/or splints, even though covered with foam or other protective padding will **not** be allowed. Athletic braces may be worn by players where in the opinion of the referee such braces are not potentially harmful to themselves or the other players on the field of play.
9. For all players, the use of non-compulsory equipment, such as padded head gear, face masks and arm/knee protectors are permitted with the permission **of the referee** as per the latest IFAB LOTG and any supplemental FIFA or CSA instructions.

Absolutely no jewellery of any kind (this includes all earrings and nose piercings), will be allowed to be worn, except for a medical alert tag. Medical alert tags must be taped in a fashion that is still visible and safe to the wearer and all other players. Using tape to cover any other jewelry is not acceptable.

10. If any item of clothing or equipment that has been inspected at the start of the game and determined not to be dangerous becomes dangerous or is used in a dangerous manner during the game, the referee will have the authority to ensure it is removed. The player will not be allowed to return to the field of play until the player has complied and the item has been removed.

Section XIV – Protests & Complaints

1. Any concern, complaint, issue or possible protest from a player, parent or team official will only be heard by CMSA if it is received through proper channels. These issues must be passed on to the individuals Member Club. The Member Club (President/Executive) will address the issue(s) and determine if they need to be forwarded on to CMSA.

2. CMSA has an [Issue and Complaint Reporting form](#) located on the website to complete and submit to CMSA.
3. Any protest that involves the outcome of a game must be received by CMSA within 48 hours after the conclusion of the match.
4. Protests of any nature must be forwarded by the Member Club to CMSA accompanied by a \$250 administrative fee, in the form of a cheque or money order, which must be paid at the time the protest has been officially lodged.

Section XV – League Scores, Forfeitures & Tie Breaking Rules

A. Scores (U13 – U19)

1. In league and cup competition (if applicable), points will be awarded as follows:

Game Outcome	Points
Win	3 points
Tie	1 point
Loss	0 points

2. Unless the rules of competition state otherwise, in games where a winner must be declared and where both teams have an equal number of goals at the end of regulation time, kicks from the penalty mark shall be taken by both teams, in accordance with the IFAB Laws of the Game.
3. A team that wins a game through kicks from the penalty mark shall have one goal added to the goal total for that team as it stood prior to the penalty kick procedure.
4. For all U7 – U12 CMSA league games (including CMSA Grassroots League), scores and standings will not be publicized.
5. For all U13 – U19 CMSA league games, a maximum goal difference of five (5) will be posted on the score clock and reported in the league standings on the CMSA website.
6. It is the responsibility of **team officials** to report the game score in Demosphere within 24 hours, following the game.

B. Forfeitures & Defaults

General

1. Forfeiture or default of a CMSA league game for any reason shall result in the opposing team being awarded a 5-0 win along with three (3) points for all U13 – U19 age groups.
2. Any team which forfeits or defaults four (4) CMSA league games in a single season, will be removed from the CMSA league for the remainder of the season, unless the Member Club/team can provide a reasonable reason for the teams' actions.
3. Forfeiture or default of a CMSA league game by both teams shall result in both teams receiving a CMSA Default Notice (and fines when applicable) and neither team will be awarded points for the game.
4. If a team drops out of the league competition prior to the completion of the scheduled games, all its league games played prior thereto and scheduled thereafter, shall be declared null and void and the team will be removed from the league standings.
5. If CMSA determines that deliberate and willful forfeiture or default of any CMSA league game has occurred by one or both teams to hurt or benefit a team's league standing result, CMSA shall take disciplinary action which may include a loss of points, fines and/or sanctions to those teams/Member Clubs involved.

Ineligible Players

1. Forfeiture or default of a CMSA scheduled game due to ineligible players shall result in the team being penalized the following:

Offence	Written Notice(s)	Fines
First Offence	Default Notice	No fine
Second Offence of Same Team	Default Notice	\$150 fine
Third Offence of Same Team	Default Notice	\$200 fine
Fourth Offence of Same Team	Default Notice	Removal from league play

Not Being Able to Field a Team

1. Forfeiture or default of a CMSA scheduled game due to not being able to field a team shall result in the team being penalized the following:

Offence	Written Notice(s)	Fines
First Offence	Default Notice	\$150 fine

Second Offence of Same Team	Default Notice	\$200 fine
Third Offence of Same Team	Default Notice	\$300 fine
Fourth Offence of Same Team	Default Notice	Removal from league play

C. Tie Breaking

- The tie breaking rules will be used to determine final CMSA league standings, where two (2) or more teams are tied on points taking the regular season into consideration where applicable. The score(s) which are reported in the league standings (maximum Goal Differential applied) will be used to determine the tie breaking rules and the following steps will be taken to determine the final league standings.

	Score			Tie Breaking Rules			Placement
	Opponent			Rule a. Total Pts	Rule b. Goal Diff.	Rule c. Goals Conceded	
	Team 1	Team 2	Team 3				
Team 1		0 pts (0-1)	3 pts (4-1)	3 pts	4-2= 2	N/A	1st
Team 2	3 pts (1-0)		0 pts (1-5)	3 pts	2-5= -3	N/A	3rd
Team 3	0 pts (1-4)	3 pts (5-1)		3 pts	6-5= 1	N/A	2nd

- Previous Match Results:** The most points gained in the match(es) between the teams concerned shall be used to determine the final standings.
- Goal Difference:** For any teams still tied, by deducting goals against from goals for, in the match(es) between the teams concerned. The highest goal difference shall be used to determine the final standings.
- Fewest Goals Conceded:** For any teams still tied, the fewest goals conceded in the match(es) between the teams concerned, shall be used to determine the final standings.
- For any teams still tied (this applies if there are more than two teams who remain tied), steps one, two and three in turn shall be re-applied to the match(es) between the teams concerned to determine the final standings.
- For any teams still tied, methods two and three respectively shall be re-applied using goals scored and conceded in **all** games against **all** teams within the respective grouping.
- For any teams still tied, co-champions or equal placing shall be declared.

2. If any tier or group that could not complete all scheduled league games due to a game being cancelled by the City of Calgary, CMSA, or the referee and there was not sufficient time to reschedule the game prior to the deadline, the standings will be determined on a “points earned percentage basis.”
 - a. To calculate the “points earned percentage,” CMSA will take each team’s points earned and divide those by the total number of points the team could have earned in all games played. Teams will be ranked on this percentage, with the highest percentage being declared first (1) in the league standings and so on.
 - b. Games that have been defaulted will count as games played. If CMSA deems that there was ample time left for the game to be rescheduled but was not, CMSA will award no points to either team and treat it as a game played. Decisions of this type are not appealable.

Example:

Team A – 7 games played x 3 points = 21 possible earned points
19 points actually earned
 $19/21 = 90.4\%$

Team B – 6 games played x 3 points = 18 possible earned points
16 points actually earned
 $16/18 = 88.9\%$

Section XVI – Team/Game Management

A. Team Management

1. All teams are required to have a minimum of two team officials present on the team bench in accordance with the **CMSA Code of Conduct to Protect Children**. All adults present on the team bench **MUST** be listed on the team’s game sheet. All CMSA Team Officials must provide a CMSA ID card to the Referee prior to each match to occupy a spot within the technical area.
2. All teams must follow the Rule of Two Policy: The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring that a coach is never alone with an athlete. For more information on the Rule of Two, please [click here](#).
3. All teams must have a same gender Team Official. For male teams, one team official listed on the team roster must be an adult male. For female teams, one team official listed on the team roster must be an adult female. For male teams, an adult male must be present on the team bench during CMSA scheduled games, team practices, and in the dressing room. For female teams, an adult female must be present on the team bench during CMSA scheduled games, team practices, and in the dressing room. For any mixed gender teams, there must be an adult female and adult male present on the team bench during CMSA scheduled games, team practices, and in the dressing room.

4. Member Club and Team officials are responsible for taking reasonable steps to ensure that the behaviour and actions of their players and spectators at any soccer event does not violate CMSA rules.
 - a. Member Clubs may be sanctioned if it is determined that reasonable steps have not been taken.
 - b. Discipline may include, but is not limited to:
 - i. Individual, Team Official or Member Club Behaviour Notices
 - ii. Individual, Team Official or Member Club Suspensions
 - iii. Individual, Team Official or Member Club Fines and/or Bonds
5. Each team in all levels of play, **must** designate for every game, an individual (does not need to be the same person for every game), to act as a **Field Marshal** for that team, and must be introduced to the match official.
6. All individuals (team officials, players) must have their names listed on the game sheet to occupy a spot within the technical area.
7. Teams are permitted to have **one (1) Same Gender Adult (Bench Parent)** present at each game if a Team Official does not meet the requirement(s). The full name of the Same Gender Adult must be written on the game sheet with Same Gender Adult. The Same Gender Adult will not be required to have a police clearance or a CMSA ID Card.
8. Each team enrolled in CMSA league play in all levels of play **must** designate an individual to act as a Safety Advocate. The Safety Advocate may be a coach, manager, or other volunteer. See [CMSA Concussion Policy](#) for more information.

B. Game Management

Game Sheets

1. Game sheets will be available to print through the CMSA website using the team official's login and password provided to each team official at the beginning of each season.

***Note: If a team(s) does not supply the Demosphere game sheets as required by CMSA, a disciplinary notice will be sent to the team(s) involved.**
2. Each team must print and provide one (1) copy of the official Demosphere game sheets for every CMSA league game to the referee.
3. The game sheets **must** have the following:
 - a. Field Marshal name printed on the game sheet.
 - b. Team official signature on the game sheet.
 - c. Any team official(s) or player(s) who is not participating in the game must have their name crossed off the game sheets.
 - d. Any team official(s) or player(s) who is not eligible to play will be labelled 'ineligible'. They are not allowed to be present on the bench or remain in the technical area for the entirety of the game.

- e. Any team official(s) or player(s) who is participating and on the team bench or as a play up must have their full name and CMSA number handwritten on the game sheets.
 - f. The full name of the bench parent **must clearly** be written on the game sheets and noted as "Same Gender Adult."
 - g. Any team official(s) or player(s) serving suspension, these must be noted on the game sheets 'serving game x of x-game suspension' and are not allowed to be present on the bench or within the technical area for the entirety of the game.
4. If one team does not supply the required Demosphere game sheet, **the game must be played**. The team official of the team who did not supply the game sheet must ensure to include all necessary information (as listed above) on the oppositions game sheet. This is to be noted on the game sheet by the referee.
 5. In the event that neither team supplies the required Demosphere game sheet, the game must be played. Handwritten copies of the game sheet are to be provided to the referee with all the necessary information (as listed above). This is to be noted on the handwritten game sheet by the referee.
 6. After the game, both teams may take a photo of each game sheet for their records, and the referee will keep the hard copies for submission to CMSA.

CMSA Photo ID Cards

1. All registered players from U11 – U19 require a valid player CMSA Photo ID Card which must be presented to the referee at the beginning of each CMSA game. All registered U10 players who play up in a U11 or older division will require to have completed and submit a restricted movement pass located on the CMSA website in place of a CMSA Photo ID Card.
2. If by the start of the game, a player does not have their CMSA Photo ID Card, that player will not be allowed to participate in the game and **must** leave the technical area. If the player's CMSA Photo ID Card arrives at **any time during the game**, that player may show the referee their card and will be allowed to participate in the remainder of the game. For the purpose of this rule participation includes sitting on a team's bench or remaining in their technical area.
3. If there are not enough player CMSA Photo ID Cards handed in at the start of the game, the game is to be abandoned by the referee and the referee is to note the reason on the game sheets. The team who did not provide the CMSA Photo ID Cards will receive a CMSA default notice (and fines where applicable) and the opposing team will receive the win.
4. If a player is found to have been listed on the game sheet for any team and has participated in the game without providing a player CMSA Photo ID Card, the team that player participated with will in turn forfeit the game for playing an ineligible player.
5. All registered team officials from U10 – U19 require a valid team official CMSA Photo ID Card which must be presented to the referee at the beginning of each CMSA game to remain on the team bench or within the technical area. If none of the team officials for a team have a team

official CMSA Photo ID Card, two (2) team officials will be allowed to remain on the bench and the game will be played. The team officials must show the referee a piece of government issued ID in lieu of the CMSA Photo ID card. The referee will note on the game sheet that there were “No team official(s) CMSA Photo ID Cards provided” and will mark off which two adults/team officials who remained on the team bench for that game.

Field Marshal Program

General

The Field Marshal Program is intended to empower one individual from each team to speak up on behalf of the referee among their fellow parents/spectators. Abuse from team officials and spectators has grown towards youth referees and new referees over the years. This abuse can come in many forms but specifically, is verbal abuse which is personal, provocative, and public, in regards, to the referee’s on-field performance that may cause the referee to quit or abandon the game. This is unacceptable behaviour towards any referee and must be addressed as a priority particularly if soccer is to keep an adequate supply of referees.

Specifics

1. All teams participating in CMSA league play, must designate an individual at each game (one from each team) to act as a Field Marshal.
2. The individual acting as the Field Marshal (FM) must be named on the team’s game sheet. **Teams will receive an official disciplinary notice (and fines where applicable) when they do not list the name of their Field Marshal on the game sheet.**
3. The orange arm band provided by CMSA is required to be worn by the individual who will be identified as the Field Marshal during the game. CMSA Field Marshal arm bands are available at no cost for pickup from the CMSA office.

Responsibilities

1. The Field Marshal is to position themselves in the middle of their team’s spectators’ seating area.
2. The Field Marshal is expected to monitor the behaviour of their team’s spectators.
3. The Field Marshal is expected to act on behalf of the referee(s) by reminding their spectators to keep any comments to themselves and refrain from vocalizing any complaints during the game.
4. The Field Marshal is expected to diffuse any potential problems that may arise during the game by either being visible or calmly speaking with the individual(s) involved.
5. The Field Marshal is expected to deal with and act on, any inappropriate comments, gestures and/or general unsporting behaviour directed at any of the players, team officials, referees, spectators or any other individual by their team’s spectators, but careful to avoid any direct confrontation. If someone is still hostile after being asked to refrain from any unwelcome

behaviour or actions, try and gather as much information to provide to CMSA but without putting yourself in a dangerous situation. Contact the facility staff or security if you need assistance.

6. The Field Marshal is **not** expected to put themselves in any situation that may compromise their own safety and asked to contact CMSA at info@calgaryminorsoccer.com.
7. The Field Marshal is expected to support the referee(s) when requested by the referee(s) to do so.
8. Any questions, comments, complaints or concerns regarding the referee(s) should be submitted through the [CMSA Referee Evaluation Form](#) which can be found on the CMSA website under the "Coach/Manager" tab.
9. Any incidents that may have occurred before, during, following the game, on or off the field, which include a spectator, the Field Marshal may be contacted by CMSA to collect more information regarding the incident in question.

Discipline Notices and Fines

1. The name/signature of the Field Marshal **must** be listed on the CMSA Demosphere generated game sheets. Failure to list the name/signature of the Field Marshal on the game sheet, the following sanctions shall apply:

Offence	Fines
First Offence	Field Marshal Warning Letter
Second Offence	Field Marshal Notice Letter & \$50 Fine
Third Offence	Field Marshal Notice Letter & \$100 Fine
Fourth Offence	Field Marshal Notice Letter & \$150 Fine

Any team and/or Member Club found not to be consistently participating in the Field Marshal Program shall be subject to further disciplinary action.

Section XVII – ASA Provincials & Qualification

A. Format

1. CMSA regular season league rules shall apply to provincial rosters in addition to the ASA Provincial Championship Rules - Youth. ASA Provincial Championship Rules - Youth are applied for replacement

players. Only Member Clubs who are part of District 4 (City of Calgary) may qualify for Provincial Championship. All Out-of-District Member Clubs must qualify and declare for any Provincial Championship through their own district. Out-of-District Member Clubs are not eligible for Challenge Cup.

2. Qualification for ASA Provincial Championship for Tier I, II and III shall occur through CMSA league standings and CMSA Challenge Cup.
 - a. League Champion will qualify for ASA Provincial Championship as CMSA 1.
 - b. Challenge Cup Champion will qualify for ASA Provincial Championship as CMSA 2.
 - c. Should the League Champion and Challenge Cup Champion be the same team, the League Runner-up will qualify for ASA Provincial Championship.
3. Qualification for ASA Provincial Championship for Tier IV shall occur through CMSA league standings.
 - a. League Champion and League Runner-up will qualify for ASA Provincial Championship as CMSA 1 and CMSA 2 respectively.
4. Qualification for ASA Provincial Championships for CMSA combined age group categories (ie: U15/17), shall occur through CMSA league standings between the teams of the same applicable age group category.
 - a. League Champion and League Runner-up will qualify for ASA Provincial Championship as CMSA 1 and CMSA 2 respectively.
5. In the case where the Alberta Soccer Association invites an additional team(s), the next highest ranked team in the final CMSA league standings will be notified and qualify for ASA Provincial Championship.
6. In the case where an age eligible team is participating in an age group above their eligibility, the team may challenge the Challenge Cup Champion or Challenge Cup Runner-up, as per Section XVII.A.2, of their applicable age and same tier or higher for their ASA Provincial Championship placement.
 - a. The challenge game will occur through a single-game, scheduled by CMSA.
7. Teams must declare their intent to challenge by using the application process available on the CMSA website by the published dates.
 - a. If multiple age eligible teams put in their intent to challenge, the highest ranked team in the CMSA league standings between the teams involved will proceed to the challenge game.
8. U14 and U16 league play does not lead to Provincial Championships.
9. Teams may Opt-out of ASA Provincial Championship contention via the Opt-out Form as found on the CMSA website and must do so by the published dates.
 - a. If a team chooses to opt-out of ASA Provincial Championship contention, they are not eligible for Challenge Cup.
10. ASA Provincial Championship game duration and formats are determined by the ASA and can be found in the ASA Provincial Championship Rules – Youth, as found on the ASA website.

11. Players participating in CMSA league play as Age Exempt players are not eligible for ASA Provincial Championships unless they are age eligible for that ASA Provincial Championship as outlined by the ASA Provincial Championship Rules - Youth.

B. Team Rosters

1. All teams qualifying for ASA competitions must confirm their player roster for said competitions in writing to CMSA prior to the deadline dates set by CMSA.
2. One team official from each team involved in Provincial Championship must fulfill the coaching requirements for the appropriate level as per the chart below:

Coaching requirements expiring March 31, 2025

Competition	Coaching Requirement
U15, U17 Tier 1	C License Trained <u>OR</u> Higher
U13 Tier 1	Soccer For Life Trained <u>OR</u> Higher
U15+, Tiers 2-4	Soccer For Life Trained <u>OR</u> Higher
U13, Tiers 2-4	Learn to Train <u>OR</u> Soccer For Life <u>OR</u> Higher

Coaching requirements will be implemented April 1, 2025

Competition	Coaching Requirement
U13+ Tier 1	C License Certified <u>OR</u> Higher
U13+ Tiers 2-4	Soccer For Life Trained <u>OR</u> Higher

- a. Older licenses or licenses from another country will not be accepted. For recognition of coaching licenses from another country, **a coach must apply for the Canadian Equivalency Process through CSA.**
3. A player cannot play for and be registered with, more than one team in the youth ASA provincial competition.
4. A Member Club whose team withdraws from the ASA Provincial Championship, prior to, or during the tournament for any reason (including the inability to field a team), will be subject to a

financial penalty of a minimum of \$250 up to a maximum of \$1000 as determined by CMSA. ASA may also apply financial penalties in addition for withdrawal from Provincial Championship.

Timelines	Fines
1 week or less out from competition	\$1000
2 weeks or less out from competition	\$800
3 weeks or less out from competition	\$650
4 weeks or less out from competition	\$500
5 weeks or less out from competition	\$250

5. If Provincial Championship is held in Calgary, the qualifying team(s) for those competitions must supply at least one (1) volunteer for a minimum of four (4) hours to assist with the running of the event. Any team that fails to provide a volunteer shall have to pay \$100 volunteer fee.

Section XVIII – Travel Outside of Alberta

A. General

1. All players who are listed on a travel permit **must** be actively participating in the CMSA league.
 - a. APDL registered players are not permitted to participate as a guest player in competitions outside of the APDL in any league our tournament, in accordance with the APDL Operating Rules.
2. Travel permit rosters will be subject to a maximum of 20 players per team per travel permit.
3. The minimum number of players required on a travel permit will consist of the following:
 - a. U9 – U12 teams will require a minimum of 11 players who are listed on the same CMSA league roster.
 - b. U13 – U19 teams will require a minimum of 14 players who are listed on the same CMSA league roster.

B. Travel Permits

1. All teams travelling outside of Alberta, to compete in a tournament or attend any type of training camp **must** complete and submit a travel permit application prior to travel. **Please see travel permit deadlines and fees on the CMSA website under the “Coach/Manager” tab.** Travel permits serve three main purposes:
 - a. They provide protection to the travelling team. Travel permits are only approved if the tournament or training camp is sanctioned by the associated provincial, state or national soccer association. Restricting travel to a tournament, not affiliated with a parent body

reduces the risk of teams, as they know they are travelling to a real tournament with universal standards.

- b. They provide protection to the tournament. By requiring a travel permit, tournament organizers know who will attend their event. Travel permits reduce the risk to the tournament organizers ensuring that teams and players are properly registered and in good standing with their league.
- c. They provide protection to the players. All players and team officials attending a sanctioned event in Alberta are covered under ASA's insurance policy. Travel permits extend this coverage beyond Alberta's borders for the duration of the tournament.

Travel Permit Approval Process

All travel permit applications should follow the approval process below:

1. All required forms (dependent on travel location) are submitted by the team or Member Club to CMSA.
2. CMSA will approve the travel permit and roster and submit it to ASA for approval.
3. ASA will approve the permit and send it back to CMSA.
4. If necessary, ASA will obtain permission from CSA before returning the approved permit to CMSA.
5. ASA will forward any necessary documents to the insurance company for coverage. Once processed, the insurance company will provide an insurance certificate. The certificates are not necessary for travel, but available upon request from ASA.
6. The travel permit fees will be collected from the team by CMSA prior to team travel.
7. CMSA will send the approved travel permit and roster back to the team via email, along with the insurance link for any necessary claims.

To access the travel permit forms and list of requirements for travel outside of Alberta please visit the CMSA website to find "[Travel Permits](#)" under the "Coach/Manager" tab.

Please ensure that all travel permit requests are received by CMSA by the deadlines listed on the CMSA website to avoid any additional late fees. Any team that travels outside of Alberta for any reason, without an approved travel permit shall be noted as being in breach of the CMSA Rules and Regulations and will face immediate sanctioning, which may result in suspensions, fines or both and may be required to appear before the CMSA Discipline Committee to address the breach.

Section XIX - Discipline Code

The Calgary Minor Soccer Association (CMSA) Discipline Code outlines and categorizes different infractions by degrees of severity and gives a brief outline of the penalties (suspensions) applied to each. Not all infractions may be listed specifically; however, infractions of similar intent will receive like suspensions.

When CMSA receives a misconduct report from a match official the CMSA Discipline Coordinator will review that report, applying discipline as per the Discipline Code. The CMSA Discipline Committee reviews misconduct reports contextually, and at its discretion may reduce or remove any fine, suspension or disciplinary penalty which an individual has received based on the Discipline Code.

The match official(s) exercise the powers granted by IFAB Laws of the Game & CMSA upon entering the field of play, its surrounding area, and extends to the time upon leaving the field of play and its surrounding area.

In accordance with IFAB Laws of the Game, decisions of the match official(s) on points of fact connected with the play, such as whether or not a goal scored is good, and the results of the game, are final so far as the result of the game is concerned. This should be recognized when filing a protest, request for a hearing, or an appeal.

Section I – General

1. Team officials are responsible for the behaviour and actions of their players and spectators at any soccer event. Member Clubs are responsible for the behaviour and actions of their team officials, players and spectators at any soccer event.
2. Member Clubs are expected to educate their team officials and take any precautions necessary to prevent its team officials, players and spectators from abusing, threatening or assaulting anyone at a soccer event, including the match official(s).
3. The Member Clubs shall ensure that their disciplinary rules, regulations and procedures are consistent with those of CMSA. In cases of discrepancies, CMSA rules shall take precedence.
4. Any Alberta Soccer Association (ASA) Misconduct Report from another district or provincial association, received by CMSA shall be regarded as such and may be reviewed by the CMSA Discipline Committee. Any additional suspension(s) and/or fine(s) may be applied to the individual(s) as the CMSA Discipline Committee determines.
5. The CMSA Discipline Coordinator will have the ability to review any complaint brought to its attention by whatever means and take necessary action if the evidence presented warrants this. **All complaints must be in writing and signed with all parties identified when possible or submitted through the appropriate available forms on the CMSA website.**

6. In the event of an abandoned game, the match official(s) will keep both team's CMSA Photo ID Cards and game sheet and forward these to the CMSA office. The CMSA Discipline Coordinator will review each incident, and any disciplinary action required will be sent out accordingly.

Section II – Jurisdiction

1. CMSA will have direct jurisdiction in the following circumstances:
 - a. Complaints or inquiries referred to CMSA by any other district association.
 - b. Misconduct by any person(s) arising from participation in any CMSA program.
 - c. Misconduct by any person(s) arising from participation at any tournament competition(s).
 - d. Misconduct by any Member Club of CMSA.
 - e. Misconduct arising from any soccer event, whether it be within Canada or internationally, where CMSA and ASA have given prior permission to participate.
 - f. Any other matter, not listed above, which is directly related to CMSA.
2. All cases of misconduct, involving an alleged physical assault, attempted physical assault or threatening behavior toward a match official(s) by any person(s), received by CMSA will be forwarded to ASA discipline.
3. CMSA may delegate its jurisdiction directly to any Member Club.

Section III – Timelines and Notices

General

1. The match official's ASA Misconduct Report is to be forwarded to CMSA within 48 hours of the incident, along with a copy of the game sheet and the individual(s) CMSA Photo ID Card who has received the infraction.
2. Upon receiving an ASA Misconduct Report from the match official(s), CMSA Discipline Coordinator will review the misconduct report and send out a CMSA Discipline Report to the individual(s) involved, team official(s) and Member Club stating the outcome. This report will be sent out within 12 business days following the incident.
3. The CMSA Discipline Coordinator will not provide discipline outcomes to any additional Member Clubs outside of the Member Club receiving discipline. All discipline complaints and inquiries will be responded to within 12 business days.
4. CMSA Discipline Committee shall set timelines for the payment of any cost(s), fine(s), and/or bond(s), and may set further terms of punishment for non-compliance.

Section IV – Offences

Any player, team official or spectator who is dismissed by the match official(s) from a CMSA game, must leave the field of play and area immediately without retrieving their belongings. The individual(s) must remain out of sight from the match official for the remainder of the game.

The severity of the offence and any history of the individual(s) may result in an increase in the suspension(s) or penalties administered by the CMSA Discipline Committee.

A. Yellow Card (cautions)

1. Team official(s) for each team are responsible for tracking the accumulation of yellow card cautions received by the players or team officials who are registered to their team during the season. Once a player or team official has accumulated three (3), five (5) or seven (7) caution cards during a current season, the player or team official **MUST** sit out their next scheduled CMSA sanctioned game(s) or CMSA sanctioned tournament game(s) as required. The suspension of the player or team official **MUST** be indicated on the game sheet as serving the suspension (ex. "serving 1 of 1 for yellow card accumulation").
2. The following suspension(s) for an accumulation of yellow cards during a season shall be automatic:

Offence	Length of Suspension
a. 3 Cautions	1 game suspension
b. Additional 2 Cautions	2 game suspension
c. Additional 2 Cautions	4 game suspension & automatic Discipline Hearing

Failure to sit the individual(s) the next game(s) could result in further disciplinary sanctions against the player, team official(s), or Member Club.

3. Any yellow card(s) received by a player when playing up in CMSA league games with another team **will count** towards the player's overall accumulation of yellow cards during a season.
4. When a player or team official receives two yellow cards during one game, these **will not count** towards the player or team official's overall accumulation of yellow cards during the season, as it is dealt with as a separate offence and will result in the player or team official receiving an automatic Red Card Dismissal for the offence, which carries its own suspension.
5. In any particular season for all players and coaches, yellow card accumulation will include all pre-season, exhibition, regular season, play off games and challenge cup. Yellow card accumulation for all players and team officials will reset following each season. Any suspension received from the accumulation of yellow cards that have not been served in full prior to the end of the season which they were received, shall be served in the next season the player or team official is registered.

B. Red card (dismissals)

Note: All suspension lengths listed below shall be the minimum sanction for any individual, for the noted offence.

SFP = Serious Foul Play (when challenging for the ball)

VC = Violent Conduct (when not challenging for the ball)

1. Denying a goal or a goal scoring opportunity (as deemed by the match official):

Offence	Length of Suspension
a. First offence	1 game suspension
b. Second offence	2 game suspension

2. Receives a second caution in the same match:

Offence	Length of Suspension
a. First offence	1 game suspension
b. Second offence	3 game suspension

3. Offensive, insulting, or abusive language and/or gestures, not directed at a match official:

Offence	Length of Suspension
a. First offence	2 game suspension
b. Second offence	4 game suspension

4. Dangerous tackle or tackle from behind:

Offence	Length of Suspension
a. First offence - SFP	1 – 2 game suspension
b. Second offence - SFP	3 – 4 game suspension
c. First offence - VC	3 – 4 game suspension
d. Second offence - VC	5 – 6 game suspension

5. Pushing or charging:

Offence	Length of Suspension
a. First offence - SFP	1 – 2 game suspension
b. Second offence - SFP	3 – 4 game suspension
c. First offence - VC	3 – 4 game suspension
d. Second offence - VC	5 – 6 game suspension

6. Gesture or attempt to strike, kick or trip:

Offence	Length of Suspension
a. First offence	1 – 2 game suspension
b. Second offence	3 – 4 game suspension

7. Striking, kicking, or tripping (with intent):

Offence	Length of Suspension
a. First offence	2 – 3 game suspension
b. Second offence	4 – 6 game suspension

8. Throwing an object:

Offence	Length of Suspension
a. First offence	2 – 3 game suspension
b. Second offence	4 – 6 game suspension

9. Bite, scratch, or gouge an opponent:

Offence	Length of Suspension
a. First offence	2 – 3 game suspension
b. Second offence	4 – 6 game suspension

10. Violent conduct: fighting:

Offence	Length of Suspension
a. First offence	4 game suspension
b. Second offence	Automatic Discipline Hearing

11. Spitting at anyone other than the match official:

Offence	Length of Suspension
a. First offence	4 game suspension
b. Second offence	Automatic Discipline Hearing

12. Violent conduct: head butting (automatic Discipline Hearing):

Offence	Length of Suspension
a. First offence	8 game suspension
b. Second offence	16 game suspension

13. Offensive, insulting, or abusive language and/or gestures directed at a match official:

Offence	Length of Suspension
a. First offence	4 game suspension
b. Second offence	Automatic Discipline Hearing

14. Failure to conduct themselves in a responsible manner: Any act or statement, physical or verbal, which is considered insulting, or improper behaviour could be seen as, “bringing the game into disrepute:”

Offence	Length of Suspension
All offences	CMSA Discipline will review on a case-by-case basis.

15. Failure to leave the field upon dismissal, including remaining in view of a match official:

Offence	Length of Suspension
All offences	May result in additional suspension added and possibly an appearance before the CMSA Discipline Committee.

16. Continuing to dispute the decision of the match official:

Offence	Length of Suspension
All offences	May result in additional suspension added and possibly an appearance before the CMSA Discipline Committee.

Penalties assessed to team officials can result in up to two (2) times the listed penalty indicated on the Discipline Report, at the discretion of the CMSA Discipline Committee.

Any player(s) or team official(s) under the jurisdiction of CMSA having received a Discipline Report may request a Discipline Hearing through their Member Club representative within four (4) business days of the date noted on the Discipline Report, except when the Discipline Report and dismissal are for 2 cautions (2 yellow cards) received in the same game. Cautions (yellow cards) are not subject to dispute.

All other dismissals or offences not listed above will be dealt with at the discretion of the CMSA Discipline Committee.

The Discipline Committee shall have the authority to impose a time suspension in lieu of game suspensions where the Committee, in its discretion, deems it appropriate to do so.

Any dismissal related to the match official that involves a youth match official between the ages of 12-18 (inclusive) will result in two (2) times the listed penalty.

C. Abusive and Threatening Behaviour

1. CMSA has adopted a behavioural stance, including but not limited to 'Zero Tolerance on Referee Abuse', against individual(s) who feel the need to harass, insult, threaten or assault others at any soccer event where a CMSA team is involved. Member Clubs and Team Officials should take reasonable steps to communicate and/or educate what the behavioural expectations are. Match officials are instructed to immediately dismiss any team official(s) or spectator(s) who are abusing them or any other person(s) in an unacceptable manner, whether it is directed toward them or not. If the abuse or behaviour continues in any way during the game, the match official is instructed to abandon the game, keep both team's CMSA Photo ID Cards and indicate on the game sheet what has occurred along with submitting an ASA Misconduct Report to CMSA within 48 hours following the incident.
2. Member Clubs may be sanctioned if it is determined that reasonable steps have not been taken. CMSA Discipline will review all incidents reported on a case-by-case basis and administer any discipline to those who have been dismissed, caused the game to be disrupted or caused the game to be abandoned. Discipline may include, but is not limited to:
 - a. Individual, Team Official or Member Club Behaviour Notices
 - b. Individual, Team Official or Member Club Suspensions
 - c. Individual, Team Official or Member Club Fines and/or Bonds

Note: The match official no longer is required to dismiss the person(s) from the game, for CMSA Discipline to review the issue.

Discrimination and/or Harassment

1. CMSA has an Anti-Discrimination and Harassment policy that reinforces the Association's expectations. Anyone who publicly disparages or discriminates against someone in a defamatory manner of race, language, religion, or ethnic origins will be brought before the CMSA Discipline Committee to answer to the charge of "bringing the game into disrepute." All allegations of discrimination and/or harassment, not reported during a game to the official, may be reported to CMSA via the Issue and Complaint Reporting form.

Bringing the Game into Disrepute

1. Any person(s) shall act in the best interests of the game and shall not act in any manner which is improper and shall be defined as "bringing the game into disrepute," at all times.
2. The term "bringing the game into disrepute" usually applies to incidents which have taken place off the field of play which damage or taint the prestige of the sport as a whole.
3. Any person(s) will be considered as "bringing the game into disrepute," if any of the following occurs:

- a. Discriminatory behaviour including public disparagement of discrimination against or vilification of a person on account of an attribute.
 - b. Harassment including sexual harassment or any unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances.
 - c. Offensive behaviour including obscene, provocative or insulting gestures, language or chanting.
 - d. Provocation or incitement of hatred or violence.
 - e. Spectator or crowd violence.
 - f. Intimidation of referees which may take the form of (but is not limited to) derogatory or abusive words or gestures toward a referee or the use of violence or threats to pressure a referee to take or omit certain action regardless of where such action is taken.
 - g. Forgery and falsification including creation of a false document, forgery of a document or signature, the making of a false claim or providing inaccurate or false information on a prescribed form.
 - h. Corruption including offering a benefit or an advantage to a player or team official in an attempt to incite them to violate CMSA Rules of Play, ASA statutes, CSA statutes or FIFA statutes.
 - i. Abuse of position to obtain personal benefit.
 - j. Commission or charge of a criminal offence.
 - k. Violation of CMSA/ASA/CSA/AHS guidelines and restrictions, as amended.
 - l. Any other conduct, behaviour or statement that materially injures the reputation and goodwill of CMSA or soccer in general.
 - m. Safe sport violations. This includes, but is not limited to, volunteer screening and coaching requirements that cover a variety of topics to ensure the health, well-being, performance, and security of individuals under the auspice of CMSA.
 - n. Recruitment as defined by the CMSA Recruitment Rules and Regulations.
 - o. Participating in any soccer activity while under suspension.
4. Any person(s) deemed to be “bringing the game into disrepute” are suspended until they request and attend a hearing with CMSA.
 5. Without limiting the generality of number 1, any person(s) is entitled to have their privacy respected, and this code is not intended to apply to private activities engaged in by a member that are not in the public domain.

Actions deemed to be “bringing the game into disrepute” for individuals carry the following sanctions:

Offence	Length of Suspension
First offence	Up to one (1) year ban from any and all CMSA soccer activity.
Second offence	Up to five (5) year ban from any and all CMSA soccer activity.
Third offence	Up to a lifetime ban from any and all CMSA soccer activity.

Additional Suspensions, Fines or Bonds

1. If a team official is suspended under section(s) [IV.B.14-16](#), that team official (and possibly their child[ren]) may be suspended from “all CMSA soccer activity” for the remainder of the soccer season or longer and may be requested to attend a CMSA Discipline Hearing.

The individual may be required to put forth a behavioural bond before they are eligible to register in CMSA again (and possibly before their child[ren] are eligible to register again).

2. If an individual suspended under section(s) [IV.B.14-16](#) is identified as a parent of one of the registered CMSA players, that parent and possibly their child(ren) may be suspended from “all CMSA soccer activity” for the remainder of the soccer season or longer and may be requested to attend a CMSA Discipline Hearing. The individual may be required to put forth a behavioural bond before they are eligible to attend any CMSA events (and possibly before their child[ren] are eligible to register again).
3. If any team receives two (2) or more suspensions relating to incidents involving any of their team officials or spectators in one season, the team official(s) and their Member Club will be required to appear before the CMSA Discipline Committee to discuss the incidents. The team **may** be required to pay behaviour bond(s) or fine(s), the team **may** be removed from the CMSA league schedule for the remainder of the season, **may** be disqualified from attending any post season competition and/or **may** be prohibited from traveling and attending any tournament competitions.
4. If CMSA experiences any issue(s) or concern(s) with any tier or division within the CMSA league, CMSA may prohibit all eligible team(s) from attending any post season play.

Any sanctions not listed above may be applied by the CMSA Discipline Committee at any time if deemed necessary.

Section V – Serving of Suspensions

General

1. CMSA sanctioned games or CMSA sanctioned tournament games will count as games served towards an individual’s suspension. Suspensions will be served during the current CMSA season, and any suspension(s) not served in full will be carried over to the following season in which the individual is registered, be it indoor or outdoor.
2. If an individual is participating in a sanctioned tournament or soccer event not organized by CMSA (tournament, Provincial Championship, national championship), they *may* be eligible to participate depending on that soccer event’s rules.
3. Games missed in non-CMSA sanctioned tournaments or soccer events will not count towards the individual’s suspension.

4. CMSA has the **ultimate authority** to decide which game(s) will be counted towards any CMSA suspension. Once the individual has served the suspension in full, their CMSA Photo ID Card will be available for pickup from the CMSA office.

Players

1. All registered players who receive suspensions, must serve their suspension with the team they are currently registered with at the time.
 - a. If a player transfers to a new team or Member Club during the serving of any suspension, the suspension shall follow the player and will continue to be served accordingly. Players **will not** be eligible to play up for any team until their suspension has been fully served with the team they are registered with.
 - b. Players who receive a suspension while playing up shall serve the suspension with the team they are registered with. All players under suspension are considered ineligible.

Team Officials

1. All registered team officials who receive suspensions, must serve their suspension with the team they received the suspension with. Team officials **will not** be eligible to be on the bench with any other team(s), for any CMSA events until their suspension has been fully served with the team they received the suspension with.
2. If an individual is acting as a team official but is not registered with any team within CMSA, and receives a suspension, the suspension will be based on the length of time and not by game and administered accordingly. These suspensions must be served during the weeks of an active CMSA season.

Game Suspension	Length of Suspension
2 game suspension	2-week suspension
4 game suspension	4-week suspension
8 game suspension	8-week suspension

Suspension from All CMSA Soccer Activity

Any person, while under suspension from all soccer activity, will not be eligible to:

1. Participate in any CMSA sanctioned games or CMSA tournament games.
2. Act in any capacity as an executive or official with any CMSA registered Member Club.
3. Communicate in any fashion with any player or team official with the purpose to coach or provide advice during any sanctioned game.

4. Officiate as a referee or assistant referee in any CMSA sanctioned game or tournament.
5. Suspended players and team officials may attend a soccer game as a spectator but are not allowed to communicate in any fashion, or be within the vicinity, of a registered Member Club team's bench.
6. If a suspended person violates any of the above conditions, brings the game into disrepute or causes the game to be disrupted by their presence or actions they will be subject to further sanctioning from the CMSA Discipline Committee.

Section VI – Discipline Hearings

General

1. Any player(s) or team official(s) under the jurisdiction of CMSA having received a Discipline Report may request a Discipline Hearing through their Member Club representative within four (4) business days of the date noted on the Discipline Report.
 - a. This request must be accompanied by a \$150 hearing request administrative fee **(cheque, money order, electronic fund transfer (EFT) or e-transfer only)**.
 - b. The request from the Member Club must identify the reason for requesting the Discipline Hearing. This is not deemed to be an appeal, but the individual(s) option of appearing before the CMSA Discipline Committee to discuss the suspension.
 - c. If the decision of the CMSA Discipline Committee is to decrease the suspension from its original decision, the \$150 hearing fee will be refunded in full. If the decision of the CMSA Discipline Committee decides not to change its original decision or increases the suspension following the hearing, the \$150 hearing fee will be non-refundable.
2. CMSA reserves the right to initiate a Discipline Hearing. A minimum of five (5) business days' written notice will be provided to any individual(s) and/or Member Club involved, informing them of the scheduled hearing date.
 - a. The Discipline Hearing Notice shall be sent to the individual(s) involved, team official(s) and Member Club President.
 - b. Any person(s) directly involved with the incident(s)/event(s) under investigation whose attendance is requested to attend the Discipline Hearing, is required by the CMSA Discipline Committee to make every effort possible to attend.
3. If an individual(s) requested by the CMSA Discipline Committee to attend a Discipline Hearing, or an individual(s) who has requested a Discipline Hearing for themselves, fails to attend without prior notice, the CMSA Discipline Committee will proceed with the hearing in their absence. The committee will make a determination based on the available information at that time, which may include an indefinite suspension until a new hearing is convened.
4. Any request for a postponement of a scheduled CMSA Discipline Hearing, must be received by CMSA Discipline through the Member Club representative, a minimum of two (2) business days prior to the date of the scheduled Discipline Hearing.

- a. All requests for postponement must be accompanied by a \$150 administrative fee (**cheque, money order, electronic fund transfer (EFT) or e-transfer only**). This would be an additional \$150 administration fee if the original hearing was initiated through the Member Club.
 - b. CMSA may grant a postponement of any Discipline Hearing if reason(s) for the postponement are reasonable.
5. In cases where the accused is automatically suspended pending a disciplinary hearing or for an adjournment of a discipline hearing, the date of the hearing shall be set within fifteen (15) business days of the misconduct report or the previous hearing date, for a scheduled date no more than twenty-five (25) business days from the receipt of the misconduct report or previous hearing date.
6. Any individual(s) who threaten to take or takes legal action against CMSA or any of its Member Clubs, or individual members shall be suspended immediately until such time that the legal proceedings and processes have been concluded and CMSA Discipline has had sufficient time to review the outcome and make a decision based on the findings.
7. In all cases where the individual(s) has been charged in a criminal court, civil court or litigation has originated due to any soccer activity incidents, the CMSA Discipline Committee will not hold a Discipline Hearing until such time that the litigation has concluded, and the case has been closed. Once complete, the CMSA Discipline Committee will decide if further sanctions are warranted and will proceed pursuant to the rules and regulation here within.
8. The individual(s) may be accompanied by legal counsel **only** with prior notice to by the CMSA Discipline Committee. **Timelines may be adjusted as necessary to accommodate the presence of CMSA legal counsel – these timeline adjustments will be communicated in writing to the individual(s) and their Member Club President.**
9. An ASA Misconduct Report completed by the match official(s) and forwarded to the CMSA office for review, shall be regarded as the match official(s) affidavit to a CMSA Discipline Hearing.

Hearing Protocol

All Discipline Hearings held within the CMSA jurisdiction shall be conducted in accordance with the following:

1. The CMSA Discipline Committee shall have three (3) voting members along with a non-voting recording secretary who will be present for the Discipline Hearing.
2. The individual(s) may have up to and not exceeding, three (3) people present at the Discipline Hearing (this includes themselves and legal counsel, if notice is provided to the CMSA Discipline Committee – see above). If the individual(s) is a minor, they must be accompanied by a legal guardian. One of the three (3) people present must be a Member Club or Team Official.
3. All documentation associated with the misconduct shall be provided to the accused no less than three (3) business days in advance of the hearing date for it to be valid unless waived by the accused.

- a. Documents provided, at minimum, will include the Discipline Report(s), past discipline history of the accused (if applicable), Affiliated Member Discipline Rules & Regulations and any other documents the discipline committee is expected to hear.
 - b. The individual(s) is entitled to provide witness statements of the incident for the CMSA Discipline Committee's consideration, in writing, a minimum of three (3) business days prior to the Discipline Hearing.
4. Video or audio replay of any **"on-field" incident(s) will be permitted** as evidence, however on points of fact connected with the play, such as whether or not a goal scored is good, and the result of the game is not permitted.
5. Video or audio replay of any **"off-field" incident(s) will be permitted** as evidence but must be submitted to CMSA a minimum of 2 business days prior to the Discipline Hearing date.

Hearing Procedure

With all required individual(s) present, the CMSA Discipline Committee will proceed with the Discipline Hearing as follows:

1. The CMSA Discipline Committee Chair/Secretary will introduce the Discipline Committee Members and record the names of all individuals(s) present.
2. The individual(s) will be asked to sign the Hearing Document, acknowledging, and agreeing to the committee members present and the date of the Discipline Hearing. If the individual(s) is a minor, the adult representative will be asked to sign the Hearing Document on their behalf.
 - a. **If the individual(s) does not agree to sign the Hearing Document, the Discipline Hearing will be postponed, and the individual(s) will forfeit their \$150 hearing fee. The individual(s) will remain suspended until another request for a Discipline Hearing has been requested through their Member Club representative.**
3. The CMSA Discipline Committee Chair/Secretary will read aloud the ASA Misconduct Report provided to CMSA by the match official along with the CMSA Discipline Report for the individual(s).
4. The individual(s) will be provided the opportunity to give their account of the incident(s) which took place and ask the CMSA Discipline Committee any relevant question(s) pertaining to the report or the incident.
5. The CMSA Discipline Committee Members will have the opportunity to ask the individual(s) any question(s) they may need answered which are relevant to the report or the incident.
6. Then individual(s) will be given the opportunity to make a final statement prior to the adjournment of the Discipline Hearing.
7. The individual(s) will be excused from the Discipline Hearing, the CMSA Discipline Committee will review the ASA Misconduct Report and all evidence provided by the individual(s) and render as decision prior to adjourning.

Hearing Outcome

1. On any misconduct proved to its satisfaction, the CMSA Discipline Committee will have the ability at its discretion, the authority to:
 - a. Suspend the individual(s) for a specific number of scheduled games in a designated league or competition over and above the “minimum” stated herein.
 - b. Fine and/or issue a behaviour bond (with or without suspension).
 - c. Default any game(s) that the individual(s) may have participated.
 - d. Require that the individual(s) take and pass an ASA Entry-Level Match Official Course and may also be required to have to match official a certain number of games.
 - e. Require the individual(s) to take and complete the Respect in Soccer course, Making Ethical Decisions course and/or any additional course identified by the CMSA Discipline Committee.
2. In serious or extreme cases, the CMSA Discipline Committee will have at its discretion, the authority to:
 - a. Suspend the individual(s) from “any and all CMSA soccer activity,” either permanently, indefinitely or for a specified period of time.
 - b. Have the individual(s) pay all expense(s) of the CMSA Discipline Committee related to any hearing.
3. CMSA will notify the individual(s) involved, team official(s), and the Member Club President of the CMSA Discipline Committee's determination in writing via email within ten (10) business days following the CMSA Discipline Hearing

Section VII – Appeals

General

1. Only CMSA Member Clubs may appeal the decision of the CMSA Discipline Committee. The appeal must be submitted in writing to CMSA, on Member Club letterhead and signed by the person(s) having signing authority for that Member Club (as previously submitted to CMSA). The Member Club submitting the appeal shall be known as the appellant.
2. A Member Club may:
 - a. Seek leave to appeal of a decision made by a CMSA Coordinator and/or the CMSA Discipline Committee, which must be directed to the CMSA Appeals Chairperson.
 - b. Seek leave to appeal of the CMSA Appeals Committee, which must be directed to the CMSA Board of Directors. The Board of Directors may, at their sole discretion, escalate the appeal directly to the Alberta Soccer Association.
 - c. Appeal the decision of the CMSA Board of Directors (or CMSA Appeals Committee if escalated by the Board of Directors), to the Alberta Soccer Association in accordance with their appeal procedures.
3. The appellant, for leave to appeal to be considered, shall:
 - a. Submit their appeal, to the Calgary Minor Soccer Association Office, within five (5) business days after the issuance of the decision sought to be appealed.

- b. The appeal shall be accompanied by a non-refundable appeal fee of two hundred and fifty dollars (\$250.00) in cash, money order or certified cheque.
 - c. The appeal shall include decision sought to be appealed, including a copy of said decision;
 - d. A concise statement of the facts;
 - e. A concise submission clearly identifying the grounds for the appeal with respect to how the decision of CMSA is alleged to be wrong, and cites relevant Bylaw, Policy, and/or Rules and Regulations articles that have been breached.
4. While the decision is under appeal – that is you have submitted an appeal to CMSA – the initial decision remains in effect until the appeal has been ruled upon.
5. For leave to appeal to be granted, the appellant must clearly identify the grounds for appealing the decision. Grounds for a leave to appeal must fall under one of the following categories:
 - a. Errors alleged to have been made by the CMSA Discipline or Appeal Committee in procedures followed to arrive at the decision; and/or
 - b. New facts that were not available when the decision was made by the CMSA Discipline Committee; and/or
 - c. An incorrect interpretation made by CMSA of the relevant published Bylaws, Policies, Discipline Code, and/or Rules and Regulations of the CMSA Discipline Committee.
6. In accordance with FIFA rules, decisions of the match official on points of fact connected with the play shall be final so far as the result of the game is concerned and thus cannot be appealed.
7. The appointed CMSA Appeal Chairperson and/or Committee may refuse to grant leave to appeal if they do not find any grounds for an appeal, that is, if the appeal does not fall within any of the grounds to grant a leave to appeal noted above. If the appeal is not submitted in accordance with all the steps noted above the appeal shall be ruled out of order and not be heard.
8. The Appeals Chairperson has five (5) business days to review the appeal documentation upon receipt.
9. Should the Appeals Chairperson believe that the appeal documentation holds merit, they shall at that time, arrange to schedule a hearing within 14 business days of granting leave to appear.

Appeals Hearing

Should an Appeal Hearing be granted, it shall be conducted in accordance with the following:

1. The CMSA Appeals Committee will consist of at least one CMSA Board Member, who will act as the CMSA Chairperson, and two other individuals. A non-voting recording secretary may be appointed.
2. Any individual who has participated in the prior proceedings is automatically disqualified from being a member of the Appeal Committee but may be contacted for further clarification or information by the Appeal Committee.
3. Persons who are eligible to attend an Appeal Hearing are as follows:
 - a. The Appellant (which would be the Member Club President or designated representative);
 - b. The CMSA Appeal Committee Members;

- c. Any other person(s) who are directed to attend at the request of the Appeals Committee.
- 4. Professional legal representation will only be allowed if written notice is provided to the Appeal Chairperson 2 business days in advance. Timelines may be adjusted as necessary to accommodate the presence of CMSA legal counsel. These timelines will be communicated in writing to the individual(s) and their Member Club.
- 5. Subject to the foregoing, a Member Club may be represented at any hearing or inquiry by any member of its executive, however it must be declared in advance of the Appeal Hearing if any member acting on behalf of the Member Club is a barrister or solicitor.
- 6. The Appeal Chair and/or Committee may uphold, reverse, or vary the decision appealed from or make such other order in the circumstances, as it deems proper.
- 7. The results of the Appeals Hearing shall be sent to the individual(s), of whom the Appeal Hearing is being held and the Member Club President within ten (10) business days following the Appeal Hearing.
- 8. Subject to the foregoing, the Appeals Hearing procedure shall follow the same guidelines as the Discipline Hearing process.
- 9. The decision of the CMSA Appeal Chair and/or Committee shall be final and binding except that the appellant may appeal the decision to the CMSA Board of Directors.

APPENDIX A: CMSA Member Club Sanctioning

Bringing the Game into Disrepute

It is expected that all CMSA Members, and Member Club Representatives, will conduct themselves in a manner that reflects the values of CMSA and act in the best interests of the game. CMSA Members, and Member Club Representatives, shall not act in any manner which amounts to “bringing the game into disrepute” as defined below.

The term, “bringing the game into disrepute,” refers to conduct that damages or taints the prestige of the sport as a whole and negatively impact the culture of the Calgary soccer community. A Member Club Representative shall mean any Member Club’s directors, officers, full-time employees or any other person who is a contract employee or consultant that is compensated (excluding casual service providers that only receive an honorarium, stipend or other compensation that is nominal in amount) for the provision of services to a Member Club in any capacity.

Any clubs, institutions, and entities with member status under CMSA will be considered “bringing the game into disrepute” if any of the following occurs:

- a. Member Club Representative abuse of position to obtain personal/club benefit;
- b. Member Club Representative involved in corruption, as outlined in CMSA Rules & Regulations, or ASA, CSA or FIFA rules;
- c. Member Club Representative involvement in violation of recruitment rules;
- d. Member Club Representative organization or participation in unsanctioned soccer leagues and activities;
- e. A Member Club Representative demonstrates disregard for child safety or fails to adopt child safety protocols, including:
 1. Violation of Public Health Orders;
 2. Not adhering to the CSA Safe Sport Policy; included but not limited to:
 - i. The Rule of 2;
 - ii. Proper coach background screening (Criminal Record Check);
 - iii. CSA Concussion Policy.
- f. A Member Club Representative involved in any instances of discrimination or harassment.

CMSA shall have the right to investigate any of the above instances, at its discretion, at any time, to ensure compliance to maintain the integrity of the Sport, CMSA, and its Members.

CMSA Member Club Sanctions

1. Upon receiving a complaint that a Member Club has engaged in conduct that brings the game into disrepute, CMSA shall review and investigate the complaint, and it shall promptly refer the subject matter of the complaint to the Member Club to enable the Member Club to investigate the complaint and implement its internal discipline process.
2. The Member Club shall investigate the subject matter of the complaint determining its own finding of facts, applying its policies and rendering its decision applying appropriate sanctions (or dismissing the complaint) that are appropriate to the circumstances.
3. The Member Club shall issue a report to CMSA outlining the complaint, the process used to determine its findings of fact and set out its decision and the policies relied upon.
4. In the event that: (i) the complainant requests CMSA; (ii) the CMSA, after reviewing the Member Club report, determines that the findings of fact, application of policy or sanctions were unreasonable or incorrect; (iii) the Member Club fails to report to CMSA the results of its internal review within a reasonable period of time; (iv) the Member Club makes a request; or (v) CMSA determines it to be necessary based on the nature or seriousness of the complaint, then the subject matter of the complaint shall be referred to the CMSA Discipline Committee and the Discipline Committee shall initiate a Discipline Hearing.
5. Following the Discipline Hearing, the CMSA Discipline Committee may exercise its discretion to impose any one or more of the sanctions set forth in the table below that it determines to be appropriate.
6. A Member Club may self-report to CMSA any conduct on the part of its Member Club Representatives that brings the game into disrepute. CMSA shall take into consideration the self-report and the cooperation of the Member Club in connection with the investigation of the complaint in determining whether there is a basis for referring the matter to the CMSA Discipline Committee. If the matter is referred to the CMSA Discipline Committee and the CMSA Discipline Committee determines to impose sanctions as a result of conduct that brings the game into disrepute, then the Discipline Committee may give credit for the self-report and the cooperation of the Member Club in determining the appropriate sanction.
7. Any decision made by the CMSA Discipline Committee may be appealed in accordance with the CMSA Rules and Regulations and the Alberta Soccer Association Appeals Policy.

First Offence:
<ol style="list-style-type: none"> 1. Written letter of reprimand; and/or 2. Requirement that Member Club Representatives complete education or training programs; and/or 3. Up to \$25,000 fine; and/or 4. Member Club suspended from participation in the Challenge Cup competition for two (2) consecutive seasons; and/or 5. Member Club suspended from being granted travel permits for two (2) consecutive seasons; and/or 6. Reporting of the infraction to governing bodies, Alberta Soccer and Canada Soccer.
Second Offence:
If conduct bringing the game into disrepute occurs within 2 years of a finding of guilt leading to sanctions as a First Offence.
<ol style="list-style-type: none"> 1. Up to \$50,000 fine; and/or 2. Member Club suspended from participation in the Challenge Cup competition for four (4) consecutive seasons (not to be served concurrently with any Challenge Cup suspension for a First Offence); and/or
<ol style="list-style-type: none"> 3. Member Club eligibility suspended for ASA Provincial Championship for four (4) consecutive seasons; and/or 4. Member Club suspended from being granted travel permits for four (4) consecutive seasons (not to be served concurrently with any travel permit suspension for a First Offence); and/or 5. Member Club suspended from voting at CMSA member meetings for up to two (2) years; and/or 6. Reporting of the infraction to governing bodies, Alberta Soccer and Canada Soccer.
Third Offence:
If conduct bringing the game into disrepute occurs within 2 years of a finding of guilt leading to sanctions as a Second Offence.
<ol style="list-style-type: none"> 1. Up to \$50,000 fine; and/or 2. Reporting of the infraction to governing bodies, Alberta Soccer and Canada Soccer; and/or 3. Recommendation to the CMSA Board of Directors for potential expulsion of the Member Club from CMSA in accordance with Section 5.3 of the CMSA By-laws.

Member Clubs that are sanctioned by CMSA for engaging in conduct that brings the game into disrepute may also be subject to sanctions imposed by Alberta Soccer and Canada Soccer in accordance with their respective policies.

APPENDIX B: Fine Schedule

Team, Player and Team Official Registration and Eligibility

Teams

Teams that do not meet the minimum required number of players/team officials

by the roster registration deadline shall be subject to a \$50 fine per team.

Team Officials

Any team official who is ineligible to participate will not be listed on the team's game sheet and may **not** participate in any CMSA games at any capacity (including bench parent). If a team official who is ineligible to participate is found to be present at a game acting in any capacity with the team, the following discipline and fines will apply:

Offence	Penalty
First Offence	Warning Notice and \$50 Member Club fine
Second Offence	Warning Notice and \$100 Member Club fine
Third Offence	Warning Notice and \$150 Member Club fine
Fourth Offence	Discipline Hearing

No Shows and Rescheduling of Games

No Shows

All CMSA scheduled games **must** be played as scheduled. In the event that one (1) team or both teams do not show up to play a CMSA scheduled game the Member Club(s) will be subject to:

Offence	Written Notice(s)	Fines
First Offence	No Show Notice	\$150 fine
Second Offence Same Team	No Show Notice	\$200 fine
Third Offence Same Team	No Show Notice	\$300 fine
Fourth Offence Same Team	No Show Notice	Removal from league play

Rescheduling

- Indoor Games: Teams wishing to reschedule a game for any other reason, must reschedule the game, at their own expense, in accordance with the current CMSA Rescheduling Policy. If the opponent is not able to use the field, they MUST notify CMSA. If the opponent is not able to use the field and does not inform CMSA, the team/Member Club will be issued a \$50 fine to recoup a portion of the cost of the unused field.
- Outdoor Games: Teams wishing to reschedule a game for any other reason, must reschedule the game, at their own expense, in accordance with the current CMSA Rescheduling Policy. If the opponent is not able to use the field, they MUST notify CMSA. If the opponent is not able to use the field and does not inform CMSA, the team/Member Club will be issued a \$50 fine to recoup a portion of the cost of the unused field.

League Scores, Forfeitures and Tier Breaking Rules

Forfeitures & Defaults

- Forfeiture or default of a CMSA league game by both teams shall result in both teams receiving a CMSA Default Notice (and fines when applicable) and neither team will be awarded points for the game.
- If CMSA determines that deliberate and willful forfeiture or default of any CMSA league game has occurred by one or both teams to hurt or benefit a team's league standing result, CMSA shall take disciplinary action which may include a loss of points, fines and/or sanctions to those teams/Member Clubs involved.

Ineligible Players

Forfeiture or default of a CMSA scheduled game due to ineligible players shall result in the team being penalized the following:

Offence	Written Notice(s)	Fines
First Offence	Default Notice	No fine
Second Offence of Same Team	Default Notice	\$150 fine
Third Offence of Same Team	Default Notice	\$200 fine
Fourth Offence of Same Team	Default Notice	Removal from league play

Not being able to Field a Team

Forfeiture or default of a CMSA scheduled game due to not being able to field a team shall result in the team being penalized the following:

Offence	Written Notice(s)	Fines
First Offence	Default Notice	\$150 fine
Second Offence of Same Team	Default Notice	\$200 fine
Third Offence of Same Team	Default Notice	\$300 fine
Fourth Offence of Same Team	Default Notice	Removal from league play

Team/Game Management

Photo IDs

If there are not enough player CMSA Photo ID Cards handed in at the start of the game, the game is to be abandoned by the referee and the referee is to note the reason on the game sheets. The team who did not provide the CMSA Photo ID Cards will receive a CMSA default notice (and fines where applicable) and the opposing team will receive the win.

Field Marshal Program

The individual acting as the Field Marshal (FM) must be named on the team's game sheet. Teams will receive an official disciplinary notice (and fines where applicable) when they do not list the name of their Field Marshal on the game sheet.

The name/signature of the Field Marshal **must** be listed on the CMSA Demosphere generated game sheets. Failure to list the name/signature of the Field Marshal on the game sheet, the following sanctions shall apply:

Offence	Fines
First Offence	Field Marshal Warning Letter
Second Offence	Field Marshal Notice Letter & \$50 Fine
Third Offence	Field Marshal Notice Letter & \$100 Fine
Fourth Offence	Field Marshal Notice Letter & \$150 Fine

Any team and/or Member Club found not to be consistently participating in the Field Marshal Program shall be subject to further disciplinary action.

ASA Provincials and Qualification

A Member Club whose team withdraws from the ASA Provincial Championship, prior to, or during the tournament for any reason (including the inability to field a team), will be subject to a financial penalty of a minimum of \$250 up to a maximum of \$1000 as determined by CMSA. ASA may also apply financial penalties in addition for withdrawal from Provincial Championship.

Timelines	Fines
1 week or less out from competition	\$1000
2 weeks or less out from competition	\$800
3 weeks or less out from competition	\$650
4 weeks or less out from competition	\$500
5 weeks or less out from competition	\$250

Travel Outside of Alberta

Any team that travels outside of Alberta for any reason, without an approved travel permit shall be noted as being in breach of the CMSA Rules and Regulations and will face immediate sanctioning, which may result in suspensions, fines or both and may be required to appear before the CMSA Discipline Committee to address the breach.

Discipline Code

General

The CMSA Discipline Committee reviews misconduct reports contextually, and at its discretion may reduce or remove any fine, suspension, or disciplinary penalty which an individual has received.

Any Alberta Soccer Association (ASA) Misconduct Report from another district or provincial association, received by CMSA shall be regarded as such and may be reviewed by the CMSA Discipline Committee. Any additional suspension(s) and/or fine(s) may be applied to the individual(s) as the CMSA Discipline Committee determines.

CMSA Discipline shall set timelines for the payment of any cost(s), fine(s), and/or bond(s), and may set further terms of punishment for non-compliance.

If any team receives two (2) or more suspensions relating to incidents involving any of their team officials or spectators in one season, the team official(s) and their Member Club will be required to appear before the CMSA Discipline Committee to discuss the incidents. The team **may** be required to pay behaviour bond(s) or fine(s), the team **may** be removed from the CMSA league schedule for the remainder of the season, **may** be

disqualified from attending any post season competition and/or **may** be prohibited from traveling and attending any tournament competitions.