



2020 and 2021 Ontario Soccer Operational Procedures

Approved by the Ontario Soccer Board of Directors

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Ontario Soccer Operational Procedures are the specific processes used to implement the policies of the organization in its day-to-day operations and administer soccer Province-wide. The content in the Operational Procedures along with external linked manuals, documents and forms, are to be followed by all registered members and organizations under the Association.

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SECTION 1 – GOVERNING DOCUMENTS

PROCEDURE 1.0 - DEFINITIONS

- 1.1 **3 on 3 Soccer** (sometimes called Ultimate 3 on 3) is played on a smaller than regulation soccer pitch, typically 30 yards wide by 40 yards long, and can be played outdoors or indoors. Its primary form of competition is the tournament format.
- 1.2 **Academy (Private)** shall mean an organization whose primary, long-term objective is to provide players with long-term training through the provision of the necessary training facilities and infrastructure. A private academy is operated by an independent legal entity which is not affiliated as a Member Club of a District Association, and has obtained the designation of an Ontario Registered Academy.
- 1.3 **Accessible Soccer** is an overarching title for seven internationally recognized soccer versions for athletes with a disability. The seven versions are: Blind 5-a-side soccer, Paralympic 7-a-side soccer, Deaf soccer 11-a-side (and futsal), Special Olympics soccer, Learning Disability (Autistic) soccer, Power chair soccer and Amputee soccer. Each version provides a World Championship.
- 1.4 **Acceptable Proof of Age** shall mean a birth certificate, passport, driver's licence, Ontario Photo health card, baptismal certificate and any other document which is acceptable to Ontario Soccer.
- 1.5 **Administrative or Financial Directives of a Governing Organization** shall mean the directives placed in the governing organization's By-Laws or policies that define the administrative or financial criteria that a member must meet in order to be declared to be "In Good Standing" at a general meeting of the governing organization.
- 1.6 **Administrative or Financial Directives of Ontario Soccer** shall mean that each member organization is required to pay each account for which payment to Ontario Soccer is overdue by 30 or more days prior to SMM or AMM meetings of Ontario Soccer.
- 1.7 **Administrator** shall mean an individual who is registered with Ontario Soccer to be responsible for one or more of the functions required to operate a Governing Organization.
- 1.8 **Affiliate Organization** shall mean any Ontario Soccer District Association, League, Club, Ontario Registered Academy, or Registered Organization.
- 1.9 **Affiliation** shall mean the annual process that an individual or organization shall complete with their Governing Organization.
- 1.10 **Player Movement Form Agreement** shall mean a document signed by two Clubs under which they agree to 'play up' players from a team of one Club to a team of the other Club in accordance with the provisions of Ontario Soccer Operational Procedures.
- 1.11 **Appeal** shall mean the process followed in accordance with Governing Documents when an individual or organization wishes to challenge a decision of a Governing Organization.
- 1.12 **Appeal Hearing Panel** shall mean a group consisting of a minimum of three persons who are appointed by the Case Manager, the Appeals Committee or a Governing Organization to judge an Appeal in accordance with Ontario Soccer Policies and Procedures on Appeals.
- 1.13 **Appellant** shall mean the individual or organization appealing a decision of a Governing Organization.
- 1.14 **Appeals Committee** shall mean a group of individuals either appointed or elected by a Governing Organization to consider all requests for "Leave to Appeal" and, where Leave to Appeal is granted, to appoint an Appeal Hearing Panel to hear any appeals that fall under the jurisdiction of the Governing Organization.
- 1.15 **Approved by the Membership** shall mean the adoption of a motion by a majority of the votes cast by delegates present at a General Meeting.



- 1.16 Assessor and/or Mentor** shall be a person appointed by a Governing Organization as an Administrator who provides feedback to Match Officials on their performance in officiating soccer games. They shall be treated as a Match Official on appointments they accept as either an Assessor or Mentor.
- 1.17 Auditor** shall mean the organization that annually audits the accounts of a Governing Organization and ascertains the correctness of the Financial Statement of a Governing Organization.
- 1.18 Beach Soccer** is played on a beach or some form of sand, in accordance with Operational Procedures Section 6.0 Game Types Procedure 6.
- 1.19 Brawl** shall mean a physical confrontation involving three or more Registrants.
- 1.20 Case Manager** shall mean a Registrant who is responsible for establishing a three person Discipline/Appeal Panel including appointing one member as Chairperson. The Case Manager shall not sit on the panel.
- 1.21 Club** shall mean the Governing Organization that is affiliated to, and under the jurisdiction of a District Association and is established and operates in accordance with Operational Procedure 3.0 Organizations Procedure 6.0 Club; a not for-profit registered organization that organizes teams, registers all players, team officials and administrators of their organizations and has an elected Board of Directors.
- 1.22 Coach** shall mean any person appointed by Ontario Soccer, District Association, Ontario Registered Academy (ORA), Club or any other Ontario Soccer registered organization to coach a team or programs run by that organization, including any assistant or specialist coaches.
- 1.23 Competition** shall mean one or more games organized by a Host and will include exhibition games, tournament games, league games, and cup games.
- 1.24 Complainant** shall mean the Party alleging an infraction.
- 1.25 Computerized Registration System** shall mean the electronic registration system used by Ontario Soccer to register District Associations, Clubs, Leagues, Players, Coaches, Game Officials and Administrators.
- 1.26 CONCACAF** shall mean the Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
- 1.27 Conflict of Interest** shall mean an incompatibility between one's private interests and one's duties as a trustee of a governing organization.
- 1.28 Corporate Responsibilities** shall only apply to Directors and shall mean:
- Calling, attending and voting at Directors' and Members' Meetings of their registered Governing Organization.
 - Ensuring minutes of meetings of their Governing Organization are prepared, accurate and approved.
 - Managing, presenting and approving their Governing Organization's financial reports, budgets, disbursements, cheques and statements.
 - Managing and implementing their Governing Organization's By-Laws, policies, rules and procedures.
 - Ensuring the rules of procedure are enforced and specifically, the proper nomination and election of Officers and Directors
 - Participating in the process of removing Directors and Officers of their Governing Organization and accepting, rejecting, suspending and removing Members within their Governing Organization.
 - Standing for nomination and election as a Director and/or Officer of their Governing Organization.
- 1.29 Co-Respondent** shall mean the Governing Organization which made a discipline or appeal decision which has been upheld on appeal, and where the Appellant is then appealing again to a higher level.



- 1.30 CS** shall mean Canada Soccer which is the Governing Organization of soccer in Canada.
- 1.31 Days** shall mean total days, irrespective of weekends or holidays, but not including the date of the meeting, hearing or event in question or the date by which a response if any is required.
- 1.32 Delegate** shall mean an individual qualified to take part at a Members Meeting and cast one or more of the votes a member is entitled to at that meeting.
- 1.33 Directly Affected by a Decision** shall mean:
- a) Any Registrant or Registered Organization against whom a decision has been made.
 - b) The Accused in the Discipline Hearing and
 - c) The Victim of a reported misconduct that had been made against an accused
- 1.34 Director** shall mean a person who is elected or appointed to serve on the Board of Directors of a Governing Organization and will automatically be deemed to be registered as an Administrator of that Governing Organization in accordance with Ontario Soccer rules. The definition of a Director will also include any and all of the Governing Organization's Officers, members of its Executive Committee and Directors.
- 1.35 Discipline Hearing Panel** shall mean a group consisting of a minimum of three persons who are appointed by a Case Manager on behalf of a Governing Organization to judge a case in accordance with the Discipline By Hearing System.
- 1.36 Discipline Review Panel** shall mean a group consisting of a minimum of three persons who are appointed by a Case Manager on behalf of a Governing Organization to judge a case in accordance with the Discipline By Review System.
- 1.37 District** shall mean a distinct geographic area within the province of Ontario based on boundaries approved by Ontario Soccer Board of Directors.
- 1.38 District Association** shall mean the Governing Organization in each District; affiliated to, and under the jurisdiction of Ontario Soccer; consisting of the Clubs which are affiliated to it, and recognized by it, as controlling soccer in their respective Clubs.
- 1.39 Employee** shall mean a person who:
- a) Performs work and/or services for an employer for wages; and
 - b) Works for regular pay, with income taxes, unemployment insurance premiums and government pension plan contributions withheld by the employer; and
 - c) May have a job description; participate in the employer's benefits and private pension program; or a written employment agreement with the employer; and
 - d) Provides tasks which are integral to the day-to-day business of the employer; and
 - e) Is issued a T4 slip from the employer.
- 1.40 Exhibition Game** shall mean a single game arranged between teams of registered players, which is neither a scheduled league game, play-off game, cup game, tournament game or festival game.
- 1.41 Fees Retained** shall mean that portion of the membership fees paid during the one year period, ending on a date specified by a Governing Organization that is retained by that Governing Organization.
- 1.42 Festival** shall mean a series of games played by Under-12 or younger age groups in accordance with LTPD principles.
- 1.43 FIFA** shall mean the Federation Internationale de Football Association which is the Governing Organization of soccer in the world.
- 1.44 Financial Interest** shall mean where a Director may derive a personal profit from any activity of the Governing Organization of which he or she is a Director.



- 1.45 Focus Group** shall mean a group of individuals representing the applicable membership chosen to provide review and feedback to the development or revision of Operational Procedures.
- 1.46 Full Team Identification** shall mean the provision of the team's name, team classification, age classification, gender and team registration number.
- 1.47 Futsal** is a game played between two teams of five players each, one of whom is the goalkeeper. Unlimited substitutions are permitted, while the ball is in play or out of play. The game is played on a hard court surface with lines. The Futsal ball requirements shall be in accordance with Law 2 of the FIFA Futsal Laws of The Game.
- 1.48 Game Related Changes** are defined as material changes to Operational Procedures that affect matters connected to the game of soccer; including but not limited to:
- a) The rules of the game
 - b) Incidents that occur prior, during, or after the game;
 - c) The actions or activities of Registrants and Representatives
- 1.49 Gender Equity** shall mean the allocation of resources, benefits, opportunities and entitlements (including power) associated with soccer, fairly and without discrimination on the basis of sex. Gender Equity also means redressing identified imbalances.
- 1.50 Governing Organization** shall mean that Registered Organization which, in the context of the rule being interpreted, is the organization delegated to act and is either an organization under whose jurisdiction Ontario Soccer operates, Ontario Soccer, a District Association, a League or a Club.
- 1.51 Governance Position** shall mean any individual elected or appointed by a Governing Organization, who is in a position of authority and is involved in any way in a decision-making process.
- 1.52 Grassroots Standards (U4-U12)** is a document developed and recommended by Ontario Soccer's Player Development Program in alignment with Canada Soccer and replaces all previous versions of the "Ontario Soccer Player Matrix".
- 1.53 Harassment** shall mean any comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment means inappropriately exerting power over another person. Harassment occurs along a continuum that ranges from mild conduct such as gestures or commands to conduct which may be physical, forceful, and violent. In certain forms, harassment may be a criminal offense.
- 1.54 Host** shall mean a Governing Organization responsible for a Competition.
- 1.55 Indoor Soccer** is a game played in an indoor facility with touchlines, walls or boards. Like the Outdoor game, it can be full-sided (11v11) or small-sided.
- 1.56 Indoor Facility/Operators is/are** a predetermined area or place to host Ontario Soccer sanctioned indoor youth and/or adult matches and events.
- 1.57 Individuals** refers to all categories defined in the Ontario Soccer By-Laws, or the Affiliate Organizations By-Laws, as well as all individuals employed by, or engaged in activities with, Ontario Soccer or their Affiliate Organizations including but not limited to; Administrator, Coach, Director, Employee, Player, Registered Team, Registrant, Team Official, Match Official, Volunteer, Board of Director, Spectator, parent/guardian or representatives.
- 1.58 Ineligible Player** shall mean a Registrant or Non-Registrant of Ontario Soccer who participated in a soccer activity in which he/she was not eligible to participate in accordance with **Section 12.0 Discipline Procedure 9.11.2**.
- 1.59 Knowingly (contravenes an Ontario Soccer Policy or Procedure)** shall mean deliberately or consciously.



- 1.60 Leave to Appeal** shall mean the process that a party Directly Affected by a Decision participates in, to request that a decision by a Governing Organization be reviewed by a higher level Governing Organization.
- 1.61 Long Term Player Development**, also known as LTPD, shall mean the Canada Soccer model designed to optimize Canadian excellence and lifelong wellness through soccer.
- 1.62 Mandatory Penalty** shall mean the fixed or set penalty specified for certain misconduct types in Discipline Policies and that must be imposed by a Discipline Hearing/Review Panel after a guilty finding for those misconduct types.
- 1.63 Match Official** shall mean an individual who is either registered with Ontario Soccer to officiate soccer or futsal games or an individual who officiates a game in the absence of the appointed referee; a club linesman accepted by the referee; a person serving as the "Official Timekeeper" at an Indoor or Futsal game.
- 1.64 Match Official Assault** shall mean deliberate physical contact or attempted physical contact, any type of threats or threatening action, any form of violent conduct or attempted violent conduct towards a Match Official.
- 1.65 Moral Turpitude** shall mean any offences found in Part V of the Criminal Code of Canada (Sexual Offences, Public Morals, and Disorderly Conduct).
- 1.66 New Facts** shall mean, in the context of an Appeal, any fact that was in existence at the time however was not produced when the original decision was made or that could not be discovered by due diligence.
- 1.67 Non-Game Related Changes** are defined as changes that can be made to any Operational Procedure so long as the change does not have a material effect on the game of soccer.
- 1.68 Not In Good Standing** shall mean a registered individual and/or member organization shall be deemed Not in Good Standing if their membership status is either suspended or expelled, if they have overdue unpaid fees, dues or other obligations to their Governing Organization or to a sanctioned member and/or competition.
- 1.69 Obligation of Loyalty** shall mean where a Director through his or her position, or on account of some other significant involvement, with another corporation or organization has a conflict or apparent conflict with his or her required loyalty to the Governing Organization of which he or she is a Director.
- 1.70 Outdoor Full-Sided Soccer** is a game consisting of eleven players, one of whom is a goalkeeper, which is played on an outdoor field.
- 1.71 Outdoor Small-Sided Soccer** is a game played with less than eleven players and which is played on an outdoor field.
- 1.72 Ontario Soccer** shall mean Ontario Soccer; the Governing Organization of soccer in Ontario.
- 1.73 Ontario Registered Academy (ORA)** is an Academy (Private) which is annually recognized by Ontario Soccer in accordance with the *Operational Procedures* and which reports all of its participants to Ontario Soccer in accordance with the *Operational Procedures*.
- 1.74 Party** refers to the complainant or respondent of a complaint.
- 1.75 Perceived Conflict of Interest** shall mean a reasonable perception by an informed person that a conflict of interest situation exists or may exist.
- 1.76 Person** shall mean any family member, friend, customer, client, sponsor, colleague, legal person or organization.
- 1.77 Player** shall mean an individual who is permitted, when registered with Ontario Soccer, in accordance with Governing Documents, to play for a Registered Team in a Sanctioned Competition.



- 1.78 Policy** shall mean a position statement adopted by the Board of Directors to define the intent of Ontario Soccer's Constitution, or to define an established course of action or behaviour that must be followed.
- 1.79 Pro-Am** shall mean a league level referring to involving both professional and amateur registered players.
- 1.80 Procedure** shall mean the explicit published guidelines or details required to implement some aspects of a Policy or to cover matters related to administration managed by Ontario Soccer.
- 1.81 Published Rule** shall mean a Statute, By-Law, Constitution, Rule, Regulation, Policy, Procedure, or Law that is adopted by a Governing Organization
- 1.82 Recorded Payment** shall mean a cheque or money order made payable to a Governing Organization.
- 1.83 Registered** shall mean that an individual or organization is named on the register of a Governing Organization in accordance with Governing Documents.
- 1.84 Registered Organization** shall mean an organization which registers with Ontario Soccer, District Associations, Leagues and Clubs.
- 1.85 Registered Team** shall mean a group of registered players who have been assigned by its Club in order to play in a Sanctioned Competition.
- 1.86 Registrant** shall mean an individual registered with Ontario Soccer, as well as an individual engaged in authorized activities with, or employed by, Ontario Soccer or a Registered Organization.
- 1.87 Registrar** shall mean the person(s) authorized by a Governing Organization to validate the registration of all its participants on its teams.
- 1.88 Registration Form** shall mean the form which meets Ontario Soccer minimum requirements and is provided by a Governing Organization.
- 1.89 Representatives** shall mean individuals employed by, or engaged in activities on behalf of, Ontario Soccer, or Registered Organizations, including: Administrators, Coaches, Directors, Employees, Game Officials, Players, Registrants, Registrars, Team Officials, contractors, volunteers, managers, committee members, and officers.
- 1.90 Respondent** shall mean the Governing Organization which made the decision which is being appealed at a given Appeal Hearing or the alleged infracting party.
- 1.91 Sanctioned Competition** shall mean a competition which has obtained the approval of the required Governing Organization(s) in accordance with Governing Documents.
- 1.92 Sanctioned Participation** shall mean that a Registered Team has obtained the approval of the required Governing Organization(s) in accordance with Governing Documents.
- 1.93 Sexual Harassment** shall mean unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when it ought to be reasonably known to be unwelcome.
- 1.94 Soccer Related Activity** shall mean any, or all, of the following acts or actions by a Player, Team Official, Game Official, Administrator or Director including, but not limited to:
- a) Coaching players at games and practices, managing, playing, practising, officiating, or
 - b) Acting as an Administrator in any activity that falls under the jurisdiction of Ontario Soccer by any party either in person or by proxy, or
 - c) Representing their applicable Governing Organization at another Governing Organization's meetings or voting at such meetings, or
 - d) Managing or participating in an Ontario Soccer administered program;

Soccer Related Activity does not apply to the following exclusions:



- a) Attending a Discipline Hearing as an accused, or
- b) Attending an Appeal Hearing (provided that the appeal being made is against her/his suspension from all soccer related activity), or
- c) A Director of an incorporated organization performing corporate responsibilities related to that corporation, or
- d) An employee performing her/his employee responsibilities.

Suspension from all Soccer Related Activity applies to all members/registrants of Ontario Soccer. However, employees of Governing Bodies are subject to less restrictive sanctions because Ontario Soccer suspensions from all Soccer Related Activity cannot breach labour laws.

This does not mean an employee is totally exempt from sanctions levied by a Governing Body. Many of the activities described in 1.94 a/b/c/d can be considered core duties of a Coach or Technical Director or Administrator. However, a Governing Body has the power to suspend a Coach, Technical Director or Administrator from in-game coaching. See Section 12 Procedure 8.3 on how to apply suspension from all Soccer Related Activity.

- 1.95 Statement of Claim** shall mean a document filed with the court that sets out the claims of the other party (plaintiff) Indicating what you (defendant) may owe them and why they are making the claim. The statement of claim starts a court case.

Please note as a part of Ontario Soccer's insurance, after review of an event by our insurer and determination that coverage applies, Ontario Soccer's policy covers registered players and sanctioned activities for legal defence up to the limit of the policy. There is a deductible of \$5,000.00, chargeable to defendants, for a General Liability claims and \$10,000 deductible for District Director's and Officer's liability claims.

- 1.96 Subject Matter Group** shall mean a group of designated Ontario Soccer department staff and/or operational committees chosen to develop and review Ontario Soccer Operational Procedures in designated sections.
- 1.97 Team Official** shall mean anyone registered to a team as a Team Head Coach, Assistant Coach, Team Manager, Assistant Manager, or Club Head Coach, Technical Director or Staff Coach.
- 1.98 Team Position Status** shall mean that a Club is entitled to operate a team in a division of a League in accordance with the provisions of Ontario Soccer Policies on 'Team Movement'.
- 1.99 Tournament** shall mean a series of games involving Under-13 or older aged teams between a minimum of 4 teams and played within no more than seven (7) consecutive days or over no more than three (3) weekends during a playing season.
- 1.100 Transgender Player** - shall mean a player can participate in the gender team in which they identify, and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity.
- 1.101 Unsanctioned** – shall mean any form of competition without the authoritative permission or approval of the applicable governing organization.
- 1.102 Valid Photograph** shall mean a photo of the person being registered and must be an accurate impression of the person being represented as per the requirements in the Registration Operational Procedures.
- 1.103 Victim** shall mean any Registrant or Registered Organization who/which has suffered injury or harm as a result of another Registrant's or Registered Organization's actions.
- 1.104 Workplace** refers to any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Ontario Soccer or Affiliate Organizations' office, work-related social functions, work assignments outside the office, work-related travel, and work-related conferences or training sessions.
- 1.105 Youth Aged Game Official** shall mean a registered Game Official under the age of 18, who is appointed to officiate, or is officiating, a game in a youth or grassroots age division.



PROCEDURE 2.0 – COMPLYING WITH ONTARIO SOCCER GOVERNING DOCUMENTS

- 2.1 Except where indicated within the Operational Procedures, all Governing Documents of District Associations, Clubs and Leagues shall comply with Ontario Soccer’s Governing Documents.

PROCEDURE 3.0 - DEVELOPMENT OF, AND REVISION TO ONTARIO SOCCER POLICIES

- 3.1 Any member of the Board of Directors, an Ontario Soccer Committee, District President Chair on behalf of the Districts Presidents Forum or Chief Executive Officer, or staff delegate, may propose a new policy, a revocation of an existing policy or a change to a policy through a **NOTICE OF MOTION** form provided by Ontario Soccer. The **NOTICE OF MOTION** will include:
1. The current text of the existing policy (if a policy is being revised or revoked)
 2. The proposed text for the existing policy or new policy
 3. The reason or rationale for revision, revocation or creation of a policy
- 3.2 All Notice of Motion forms shall be submitted to the Chief Executive Officer or staff delegate and shall be placed on the agenda for the next Board of Director’s meeting for their consideration and action.

PROCEDURE 4.0 - DEVELOPMENT OF, AND REVISION TO, OPERATIONAL PROCEDURES

- 4.1 Operational Procedures change process shall be managed by Ontario Soccer staff in accordance with the process outlined in 4.2 and 4.3.
- 4.2 **Game Related Operational Procedures**
- 4.2.1 Game Related Operational Procedures are the Operational Procedures defined in Article 8. m) of [By-Law No.1](#).
- 4.2.2 Game Related Operational Procedures or a change to an existing Game-Related Operational Procedure shall be initiated and submitted by Aug 1 as part of an annual review process. The proposal shall be submitted by no later than August 1 on the appropriate published form, with the rationale for each change. Requests shall be sent to the Ontario Soccer Manager, Administration by any of the following: Ontario Soccer Board, staff, District Association, Associate Member or the District Presidents’ Forum.
- 4.2.3 By September 1, all submitted Game Related operational procedure changes are collated by Ontario Soccer staff and sent to the applicable Subject Matter Group for review. The Subject Matter Group will complete its review and recommendations by September 30.
- 4.2.4 By October 1, all original submitted Game Related operational changes as well as the position of each Subject Content Expert Group will be sent to the District Presidents Forum for review. The Districts Presidents Forum will complete its review by October 31.
- 4.2.5 By November 1, the District Presidents Forum provides its input to all Game Related changes and through its Chair, sends its feedback and recommendations to the CEO for review and final preparation.



- 4.2.6** By November 15, the CEO or her/his designate prepares the final draft of all Game Related Operational Procedure changes and sends the final draft to District Presidents Forum Chair for final review.
- 4.2.7** By December 1, the District Presidents Forum's final recommendations regarding each Game Related operational procedure change is sent by the District Presidents Forum Chair to the Ontario Soccer President and CEO in preparation for the Ontario Soccer Q4 December Board meeting. The Chair of the District Presidents Forum or her/his designate will attend the Q4 December Board meeting to present the final recommendations.

4.2.8 Ontario Soccer By-Laws

The Board of Directors shall have the obligations under Bylaw 5 o) vi regarding changes to operating procedures and shall

- a. approve the change;
 - b. not approve the change; or
 - c. refer the recommended change back to the CEO for further consideration including further consultation with The Forum.
- 4.2.9** Any change that has been implemented as a result of this process will not be eligible for further amendments for a period of 2 years from the date of the change being implemented. Paragraph 4.5 may be triggered if required.

4.3 Non-Game Related Operational Procedures

- 4.3.1** New Non-Game Related Operation Procedure or changes to existing Non-Game Related Operational Procedures shall be initiated by August 1 as part of an **annual** review process and completed on the appropriate published form, with the rationale for each change. Requests shall be sent to the Ontario Soccer Manager, Administration. All submitted Non-Game-Related operational procedure changes are collated by Ontario Soccer staff and sent to the applicable Subject Content Expert Group for review.
- 4.3.2** After review, the recommended changes, will be sent to the applicable Focus Groups, and the members of Ontario Soccer's Board of Directors for review and written feedback with an explanation for such feedback, in a specified timeframe.
- 4.3.3** The Subject Content Expert Group will review all written feedback and amend the recommended changes accordingly and will submit its final recommended changes to the CEO for approval.
- 4.3.4** After review and revision by the CEO, the final recommended changes will be sent by the CEO to the Board for review at their Q4 December Board Meeting.
- 4.3.5** The Board would possess the authority to approve the new Non-Game Related Operational Procedures or changes to the existing Non-Game Related Operational Procedures. At the Q4 Board meeting, the Board would have the following options:
- a. approve the change;
 - b. not approve the change; or
 - c. refer the recommended change back to the CEO for further consideration.

4.4 Implementation Timelines

- 4.4.1** The implementation date of a new or changed Game-Related Operational Procedure will be recommended to the Board by the District Presidents Forum, through the Forum Chair.
- 4.4.2** All approved operational procedures shall be published on www.ontariosoccer.net no later than January 15 of the implementation year.



- 4.5 Notwithstanding 4.2.2 and Article 5 o) vi. of By-Law No.1, Game Related Operational Procedures may be amended by the Board with the majority support of the Voting Members at a District Presidents Forum Meeting at which the chair of the District Presidents' Forum or his/her representative is in attendance to present and defend the change or at a Members Meeting.

PROCEDURE 5.0 – REQUEST FOR SPECIAL DISPENSATION

- 5.1 All requests for Special Dispensation from existing Operational Procedures must be submitted in the following ways:
- i. Submitted on an Operational Procedure Change Request form with all applicable information
 - ii. Submitted to the Chief Executive Officer through a Member Organization (Active or Associate)
- 5.2 All requests will be considered by the applicable Subject Matter Groups.
- 5.3 Final approval will be given by the Chief Executive Officer and will be communicated to all affected parties and Ontario Soccer Board of Directors.



SECTION 2 - ADMINISTRATION

PROCEDURE 1.0 - AFFILIATION

- 1.1 The process of affiliation with a governing organization includes:
- a) Applying for membership with
 - b) Registering with
 - c) Paying fees to
 - d) Reporting to
 - e) Acknowledging the jurisdiction and authority of a governing organization.
- 1.2 An individual or a soccer organization shall affiliate with a governing organization in accordance with all applicable Governing Documents.
- 1.3 An individual or a soccer organization that affiliates with a governing organization shall be under the jurisdiction and authority of all superior applicable governing organizations:
- i. FIFA
 - ii. Canada Soccer
 - iii. Ontario Soccer
 - iv. District Association
 - v. Club or Academy Organization
- 1.4 Registered District Associations, Leagues and Clubs shall ensure that their disciplinary rules, regulations and policies are consistent and do not conflict with those of Ontario Soccer's.

PROCEDURE 2.0 – ONTARIO SOCCER MEMBERSHIP

- 2.1 Ontario Soccer recognizes 2 classes of Membership:
1. Voting
 2. Non-Voting (Leagues and Other)
- 2.2 **Voting Members**
- Ontario Soccer will consider accepting into Active Membership, District Associations which comply with Administration Procedures 1.0, 4.0, 5.0 and 6.0 and Section 3.0 Organizations Procedures 1.0, 2.0 and 3.0. The voting members shall be the District Associations in accordance with the governing documents.
- 2.3 **Non-Voting**
- Ontario Soccer will consider accepting into Non-Voting Membership
- i. Soccer operations operating in more that one district in accordance with the governing documents;
 - ii. Organizations operating on a provincial basis, such as school, college and university leagues; referees' and coaches' associations;
 - iii. other organizations representing specific soccer interests who operate in six or more Districts and whose aims and objectives are compatible with those of Ontario Soccer; and
 - iiii. Provincial Leagues, Regional League and (if governed by Ontario Soccer) District Competitive Leagues;
 - iiiv. Professional and Semi-Professional soccer clubs in accordance of the governing documents;
 - iv. Life Members in accordance of the governing documents; and



PROCEDURE 3.0 - GENERAL MEMBERSHIP REQUIREMENTS

- 3.1** Each voting member is required to respect the aims and objectives and comply with the Governing Documents of Ontario Soccer. Each Member shall maintain Published Rules in conformity with that of this Association.
- 3.2** Each voting Member shall hold its Annual General Meeting not later than January 31 of the following year.
- 3.3** Each voting Member shall notify Ontario Soccer in writing of any change of officers or any change of address, within seven days of any change.
- 3.4 MEMBERSHIP FEES**
- 3.4.1** Membership Fees shall be in addition to any fees levied by Canada Soccer.
- 3.4.2** Any surcharge or supplementary fee in addition to the annual fees may only be levied on Members by a majority vote of delegates present and entitled to vote at a general meeting of Ontario Soccer.

PROCEDURE 4.0 – MEMBERSHIP YEAR, RENEWAL OF MEMBERSHIP, APPROVAL OF NEW MEMBERSHIP

- 4.1** The Membership Year for Voting Members and Non Voting Members in Ontario Soccer shall be January 1 to December 31.
- 4.2 Renewal of Membership**
- 4.2.1** Each voting and non-voting Member of Ontario Soccer shall be required to apply to renew its membership by November 1 for the upcoming Membership Year.
- 4.2.2** Application for renewal of membership in Ontario Soccer shall be made annually on a Membership Renewal Application Form provided by Ontario Soccer. The application must be accompanied by all required documents as stipulated on the form and including:
- a) List of all new By-Law amendments since last application for renewal of membership
 - b) For a Not-For-Profit Organization, the Audited Financial Statement presented at the last AGM of the Member Organization.
 - c) For a For-Profit Organization, a Financial Review Statement completed by an independent auditor
 - d) Current List of Member Organization’s Board of Directors
 - e) Current List of Member Organization’s Membership
 - f) For Associate Members, the applicable associate membership levy in addition to a league fee for any Associate Member which is also a league
- 4.2.3** Staff will review the renewal applications and ensure that the application forms are complete and that all the required documents and fees have been submitted.
- 4.2.4** If the application form is complete and all required documents and applicable fees have been submitted, the membership of:
- a) A voting or non-voting Member, shall automatically be renewed and staff shall notify the Member Organization that its membership is renewed for the next Membership Year.



- 4.2.5** Any voting member or any non-voting Member League which has not submitted its application form and the required documents by November 1 shall be fined \$200.00. An additional fine of \$100.00 shall be levied for each subsequent fifteen-day period that the documentation is late.
- 4.2.6** If the application is incomplete and/or not all of the required documents and applicable fees have been submitted, staff shall refer the membership renewal application from that Member Organization to the Board for action by the Board.
- 4.2.7** Voting Members will decide whether a Member Organization will have its membership terminated for non-compliance with the membership renewal process.
- 4.2.8** If Membership is terminated for non-compliance with the membership renewal process, the membership may only be reinstated, with the approval of the Board and only after all membership renewal criteria are met.
- 4.3 Approval of New Membership**
- 4.3.1** A new member shall apply not later than two months before a Voting Members' Meeting.
- 4.3.2** Application for new membership in Ontario Soccer shall be made on a New Membership Application Form provided by Ontario Soccer. The application must be accompanied by all required documents as stipulated on the form and including:
- a) By-Laws of Member Organization
 - b) For a Not-For-Profit Organization, the Audited Financial Statement presented at the last AGM of the Member Organization
 - c) For a For-Profit Organization, a Financial Review Statement completed by an independent auditor
 - d) If it is a newly formed organization, an Audited Financial Statement or a Financial Review Statement is not required
 - e) List of Member Organization's Board of Directors
 - f) List of Member Organization's Member Organizations
 - g) For Associate Members, the applicable associate membership levy in addition to a league fee for any Associate Member which is also a league
- 4.3.3** Staff will review the application and ensure that the application form is complete and that all the required documents and fees have been submitted.
- 4.3.4** If the application form is complete and all required documents and applicable fees have been submitted, staff shall refer the Application For New Membership to the voting members for its review and approval.
- 4.3.5** The Voting Members shall have the authority to approve or deny new member applications.
- 4.4** Notwithstanding Article 5 o) vi. of By-Law No.1, this Operational Procedure may only be amended by the Board with the majority support of the Voting Members at a Forum Meeting or at a Members' Meeting.



PROCEDURE 5.0 – MEMBERSHIP STATUS

5.1 The membership status of a registered individual or a member organization may be reviewed by the Member's governing organization if deemed to be in violation of any membership requirement (as laid out by the Member's Governing Organization) and/or Governing Documents.

5.2 Status Designations

A governing organization may deem its member/member organization's status as follows:

5.2.1 Member in Good Standing

Being a member in good standing affirms the Member's commitment to the vision of its governing organization and those it is affiliated to, as reflected in all pertaining governing documents, to which all members are bound. Members in good standing will not engage in any activities that put the governing organizations it is affiliated to in jeopardy nor engage in any activities deemed detrimental to the game or that may discredit the Association.

5.2.2 In-Review

Registered individuals and/or member organizations that are being reviewed for any outstanding issues or discrepancies with their membership requirements are designated as In-Review. The individual or organization designated as such remains a member of its governing organization and is not restricted in its soccer activities.

5.2.3 Member Not In Good Standing

A registered individual and/or member organization shall be deemed Not in Good Standing if their membership status is either suspended or expelled, if they have overdue unpaid fees, dues or other obligations to their Governing Organization or to a sanctioned member and/or competition.

5.2.4 Suspended

Registered individuals and/or member organizations are designated as Suspended when, after the time frame established by their Governing Organization, they have failed to comply with any membership requirements, discipline or misconduct that were reviewed. The individual or organization designated as such remains a member of its governing organization but is restricted in its soccer activities, including participation in any Ontario Soccer sanctioned competitions (leagues, exhibition games, tournaments and festivals) until all issues are cleared.

5.2.5 Expelled

Registered individuals and/or member organizations that have violated membership requirements or any pertinent Governing Documents of the organizations and those affiliated, or have acted in a manner that has been deemed detrimental to the game and/or discredits the Association will be expelled. An expelled member will have their membership to the association revoked.



- 5.2.6** A registered individual and/or member organization shall be deemed Not in Good Standing if their membership status is either suspended or expelled, if they have overdue unpaid fees, dues or other obligations to their Governing Organization or to a sanctioned member and/or competition.

A member designated Not in Good Standing shall not be entitled to administrative services and shall be restricted from entry into any Ontario Soccer sanctioned soccer competition (leagues, exhibition games, tournaments and festivals) and may only have that status removed by its Governing Organization upon review and proof that the actions or defaults of the individual or organization have been rectified.

- 5.3** A member designated Not in Good Standing, through suspension loses all rights to attend, vote, speak and make motions at all general meetings of its governing organization, until the status has been removed. In these circumstances, a representative or representatives of the organization may be invited, by the President of the governing organization, to a general meeting as a guest (or observer). Such membership status designation restricts all sanctioned soccer activity for the registered individual or member organization until the status has been removed.

PROCEDURE 6.0 – ASSOCIATION GENERAL MEETINGS

- 6.1** The Order of Business at an Annual General Meeting shall be:

- i. Roll Call and Report of the Credentials Committee
- ii. National Anthem
- iii. Period of Remembrance
- iv. Tributes and Introduction of Guests
- v. Minutes of the previous Annual General Meeting
- vi. President's Address
- vii. Officers' Reports
- viii. Chief Executive Officer's Report
- ix. Treasurer's Report and Financial Statement
- x. Auditor's Report
- xi. Appointment of Auditors
- xii. Other Reports
- xiii. Amendments to the By-Laws
- xiv. Roll Call
- xv. Election of Officers and Directors
- xvi. Any other business
- xvii. Adjournment



6.2 The Chair may, at his/her discretion, introduce any special business for discussion after the approval of the minutes.

6.3 All meetings of Ontario Soccer shall be conducted in accordance with Robert's Rules of Order insofar as they may apply.

6.4 PRESIDING OFFICER

The President shall preside at all General Meetings of Ontario Soccer, and in his/her absence the Vice-President shall take the chair. The absence of both of those Officers the President shall select a designate from the Board of Directors as Presiding Officer.

6.5 VOTING

6.5.1 At all meetings of Ontario Soccer, voting shall be a show of hands unless a poll is requested. Decisions shall be reached by a simple majority unless otherwise required by the By-Laws of Ontario Soccer or Corporation Law.

6.5.2 If a Poll is required, appointed tellers shall total the votes and report same to the Presiding Officer, who shall announce the results to the assembly for the record.

6.6 A Soccer Organization shall invite at least one representative of its governing organization to attend its general meeting(s).

PROCEDURE 7.0 – ELECTIONS AND NOMINATIONS

7.1 The process of elections and nominations shall be under the authority of Ontario Soccer's Board of Directors and can be viewed in Ontario Soccer's By-Laws.



SECTION 3 - ORGANIZATIONS

I. District Associations

Specified District Boundaries and Map can be found in the [District Boundaries Reference Document](#)

PROCEDURE 1.0 – DISTRICT ASSOCIATIONS TERMS OF REFERENCE

- 1.1 Ontario Soccer will consider accepting into Active Membership, District Associations which have the following terms of reference:
- a) To affiliate with Ontario Soccer, and act as its branch association within a District boundary defined by the Board of Directors of this Association.
 - b) To promote, develop and govern the game of soccer, 11v11 Soccer, Small-Sided Soccer, Grassroots Soccer, Futsal, Beach Soccer and Accessible Soccer, in the District.
 - c) To provide play for all ages and both genders.
 - d) To administer Discipline and Appeals according to the standards of Ontario Soccer.
 - e) To implement clinics for coaches, referees, and administrators, according to the standards of Ontario Soccer.
 - f) To oversee player registration.
 - g) To appoint, or delegate the appointment of, referees for all games approved by the District Association.
 - h) To affiliate all leagues providing approved play within the District.
 - i) To approve, monitor and/or provide tournaments and festivals within the District.
 - j) To cooperate, collaborate and co-ordinate with its neighbouring District Associations to provide opportunities for competition and coaching development.

PROCEDURE 2.0 – REQUIREMENTS FOR ACTIVE MEMBERSHIP WITH ONTARIO SOCCER

- 2.1 A minimum of four active clubs shall be required to form a District Association.
- 2.2 A District Association shall ensure that league competition is available to all teams in its District.
- 2.3 A District Association must have a Constitution or By-Law which is in full compliance with the minimum requirements as defined in [Appendix A Model District Association Constitution](#).



PROCEDURE 3.0 - MEMBERSHIP WITHIN A DISTRICT ASSOCIATION

- 3.1** Application for membership within a District Association shall be made annually and must include:
- a) The required membership fee, together with a copy of the applicant's constitution, a list of current Officers, the organization's screening and harassment policies and financial statements in the format prepared for the club's Annual General Meeting.
 - b) Notwithstanding Procedure 3.1 a), certain organizations shall be exempt from the requirement to submit an audited Financial Statement.
 - c) The application must include a signed agreement that the Member agrees to abide by the Governing Documents of Ontario Soccer and the District Association; and to abide by the decisions made by the District Association's Board of Directors elected to act on its behalf
- 3.2** Membership in the District Association shall be deemed to have been terminated if the Member fails to renew membership in accordance with this Procedure by a date specified by the District Association. Membership may only be reinstated, with approval of the District Association's Board of Directors, after all membership renewal criteria are met.

PROCEDURE 4.0 - ASSOCIATE MEMBERSHIP (LEAGUES AND OTHER) WITHIN A DISTRICT ASSOCIATION

- 4.1** Each District Competitive League, District Recreational League and any other Associate Member of the District Association shall annually submit its League By-Law or League Constitution to its District Association (which shall be responsible for ensuring compliance with Ontario Soccer minimum requirements) and shall submit any amendments within 60 days after the League's General Meeting at which the amendments were approved.
- 4.2** League organizations applying for membership within a District Association unless they are a Governmental organization are not permitted to have "Ontario" or "Provincial" in their organization name or its items, if any, as to not falsely represent the boundaries of operations of the organization.

II. Leagues

PROCEDURE 5.0 - LEAGUES

- 5.1** A League is a governing organization that:
- a) Shall affiliate with and is immediately subordinate to the governing organization which delegates it the right to operate;
 - b) Controls its teams, for league operation purposes only, in accordance with published rules;
 - c) Has at least one division with a minimum of four teams in each division; and
 - d) Operates under an executive to provide competition for teams entered in the League.
- 5.2** Unless otherwise specified in these rules, all policies and procedures apply equally to all types of leagues.



- 5.3 A League shall have a By-Law or Constitution which includes, but is not limited to, the following minimum requirements as referred to in [Appendix B Model League Constitution](#).

III. Clubs

PROCEDURE 6.0 – CLUBS

- 6.1 A Club shall affiliate with a governing organization and be subject to the Published Rules of that organization.
- 6.2 A Club is a Not-for-Profit registered organization that organizes teams, registers all players, team officials and administrators of their organizations and has an elected Board of Directors.
- 6.3 A Club may not change headquarters from one District to another without the written consent of the two District Associations involved.
- 6.4 A Club must operate within the defined boundaries of their affiliated District Association unless they have obtained written permission from affected District Associations and the approval of Ontario Soccer.
- 6.5 Every Club operating teams at the Youth level and/or Grassroots soccer level shall register not less than four (4) Youth teams and/or a minimum of 4 Grassroots game day rosters.
- 6.6 All Clubs under the jurisdiction of Ontario Soccer shall place their players at the service of Ontario Soccer.
- 6.7 **Voting Rights**
- At all General Meetings of its District Association, each affiliated Club shall be entitled to voting rights based on team affiliation and player registration monies retained by that District Association or based on representation by player registration of the affiliated Club.
- 6.8 A club shall have a Constitution or By-Law which includes, but is not limited to, the following minimum requirements as outlined in [Appendix C Model Club Constitution](#)
- 6.9 **Club Head Coach**
- A person registered as a Technical Director or Club Head Coach with a Club may serve as a Team Official for any team within that Club. The Club Head Coach shall not be permitted to register as a Team Manager or as an Assistant Manager.
- 6.10 **District, Provincial or National Team Duty**
- Any Club team having three or more players selected for District, Provincial or National team duty may have those affected games postponed, provided that ten days' notice has been given by the team to Ontario Soccer and team's League. The team shall, immediately following the receipt of such notices, notify any and all affected opponents to that effect. (NOTE: District, Provincial or National team duty shall be construed to mean all player development camps, and games arranged by, or on behalf of, Provincial or National authorities.)
- 6.11 **Club Head Referee**
- All Ontario Soccer Clubs which operate Youth Local Leagues shall have a designated registered Club Head Referee.



IV. Ontario Registered Academies

PROCEDURE 7.0 – ONTARIO REGISTERED ACADEMIES (ORA)

7.1 Ontario Registered Academies (ORA)

ORA is an Ontario Soccer designation of an academy (private) which is annually recognized by Ontario Soccer. All academies with ORA status maintain a technical and organizational standard and in turn, are entitled to several benefits within Ontario Soccer Structure.

- i. An Ontario Registered Academy shall affiliate with Ontario Soccer and be subject to the Published Rules of that organization.
- ii. An Ontario Registered Academy is a for-profit registered organization that organises teams, registers all players, team officials and administrators of their organizations.
- iii. An Ontario Registered Academy must operate within the defined boundaries of the District Association in which they reside unless they have obtained written permission and approval of Ontario Soccer.
- iv. Every Ontario Registered Academy operation teams at the Youth level or Grassroots soccer level shall register not less than four teams or four Grassroots game day rosters.
- v. All Ontario Registered Academy under the jurisdiction of Ontario Soccer shall place their players at the service of Ontario Soccer.

7.2 Process for Obtaining ORA Status

- i. ORA Standards and all Operational details can be found on the Ontario Soccer website.
- ii. An ORA shall be eligible to annually apply to Ontario Soccer for Ontario Registered Academy status.
- iii. The application will be on a form to be provided by Ontario Soccer.
- iv. The application must be accompanied by the applicable application fee in accordance with Ontario Soccer's Schedule of Fees as approved by the Ontario Soccer Board
- v. Ontario Soccer Administrative Staff will review the application and other required documents and fee to ensure that the application is complete.
- vi. Ontario Soccer Technical Staff will conduct an audit of each new ORA applicant in order to ensure that there is total compliance with Ontario Soccer's requirements.
- vii. The application will be considered for approval by the Ontario Soccer Board and if the requirements are met, will approve the Academy as an ORA.
- viii. The ORA shall annually register all of its participants with Ontario Soccer.
- ix. The ORA shall be audited by a member of Ontario Soccer's technical staff to ensure compliance with Ontario Soccer requirements.
- x. If an ORA fails to meet Ontario Soccer's requirements as part of the annual audit, it shall have its Ontario Registered Academy status revoked by the Ontario Soccer Chief Executive Officer

7.3 Registration of Ontario Registered Academy Participants

An Ontario Registered Academy shall register all of its participants (players and team officials) to Ontario Soccer on a form to be provided by Ontario Soccer which will include, but not be limited to, the following about each participant:

- i. Full Name
- ii. Date of Birth
- iii. Home Address
- iv. Telephone Number
- v. Email Address
- vi. NCCP Number for coaches
- vii. Waiver to be signed by player and player's parent



Registration benefits of Ontario Registered Academy participants are outlined on the ORA page of the Ontario Soccer website.

7.3.1 Registration Period

An ORA shall register all of its participants in accordance with Ontario Soccer's Registration procedures Section 5.0.

7.3.2 Registration Fees

An Ontario Registered Academy will be subject to player registration fees in accordance with Ontario Soccer's Schedule of Fees as approved by the Ontario Soccer Board.

7.3.3 Registration Classification

All players registered to an ORA shall be classified as "competitive" registrants.

7.4 Discipline Procedures

7.4.1 Administration of Discipline

Ontario Soccer shall be responsible for discipline in accordance with Ontario Soccer's standard penalties for misconduct regarding:

- i. Match Official Assault by a player, team official or administrator of an ORA
- ii. Any misconduct occurring in a game involving two teams which are both operated by an ORA and involving an Ontario Soccer-registered match official
- iii. Any misconduct occurring in an Ontario Soccer sanctioned exhibition game involving an ORA team and a team from out-of-province.
- iv. Any misconduct occurring in a competition for which Ontario Soccer has given the ORA team permission to travel

The District Association shall be responsible for discipline in accordance with Ontario Soccer's standard penalties for misconduct regarding:

- i. Match between ORA Team and Club Team and approved by the District Association

7.4.2 Suspensions for Serious Misconduct

Suspensions for Serious Misconduct will include:

- i. Offences of moral turpitude
- ii. Physical assault or attempted physical assault of a registered player by a Team Official or Administrator
- iii. Match Official Assault by a player, team official, administrator or another game official
- iv. Failure to attend, participate, or remain in, a discipline hearing when required to do so and thus preventing the Discipline Hearing Panel from rendering a decision

7.4.3 Reciprocal Recognition of Suspensions for Serious Misconduct between Ontario Soccer and Academies

Any suspension of a player or team official which results from discipline classified as a "Suspension for Serious Misconduct" rendered by an ORA will be recognized and enforced by Ontario Soccer and all of its affiliated organizations.

Any suspension of a player or team official which results from discipline classified as a "Suspension for Serious Misconduct" rendered by Ontario Soccer will be recognized and enforced by each ORA.



7.4.4 Player Identification

Players and team officials of an ORA team will be required to have Player Photo Identification approved by Ontario Soccer, when they participate in any game involving an Ontario Soccer-registered match official and when the team travels out of the province.

7.5 Ontario Soccer Registered Academies Entitlements

Ontario Registered Academy entitlements are outlined on the [ORA page](#) of the Ontario Soccer website.



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SECTION 4 – FINANCE, COMMITTEES & AWARDS

PROCEDURE 1.0 - FINANCE

1.1 Auditor

1.1.1 The accounts of Ontario Soccer shall be audited annually, and the correctness of the Financial Statement ascertained by the Auditor, who shall be an accredited accountant.

1.1.2 The Auditor shall be appointed by the delegates at the Annual Members Meeting.

1.2 Monies Owing

1.2.1 All monies owing to Ontario Soccer shall be due and payable within thirty days of invoicing unless otherwise stipulated.

1.2.2 Penalties for late payment or non-payment of monies due shall be as established by Ontario Soccer Finance Department.

1.3 Expenses

1.3.1 All persons appointed to represent Ontario Soccer shall be entitled to claim expenses incurred in their duties, at rates established from time to time by Ontario Soccer.

1.3.2 Members of the Board and staff shall be entitled to a refund of all expenses incurred during the performance of their duties.

1.3.3 Committee Chairs and Committee Members shall be entitled to a refund of all expenses incurred as members of a Committee when those expenses have been incurred directly as a result of Committee work.

1.3.4 Claims for reimbursement shall be submitted promptly on forms supplied by Ontario Soccer. All expenses must be supported by appropriate receipts.

1.4 Signing Officers of Ontario Soccer

1.4.1 The cheque signing officers of Ontario Soccer shall be any one of the President or Vice President, together with one of the Chief Executive Officer or the Chief Financial Officer.

1.4.2 All financial obligations such as contracts, lease, rental and service agreements must be signed by two Officers of the Association in compliance with the approval limits and exceptions.

1.5 Approval of Limits

1.5.1 Full details of approval limits, exceptions and expenses shall be in the Ontario Soccer Finance Manual which shall be available to members.



PROCEDURE 2.0 – ONTARIO SOCCER COMMITTEES

2.0 Committees

2.1 Ontario Soccer Committees operate under the following categories::

- a. Standing
 - i. Finance Committee
 - ii. Risk and Audit Committee
 - iii. Governance Committee
 - iv. Nominations Committee
 - v. Strategic Planning Committee
- b. Operational
 - i. Technical Advisory Committee
 - ii. Match Officiating Development Committee
 - iii. Competitions Management Committee
 - iv. Marketing Advisory Committee
- c. Independent
 - i. Judicial Committee

2.2 Terms of Reference for Committees

- 2.2.1 Ontario Soccer Standing Committees operate under the authority of the Board of Directors. Ontario Soccer Operational Committees operate under the authority of the Chief Executive Officer.

PROCEDURE 3.0 – ONTARIO SOCCER AWARDS

3.1 Ontario Soccer shall recognise the following awards annually:

- a) **Life Membership Award** – Awarded to individuals who have been associated with Ontario Soccer or one of its members, and who has rendered special service to the game in Ontario to an extent beyond normal participation.
- b) **President’s Award** – Awarded to individuals or organizations recognized as tremendous contributors to the Association.
- c) **Meritorious Service Awards** – Awarded to those who have elevated the meaning of commitment to the community, dedicating themselves to the assistance of others and the promotion and leadership in multiple facets of the game in the Province.
- d) **Club Recognition Award** – Awarded to an organization that has contributed in innovative ways to deliver the game of soccer across the Province.
- e) **Coaches Awards** – Awarded to coaches who have devoted tremendous time and energy to improve players, playing experience and/or has made significant contributions to the development of coaching in Ontario.
- f) **Match Officials Awards** – Awarded to Match Officials that play an integral part in the sport across the Province and/or has made significant contributions to the development of match officials in Ontario.
- g) **Brian Avey Award** – Awarded to an Ontario Soccer staff member recognizing their positive contributions that best exemplifies many of the quality characteristics that Brian Avey represented.



SECTION 5 - REGISTRATION

PROCEDURE 1.0 - REGISTRATION OF ORGANIZATIONS AND INDIVIDUALS

- 1.1** An individual or organization must register with Ontario Soccer prior to participating in any soccer or Futsal programme under the jurisdiction of Ontario Soccer. An individual or organization is only registered with Ontario Soccer after the applicable data has been entered into Ontario Soccer's registration system.
- 1.2** An individual can participate as a player, team official, match official, referee assignor or administrator in a competition under the jurisdiction of Ontario Soccer by registering as such with Ontario Soccer.
- 1.3** A District Association shall:
- a) Register with Ontario Soccer through the annual Membership Renewal Process
 - b) Register all of its Clubs, Leagues and Administrators
 - c) Be responsible for ensuring and reporting that its Clubs have provided copies, either electronically or otherwise, of all of their registrations of Leagues, Divisions, Teams, players, team officials and administrators to Ontario Soccer
 - d) Be responsible for ensuring and reporting that its Leagues have provided copies, either electronically or otherwise, of all of their registrations of divisions and administrators to Ontario Soccer
- 1.4** A Club shall:
- a) Register with its District Association through the annual Membership Renewal Process
 - b) Register all of its Leagues, Divisions, Teams, players, team officials and administrators with Ontario Soccer
- 1.5** A League shall:
- a) Register with its governing organization through the annual Membership Renewal Process
 - b) Register all of its divisions and administrators
- 1.6** Ontario Soccer shall register players involved in National and Provincial Team programs who are not already registered with Clubs.
- 1.7 Club Team Officials**
- Each Club Team shall have a team official appointed by the Club.
 - Each Club Team shall have a Team Head Coach as a team official.
 - Each Club Team may have a Team Manager(s), Assistant Manager(s) and Assistant Coach(es) as (a) team official(s).
 - Such Team officials must be registered with this Association and shall be responsible for the team during the game.
 - Only a team official, meeting the certification requirements for that age division, shall be eligible for participate in a game, to be listed on the team sheet and to be present in the team's bench area.
- 1.8** All Club Teams entered into Ontario Soccer's Registration System must be identified using the following team naming convention methodology.
- 1.8.1** Youth Team: Club (full name), Gender (M or F), YOB, League, Division, Team Identifier
- 1.8.2** Adult Team: Club (full name), Gender, Category (Open, O35, O30, Masters), League, Division, Team Identifier



PROCEDURE 2.0 – PLAYER REGISTRATION

2.1 Player Registration Categories

- i. Grassroots U12 and Younger ages
- ii. Youth U13 to U18
- iii. Senior U19+ and older ages
- iv. Open Aged Open

- 2.2** When registering with Ontario Soccer, acceptable proof of age must be provided by the player to the Club. The burden of proof of age shall rest with the player.
- 2.3** A player on a team playing in an amateur league is registered by his/her Club with that Club's District Association. A player on a team playing in a Pro-Am league is registered by his/her Club with Ontario Soccer. A player who is not registered with a Club and who is involved in a National and/or Provincial Team program is registered by Ontario Soccer.
- 2.4** The processing and validation of player registration, transfers, reinstatements and other transactions pertaining to player registration shall be approved by the applicable governing organization(s). Such authority may not be delegated to Clubs/Academies or Leagues.
- 2.5** As part of the registration process, the Club will allocate players to teams for players playing on an Under-13 or Older Aged Team, in a competitive League, a District Recreational League or a Sanctioned Competitive Competition(s).
- 2.6** Grassroots Players (U12 and below) will be registered into Ontario Soccer's registration system but are not to be assigned to a team. These players remain in an open roster system and are assigned to game day rosters in accordance to the limitation of the Matrices.
- 2.7** At a Club's discretion, it may register its recreational players into Ontario Soccer's registration system, playing in a Local League without assigning these players to teams.
- 2.8** A player is registered only after they have completed Ontario Soccer Approved Registration Form (hard copy or electronic) and their registration has been data entered into Ontario Soccer's registration system. The effective date of registration for a player shall be the day and time that the registration has been data entered in Ontario Soccer's registration system.
- 2.8.1** A player will become insured upon "Player Registration with Club" (ie. when the Club accepts his club registration form and club registration fee). The player, however would be ineligible to play in any Ontario Soccer sanctioned game until "Player Registration with Ontario Soccer" (effective after her/his registration has been data entered in Ontario Soccer's registration system) has been transacted.
- 2.9** A player may not register through Ontario Soccer's registration system or through the validation of a player registration form by the District Association before:
- i. For outdoor player registration: October 1st of the year preceding the outdoor playing season; and
 - ii. For indoor player registration: March 1st preceding the indoor playing season.
- 2.10** A player's "Player Assignment To Team" designation by its Club/Academy on an outdoor team for competition purposes is terminated on December 31 or when the Club/Academy de-allocates the player in Ontario Soccer's registration system, whichever occurs first.



- 2.11** A player's "Player Assignment To Team" designation by its Club/Academy on an indoor team for competition purposes is terminated on May 31 or when the Club/Academy de-allocates the player in Ontario Soccer's registration system, whichever occurs first.
- 2.12** An amateur player may register on the following number of outdoor teams:
- a) A grassroots player may only be registered at any one time with one Club or Academy;
 - b) A youth player may register on a maximum of three outdoor teams, only one of which may be a competitive team; and
 - c) A senior player may register on an unlimited number of teams, only one of which may be a competitive team
- 2.13** An amateur player may register on the following number of indoor teams:
- a) A grassroots player may only be registered at any one time with one Club or Academy;
 - b) A youth player may register on a maximum of three indoor teams; and
 - c) A senior player may register on an unlimited number of teams.
- 2.14** A professional player may register on a maximum of one professional or **Pro-Am** outdoor team and one professional or pro-am indoor team.
- 2.15** Notwithstanding Procedure 2.12 and 2.13:
- a) A player may not play for more than one team in the same division or cup of any competition.
 - b) A league may limit the eligibility of a player registered on teams in other leagues from playing in its league.
- 2.16** With the written permission of its District Association, for local league recreational competition only, a Club may:
- a) Permit a player of demonstrated lower ability to play for an age level team within its Local League lower than the one to which he/she should, by age, be registered, provided that the age difference does not exceed two years; and
 - b) Place children with special needs at the appropriate age group.
- 2.17** Players U13 and older may be registered to play on a team in an older age division. Stipulations for players U12 and younger to play to an older age division are listed in the Grassroots Procedures of Section 6 Game Types.

PROCEDURE 3.0 – LEAGUE REGISTRATION

- 3.1** A League must be registered before any of its divisions are registered and before any teams are placed in those divisions
- 3.2** Each league's Governing Organization will assign it a "LEAGUE REGISTRATION NUMBER". That number shall be used when referring to the league in league registration, team registration, player registration, coach registration, and administrator registration.



- 3.3** Each League must register with its Governing Organization through the annual Membership Renewal Process and in accordance with the Governing Documents for both leagues and player registration. A League is registered only after its registration has been data entered in Ontario Soccer's registration system in accordance with Governing Documents. After the initial data entry of the league's registration in Ontario Soccer's registration system, the league shall remain registered until such time as the League's Governing Organization de-registers the league.

PROCEDURE 4.0 – CLUB REGISTRATION

- 4.1** A Club is registered only after its registration has been data entered in Ontario Soccer's registration system in accordance with Published Rules. A Club must be registered before any of its teams and players may be registered.
- 4.2** Each Club's District Association will assign it a "CLUB REGISTRATION NUMBER". That number shall be used when referring to the Club in Club League registration, team registration, player registration, coach registration, and administrator registration.
- 4.3** Each club will assign to each of its Club Leagues a "LEAGUE REGISTRATION NUMBER". That number shall be used when referring to the Club League in league registration, team registration, player registration, coach registration, and administrator registration.
- 4.4** Each Club must register with its District Association through the Annual Membership Renewal Process and in accordance with the Governing Documents. After the initial data entry of the club's registration in Ontario Soccer's registration system, the club shall remain registered until such time as the club's Governing Organization de-registers the Club.

PROCEDURE 5.0 – TEAM REGISTRATION

- 5.1** A team is registered annually by its Club to play in sanctioned competition(s). A team is registered only after its registration has been data entered in Ontario Soccer's registration system.
- 5.2** A team is not required to participate in a league in order to be registered as a team.
- 5.3** **Tournament Team**
- A tournament team may be registered with its Governing Organization as a recreational or competitive team to participate in tournaments.
- 5.4** When registering a team, a Club must provide the following information:
- a) The address, telephone number, email address, date of birth, gender, and "Ontario Soccer REGISTRANT NUMBER" of the team contact;
 - b) The address, telephone number, email address, date of birth, gender, and "Ontario Soccer REGISTRANT NUMBER" of each coach, manager and other team personnel;
 - c) The required team naming convention of the team;
 - d) The Team Status; Team Classification; Team playing season; Team Gender; and Team Age Classification
 - e) The team must be registered as the "Club Name" followed by the Team Name.



- 5.5** In the team age divisions Under-21 and lower, each player on:
- An outdoor team cannot exceed the stipulated age before January 1 preceding the current outdoor playing season; and
 - An indoor team cannot exceed the stipulated age before January 1 during the current indoor playing season.
- 5.6** In the team age divisions Over-30 and over, each player on:
- An outdoor team must exceed the stipulated age before January 1 preceding the current outdoor playing season; and
 - An indoor team must exceed the stipulated age before January 1 during the current indoor playing season
- 5.7** In Open Age divisions, teams may contain players of any age over the age of 13.
- 5.8** Club shall register its U13 and older players on its teams, subject to the following maximum and minimum limits.

Team Status	Player Classification and Team Classification	Team playing season	Maximum Limit	Minimum Limit
Amateur	Grassroots Player Classification: 3V3 (No GK) (for Outdoor/Indoor/Futsal U6 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 6 Players	NOTES: There will be no maximum and minimum limits to each team as there is no "Player Assignment To Team" for Under-12 and younger aged players. There will only be "Game Day Maximums". Players registered with the Club are eligible to play in the appropriate age and gender classifications for each team.
	Grassroots Player Classification: 4V4 (No GK) (for Outdoor/Indoor/Futsal U7 & U8 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 8 Players	
	Grassroots Player Classification: 5v5 (With GK) (for Outdoor/Indoor/Futsal U8 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 10 Players	
	Grassroots Player Classification: 7v7 (With GK) (for Outdoor/Indoor/Futsal U9 & U10 Teams ONLY)	Outdoor Indoor	Game Day Maximum - 12 Players	
	Grassroots Player Classification: 9v9 (With GK) (for Outdoor/Indoor/Futsal U11 & U12 Teams ONLY)	Outdoor Indoor	Game Day Maximum - 16 Players	
	Youth Outdoor Competitive Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Outdoor	20 Players	



	Youth Outdoor Recreational Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Outdoor	25 Players	11 Players
	Youth Indoor (small sided) Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	7 Players
	Youth Indoor (11v11) Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	20 Players	11 Players
	Youth Futsal Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	5 Players
	Senior Outdoor Competitive Player/Team Classification	Outdoor	25 Players	11 Players
	Senior Outdoor Recreational (11-a-Side) Player/Team Classification	Outdoor	25 Players	11 Players
	Senior Outdoor Recreational (5-a-Side) Player/Team Classification	Outdoor	25 Players	5 Players
	Senior Indoor (small sided) Player/Team Classification	Indoor	25 Players	7 Players
	Senior Indoor (11v11) Player/Team Classification	Indoor	25 Players	11 Players
	Senior Futsal Player/Team Classification	Indoor	25 Players	5 Players
Professional or Pro-Am	A Club with one Professional/Pro-Am Senior Outdoor Competitive Team	Outdoor	As per Canada Soccer Rules and Regulations and Ontario Soccer's Terms Of League Operations with Professional/Pro-Am League.	As per Canada Soccer Rules and Regulations and Ontario Soccer's Terms Of League Operations with Professional/Pro-Am League.
	A Club with two Professional/Pro-Am Senior Outdoor Competitive Teams	Outdoor		
	Professional/Pro-Am Senior Indoor	Indoor		
	Professional/Pro-Am Senior Futsal	Indoor		

5.9 A Club must register, by no later than April 15, the minimum eleven players required on each team playing in a Youth Provincial Division or in a Youth Regional Division.

5.10 A Club may only register a maximum number of imports to play on a Professional/Pro-Am Team and that maximum number shall be annually determined by the Canada Soccer Board of Directors.

5.11 A female player may register and play on a female team, male team or a mixed team. A male player may register and play on a male team or a mixed team. This rule is binding on all leagues, cup competitions, tournaments and exhibition games under the jurisdiction of Ontario Soccer and all of its member organizations. Unspecified gender may play on a team in accordance to the Gender Diversity Procedure 5.13.

5.12 Club Team Officials

- Each Club team shall have (a) team official(s) appointed by the Club.
- Each Club team shall have a Team Head Coach as a team official
- Each Club Team may have (a) Team Manager(s), Assistant Manager(s) and Assistant Coach(es) as (a) team official(s)



Such Club Team officials shall be registered with this Association and shall be responsible for the team during the game.

Only a team official with a Team Official Ontario Soccer Identification shall be eligible to participate in a game, to be listed on the team sheet and to be present in the team's bench area.

5.13 Gender Diversity

As per Canada Soccer Policy regarding Neutrality and Non-Discrimination, the following operational procedure shall apply unless otherwise stipulated and will be assessed accordingly.

For the purpose of registration on gender-based amateur teams, a player may register with the gender team with which the player identifies, and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counsellor, or other qualified professional not related to the player. In accordance with Canada Soccer, this procedure shall not apply to Canada Soccer's National Teams programs, but application of this or a similar policy shall be re-evaluated at such time as FIFA addresses the issue. Also in accordance with Canada Soccer, this procedure shall not apply to Professional Leagues.

- 5.14 Professional Clubs which are affiliated as an Associate Member of Ontario Soccer may, with the permission of Ontario Soccer, operate Senior Club Teams, Youth Club Team(s) or Club Academy Team(s), providing that the team(s) fully comply with Ontario Soccer standards for such teams. All registration processes involving the players and team officials shall be validated by Ontario Soccer, including team registration, player registration, team official registration, de-registration, transfers, temporary eligibility permits, trial registration permits and Registration Identification.

PROCEDURE 6.0 – ONTARIO SOCCER IDENTIFICATION

- 6.1 Except where stipulated in these Governing Documents, players and team officials shall be issued an "Ontario Soccer REGISTRATION IDENTIFICATION".
- 6.2 Players and Team Officials are responsible for having their physical Ontario Soccer REGISTRATION IDENTIFICATION at all games (including league, cup, tournament and exhibition games) for presentation at the request of an ID check.
- Failure to present physical Ontario Soccer REGISTRATION IDENTIFICATION, when requested to do so shall render:
- the player ineligible to play in that game as per Section 12 Procedure 9.11.2 h) Playing after failing to produce physical Ontario Soccer Registrant Book or physical Ontario Soccer approved Identification Card and validated Roster when requested to do so.
 - a team official ineligible to participate in that game, to be listed on the team sheet and to be present in the team's bench area.
- 6.3 "Ontario Soccer REGISTRATION IDENTIFICATION" can be either an "Ontario Soccer REGISTRATION BOOK" or an "Ontario Soccer IDENTIFICATION CARD", which shall:
- have the effective date of registration (applicable to Ontario Soccer Registration Book), to that specific team (or Club in the case of Club Head Coaches) for that specific playing seasons; The effective date of registration should reflect the date of entry into Ontario Soccer's registration database.
 - be validated by the District Association



- be accompanied by a valid Ontario Soccer Team Roster Report (in the case of an Ontario Soccer Identification Card)

6.4 The "Ontario Soccer PLAYER REGISTRATION BOOK" or "Ontario Soccer Identification Card" is the property of the person identified in the book or card. Identification must be returned to this person within five days of a written request for such.

6.5 Notwithstanding Operational Procedure 6.1, the following exceptions may be made:

- A Club operating an Outdoor Local League with the permission of its District Association, can waive the requirement for games in the league only for a player and/or team official to have an "Ontario Soccer Registration Book" or "Ontario Soccer Identification Card".
- An indoor team playing in an Indoor Local League or in an Indoor Tournament in which all the Indoor teams are from the same Club, players and/or team official(s) on that team will not be required to obtain an "Ontario Soccer Registration Book" or "Ontario Soccer Identification Card".

Grassroots Players:

- a player registered in the Under-8 or in a younger age classification will not be required to obtain an Ontario Soccer Registrant Book or Ontario Soccer Identification Card
- a Club may waive the requirement for games in its Under-9 to Under-12 Local Recreational competitions only, for a player and team official to have an "Ontario Soccer Registrant Book" or "Ontario Soccer Identification Card":
- a District Association may waive the requirement for games in its Under-9 to Under-12 Development competitions only, for a player and team official to have an "Ontario Soccer Registrant Book" or "Ontario Soccer Identification Card":
- a Festival Host Organization may waive the requirement for games in its Festival competition only, for a player and team official to have an "Ontario Soccer Registrant Book" or "Ontario Soccer Identification Card"

6.6 Any player who wishes to play up to a team in a sanctioned competition must be issued an Ontario Soccer registration book or Ontario Soccer identification card if they do not have one. Failure to present such document shall render the player ineligible to play in that game.

6.7 The "Ontario Soccer Identification Card" and "Ontario Soccer Registration Book" will be produced by verifying registration data from Ontario Soccer's registration system and will include the following:

- a) A plastic Identification Card or Registration Book following Ontario Soccer approved formats,
- b) Which provides the following information:
 - the registrant's photograph;
 - the registrant's name;
 - the registrant's full date of birth;
 - the registrant's "Ontario Soccer REGISTRANT NUMBER";
 - an expiry date;
 - the name of the District Association where the player is registered; and
 - the name of the Club the player is registering to;
- c) Player registration to a team will be verified by the Team Roster Report provided at each game; and
- d) The player's discipline status will be provided and inputted by the League, Tournament or Cup Competition. (applicable to the book only)



6.8 A valid photograph as referenced in the definitions section of the Governing Documents Operational Procedures shall mean a photograph that meets the photo specifications of Passport Canada which will include the following:

- The photograph shall be a Passport Canada style photo.
- The photograph must have been taken in the past six months.
- The eyes must be open and clearly visible.
- Glasses may be worn as long as the eyes are clearly visible.
- Sunglasses are unacceptable.
- The photo must show a full front view of the face with both edges of the face showing clearly.
- Black and white or colour photos are acceptable.
- Hats or head coverings are not permitted except when worn for religious reasons.
- Photocopies and scanned photos are not acceptable.
- The photograph shall be valid for up to three years for a youth player and five years for a senior player, coach or manager.

PROCEDURE 7.0 – ONTARIO SOCCER COMPUTERIZED REGISTRATION SYSTEM

7.1 Ontario Soccer will provide a framework by which all governing organizations of Ontario Soccer manage Ontario Soccer's registration system in order to ensure proper and appropriate use and security for the information stored within the database. This framework includes procedures, training instructions and reference documents that will assist and ensure Clubs, Academies, Leagues, District Associations and Ontario Soccer use best practices when using its registration system.

7.2 A District Association must comply with player registration deadlines (including data entry requirements) or Ontario Soccer shall take over responsibility for that District Association's player registration in Ontario Soccer's registration system and charge back (to that District Association) all expenses incurred.

7.3 Schedule of deadlines for League Registration:

	Ontario Soccer Governed League	District Governed League
Provincial League	March 1	N/A
Regional League	March 1	N/A
District Competitive League	April 1	May 1
District Recreational League	April 1	May 1

Schedule of deadlines for Division Registration:

	Ontario Soccer Governed League	District Governed League
Provincial League	March 15	N/A
Regional League	March 15	N/A
District Competitive League	April 1	May 1
District Recreational League	April 1	May 1

7.4 **Registration System User Account Procedures**



7.4.1 Ontario Soccer

Ontario Soccer Staff and other authorized personnel will request user accounts from the Information Systems Department. Training will be provided by Ontario Soccer Staff or their approved designate.

7.4.2 District Associations

The District Administrator will be assigned a user account by Ontario Soccer's Information Systems Department or their approved designate. Additional accounts for the District Association can be managed within the registration system directly by the District Administrator. The User Confidentiality Agreement must be signed by each User before a User Account is created for that person. In addition to published training resources, additional training for the District Administrator can be provided by Ontario Soccer Staff or their designate.

7.4.3 Leagues and Academies (under the jurisdiction of Ontario Soccer)

User accounts will be created upon request to Ontario Soccer. The User Confidentiality Agreement must be signed by each User before a User Account is created for that person. In addition to published training resources, additional training can be provided by Ontario Soccer Staff or their designate.

7.4.4 Clubs and Leagues (under the jurisdiction of a District Association)

The Club or League President or designate advises Ontario Soccer and the District Association who they have approved to receive access to the registration system. The Club or League also determines the type of access i.e., user is a registrar, webmaster, or league administrator for its organization. The User Confidentiality Agreement must be signed by each User before a User Account is created for that person.

There can be an unlimited number of User Accounts for each organization, subject to their registration in the online system and signed User Confidentiality Agreements for each approved user.

7.4.5 User access is automatically terminated annually. Access renewal is subject to approval by the User's organization and the submission of a new User Confidentiality Agreement.

7.5 User Training

1. User Confidentiality Agreement is signed
2. User Access to the registration system is granted by either Ontario Soccer or its delegate. Access is granted after the USER CONFIDENTIALITY AGREEMENT has been completed and returned to the appropriate organization.
NOTE: No Access will be given without the AGREEMENT properly signed.
3. Account is set up with Username – Password directly through the registration system,
 - a. Changes to user name and password completed directly through the registration system.
4. Review components of agreement which refer to the Username and password.
5. Within each account, specific access is assigned directly by the account holder.
6. In addition to published training resources, additional training for the District Administrator can be provided by Ontario Soccer Staff or their designate.
7. User is trained on specific area they are assigned to
8. The User retains a copy of the Confidentiality Agreement.



PROCEDURE 8.0 – SHORT TERM REGISTRATION PERMITS

- 8.1** A **"SHORT TERM REGISTRATION PERMIT"** is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer. Notwithstanding the fact that this is considered a registration with a specific team, it shall not be included in the count of total number of players registered with a team.
- 8.2** A player who was previously registered with a Club/Academy during the current playing season and who was de-registered by that Club/Academy shall not be eligible to obtain a Short Term Registration Permit to play for that Club/Academy during the current playing season.
- 8.3** A "SHORT TERM REGISTRATION PERMIT" entitles a non-registered player to play three games for a Registered Team during a thirty day period or for the specific purpose of playing in a tournament.
- 8.4** A player may obtain two "SHORT TERM REGISTRATION PERMITS" during one playing season for non-tournament use. There is no limit to the number of times a player may be listed on the "SHORT TERM REGISTRATION PERMIT" during one playing season for tournament use. The short term registration period for each shall not overlap. Each Short Term Registration Permit, in the current season, must be with a different Club/Academy. An outdoor playing season and an indoor playing season shall be considered different playing seasons.
- 8.5** The "SHORT TERM REGISTRATION PERMIT" shall be obtained and validated by the District Association to which the team's Club/Academy is affiliated or to which the tournament is being held.
- 8.6** The District Association shall validate and issue a copy of the "SHORT TERM REGISTRATION PERMIT" and ensure that the form has both, the starting date and the expiry date of the short term registration period. The player may use the "SHORT TERM REGISTRATION PERMIT" to play in any three games or within a tournament for the team stipulated on the form and which occur during the short term registration period. Once the player has played in her/his third game or conclusion of the tournament the District Association shall terminate the Short Term Registration Permit by revising the expiry date to the date of the third game.
- 8.7** A copy of the "SHORT TERM REGISTRATION PERMIT" shall be affixed to the team sheet submitted to the match official at each short term registration game. Prior to submitting the copy of the "SHORT TERM REGISTRATION PERMIT" to the match official, the team must write the date of the game on the "SHORT TERM REGISTRATION PERMIT".
- 8.8** A player using a "SHORT TERM REGISTRATION PERMIT" must also obtain "Ontario Soccer Identification" which must be available for presentation at the trial game in which he/she is playing. Failure to present the "Ontario Soccer Identification" shall render the player ineligible to play in that game.
- 8.9** A "SHORT TERM REGISTRATION PERMIT" shall be permitted, subject to the competition rules, at league games, exhibition games, and tournament games but not in cup games.
- 8.10** When making application for a "SHORT TERM REGISTRATION PERMIT", a player shall:
- a) Complete a "SHORT TERM REGISTRATION PERMIT" application form approved by Ontario Soccer;
 - b) Pay the fee as established by the District Association;
 - c) If the player is playing on short term registration basis for a competitive team, supply a recent passport-sized photograph (which shall be affixed, by the District Registrar, to the "Ontario Soccer IDENTIFICATION"
 - d) Indicate the starting date and the expiry date of the thirty day short term registration period.



- 8.11** A League or a District Association or the competition rules may impose limitations on the use of "SHORT TERM REGISTRATION PERMITS", provided that the limitations are applied consistently.
- 8.12** If a player's name is not included on the "SHORT TERM REGISTRATION PERMIT", he/she will not be eligible to play in the specified competition.

PROCEDURE 9.0 – DE-REGISTRATION

- 9.1** A player may be de-registered for any of the following reasons:
- His/her Club declares him/her surplus;
 - With the consent of the Club's District Association, his/her Club ceases to operate the team on which he/she was playing
 - His/her League's playing season has ended
- 9.2** A player shall be de-registered by one of the following methods:
- Automatic de-registration of outdoor player by Ontario Soccer's registration system on December 31 and automatic de-registration of indoor player by Ontario Soccer's registration system on May 31;
 - Her/his Club de-registers the player in Ontario Soccer's registration system with the effective date of de-registration being the date of validation by Ontario Soccer's registration system;
 - Her/his Club submits a [De-Registration Form](#) to its District Association which de-registers the player in Ontario Soccer's registration system after which the de-registration is effective.
- 9.3** A player who has been de-registered during the playing season may register as a new player.
- 9.4** If the player de-registers and registers with an organization within his/her District Association, the player may not return to his/her original team until after a period of thirty days.
- 9.5** If the player de-registers and registers with an organization outside of his/her District Association, the player may not return to his/her team within the playing season.



PROCEDURE 10.0 – AMATEUR AND PROFESSIONAL PLAYER STATUS

- 10.1 Players who are not in receipt of any remuneration other than the actual expenses incurred during the course of their participation in, or any activity connected with, soccer shall be regarded as amateur.
- 10.2 Travel and hotel expenses incurred through involvement in a match and the costs of a player's equipment, insurance, and training may be reimbursed without jeopardizing a player's amateur status.
- 10.3 Any player who receives remuneration in excess of the amount stated in 11.2 in respect of participation in, or an activity connected with, soccer shall be regarded as professional.
- 10.4 The amateur/professional status of players shall be determined in accordance with Procedures 11.1, 11.2, and 11.3 above by the National Association with which they are registered.
- 10.5 Canada Soccer shall keep an official register of the professional/semi-professional players under its jurisdiction.
- 10.6 A player leaving a National Association shall not be described as professional/semi-professional unless he/she was last registered as such by that National Association.

PROCEDURE 11.0 – REINSTATEMENT FROM PROFESSIONAL TO AMATEUR STATUS

- 11.1 A player last registered with any National Association as a professional player must apply for "Reinstatement to Amateur Status" before being registered as an amateur player. **[Canada Soccer Policy]**
- 11.2 The procedure for approving the reinstatement of a player from professional to amateur status shall be as set out in Canada Soccer Rules and Regulations and in accordance with any additional requirements as set out in this section.
- 11.3 Each application must be:
- a) Made on a form approved by Ontario Soccer and supplied by the District Association with which the player's new Club is affiliated.
- 11.4 Upon receipt of a properly completed application, Ontario Soccer will issue a "Permit To Play Pending Reinstatement" with an effective date fourteen days after receipt of the application by Ontario Soccer. This will permit the player to be registered and play as an amateur player.
- 11.5 If the application for reinstatement is subsequently denied by Canada Soccer, the "Permit To Play Pending Reinstatement" will be cancelled.
- 11.6 A player who is registered as a professional player may be temporarily reinstated to play amateur indoor soccer or Futsal, subject to the following conditions:
- a) The application shall be on a "**TEMPORARY INDOOR REINSTATEMENT APPLICATION FORM**" which the player will obtain from his District Association;
 - b) The player shall submit the application form to the District Association with which he/she wishes to register as an amateur indoor or Futsal player;



- c) The application form must be accompanied by a "**letter of permission**" from the Club with which the player is under contract as a professional player;
- d) The application form must be authorized by the League of which the player's professional team is a member;
- e) The reinstatement applies to indoor soccer and Futsal only; and
- f) The player remains under contract, for outdoor soccer purposes, with the Club with which he/she has registered as a professional player.

PROCEDURE 12.0 – PLAYER TRANSFERS

- 12.1** A player shall be entitled to the following transfers:
- a) **Between teams within the same Organization** – Based on the limitations of the Club and competition of the applicable teams.
 - b) **Between Organizations within the same District Association** - Two transfers only during the current playing season within the jurisdiction of a District Association. However, a player once transferred cannot be transferred back to the team for which he was originally registered until a period of thirty days has elapsed.
 - c) **Between Organizations in Different District Associations** - One transfer within the jurisdiction of Ontario Soccer, unless approved by Ontario Soccer with a valid rationale.
 - d) **Inter Provincial Transfers** - One transfer between Ontario Soccer and any other Provincial Association, except that in the event of a player having been transferred under section a) and b) finding it necessary to return to the jurisdiction under which he was originally registered, he shall be allowed to transfer his services back to the team for which he was last registered.
 - e) **International Transfers** – Based on the appropriate administrative processes in place by FIFA and Canada Soccer.
- 12.2** No Registrant or Registered Organization shall unreasonably limit the right of a player to transfer to the team of his choice, between organizations affiliated with Ontario Soccer. The procedure for obtaining a transfer shall be as follows:
- a) The player shall complete the applicable transfer application form
 - b) The player shall give written notice of his intention to transfer to the Club, which operates the team with which he is currently registered.
 - c) The Club shall have seven days to sign the transfer form, indicating acceptance of the transfer.
 - d) If the Club does not sign the form within seven days, the player may appeal to his/her District Association, without fee, in accordance with Appeals Procedures. Such appeal must be submitted within seven days after the seven-day period specified has expired.
- 12.3** Notice of all transfers as hereby provided shall immediately be sent to the releasing organizations and to Ontario Soccer. The player so transferred shall be eligible once registered, to play all games for the team to which his transfer has been granted.



12.4 The fee payable for transfer shall be set by Ontario Soccer. The fee together with a copy of the transfer form, shall be sent to Ontario Soccer by the District Association into which the player is transferring within seven days of such transfer.

12.5 Transfers between teams within the same Club

Player transfers within the same Club to a higher or lower age or playing level classification shall remit the required Ontario Soccer registration fee to the applicable Club where applicable.

12.6 Inter-Provincial Transfers

A player moving from one province to another province, under the jurisdiction of Canada Soccer, shall not be registered until the player receives in writing a clearance from the Provincial Association under which the player was last registered.

12.6.1 Inter-Provincial Transfers for players transferring out of Ontario

- a) When another Provincial Association advises Ontario Soccer that a player has requested a transfer to that Province, Ontario Soccer shall immediately advise in writing, the District Association (with which the player was last registered) that a transfer has been requested.
- b) After being advised by Ontario Soccer about the Inter-Provincial Transfer (IPT) request, the District Association shall immediately advise the Club with which the player was last registered in order to obtain a statement from that Club that the player has no further obligations to the Club and is free to transfer.
- c) A District Association shall respond to Ontario Soccer within six days after it receives the written notification from Ontario Soccer about the Inter-Provincial transfer request.
- d) If the District Association does not respond within six days, Ontario Soccer shall:
 - a. Assume a compliance position by the District Association and Club; and
 - b. Advise the Provincial Association that the player has no further obligations to her/his former Club and is free to transfer.
- e) If a Club or District Association has a valid reason for delaying the issuance of Inter-Provincial Transfer, the District Association must advise Ontario Soccer in writing, the reason why the transfer should not be issues or should be delayed. Upon receipt of such a request, Ontario Soccer shall immediately advise the other Provincial Association about the reasons for not issuing the transfer.

12.6.2 Inter-Provincial Transfers for players transferring into Ontario

- a) When a player was last registered to play in another Provincial Association other than Ontario an Inter Provincial Transfer is required to release the player from the Province with which she/he was previously registered.
- b) The Club with which the player is looking to register within Ontario should complete Ontario Soccer's Inter Provincial Transfer form and send it to the District Association with which the Club is affiliated to.
- c) The District Association processes the Inter Provincial Transfer form and sends it to Ontario Soccer. Ontario Soccer sends the Inter Provincial Transfer form to the other Provincial Association requesting the player's release.
- d) Once the release is approved by the other Provincial Association, Ontario Soccer will notify the District Association of the player's ability to transfer and register with their desired Club.
- e) Players are not allowed to register until they receive confirmation of approval from Ontario Soccer



12.7 International Transfers

International Transfer Certificates (ITCs) are only necessary for players who came to Canada after the age of 10. An amateur or professional/semi-professional player who has previously registered with another National Association requires an international transfer certificate issued by that National Association before the player is eligible to register under the jurisdiction of Canada Soccer. [FIFA Policy] [Canada Soccer LINK](#)

An amateur or professional/semi-professional player who has become eligible to play for a Club affiliated to a National Association may not qualify for a Club affiliated to another National Association unless the latter National Association has received an international transfer certificate issued by the National Association which the player wishes to leave.

12.8 International Transfer Certificates for Players Transferring to Canada

12.8.1 Each application for an International Transfer shall be on an online form approved by Ontario Soccer and supplied by the District Association with which the player's new Club is affiliated.

12.8.2 The procedure for approving the international transfer of a player shall be:

- a) The application form shall be completed and signed by the player and his/her new Club; and shall be submitted to the new Club's District Association.
- b) The new Club's District Association is required to:
 - a. Check that the application form is in order;
 - b. Approve the application form;
 - c. Forward the application form to Ontario Soccer with all necessary documentation
- c) Ontario Soccer is required to:
 - a. Verify that the application form is in order
 - b. Approve the application form
 - c. Forward the application form to Canada Soccer
 - d. Provide the District Association with a "Permit to Play" for the player awaiting an International Transfer Certificate. The "Permit to Play" will entitle the player to register with their desired Club 30 days from the date the ITC application was received by Ontario Soccer if the approval is not received before 30 days from Canada Soccer.
- d) Canada Soccer is required to:
 - a. Review and process ITC application request from Ontario Soccer with the applicable foreign governing organizations
 - b. Advise Ontario Soccer once it has been notified that an ITC is being issued by the players former National Association and send a copy of the ITC or;
 - c. Send a Provisional Transfer Certificate (PTC) to Ontario Soccer if the approved ITC is not received by the foreign association within 30 days.



12.8.3 International Transfer Clearance for players transferring out of Canada

When Canada Soccer advises Ontario Soccer that a player has requested a transfer to another Country, Ontario Soccer shall immediately advise, in writing, the District Association (with which the player was last registered) that a transfer has been requested.

- 12.8.4** A District Association shall immediately advise the Club with which the player was last registered and request a statement from that Club that the player has no further obligations to the Club and is free to transfer.
- 12.8.5** A District Association shall respond to Ontario Soccer within six (6) days after it receives the written notification from Ontario Soccer about the International Transfer Clearance request. Ontario Soccer shall assume a compliance position by the District Association and Club and advise Canada Soccer, if a response is not received within 6 days.
- 12.8.6** If a Club or District Association has a valid reason for delaying the issuance of an International Transfer-the District Association must advise Ontario Soccer in writing, the reason why the transfer should not be issues or should be delayed. Upon receipt of such a request, Ontario Soccer shall immediately advise Canada Soccer about the reasons for not issuing the transfer.
- 12.8.7** If Ontario Soccer does not respond to Canada Soccer within seven days of a request by Canada Soccer for an International Transfer for a player, Canada Soccer shall assume a compliance position and shall immediately issue the International Transfer Certificate (for that player) to the other National Association.
- 12.8.8** In the case of a refugee player, the Club shall write a letter to Ontario Soccer and send a copy of such letter to its District Association. The letter must include:
- a) The name, date of birth, address, gender and telephone number of the player;
 - b) The name, address, and telephone number of the new Club with which he/she wishes to register;
 - c) The player status and player classification of which the player wishes to register in Canada;
 - d) The name of the player's former Club (with which he/she was last registered);
 - e) The name of the National Association to which he/she was last registered and the year of that registration; and
 - f) The player status and player classification when the player was last registered with his/her former Club and former National Association.
- 12.8.9** Ontario Soccer shall forward the above information to Canada Soccer which will refer the matter to the FIFA Players' Status Committee. Based on its investigation, the FIFA may issue a document equivalent to an international transfer certificate. If such is the case, Canada Soccer would then authorize the player's registration in Canada and advise Ontario Soccer. Ontario Soccer would advise the player and the player's new District Association. If FIFA does not issue this document, the player may not register in Canada unless he obtains an international transfer certificate from his former National Association.
- 12.8.10** In the event it is discovered that a player, who was last registered in another country, has registered in Canada without an international transfer certificate:
- a) The player shall be declared an ineligible player;
 - b) Any games in which the player played shall be forfeited to the opposing team, in accordance with the competition's rules; and
 - c) The player shall be subject to disciplinary action.



- 12.9** A professional player may be loaned between two professional teams. The "**Loan Agreement**" is subject to the following conditions:
- a) The agreement must be signed by the player and both teams;
 - b) Copies of the signed agreement must be distributed to: the player; both teams; the League(s); and Ontario Soccer;
 - c) The agreement shall stipulate the time period of the loan and specify which date that the player must be returned to the loaning team;
 - d) The team receiving the "Loan Player" must agree to pay, during the loan period, the player's salary, as per the original contract, or as per an amount re-negotiated between the player and the team receiving the "Loan Player"; and
 - e) The amount of the salary must be stipulated in the "Loan Agreement".

12.10 International Club Trial Request

Players invited to have a formal trial with an overseas Club shall follow the following process:

- a) Player requests permission from his/her Ontario Soccer affiliated Club
- b) Club requests permission from District Association (providing name, Ontario Soccer number, dates of trial and name/location of overseas Club)
- c) District Association verifies requests and forwards it to Ontario Soccer
- d) Ontario Soccer processes the request to Canada Soccer
- e) Canada Soccer provides written permission which is passed back down through to the Player

Request should be put through in a timely manner in order to process in advance of the trial.



SECTION 6 - GAME TYPES

PROCEDURE 1.0 - RECOGNIZED GAME TYPES

- 1.1 Ontario Soccer recognizes the following Game Types:
- a) 11 v 11 Soccer
 - b) Small Sided (excluding Grassroots Soccer and inclusive of 3 v 3 tournaments)
 - c) Grassroots Soccer (U12 and younger ages)
 - d) Futsal
 - e) Beach Soccer
 - f) Accessible Soccer

PROCEDURE 2.0 – 11 V. 11 SOCCER

- 2.1 The Operational Procedures for 11 v 11 Soccer are included in various existing Ontario Soccer Operational Procedures and must be played in accordance with the [IFAB Laws of the Game](#).

PROCEDURE 3.0 – SMALL-SIDED SOCCER

- 3.1 A Small Sided soccer competition in the Province of Ontario must be played in accordance with the [Ontario Soccer's Playing Rules of Small-Sided Soccer](#).
- 3.2 **3 on 3 Soccer Tournaments**
- 3.2.1 3 on 3 Soccer is a competition played in a tournament format only and is subject to the Ontario Soccer's Playing Rules of Small-Sided Soccer.
- 3.2.2 3 on 3 Soccer is played under the "Laws Of The Game" with the exceptions outlined in the Operational Procedures below.
- 3.3 **Registration**
All players must be registered in Ontario Soccer Database at the time of the competition. Players registered to separate teams and/or Clubs shall notify their teams, Clubs and District Association of their intention to enter a 3 on 3 Soccer Competition.
- 3.4 **Team Eligibility for Competitions**
In 3 on 3 competitions, the teams are comprised of Ontario Soccer registered players who are not required to be registered with the same team playing in the competition. The team entry shall be submitted by an Ontario Soccer Registrant and not by a Club or registered team.
- 3.5 **Team Composition**
- 3.5.1 Teams consist of 3 to 6 registered players, playing in a 3 on 3 format, with no goalkeeper.
- 3.5.2 The team provides the competition host with their list of 3 to 6 registered players that will be the official team roster for the competition. The team roster list will consist of First Name, Last Name, Date of Birth and Ontario Soccer ID Number of each player.
- 3.5.3 Teams may also list a Coach or Manager.



3.6 Duration of Games:

Unless otherwise specified in the competition rules, the duration of the game shall be:

- a) Two 10 minute halves or 10 goal lead; or
- b) 16 minute game.

3.7 Player Dismissal:

If a player is dismissed from the game, the player is not permitted to continue playing in the game but, the team still plays with three players on the field.

The competition rules will determine the minimum number of players required by each team to be on the field.

3.8 Goals:

Goals must be last touched by either team in the OFFENSIVE half of the field only. On a kickoff, the ball is not considered in the offensive half of the field. The ball must be completely on the offensive half and must roll over the mid-line in order to be shot into the goal.

PROCEDURE 4.0 – FUTSAL

4.1 A Futsal competition in the Province of Ontario must be played in accordance with the ["Futsal Laws of the Game"](#) as approved by the IFAB which can be obtained from the FIFA website.

4.2 The following modifications to Ontario Soccer Operational Procedures apply to Futsal Competitions:

4.3 Team Composition:

Teams consist of 5 to 14 registered players.

Each team must provide the competition host with its Ontario Soccer Team Roster Report.

4.4 Club Policy 1.4 (i.e. requirement for Club to have minimum of four youth teams) does not apply to a Club operating Futsal teams.

4.5 All provincial competitions (e.g. the Ontario Futsal Cup) shall be officiated by four Match Officials appointed by Ontario Soccer: a Referee, a Second Referee, a Third Referee and a Timekeeper. During provincial competitions player bibs, a suitable chronometer, a public scoreboard, visible signs and documents shall be used as described in the Futsal Laws of the Game.

4.6 Walls and board are not permitted in Futsal competitions.



PROCEDURE 5.0 - GRASSROOTS SOCCER

5.1 Ontario Soccer Grassroots Soccer refers to all soccer played in Ontario by players between the ages of Under-4 to Under-12

5.2 Grassroots Matrices

All Grassroots Soccer are recommended to be organized and played in accordance with Ontario Soccer's [Grassroots Standards](#)

5.2.1 Ontario Soccer Grassroots Standards shall be developed and maintained by Ontario Soccer's Player Development.

5.3 Festivals

All competitions for Grassroots Soccer shall be in accordance with the Festivals Sections of the Competitions Operational Procedures (Section 8.0 Operational Procedures 10.0 to 17.0) and [Ontario Soccer's Festival Guide](#)

5.4 Playing with an older age group squad

An Under 12 and younger aged player may only play with an older age group under one of the following conditions:

- a) He/she is evaluated to play with an older age group:
 - i. under -7 and under-8 players wishing to play with an older age group must complete the [U7 and U8 Fast Tracking/Player Evaluation](#)
 - ii. under -9 to under -11 players wishing to play to an older age group must complete the [U9 – U11 Fast Tracking/Player Evaluation](#)
 - iii. under -12 player wishing to play to under -13 team must complete the [U12 Fast Tracking/Player Evaluation](#)

Grassroots players are prohibited from being evaluated to play more than 1 year older.

5.4.1 If a player is evaluated and approved to play with an older age group that player shall be registered in that age group. Grassroots players can only play up one year and the Technical Director of the Club/Academy must sign off on the player movement and there must be rationale as to why there is player movement.

5.5 Playing with a squad with which you are not registered

An under 12 and younger age player may play with a squad with which they are not registered under the following conditions:

- a) He/she uses a Short Term Registration Permit:
 - i. May only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer
 - ii. Must be used in accordance with Operational Procedure Section 5.0 Registration Procedures 8.0 Short Term Registration Permit.
- b) Movement of players may occur between recreational to development programs within the same club.
Note: Must abide by the number of allotted competition days per week.
- c) [Grassroots Club Player Movement Agreement](#)

With permission of the District Association and Ontario Soccer a Grassroots Club Player Movement Form Agreement is a document which may be signed by two Clubs under which they agree to allow players to play for the affiliated Club that offers a suitable program at the specified age group as a result of the other affiliated Club not being able to provide an equivalent program.



5.6 Grassroots Pilot Programs

Ontario Soccer may conduct Grassroots Pilot Programs throughout the Province to evaluate on a short term basis how a new program may work on a large scale across the Province. These Pilot Programs will be developed and executed by Ontario Soccer in conjunction with specified District Associations or designated focus groups.

5.7 Heading Protocol

Ontario Soccer's heading recommendations and protocol for youth players, specifically at the Grassroots ages are outlined in the [Grassroots Soccer – Provincial Curriculum](#).

PROCEDURE 6.0 - BEACH SOCCER

6.1 A beach soccer competition in the Province of Ontario must be played in accordance with the [Beach Soccer Laws of the Game](#) as approved by the FIFA Beach Soccer Committee.

6.2 **Player Equipment**
Shoes, cleats and shin pads are not permitted. Players may protect their feet with bindings that do not cover the heels or toes.

6.3 **Registration**
All players must be registered in Ontario Soccer Database at the time of the competition. Players registered to separate teams and/or Clubs shall notify their teams, Clubs and District Association of their intention to enter a Beach Soccer Competition.

6.4 Team Composition

6.4.1 Teams consist of 5 to 10 registered players, playing in a 5 on 5 (4 players +1 goalkeeper) format.

6.4.2 The team provides the competition host with their list of 5 to 10 registered players that will be the official team roster for the competition. The team roster list will consist of First Name, Last Name, Date of Birth and Ontario Soccer ID Number of each player.

6.4.3 Teams may also list a Coach or Manager

6.5 Duration of Game

Unless otherwise specified in the competition rules, the duration of the game shall be:

- a) Two 14 minute halves; or
- b) Three periods of 12 minutes (as per FIFA Laws)

6.6 Team Eligibility for Competitions

In Beach Soccer competitions, the teams are comprised of Ontario Soccer registered players who are not required to be registered with the same team playing in the competition. The team entry shall be submitted by an Ontario Soccer Registrant and not by a Club or registered team.

PROCEDURE 7.0 - ACCESSIBLE SOCCER

7.1 Ontario Soccer will support the integration and inclusion of all players with a disability to participate in an environment that is safe, fun and challenging.



- 7.2** Ontario Soccer recognises the established laws of the game associated with the following types of accessible soccer:
1. Special Olympics Football through Special Olympics Ontario
 2. Blind soccer (5-a-side) through the International Blind Sport Federation
 3. Para soccer (7-a-side) through– International Federation of CP Football/Powerchair Football (wheelchair) through Fédération Internationale de Powerchair Football Association
 4. Amputee soccer through the World Amputee Football Federation
- 7.3** Ontario Soccer may use its discretion to enable athletes with a disability to play soccer in an age group other than the groups dictated by their birth date, including “playing down”.
- 7.4** Ontario Soccer provides clear guidance to District Association and Club Technical Directors regarding the decision making process for a player to ‘play down’.
- 7.5** Programs specific to any disability will follow the rules of that disability group as defined on the international federation’s website (IBSA, IFCPF, Special Olympics etc.)
- 7.6** Programs that combine athletes with a disability and able bodied athletes will, where required, seek guidance from the applicable disability specific group as per Operational Procedure 7.2 above.
- 7.7** All participants must be registered in Ontario Soccer database.
- 7.8** Where a reciprocal agreement exists between Ontario Soccer and another organization identified in Operational Procedure 7.2 above, then registration with either party must be confirmed to ensure the player’s well-being is addressed.



SECTION 7 – HIGH PERFORMANCE

PROCEDURE 1.0 – HIGH PERFORMANCE PROGRAMS

- 1.1 High Performance Programs shall include:
- a) Provincial Team and Canada Games Competition
 - b) Ontario Player Development League (OPDL)
 - c) Talent on Location Days (TOLD)
 - d) Provincial Projects Trials
 - e) Provincial Screening Competition
 - f) Authorized preparation camps and competitions

PROCEDURE 2.0 - PROVINCIAL PROJECTS & CANADA GAMES

2.1 Appointment of Team Staff to Provincial & Canada Games Teams

2.1.1 Ontario Soccer shall circulate an invitation to serve as a Provincial Team and or a Canada Games Team Coach or Manager at least 10 days prior to the appointment deadline.

2.1.2 The selection process will include interviews when required.

2.1.3 The Provincial and or Canada Games Team Ontario appointments shall be subject to review, renewal or revocation.

2.2 Provincial Projects Programs including Canada Games Teams

2.2.1 Program Responsibility

Ontario Soccer shall be responsible for providing opportunities for players and coaches to reach a Provincial, National, and International Standard of Play.

Ontario Soccer shall be responsible for and operate the Provincial Projects Program and Canada Games Program.

Talent On Location Days (TOLD), the Ontario Player Development League (OPDL), L1 Ontario and L1 Ontario Reserve (U21), Men's and Women's shall provide the opportunities for players and coaches to participate in a Province-wide High Performance Program.

2.2.2 Scope of the Programs

The Program shall consist of Male and Female Youth Teams.

2.2.3 Program Duration

The Provincial Projects Program shall operate from January to May plus preparation for, and participation in, Inter-Provincial competition at Under-14 and Under-16.

The Canada Games Teams program shall operate every four years (2021, 2025, 2029, etc).

The Canada Games Teams program shall operate from January to competition end date within the Canada Games four year cycle system or the year prior to the competition date dependant on Ministry funding requirements.



2.2.4 Player Selection

Provincial Projects Player Selection

Provincial Players shall be scouted by and/or written, electronic or verbal recommendation by the following persons:

- National Staff Coach
- Provincial Technical Staff
- District Technical Director
- Ontario Soccer Master Learning Facilitator
- Club Head Coach or Technical Director
- Club/Academy Coach
- Ontario Registered Academy (ORA) Technical Director
- Professional Academy Coaches

A player is required to be registered with an Ontario Soccer member Club or Ontario Registered Academy in order to be eligible for Provincial and Canada Games Teams.

A player of possible elite quality who has recently arrived from another Province or Country and has taken residence, and registered as a player in Ontario can be considered for the Provincial Program.

A player scouted/recommended may be scouted by the Provincial Staff Coach, prior to being invited into training.

The Provincial Head Coach has the responsibility/duty to select the best player available to represent the Province.

2.2.4.1 Canada Games Team Player Selection

The Canada Games Under-17 Male and Female Age Groups shall be scouted by and/or written, electronic or verbal recommendation by the following persons:

- National Staff Coach
- Provincial Technical Staff
- District Technical Director
- Ontario Soccer Master Learning Facilitator
- Club Head Coach or Technical Director
- Club/Academy Coach
- Ontario Registered Academy (ORA) Technical Director
- Professional Academies

Note: As the Canada Games council determines the age of the athletes, player selection is therefore subject to change for which Ontario Soccer must comply.

A player of possible elite quality who has recently arrived from another Province or Country and has taken residence, and registered as a player in Ontario can be considered for the Canada Games Program.

The player scouted/recommended at the Under-17, Age Group may be scouted by the Canada Games and/or Ontario Soccer Technical Staff Coach, prior to being invited into training.

The Canada Games Head Coach has the responsibility/duty to select the best players available to him or her to represent the Province.



2.2.5 Coach Selection

The coaches for the Provincial Projects, Inter-Provincial Competition and Canada Games Teams will be selected by Ontario Soccer Operations Department's High Performance team.

2.2.6 Coach Qualifications

The minimum requirement is Provincial B Licence. Canada Games also requires the coaches and/or staff to have a minimum of NCCP level 3 theory completed or competitive development modules (9). The Canada Games Council may also have additional requirements with which the coach and or staff will need to comply.

A Club Head Coach or Technical Director may not be the head coach of a Provincial Team or Canada Games Team; however, an appointed Coach to a Provincial or Canada Games Team may coach at the Club or Ontario Registered Academy (ORA) level as long as the team is of the opposite gender or, if the same gender, the team is at least one year younger or older than the Provincial or Canada Games Team which she/he is coaching.

2.2.7 Budget/Financial Policies

These policies will be set by Ontario Soccer and shall be supervised by the Director of Finance and Administration.

2.2.8 Team Travel

All team travel will require prior approval by the Senior Manager of High Performance.

2.3 Scheduling Competitions for Provincial and Canada Games Teams

2.3.1 With the exception of its participation in an authorized Ontario Soccer Provincial Team Project, a Provincial Teams competition or Canada Games Team training camps and competition, a Provincial Team shall not schedule any competition on the same date as an Ontario Cup or OPDL competition. Athlete's selected to Provincial and Canada Games programs may not participate in Club or Academy training or competition during the following.

- Authorized preparation camps/weekends
- Authorized competition

PROCEDURE 3.0 – ONTARIO PLAYER DEVELOPMENT LEAGUE (OPDL)

- 3.1 The Ontario Player Development League is a high performance training and competition program which will be conducted and administered by Ontario Soccer.
- 3.2 OPDL operations are run in accordance with the [OPDL Resource Documents](#) developed and maintained by Ontario Soccer's Director of Soccer Operations.



SECTION 8 – COMPETITIONS

PROCEDURE 1.0 - SANCTIONING OF COMPETITIONS

- 1.1 When applying for sanction, the Governing Organization acting as Host must provide the information required on the appropriate application form, in accordance with the Procedures for Tournaments, Festivals, Cup Competitions, and Exhibition Games.
- 1.2 A Club must apply to its Governing Organization, as stipulated in the Operational Procedures for Team Travel, for permission for one of its Registered Teams to participate in a sanctioned tournament, festival, cup competition, or exhibition game. The Club must provide the information required on the appropriate application form, in accordance with the Published Rules for Team Travel.
- 1.3 Notwithstanding Operational Procedure 1.2 above, a Club's team may play in a municipality sponsored competition which is not a sanctioned competition, subject to the approval of its District Association. However, Ontario Soccer Insurance program shall not be in effect for any of the participants.
- 1.4 Each competition may only be classified under one type of competition status, competition classification, competition playing season, and competition gender and must specify which age division(s) the competition will include.
- 1.5 An indoor team, futsal team and outdoor team can enter any indoor, futsal or outdoor tournament providing that the team was actively registered on the first day of the competition and is allowable by the tournament host.
- 1.6 In the case(s) where there is a maximum age limit, a participating team's age classification shall not exceed the competition's age classification.
- 1.7 In the case(s) where there is a minimum age limit, a participating team's age classification shall not fall short of the competition's age classification.
- 1.8 Youth competitions are not permitted to offer cash prizes.

PROCEDURE 2.0 - TOURNAMENT DEFINITIONS

- 2.1 A Tournament shall consist of a series of games:
 - a) Involving Under-13 or older aged teams
 - b) Played within no more than seven (7) consecutive days or over no more than three (3) weekends during a playing season
 - c) Between a minimum of 4 teams.
- 2.2 A Tournament Host must be one of the following:
 - a) Ontario Soccer
 - b) A District Association
 - c) An Affiliated Club
 - d) An Affiliated League
 - e) An Ontario -Registered Academy (for a Selected Showcase Tournament or Selected Charity Tournament only)
 - f) An Unaffiliated Organization (in accordance with these policies).



- 2.3** A Tournament Host may host more than one class of tournament at the same time. A Team is eligible to participate in only one of those tournaments.
- 2.4** A District Association may limit the number of tournaments a Tournament Host may host in that District in each playing season.
- 2.5** The Ontario Cup “Tournament Rounds” shall be exempt from 2.3 and 2.4 above.
- 2.6** A tournament may be played under the rules of any of the following types of soccer: (See Game Types Operational Procedures)
- i. 11v11 Soccer played under the Laws Of The Game
 - ii. Small-sided soccer played under Ontario Soccer’s Playing Rules of small-sided soccer
 - iii. Futsal played under the FIFA Futsal Laws Of The Game
 - iv. Beach soccer subject to the tournament rules and FIFA Beach Laws Of The Game
 - v. Accessible soccer

PROCEDURE 3.0 - TOURNAMENT CLASSIFICATIONS

- 3.1** It is expected that tournament hosts are to provide adequate and appropriate competition to their participating teams. Subject to the tournament’s Competition Rules and host’s specification of eligibility, Under-13 and older aged teams may play in tournaments accordingly.
- 3.2 Professional Tournaments**
- Professional Tournaments are open to teams in Professional and Pro-Am Leagues.
- 3.3 Open Tournaments**
- Open Tournaments are open to teams in Professional and Pro-Am Leagues and to amateur teams.
- 3.4 Tournaments Hosted by Unaffiliated Organizations**
- Subject to Ontario Soccer approval, a tournament may be hosted by an Unaffiliated Organization.
- 3.4.1** Unaffiliated Organizations must complete a Tournament Application Form on Ontario Soccer’s Competition and Travel Management System (CTMS) and attach tournament rules at least 35 days prior to the event date.
1. Tournament rules acceptable to Ontario Soccer shall be submitted; and must include the following:
 - Age divisions
 - Team eligibility
 - Number of games for each team
 - Duration of games
 - Number of players dressed in each game for each team
 - Substitution rules
 - Protest rules
- 3.4.2** The tournament may be open to registered and unregistered teams providing that:
1. All players are currently registered with Ontario Soccer:



- a) On an annual basis or
- b) On a short term registration basis in accordance with Registration Operational Procedures or,
- c) The players are registered with teams from outside Ontario which have received written approval from their governing organization to participate in the tournament.

2. For Charitable/Commercial events, an insurance certificate indemnifying Ontario Soccer is required. For events that partnered with a club, the insurance certificate must indemnify the host club, host district and Ontario Soccer. This certificate needs to be attached within the Tournament Application Form.

- a) Participants will be required to sign the Ontario Soccer Waiver and Release of Liability form. The tournament host must submit the physical forms to Ontario Soccer within 30 days following the event.
- b) Charitable event criteria is met when the hosting organization is a charity and are raising funds for their organization. Charities will be required to provide their charitable organization number to Ontario Soccer. If the host organization is not a charity the event will be categorized as a commercial event. Different fees apply for each category.

3. The competition is part of an International/National/Provincial Multi-Sport Games or Special Event

3.4.3 Ontario Soccer reserves the right to deny any tournament application from an unaffiliated organization.

PROCEDURE 4.0 - APPROVAL OF TOURNAMENTS

4.1 A TOURNAMENT APPLICATION FORM (TAF), must be used when applying for approval to hold a tournament. The TAF is available online.

4.2 Associations Involved In Granting Approval of Tournaments:

4.2.1 The Tournament Host Organization requires the approval of the following Associations:

Tournament Level	TAF Submission	First Approval	Second Approval	Third Approval	Fourth Approval	Fifth Approval
International	90 days	District Host	District Tournament Location	Ontario Soccer	Canada Soccer	CONCACAF
North American	60 days	District Host	District Tournament Location	Ontario Soccer		
Inter Provincial	60 days	District Host	District Tournament Location	Ontario Soccer		
Inter District	21 days	District Host	District Tournament Location			
District	21 days	District Host	District Tournament Location			



If a Tournament Host Organization submits its TAF after the above deadline, there is no guarantee that the tournament will be approved.

NOTE: In most cases the District Association of the Tournament Host Organization will be the same District Association as the District in which the tournament is being played. Therefore, the second approval will only be required if the Tournament Host Organization is playing all or part of the tournament in a District other than the one with which it is affiliated.

4.2.2 Approval Fees and Penalties

	Required Fee	Tournament Approval Submission Timeline		
		89 - 30 days before tournament	29 - 10 days before tournament	Less than 10 days before tournament
International TAF	\$125	89 - 30 days before tournament	29 - 10 days before tournament	Less than 10 days before tournament
TAF Fee with Penalty	No Penalty	\$150	\$175	\$200
North American / Inter Provincial TAF	\$25	59 - 30 days before tournament	29 - 10 days before tournament	Less than 10 days before tournament
TAF Fee with Penalty	No Fee	\$35	\$50	\$75

- 4.2.3** Notwithstanding 4.2.1 an Ontario Soccer governed League, District Association, Professional Club which is affiliated as an Associate Member of Ontario Soccer and an Ontario Soccer-Registered Academy hosting a tournament does not require District Association approval but will require the approval of Ontario Soccer.
- 4.2.4** All tournaments hosted by an Unaffiliated Organization will require the approval of Ontario Soccer and the District Association in which the tournament is played. An Unaffiliated Organization may only host an Inter-Provincial, Inter-District or District Tournament.

PROCEDURE 5.0 - TOURNAMENT REQUIREMENTS OF HOSTS

- 5.1** The Tournament Host shall require any tournament event organizers/marketers to indemnify the host club, host district and Ontario Soccer by including them all as named insureds on the organizer/marketer's insurance policy and providing a certificate from the organizer/marketer's insurer, evidencing that information, to the sanctioned host.
- 5.2** The Tournament Host shall indicate on the TAF only one Tournament Classification and will indicate one or more Age Classifications.
- 5.3** The Tournament Host for an Inter-National Class Tournament shall pay a "Tournament Host Fee", and submit its tournament rules to Ontario Soccer for approval. Ontario Soccer shall pay a fee, and submit such rules to Canada Soccer for its approval.
- 5.4** The Tournament Host for a North American Class Tournament shall pay a "Tournament Host Fee", and submit its tournament rules to Ontario Soccer for approval.



- 5.5 The Tournament Host for an Inter-Provincial shall pay a "Tournament Host Fee", and submit its tournament rules to Ontario Soccer for approval.
- 5.6 The Tournament Host for an Inter-District Tournament shall submit its tournament rules to the District Association(s) required to approve the tournament, otherwise the tournament will be governed by Ontario Soccer's tournament rules.
- 5.7 The Tournament Host must indicate on the TAF that it will comply with all of Ontario Soccer Rules, Policies, and Procedures governing tournaments.
- 5.8 Tournament rules acceptable to Ontario Soccer shall be submitted; and must include the following:
- a) Age divisions
 - b) Team eligibility
 - c) Number of games for each team
 - d) Duration of games
 - e) Number of players dressed in each game for each team
 - f) Substitution rules
 - g) Protest rules

5.9 Minimum Requirements in Tournament Rules

Team Eligibility Criteria:

- a) All teams must be registered with their Provincial, State, or National Association.
- b) Each team must include with tournament application written proof of team travel permission authorized by its governing Association.
- c) In North American and Inter-National Class Tournaments, all teams from outside Ontario must supply proof of accident/injury/illness medical insurance to the Tournament Host no later than seven days prior to the tournament.
- d) Teams may only use players who are registered with them, except as otherwise stipulated.

Duration of Games

- a) The following competitions shall not exceed the permitted time limit per day:
 - i. Under-13 and Under-14 not to exceed 150 minutes per day
 - ii. Under-15 and older not to exceed 180 minutes per day
- b) There must be a minimum of one hour between each game played by any team.

Number of Players Dressed In a Game

Teams may only dress and play up to a maximum of eighteen (18) players in each game of the tournament.

- 5.10 The Tournament Host must obtain approval, in accordance with Operational Procedure 4.0
- 5.11 Tournament rules may permit youth teams and senior teams to include additional players from another youth team from any Club (including its own), subject to the requirements of Operational Procedure 21 (Reference 7.7.1 for more details).
- 5.12 The Tournament Host shall provide team sheets which shall be completed by each team prior to each game, and which must be submitted to the referee prior to the kickoff. The competing teams must be identified on an individual team sheet their Full Team Name.



- 5.13** Except where specified, the Tournament Host shall collect team sheets and misconduct reports from match officials immediately after each game and such shall be forwarded by the Tournament Host to its District Association, or in the case of a Senior Provincial League, Senior Regional League, (if governed by Ontario Soccer) Senior District Competitive League, Youth Provincial League, Youth Regional League, (if governed by Ontario Soccer) Youth District Competitive League, to Ontario Soccer, no later than 72 hours after the last day of the tournament.
- 5.14** In all cases of alleged game official assault, the misconduct report shall be forwarded by the referee to:
- a) Ontario Soccer
 - b) Her/his District Association
 - c) The Tournament Host
- within 72 hours of the conclusion of the game.
- 5.15** Within 30 days of the final day of the tournament, all tournament Reports must be submitted to the District Association. Note: Professional Clubs and Ontario Registered Academies must submit reports to Ontario Soccer.
- 5.16** Failure to follow 5.12, 5.13 and 5.14 shall result in the following penalties at any time:
- First offence, \$1000.00 fine;
 - Second offence, \$1000.00 fine plus disqualification from hosting a tournament in the following season.
- 5.17** The tournament report shall include:
- a) A list of participating teams, identified by Team Name and Team Registration Number;
 - b) A list of teams failing to show up, identified by Team Name and Team Registration Number;
 - c) A list of teams which failed to play all their games, identified by Team Name and Team Registration Number;
 - d) A summary report of serious injuries;
 - e) Discipline summary report;
 - f) The tournament schedule and results of each game;
 - g) Any other relevant comments.
- 5.18** Failure to comply with the terms of Operational Procedures 5.1 to 5.10, will result in the tournament application (TAF) not being approved by the appropriate governing organization(s) in accordance with Operational Procedure 5.3 above. Failure to comply with terms of Operational Procedures 5.11 to 5.17 will render the Tournament Host subject to disciplinary action, including but not limited to, non-sanction of hosting any tournament in the following year, with the exception of Game Official Assaults, where the Tournament Host shall have the responsibility for overseeing that the referee report has been completed and submitted.

PROCEDURE 6.0 - TOURNAMENT REQUIREMENTS OF HOST DISTRICT ASSOCIATIONS

- 6.1**
- a) The District Association approving a tournament shall appoint, or delegate the appointment of, a discipline committee to act at the tournament.
 - b) For a tournament hosted by a Provincial League, Regional League (if governed by Ontario Soccer) District Competitive League, Ontario Soccer shall appoint, or delegate the appointment of, a discipline committee to act at the tournament.



- 6.2 a) The District Association approving a tournament shall appoint, or delegate the appointment of, referees.
 b) For a tournament hosted by a Provincial League, Regional League (if governed by Ontario Soccer) District Competitive League, Ontario Soccer shall appoint, or delegate the appointment of, referees.
- 6.3 In the event that any games in a tournament will be played outside of the Host District Association boundaries, the Host District Association must obtain permission from the District Association where the tournament games will be played.

PROCEDURE 7.0 - TOURNAMENT REQUIREMENTS FOR TEAM PARTICIPATION

- 7.1 An Under-13 or older aged team may only participate in a tournament which has been sanctioned in accordance with Ontario Soccer rules by the governing organization to which the Host Organization is affiliated.
- 7.2 The team must comply with all of the competition rules in the tournament for which it has received approval to play.
- 7.3 When applying to take part in a tournament, each team shall identify itself by providing "*Full Team Identification*" as defined in Ontario Soccer's Operational Procedures and must attach to the tournament application form written proof of permission from its Association to participate, in accordance with the following:
 Ontario teams -- District Association approval if tournament is played out-of-District;
 Other Canadian teams -- Provincial Association approval;
 U.S.A. teams -- State Association approval;
 Other teams -- National Association approval.
- Failure to comply will disqualify the team from participating in the tournament.
NOTE: This rule must be included in the written information sent by the Tournament Host to all participating teams.
- 7.4 In Inter-National Class Tournaments and North American Class Tournaments, all teams shall supply proof of accident/injury/illness medical insurance to the Tournament Host not later than seven days prior to the first day of the tournament.
- Failure to comply will disqualify the team from participating in the tournament.
NOTE: This rule must be included in the written information sent by the Tournament Host to all participating teams.
- 7.5 Each player must provide proof of registration or that player will not be allowed to play in that tournament.
- 7.6 A team entered in the Ontario Cup will not be:
 a) Eligible to enter any tournament;
 b) Given permission to participate in any tournament; or
 c) Given permission to travel to any tournament;
 which conflict(s) with the Ontario Cup age division schedule.



- 7.7** Subject to the rules of the tournament, a team shall only use players registered on it, with the exception of the following:
- 7.7.1** Club's Youth Team and a Club's Senior Team may use up to an additional three registered players from another team from any Club as guest players, each player must meet the age eligibility requirements of the tournament.
- 7.8** Notwithstanding Competitions Operational Procedure 1.4, in a tournament:
- a) A competitive youth team will be eligible to enter, and play in, a tournament for which competitive senior teams are eligible
 - b) A recreational youth team will be eligible to enter, and play in, a tournament for which recreational senior teams are eligible
 - c) An indoor youth team will be eligible to enter, and play in, a tournament for which indoor senior teams are eligible
 - d) A futsal youth team will be eligible to enter, and play in, a tournament for which futsal senior teams are eligible
 - e) A competitive girls' team will be eligible to enter, and play in, a tournament for which competitive boys' teams are eligible
 - f) A recreational girls' team will be eligible to enter, and play in, a tournament for which recreational boys' teams are eligible
 - g) An indoor girls' team will be eligible to enter, and play in, a tournament for which indoor boys' teams are eligible
 - h) A futsal girls' team will be eligible to enter, and play in, a tournament for which futsal boys' teams are eligible
 - i) A competitive mixed team will be eligible to enter, and play in, a tournament for which competitive boys' teams are eligible
 - j) A recreational mixed team will be eligible to enter, and play in, a tournament for which recreational boys' teams are eligible
 - k) An indoor mixed team will be eligible to enter, and play in, a tournament for which indoor boys' teams are eligible
 - l) A futsal mixed team will be eligible to enter, and play in, a tournament for which futsal boys' teams are eligible
 - m) A competitive girls' team will be eligible to enter, and play in, a tournament for which competitive mixed teams are eligible
 - n) A recreational girls' team will be eligible to enter, and play in, a tournament for which recreational mixed teams are eligible
 - o) An indoor girls' team will be eligible to enter, and play in, a tournament for which indoor mixed teams are eligible; and
 - p) A futsal girls' team will be eligible to enter, and play in, a tournament for which futsal mixed teams are eligible providing that the published Tournament Rules of the Tournament Host Organization permit it and subject to the approval of the District Association to which the team's Club is affiliated.



PROCEDURE 8.0 –TEAM TRAVEL TO TOURNAMENTS AND EXHIBITION GAMES (U13 AND OLDER)

- 8.1** Any travel outside a team's District, except for a scheduled league game, league playoff game, or cup game, shall be considered Team Travel.
- 8.2** An APPLICATION TO TRAVEL FORM (ATF), must be used when applying for approval to travel.
- 8.3** Approval for Team Travel for Under-13 and older aged teams shall be based on approval from the following Associations:

	Travel To	First	Second	Third
a)	Another District	District		
b)	Another Province	District		
c)	The U.S.A.	District		
d)	Another Country	District	Ontario Soccer	Canada Soccer
e)	Outside Canada by an Ontario Registered Academy	Ontario Soccer	Canada Soccer (if team is travelling outside CAN/USA)	

- 8.4** A Provincial League, Regional League and (if governed by Ontario Soccer) District Competitive League, District Association and an Ontario Registered Academy will obtain the ATF from Ontario Soccer. A Club and other leagues will obtain the ATF from their District Associations.
- 8.5** The ATF must be completed and returned to the District Association no later than:
- 7 days before travelling to another District, Province or the U.S.A.
 - 21 days before travelling to another country outside of Canada or the U.S.A.

If the ATF is submitted after the above deadline, there is no guarantee that the team travel will be approved.

Travel Permit Approval Submission Timeline			
International ATF	21 days	20 – 7 days before travel	Less than 7 days before travel
ATF Fee with Penalty	\$125	\$150	\$175

- 8.6** The ATF for a Club team requires the authorization of its Club
- 8.7** Teams travelling to the following shall pay the applicable fee to Ontario Soccer and must include with the ATF:

Another District:

- Complete Application to Travel Form (ATF) on CTMS
- Team Roster Report (SportsEngine) (for team registration verification purposes only)

Another Province:

- Complete Application to Travel Form (ATF) on CTMS
- Team Roster Report (SportsEngine) (for team registration verification purposes only)
- A copy of the sanctioning document for the approved competition
- A copy of the Competition Rules for the competition



The U.S.A:

- Complete Application to Travel Form (ATF) on CTMS
- Team Roster Report (SportsEngine) (for team registration verification purposes only)
- A copy of the sanctioning document for the approved competition
- A copy of the Competition Rules for the competition
- A copy of the team's travel insurance (either as a team, or individual names, insurance providers and policy numbers)

Another Country:

- Complete Application to Travel Form (ATF) on CTMS
- Team Roster Report (SportsEngine) (for team registration verification purposes only)
- A copy of the sanctioning document for the approved competition
- A copy of the Competition Rules for the competition
- A copy of the team's travel insurance (either as a team, or individual names, insurance providers and policy numbers)
- A copy of the Canada Soccer Travel Application Form (only for travel outside of Canada and the USA)

PROCEDURE 9.0 - FESTIVAL DEFINITIONS

9.1 A Festival shall consist of a series of games played under the following format:

- a) Played on one day;
- b) Played without the recording of scores and standings;
- c) Which prohibits trophies or awards with the exception of participation mementos
- d) Under-6 teams will play 3v3 with no goalkeeper
- e) Under-7 or Under-8 teams will play 4v4 with no goalkeeper or 5v5 with a goalkeeper
- f) Under-9 and/or Under-10 teams will play 7v7 with a goalkeeper;
- g) Under-11 and/or Under-12 teams will play 9v9 with a goalkeeper.

9.2 A Festival Host must be one of the following:

- a) Ontario Soccer
- b) A District Association
- c) An Affiliated Club
- d) An Affiliated League
- e) An Ontario Registered Academy (for Selected Charity Festivals only)

9.3 A festival will consist of small-sided soccer played under Ontario Soccer's [Grassroots Soccer Rules](#).

9.4 A Selected Charity Festival is an event hosted in Ontario by Ontario Soccer, District Association, affiliated Club, affiliated League or an Ontario Registered Academy (ORA) for any aged male and/or female teams. The objective is to provide an opportunity for charitable festivals to have both affiliated Club and ORA teams participate in the event as well as to provide these Club and ORA teams the opportunity to be part of a charitable experience

In order to be classified as a Selected Charity Festival, the event must be designated as such by Ontario Soccer's Director of Business Operations annually. Selection criteria will be determined by Ontario Soccer and only legitimate charitable events will be considered.



PROCEDURE 10.0 - FESTIVAL CLASSIFICATIONS

10.1 Festivals

The following classes of festivals are open to Under-6, Under-7, Under-8, Under-9, Under-10, Under-11 and Under-12 teams only. Under-12 and younger age groups are not eligible to participate in any tournaments.

Season	Jurisdiction	Classification	Age Group Eligibility
Outdoor	Inter-District	Development	Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams
Outdoor	District	Development	Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams
Outdoor	District	Recreational	Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams
Outdoor	Club	Recreational	Under-6, Under-7, Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams
Indoor	Inter-District	Development	Under-9, Under-10, Under-11 and Under-12 Club Teams
Indoor	District	Development	Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams
Indoor	District	Recreational	Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams
Indoor	Club	Recreational	Under-6, Under-7, Under-8, Under-9, Under-10, Under-11 and Under-12 Club Teams

10.2 Notwithstanding Operational Procedure 10.1 above, with the permission of its District Association, a team may be given permission to travel to:

- a) A District Festival hosted in a neighbouring District; and
- b) A Club Festival hosted by a neighbouring Club.

10.3 Notwithstanding Operational Procedure 10.1 above, the Host Organization may permit:

- An Under-11 or Under-12 team from another Province or from the USA;
- An Under-9 or Under-10 team from a Province or State which borders the Host Organization's District;
- To enter its Inter-District Festival.

NOTE: Team Travel procedures are subject to Procedure 8.0 - Approval for Team Travel.

PROCEDURE 11.0 - APPROVAL OF FESTIVALS

11.1 A FESTIVAL APPLICATION FORM (FAF) must be used when applying to host a festival.

11.2 The Festival Host Organization requires the approval of the District Association which the Festival Host Organization is affiliated with, as well as the District Association in which the Festival is being played, if different than the Festival Host Organization's affiliated District Association.

11.3 The FAF must be completed and returned to the Festival Hosts Organization's District Association by no later than 15 days before the first day of the Festival.

Note: If the FAF is submitted after the above deadline, there is no guarantee that the Festival will be approved.



- 11.4** The Festival Host shall indicate on the FAF only one Festival Classification and will indicate one or more Age Classifications.
- 11.5** The Festival Host must indicate in writing on the FAF that it will comply with all of Ontario Soccer Rules, Policies, and Procedures governing festivals.
- 11.6** Failure to comply with the terms of Section 11.0 will result in the festival application (FAF) not being approved by the appropriate governing organization(s) in accordance with Operational Procedure 11.2 above.
- 11.7** In the case of an Ontario Registered Academy, Ontario Soccer Approval will only be considered if the festival has been designated as a Selected Charity Festival by Ontario Soccer's Director of Business Operations and after consideration of any recommendations submitted by the District Association of the District, where the festival is being played.

PROCEDURE 12.0 - FESTIVAL RULES

- 12.1** Festivals played in Ontario will be played based on Ontario Soccer's [Game Organization Guide](#) and/or [Festival Guide](#) document.
- 12.2** Festivals may be played at the Inter-District and District classes by teams subject to the Development and Recreational Matrices.
- 12.3** Squad Eligibility:
- a) All squads must be registered with their Provincial Association or, in the case of squads from the USA, with the State Association.
 - b) When applying to take part in a festival, each squad must attach to the festival application form (FAF) written proof of "Permission To Travel" duly authorized by its governing Association, when the squad is travelling from its District Association.
 - c) In Inter-District Class Festivals, all squads from outside Ontario must supply proof of accident/injury/illness medical insurance to the Festival Host not later than seven days prior to the festival.
 - d) A squad may only use players who are registered with its Club, except as otherwise stipulated.
- 12.4** **Laws of the Game**
- All games shall be small-sided soccer played under Ontario Soccer's Grassroots Soccer Rules.
- 12.5** **Duration of Games**
- Festival games are recommended to be played in accordance with Ontario Soccer Grassroots Standards
- 12.6** **Number of Players Dressed In Each Game Day Roster**
- The number of players dressed for each Game Day Roster for a festival are recommended to follow Ontario Soccer Grassroots Standards



- 12.7 The content within Ontario Soccer's Game Organization Guide document shall apply in any instance of conflicting information with regards to all areas of Festivals organization.

PROCEDURE 13.0 - FESTIVAL REQUIREMENTS OF HOSTS

- 13.1 The Festival Host must obtain approval, in accordance with **Operational Procedure 11.0**.
- 13.2 The Festival Host must advise all participants about the "*Festival Requirements for Squad Participation*", as stipulated in **Operational Procedure 15.0**.
- 13.3 The Festival Host shall provide team sheets which shall be completed by each squad prior to each game, and which must be submitted prior to the kickoff. The competing squads must be identified on the team sheet by Team Name and Team Registration Number.
- 13.4 Within 30 days of the final day of the festival:
- a) The Festival Host of an Inter-District Festival or a District Festival must submit a festival report to its District Association
 - b) The Festival Host must collect team sheets and misconduct reports from match officials immediately after each game and such shall be forwarded by the Host to its District Association, no later than 72 hours after the last day of the tournament.
- 13.5 Failure to do so shall result in the following penalties at any time:
- First offence, \$1000.00 fine;
Second offence, \$1000.00 fine plus disqualification from hosting a festival in the following season.
- 13.6 The festival report shall include:
- a) A list of participating Clubs/Squads;
 - b) A list of Clubs/Squads failing to show up;
 - c) A list of Clubs/Squads which failed to play all their games;
 - d) A summary report of serious injuries;
 - e) Discipline summary report;
 - f) The festival schedule;
 - g) Any other relevant comments.
- 13.7 Failure to comply with the terms of Operational Procedure 14.0 will render the Festival Host subject to disciplinary action, including but not limited to, non-sanction of hosting any festival in the following year.

PROCEDURE 14.0 - FESTIVAL REQUIREMENTS OF DISTRICT ASSOCIATIONS

- 14.1 The District Association approving a festival shall appoint, or delegate the appointment of, a discipline committee to act at the festival.
- 14.2 The District Association approving a festival shall appoint, or delegate the appointment of, Game Leaders. Notwithstanding this Operational Procedure, a Game Leader may not be appointed to a festival game involving Under-6 teams.



- 14.3** Appointed Game Leaders must be certified with Ontario Soccer.
- 14.4** In the event that any games in a Festival will be played outside of the Host District Association boundaries, the Host District Association must obtain permission from the District Association where the festival games will be played.

PROCEDURE 15.0 - FESTIVAL REQUIREMENTS FOR SQUAD PARTICIPATION

- 15.1** An Under-8, Under-9, Under-10, Under-11 or Under-12 squad may only participate in a festival which has been sanctioned in accordance with Ontario Soccer rules by a District Association.
- 15.2** The squad must comply with all of the competition rules in the festival for which it has received approval to play.
- 15.3** When applying to take part in a festival, each squad shall identify itself by providing its Club name, age and gender classification; and if the festival is played outside its District, must attach to the festival application form (FAF) written proof of permission from its Association to participate, in accordance with the following:

Ontario squads - District Association approval if festival is played out-of-District;

Other Canadian squads from Border Provinces - Provincial Association approval;

U.S.A. squads from Border States - State Association approval;

Failure to comply will disqualify the squad from participating in the festival.

NOTE: This rule must be included in the written information sent by the Festival Host to all participating teams.

- 15.4** In Inter-District Festivals, all squads from Border Provinces or Border States shall supply proof of accident/injury/illness medical insurance to the Festival Host not later than seven days prior to the first day of the festival.

Failure to comply will disqualify the squad from participating in the festival.

NOTE: This rule must be included in the written information sent by the Festival Host to all participating squads.

- 15.5** A squad shall only use players who are registered with its Club and each player must provide the appropriate registration document or that player will not be allowed to play in that festival.

PROCEDURE 16.0 –SQUAD TRAVEL TO FESTIVALS AND EXHIBITION GAMES (U9 TO U12)

- 16.1** Any travel outside a squad's District, except for a scheduled league game, shall be considered Squad Travel.
- 16.2** An APPLICATION TO TRAVEL FORM (ATF), must be used when applying for approval to travel.
- 16.3** Squad Travel shall be based on the following:
- a) Under-11 and Under-12 age groups may travel 60 minutes one way outside of the District boundaries.
 - b) Under-9 and Under-10 age groups may travel 60 minutes one way outside of the District boundaries.



- c) Under-8 age groups may travel within District boundaries.

Notwithstanding this Operational Procedure, a District Association may approve squad travel beyond the above time travel when there is no suitable competition within the time allotted for squad travel.

- 16.4** Under-7 and younger aged age groups participate in club focused development programs, therefore no travel is required beyond their club.
- 16.5** Notwithstanding Operational Procedure 16.3 above, Grassroots players may be given permission to travel to a limited number of Memorable Events per year for cultural experiences and learning. The Memorable Event will be based in accordance with Ontario Soccer's Grassroots Standards.
- 16.6** Approval to travel is required from the following Associations:

	<u>Travel To</u>	<u>Approval By</u>
a)	Another District	District Association
b)	A Border Province	District Association
c)	A Border State in USA	District Association

- 16.7** The ATF must be completed and returned to the District Association no later than 7 days before travelling to another District, Border Province or to a Border State in the U.S.A.

If the ATF is submitted after the above deadline, there is no guarantee that the squad travel will be approved.

- 16.8** The ATF for a Club squad requires the authorization of its Club.

PROCEDURE 17.0 - EXHIBITION GAMES

- 17.1** An exhibition game is a game arranged between two teams of registered players with a registered Match Official, which is not a scheduled league game, play-off game, cup game, tournament game or festival game. Exhibition games have no stats, standings or set schedule of games. An exhibition game may also include one team of registered players playing against:

- A college team, providing that Ontario Soccer has an adequate written agreement with the Ontario Colleges Athletic Association regarding the liability pertaining to the college team's participants;
- An university team, providing that Ontario Soccer has an adequate written agreement with the Ontario University Athletics regarding the liability pertaining to the university team's participants; and
- A team operated by an Ontario Registered Academy.

- 17.2** Eligibility to Play in Exhibition Games

- An Under-7 or younger age group is not eligible to participate in an exhibition game.
- An Under-13 or older aged team is eligible to participate in an exhibition game subject to Operational Procedure 18.0 - Approval of Exhibition Games.
- An Under 8, Under-9, Under-10, Under-11 and Under-12 player is eligible to play in an exhibition game providing that
 - The player has not already played in a league game, festival or another exhibition during that week
 - The player will not exceed the maximum 20 competition days permitted during one season as a result of that game
 - The exhibition game meets all of the criteria in the Ontario Soccer Grassroots Standards.



- 17.3** An Exhibition Game Host must be one of the following:
- Ontario Soccer
 - A District Association
 - An Affiliated Club
 - An Affiliated League
 - An Ontario Registered Academy hosting a team from outside Ontario
- 17.4** Notwithstanding Competitions Operational Procedure 1.6, in an exhibition game:
- A competitive team may play against a recreational team
 - A youth team may play against a senior team
 - A senior amateur team may play against a professional team
 - A female team may play against a male team or a mixed team
 - A mixed team may play against a male team
- 17.5** Each player must provide the appropriate registration document or that player will not be allowed to play in the exhibition game.
- 17.5.1** The Exhibition Game Rules may permit Under-13 and older aged teams to include players registered with other Clubs.
- 17.6** The Exhibition Game Host shall collect Ontario Soccer Exhibition Game team sheets that include Team Name and (if applicable) Team Registration Number for each team and misconduct reports from the referee immediately after each game and shall forward such to its District Association, or to Ontario Soccer for games approved by Ontario Soccer, no later than 48 hours after the game.
- 17.7** Ontario Soccer, or District Association, approving an Exhibition Game shall appoint, or delegate the appointment of, referees.
- 17.8** Exhibition games involving foreign professional teams shall comply with the Rules and Regulations of Canada Soccer.

PROCEDURE 18.0 - APPROVAL OF EXHIBITION GAMES

- 18.1** An *Application to Host Exhibition Game* (AHEG) form, must be used when applying for approval to play an exhibition game. Each team must provide "*Full Team Identification*" as defined in Ontario Soccer's published rules.
- 18.2** The Application to Host Exhibition Game (AHEG) form will be submitted online through Ontario Soccer forms website.
- 18.3** Approval for an exhibition game to be played in Ontario is required from the following Associations:

Game Involving	Submission Timeline	Required Fee	Late submission penalty	First	Second	Third
Ontario teams				District Association		
Other Canadian team (Out of Province)	10 Days	\$25	\$50	District Association	Ontario Soccer	
Team from outside Canada	21 Days	\$125	\$150	District Association	Ontario Soccer	Canada Soccer



Team from outside Province to play an Ontario Registered Academy				Ontario Soccer	Canada Soccer (if the team is from outside Canada and U.S.A.)	
Ontario College or university team to play an Ontario Club Team				District Association		
Ontario Club Team to play against an Ontario Soccer Registered Academy Team (Hosted by Ontario Club only)				District Association		

- 18.4** With the exception of the above mentioned teams, each participating team shall supply the exhibition Game Host with written proof of permission from its Association to participate in the exhibition game, in accordance with the following:
- Ontario Teams – District Association approval
 - Other Canadian Teams – Provincial Association approval
 - USA Teams – State Association approval
 - Other Teams – National Association approval
- 18.5** Teams from outside of Canada must supply proof of accident/injury/illness medical insurance to the exhibition game host prior to participating in an exhibition game.
- 18.6** An exhibition game between an Ontario Team against an Ontario Registered Academy team may only be hosted by the Ontario Club.
- 18.7** A team entered in the Ontario Cup will not be eligible to play in any exhibition game, given permission to host any exhibition game, or given permission to travel to any exhibition game which conflicts with the Ontario Cup schedule.
- 18.8 Blanket Permission to Play Exhibition Games**
- Ontario Soccer may grant blanket written permission to any league governed by Ontario Soccer to authorize exhibition games which only involve teams belonging to that affiliated league.
 - A District Association may grant blanket written permission to any Club affiliated to the District to authorize exhibition games which only involve teams within the Club.
- 18.9** The AHEG must be completed and returned to the District Association, or in the case of an Ontario Soccer-Registered Academy to Ontario Soccer, by no later than:
- 72 hours before an exhibition game involving 2 Ontario teams.
 - 10 days before an exhibition game involving a team from another province or from the U.S.A.
 - 21 days before an exhibition game involving a team from outside Canada or the U.S.A.

If the AHEG is submitted after the above deadline, there is no guarantee that the exhibition game will be approved.



PROCEDURE 19.0 - CUP COMPETITIONS

- 19.1 A Cup Competition shall be organized and run by one of the following:
- Ontario Soccer;
 - A District Association;
 - An affiliated League for its Member Clubs;
 - An affiliated Club.
- 19.2 A player shall not play for more than one team in any one Cup Competition.
- 19.3 Cup Competitions operated by Ontario Soccer takes precedence over all other Ontario Soccer sanctioned Cup Competitions
- 19.4 Ontario Registered Academies are not permitted to play in the Ontario Cup competition.

PROCEDURE 20.0 - ONTARIO CUP

- 20.1 The Ontario Soccer Centre in Vaughan shall be the permanent site of the Ontario Cup Finals. A District Association may submit a bid to host the Ontario Cup Finals as an alternate site to The Ontario Soccer Centre.
- 20.2 The team that emerges from the game or tournament round(s) of the competition in Northeastern Ontario shall be allowed to enter the last sixteen teams still competing in the Ontario Cup in that age group.
- 20.3 When a division of the Ontario Cup is based on the "single-game knockout" format with no tournament rounds, Senior Provincial League teams will enter the competition in the following rounds for that division:
- Eight spots in the third round of the Ontario Cup shall be allotted for teams in the Senior Elite Provincial Women's League;
 - Sixteen spots in the second round of the Ontario Cup shall be allotted for teams in the Senior Elite Provincial Men's League;

PROCEDURE 21.0 - PLAYING FOR A TEAM TO WHICH A PLAYER IS NOT REGISTERED

- 21.1 A player registered on an Under-13 or older aged team may play for a team to which he/she is not registered only under one of the following conditions:
- He/she plays with a "**TEMPORARY ELIGIBILITY PERMIT**" (TEP): (Currently registered with a club affiliated to Ontario Soccer or Canada Soccer.)
 - plays up in a league game for a higher level Club Team of a Club other than one with which he/she is registered,
 - plays as a guest player in a tournament (subject to tournament rules) or exhibition game (subject to the agreement of both teams) with a Club other than one with which he/she is registered
 - He/she plays with a "**SHORT TERM REGISTRATION PERMIT**"; (not affiliated to Ontario Soccer or Canada Soccer)
 - plays as a guest player in a tournament (subject to tournament rules) or exhibition game (subject to the agreement of both teams)



3. He/she plays as a **CALL UP** player with permission of his/her club, for another Club Team within the same Club to which he/she is registered, subject to the following:
 - a. plays up in a league game or a cup game for a higher level Club Team
 - b. plays as a guest player in a tournament (subject to tournament rules) or exhibition game (subject to the agreement of both teams) with a Club Team within the same Club;

NOTE: A League or District Association, or the competition rules, may impose limitations on such movement within a Club, provided that the limitations are applied consistently);

4. His/her Club permits him/her to play for another team within the same Local League in which he/she is registered to play;
5. A Senior League may permit player movement both upwards (ie., to a higher level team) and downwards (ie., to a lower level team) between senior teams of the same Club and such movement shall be subject to that league's published rules;
6. He/she plays for a Canada Soccer, Ontario Soccer, District Association, or League All-Star Team;
7. His/her Club permits him/her to play for a Professional Team (ie., a higher level Club team) with which his/her Club has an "Player Movement Form Agreement - Amateur and Professional";
8. A youth player registered with a Club that operates youth teams is permitted by his/her Club to play for a higher level Club Team in a Club that operates senior teams, subject to an "Player Movement Form Agreement - Senior Amateur and Youth Amateur" between the two clubs; or
9. With the permission of the District Association, a youth player registered with a Club that operates youth teams is permitted by his/her Club to play for a higher level Club Team in another Club that operates youth teams, subject to an "**Player Movement Form Agreement - Youth to Youth**" between the two clubs.

21.2 In all cases in which a player is playing for an outdoor competitive team or an indoor team under one of the conditions in Operational Procedure 22.1 above, the player must possess an "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" and have such document available for presentation at the game in which he/she is playing. Failure to present the "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" shall render the player ineligible to play in that game.

21.3 A higher level team shall be defined as a team which meets any of the following criteria:

- a) Registered in a higher team age classification;
- b) Registered in a higher player classification;
- c) Registered in a higher team classification;
- d) Playing in a higher league level; or
- e) Playing in a higher division of the same league

21.4 The hierarchy of age classifications, player classifications, team classifications, and league levels shall be as follows:

Team's Age Classification	Player Classification	Team Classification	League Levels
Open Age	Professional	Competitive	National League
Under-21	Senior Amateur	Recreational	Provincial League
Under-20	Youth Amateur		Regional League
Under-19			District Competitive League
Under-18			District Recreational League



Under-17		Local League
Under-16		
Under-15		
Under-14		
Under-13		

NOTES:

The above levels are in descending order from the top.

The hierarchy of "division levels" shall be determined by each league.

- 21.5** If a player is registered as both a competitive player and a recreational player, he/she may only play up to a higher level team, from the competitive team registration.
- 21.6** Procedures for "playing up" to, or playing as a Trial Player for Grassroots player (Under-12 or younger aged group) is in Section 6.0 Game Types.

PROCEDURE 22.0 - TEMPORARY ELIGIBILITY PERMIT (TEP)

- 22.1** Any Under-13 and older player registered with Ontario Soccer or another Provincial Association affiliated to Canada Soccer is eligible to obtain a **TEMPORARY ELIGIBILITY PERMIT** which shall entitle the player, subject to Operational Procedure 21.0, to play for a registered Club Team of a Club other than the one with which he/she is registered in a game of any registered league or sanctioned competition.
- 22.2** A player registered on a Club Team shall be allowed a Temporary Eligibility Permit to play on a District Association's team in a Provincial League or Regional League providing that he/she is a resident of the District.
- 22.3** A "TEMPORARY ELIGIBILITY PERMIT" being used to play for an amateur team must be validated by the District Association with which the team, from which he/she is playing up, is registered. A District Association may not delegate to any other organization or individual the function of validating such document. A District Association may not validate a "TEMPORARY ELIGIBILITY PERMIT" unless all sections of the form have been properly completed. The validation of a "TEMPORARY ELIGIBILITY PERMIT" being used to play for a professional team is subject to League Procedures.
- 22.4** A player using a "TEMPORARY ELIGIBILITY PERMIT" in order to be eligible to play for an outdoor competitive team or an indoor team must also possess an "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" available for presentation at the game. Failure to present the "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" shall render the player ineligible to play in that game.
- 22.5** A "TEMPORARY ELIGIBILITY PERMIT" is not valid for amateur cup competitions.
- 22.6** A player shall be entitled to three "TEMPORARY ELIGIBILITY PERMITS" to play for an amateur team during each playing season. An outdoor playing season and an indoor playing season shall be considered as different playing seasons. The maximum number of "TEMPORARY ELIGIBILITY PERMITS" to play for a professional team is subject to League Procedures.



- 22.7** The District Association with which the team, from which he/she is playing up, is registered shall be responsible for maintaining a record of the number of "TEMPORARY ELIGIBILITY PERMITS" assigned to the player when playing for an amateur team.
- 22.8** In a tournament, a "TEMPORARY ELIGIBILITY PERMIT" must be used by any player playing for a Club Team, other than one with which he/she is registered, subject to the following conditions:
- a) The tournament rules permit guest players;
 - b) The number of guest players does not exceed the tournament rules or Ontario Soccer Published Rules on Competitions, Operational Procedure 8.0.
 - c) If the tournament is classified as permitting competitive teams only, the player has an "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" available for presentation at each game in which he/she plays;
 - d) The "TEMPORARY ELIGIBILITY PERMIT" entitles the player to play in all of the games in the tournament; and
 - e) The District Association has stipulated for which tournament the "TEMPORARY ELIGIBILITY PERMIT" is valid.
- 22.9** A League or a District Association or the competition rules may impose limitations on the use of "TEMPORARY ELIGIBILITY PERMITS", provided that the limitations are applied consistently.
- 22.10** The policies governing "TEMPORARY ELIGIBILITY PERMITS" for play on a professional team are outlined in League Operational Procedure.



SECTION 9 - LEAGUES

PROCEDURE 1.0 – PYRAMID FOR PLAY

- 1.1 The Pyramid for Play in Ontario is a hierarchy of leagues structured in such a way as to provide opportunities for competition at Local, District, Regional and Provincial Levels.
- 1.2 This is done by:
- a) Providing a progressive structure of leagues from the Local level to the Provincial level;
 - b) Developing policies governing entry to, and participation in, each level of the league system to ensure that progressively higher demands on skill and competitive ability are required at higher levels of the Pyramid; and
 - c) Striving to ensure competitive balance within each league and among all leagues at the same level in the Pyramid.

PROCEDURE 2.0 – LEAGUE CATEGORIES

- 2.1 A League Category is defined by its:
- a) League Level
 - b) League Status
 - c) League Classification
 - d) League Season
 - e) League Gender
 - f) League Age Division
- 2.2 Subject to the approval of its governing organization and the Published Rules, a league may be categorized under one or more different types of League Level, League Status, League Classification, League Playing Season, League Gender, and League Age Division.
- 2.3 With the exception of "Leagues Above Ontario Soccer Pyramid Structure", the levels of play within the Pyramid For Play will be based on the League Levels. In the Soccer for Life Youth Pyramid For Play, a Youth Regional League will provide the highest level of competition; In the Senior Pyramid For Play, a Senior Provincial League will provide the highest level of competition.
- 2.4 A League may operate other age division(s) as approved by its governing organization.
- 2.5 Leagues in Ontario are structured as per the table below:



LEAGUE LEVEL	LEAGUE STATUS	LEAGUE CLASSIFICATION	LEAGUE PLAYING SEASON	LEAGUE GENDER	LEAGUE AGE DIVISIONS	LEAGUE GOVERNANCE
Leagues Above or Outside Ontario Soccer Pyramid For Play Structure - International Leagues and National Leagues	Amateur or Professional or Semi-Professional	Senior Outdoor Competitive	Outdoor	Male or Female	Open Age Under-23 Under-22 Under-21 Under-20 Under-19	
	Amateur or Professional or Semi-Professional	Senior Indoor or Senior Futsal	Indoor	Male or Female	Open Age Under-23 Under-22 Under-21 Under-20 Under-19	
	Amateur	Youth Outdoor Competitive	Outdoor	Male or Female	Under-18 Under-17 Under-16 Under-15	
	Amateur	Youth Indoor or Youth Futsal	Indoor	Male or Female	Under-18 Under-17 Under-16 Under-15	
Senior Provincial League	Amateur May only include amateur teams	Senior Outdoor Competitive	Outdoor	Male or Female	Open Age Under-21 Under-20 Under-19	Only 1 Provincial League permitted
	Pro-Am <i>*Provincial Pro-Am League must include semi-professional teams and may include amateur teams</i>	Senior Indoor or Senior Futsal	Indoor	Male or Female	Open Age Under-21 Under-20 Under-19	
Senior Regional League	Amateur	Senior Outdoor Competitive	Outdoor	Male or Female	Open Age Under-21 Under-20	



					Under-19	
		Senior Indoor or Senior Futsal	Indoor	Male or Female	Open Age Under-21 Under-20 Under-19	
Youth Regional League	Amateur	Youth Outdoor Competitive	Outdoor	Male or Female	Under-18 Under-17 Under-16 Under-15 Under-14	
		Youth Indoor or Youth Futsal	Indoor	Male or Female	Under-18 Under-17 Under-16 Under-15 Under-14	
Senior District Competitive League	Amateur	Senior Outdoor Competitive	Outdoor	Male or Female	Open Age Under-21 Under-20 Under-19	Only 1 District Competitive League permitted to operate in each District
		Senior Indoor or Senior Futsal	Indoor	Male or Female	Open Age Under-21 Under-20 Under-19	
Youth District Competitive League	Amateur	Youth Outdoor Competitive	Outdoor	Male or Female	Under-18 Under-17 Under-16 Under-15 Under-14 Under-13	Only 1 District Competitive League permitted to operate in each District
		Youth Indoor or Youth Futsal	Indoor	Male or Female	Under-18 Under-17 Under-16 Under-15 Under-14 Under-13	
Senior District Recreational League	Amateur	Senior Outdoor Recreational	Outdoor	Male or Female	Open Age Under-21 Under-20 Under-19	District Association may approve the operation of one or more



		Senior Indoor or Senior Futsal	Indoor	Male or Female	Open Age Under-21 Under-20 Under-19	District Recreational League(s)
Youth District Recreational League	Amateur	Youth Outdoor Recreational	Outdoor	Male, Female, or Mixed	Under-18 Under-17 Under-16 Under-15 Under-14 Under-13	District Association may approve the operation of one or more District Recreational League(s)
		Youth Indoor or Youth Futsal	Indoor	Male, Female, or Mixed	Under-18 Under-17 Under-16 Under-15 Under-14 Under-13	
Senior Local League	Amateur	Senior Outdoor Recreational (11- a-side) or Senior Outdoor Recreational (5-a- side)	Outdoor	Male, Female, or Mixed	Open Age Under-21 Under-20 Under-19 Over-30 Over-35 Over-40 Over-45 Over-50	District Association may approve the operation of one or more Local League(s)
		Senior Indoor or Senior Futsal	Indoor	Male, Female, or Mixed	Open Age Under-21 Under-20 Under-19 Over-30 Over-35 Over-40 Over-45 Over-50	



Youth Local League	Amateur	Youth Outdoor Recreational	Outdoor	Male, Female, or Mixed	Under-18 Under-17 Under-16 Under-15 Under-14 Under-13	District Association may approve the operation of one or more Local League(s)
		Youth Indoor or Youth Futsal	Indoor	Male, Female, or Mixed	Under-18 Under-17 Under-16 Under-15 Under-14 Under-13	
Grassroots District Development League	Amateur	Learning To Train Outdoor	Outdoor	Male, Female, or Mixed	Under-12 Under-11 Under-10 Under-9	
		Learning To Train Indoor/Futsal	Indoor	Male, Female, or Mixed	Under-12 Under-11 Under-10 Under-9	
Grassroots Local Recreational League	Amateur	Learning To Train Outdoor	Outdoor	Male, Female, or Mixed	Under-12 Under-11 Under-10 Under-9	
		Learning To Train Indoor/Futsal	Indoor	Male, Female, or Mixed	Under-12 Under-11 Under-10 Under-9	

PROCEDURE 3.0 – LEAGUE FUNCTIONS AND OPERATIONS

- 3.1** A league shall:
- Be required to obtain permission from its governing organization to operate on an annual basis and shall operate under the jurisdiction and supervision of its governing organization.
 - Affiliate, as an Associate Member, with a governing organization and be subject to the Governing Documents of that organization and all higher governing organizations. Such delegation may be withdrawn at any time with proper notice and reason.
 - Provide scheduled games for its members, in a division(s) or conference(s).
 - Consist of Clubs/Ontario Registered Academies (where eligible) as members.
- 3.2** A league shall provide annually to its governing organization;



- a) A copy of the latest publication of its Constitution
- b) A list of its officers
- c) A financial statement on its previous year's operations
- d) Additional items to be submitted as required by the governing organization

3.3 A league shall approve the applications of Clubs to enter teams in its league based on:

- a) Its membership criteria and requirements which are annually approved by its governing organization;
- b) Subject to any appeal to, and final approval from, its governing organization.

3.4 The following teams are eligible to play in leagues:

- a) Club Teams
- b) Ontario Registered Academy Teams are eligible to play in the Ontario Soccer League, Ontario Women's Soccer League, League 1 Ontario and the Ontario Player Development League.

3.5 A league may:

- a) Provide cup competitions for its teams only, and following completion of its regularly scheduled games may provide a play-off competition or similar format of play.
- b) Host a tournament in accordance with Ontario Soccer policies and procedures governing tournaments.
- c) Set a deadline after which no players can be added to a team's roster for playing games in that league.

3.6 The following leagues:

- a) District Competitive Outdoor League
- b) Regional Outdoor League
- c) Provincial Outdoor League
 - a. Shall have competitive divisions comprised of competitive teams. There is no promotion and relegation of the teams between the competitive divisions and the recreational divisions except where stipulated below;
 - b. District Competitive League which is governed by a District Association and which includes both District Competitive and District Recreational Divisions may be given permission by its District Association to have promotion and relegation between the District Competitive and District Recreational Divisions.

3.7 **Provincial, Regional** or (if governed directly by Ontario Soccer) **District Competitive Leagues** may either be:

- a) Run directly by Ontario Soccer under the supervision of a League Board/Executive/League Governing Committee appointed by Ontario Soccer, (If run directly by Ontario Soccer, the rules of the league shall be as set out in the rules and regulations of Ontario Soccer)
- b) Run as a separate entity with its own By-Laws, rules and regulations annually delegated to another league to operate, (If run as a separate entity, or if delegated to another league to operate, the league shall be administered in accordance with the league's By-Laws, rules and regulations and be subject to the supervision of a League Board/Executive which is elected by the Member Clubs of that League.)
- c) Each Regional league will have a board which is composed solely of one representative of each district in that region. In a league that encompasses fewer than four districts the board will be composed of two representatives from each district.

3.8 A **District Competitive League** may either be:

- a) Run directly by the District Association under the supervision of a League Board/Executive/League Governing Committee appointed by the District Association, (If run directly by the District Association, the rules of the league shall be as set out in the rules and regulations of the District Association.)



- b) Run as a separate entity with its own By-Laws and rules and regulations annually delegated to another league to operate (If run as a separate entity, or if delegated to another league to operate, the league shall be administered in accordance with the league's By-Laws and its rules and regulations and be subject to the supervision of a League Board/Executive which is elected by the Member Clubs of that League.)
- 3.9** A league Executive Committee or Committee/Staff delegated shall be responsible for the day-to-day administration of the league. The league Executive Committee shall be elected by the member clubs of the league.
- 3.10** A league shall be administered in accordance with the league's By-Laws, rules and regulations. Any changes to the By-Laws shall be as approved by the member clubs and ratified by its governing organization. Changes to the rules and regulations may be made by the league Executive Committee and must be ratified by the member clubs at the next general meeting of the league.
- 3.11** In the event that any article of the league By-Laws or rules and regulations conflicts with the Governing Documents of Ontario Soccer or Canada Soccer, the provisions of Ontario Soccer or Canada Soccer Governing Documents shall take precedence.
- 3.12** If delegated by its governing organization, a league shall control the discipline of its teams, players, team staff and club officials involved in league activities only, and appoint referees to officiate games under its jurisdiction.
- 3.13** A Regional or District League shall be open to any team in an adjacent Region or District which does not operate an equivalent level of League play, subject to:
- a) Ontario Soccer Competitions Management Committee approval at Regional Level,
 - b) Both Districts approval at District League level for both Youth and Senior categories
- 3.14** Each Outdoor Youth District Competitive League and Outdoor Youth District Recreational League must operate entirely within the boundaries of the District Association which has sanctioned the League, unless:
- a) The League includes Teams from other Districts, in which case these teams may host their home games in their home District, or;
 - b) Another District Association has approved the League to schedule games within that District.

PROCEDURE 4.0 – SENIOR LEAGUES

- 4.1** A Senior Provincial League may operate Regional Divisions based in one or more Regions.
- 4.2** If a District Association permits a Senior District Competitive League or a Senior District Recreational League to be run as a separate entity the league may be formed and operated by its member Clubs.
- a) The League shall annually apply to their District Association(s) for approval to operate;
 - b) The League Executive Committee shall be elected by the representatives of the Member Clubs.

PROCEDURE 5.0 – LOCAL LEAGUES

- 5.1** A Local League shall be formed by its governing Club (s) and may be operated by one or more Club(s).
- 5.2** A Club or Clubs which operate a Youth Local League shall have a designated Club Head Referee.
- 5.3** Each Indoor and Outdoor Youth Local League must operate entirely within the boundaries of the District Association which has sanctioned the League, unless:



- a) The League includes Club registered to other Districts, in which case these Clubs may host their home games in their home District, or
- b) Another District Association has approved the League to schedule games within that District.

PROCEDURE 6.0 – JURISDICTION

6.1 Leagues shall be governed as follows:

a) The following leagues shall affiliate with **Canada Soccer**:

- A National League

b) The following *Leagues* shall affiliate with **Ontario Soccer**:

- Provincial Leagues
- Regional Leagues
- District Competitive League in which no District Association has more than 51% of the teams in the league or a league in which more than 51% of the teams are from one District Association but that District Association permits Ontario Soccer to govern the league.

c) The following shall affiliate with a **District Association**:

- District Competitive League shall affiliate with the District Association which has more than 51% of the teams in that league.
- District Recreational League shall affiliate with the District Association which has the most teams in that league.
- Grassroots District Development League shall affiliate with the District Association which has the most teams in that league.

d) The following Leagues shall be operated by a **Club**:

- A Local League (recreational “house league” only)
- A Grassroots Local League

e) Educational or Other Leagues shall:

- affiliate, as an Associate Member, with Ontario Soccer or a District Association

6.2 A District Competitive League or District Recreational League may be governed by one or more District Associations. If a District Competitive League or District Recreational League is governed by a single District Association, its league boundaries may overlap two or more Districts.

6.3 If a League operates at more than one league level, it shall affiliate with the governing organization of its highest level and be subject to governance and the Published Rules of that Governing Organization.

PROCEDURE 7.0 – REGIONAL LEAGUES AND BOUNDARIES

7.1 For the purposes of the Pyramid for Play, the Province of Ontario will be divided into the following Regions:

- a) **West Region** which shall be comprised of the District Associations of Elgin Middlesex, Essex County, Lambton Kent and South-West Regional;



- b) **South Region** which shall be comprised of the District Associations of Hamilton and District, Niagara, and Peel Halton;
- c) **Central Region** which shall be comprised of the District Associations of Durham Region, East Central Ontario, Toronto, Huronia District, North York, Scarborough, and York Region;
- d) **East Region** which shall be comprised of the District Associations of Eastern Ontario District, and Southeast Ontario;
- e) **North Region** which shall be comprised of the District Associations of Sault Amateur, Soccer Northeastern Ontario, Soccer North, Soccer Northwest, and Sudbury Regional.

7.2 Ontario Soccer Competitions Management Committee is responsible for re-defining boundaries in accordance with the LTPD Soccer For Life principles.

PROCEDURE 8.0 – FORMATION OF LEAGUES

- 8.1 A Provincial League or Regional League shall be formed by Ontario Soccer.
- 8.2 A District Competitive League or District Recreational League shall be formed by District Associations.
- 8.3 District Associations wishing to form a new District Competitive League (to be governed by Ontario Soccer) shall apply to Ontario Soccer by no later than:
 - a) November 1 (for an outdoor league) or;
 - b) June 1 (for an indoor league)

and after a review of its application by Ontario Soccer Competitions Management Committee and consultation with the District Associations involved will require the approval of Ontario Soccer's Chief Executive Officer.
- 8.4 A District Association which currently participates in a District Competitive League (governed by Ontario Soccer) and intends to form its own:
 - a) District Competitive League (governed by the District Association); or
 - b) to become part of another District Competitive League (governed by Ontario Soccer)

must notify Ontario Soccer by November 1 (for an outdoor league) and by June 1 (for an indoor league).
- 8.5 In a league's first year of operation, the league Executive Committee shall be appointed by the league's governing organization.

PROCEDURE 9.0 – APPLICATION TO EXPAND/RESTRUCTURE A LEAGUES GOVERNED BY ONTARIO SOCCER

- 9.1 For the purpose of defining League expansion and/or restructuring, an allowable League expansion or restructuring must be within the same League Status, League Playing Season and League Gender.
- 9.2 An existing league may apply to expand its number of divisions or restructure its divisions in accordance with the following conditions:
 - a) The League shall apply to Ontario Soccer on a form provided by Ontario Soccer and shall submit such application by no later than August 1 of the year preceding the expansion/restructuring (for an outdoor league) or by no later than November 1 preceding the expansion or restructuring (for an indoor league);



- b) Ontario Soccer's Competitions Management Committee shall review all applications;
- c) All District Associations and existing Leagues shall be advised of the application;
- d) Ontario Soccer's Competitions Management Committee shall make a recommendation to the Chief Executive Officer about approval of the application, in principle.
- e) If the Chief Executive Officer approves, in principle, a Club/Ontario Registered Academy(where eligible) may apply to enter a league by:
 - a. November 30 (for an outdoor amateur league) or
 - b. By June 30 (for an indoor amateur league) or
 - c. By July 1 (for a Provincial Semi-Professional league)
 Preceding the league's first season of expansion or restructuring
- f) Ontario Soccer's Competitions Management Committee shall give final approval for an existing league to expand or restructure subject to the terms of league operations being approved.

Notwithstanding the timelines above, applications can be submitted and Ontario Soccer's Competitions Management Committee and the Chief Executive Officer may approve these applications when the specified timelines have not been met.

PROCEDURE 10.0 – TERMS OF LEAGUE OPERATIONS FOR LEAGUES GOVERNED BY ONTARIO SOCCER

- 10.1** The following leagues shall have their Terms of League Operations approved annually by Ontario Soccer Competitions Management Committee:
- a) Provincial Leagues
 - b) Regional Leagues
 - c) District Competitive League (if governed by Ontario Soccer)
- 10.2** Each League shall annually sign an agreement within ten days of approval of its Terms of League Operations. In such agreement, the league shall agree to abide by the Published Rules of Ontario Soccer, the approved Terms of League Operations, and the decisions made by the Board of Directors; failing which, it will be subject to disciplinary action as outlined in Operational Procedures.
- 10.3** Each league shall comply with its Terms of League Operations which shall include, but not be limited to, the following:
- a) Have fulfilled the requirements for Associate Membership in Ontario Soccer and,
 - b) Operate in compliance with its By-Laws, Rules and Regulations
 - c) Each league shall have its annual budget, including team fees, fines, and all other financial items, approved at a General Meeting of its Member Clubs.
 - d) Each league's Published Rules shall not prohibit a person who is affiliated to a Club, League, or other soccer organization from being nominated or elected to a position on its Board of Directors, Executive Committee, or an equivalent governing council.
 - e) The League Categories (i.e. Level, Status, Classification, Playing Season, Gender, Age Division(s)) shall be identified.



- f) The league's geographical location (i.e. Ontario for a Provincial League and the specific Region for Regional Leagues, etc.) shall be identified.
 - g) The names of each of its divisions and the names of the teams to play in each division. (Teams in Leagues)
 - h) Each League must make available to Ontario Soccer, upon request, an up-to-date list of its teams, team contact persons, team addresses, and team telephone numbers.
 - i) Each League's Fiscal Year must end following the end of its playing season and before December 31.
 - j) The Annual Meeting of an amateur League must be held within 90 days following the end of the League's fiscal year.
 - k) Ontario Soccer must receive a Notice of each of the league's General Meetings, be entitled to send (a) representative(s) to such meetings, and receive a copy of the Minutes of all of the league's General Meetings.
 - l) Upon the request of Ontario Soccer a Notice of each league's Board of Directors' meetings shall be provided to Ontario Soccer which will be entitled to send (a) representative(s) to such meetings, and receive a copy of the Minutes of such Meetings.
 - m) Referee appointments may be delegated to an amateur league by Ontario Soccer and shall be done in accordance with criteria and standards established by Ontario Soccer. If an amateur league fails to comply with such criteria and/or standards, the delegation of referee appointments may be rescinded by Ontario Soccer.
 - n) Each Outdoor League shall appoint a referee to all of the games in all of its divisions and assistant referees as specified in its Terms of League Operations.
 - o) Each Outdoor League shall submit its schedule of referee fees to Ontario Soccer by no later than February 15 of each year. Each Indoor League shall submit its schedule of referee fees to Ontario Soccer by no later than October 15 of each year.
 - p) Discipline pertaining to league activities may be delegated to the league and shall be done in accordance with Ontario Soccer Policies and Procedures. If the league fails to comply, the delegation of discipline may be rescinded by Ontario Soccer.
 - q) Ontario Soccer shall be entitled to send (an) observer(s) to all discipline hearings, and receive a copy of the results of each discipline case.
 - r) The league must submit its Rules and Regulations, Membership Criteria and Promotion/Relegation Criteria to Ontario Soccer.
 - s) The league shall recognize and enforce all suspensions levied by Ontario Soccer for misconduct occurring in Ontario Cup games.
 - t) The league may conduct post-season competition with other leagues but, such competition must be approved by Ontario Soccer.
 - u) A S4L league may operate League All-Star Teams which may participate in competitions and may travel outside of Ontario, only with the approval of Ontario Soccer.
 - v) Ontario Soccer may appoint a representative to serve as a non-voting member on the Board of Directors (or its equivalent) of each League.
- 10.4** Ontario Soccer may impose a performance bond, not to exceed \$5,000.00 for each function, on a league regarding the delegation of the "Match Official appointments" function or the "discipline" function; and if the



league fails to fulfill its responsibilities regarding the delegated function(s), the governing organization may retain the bond in full, or in part, at its discretion.

10.5 Failure to abide by any term of the Terms of League Operations, shall render a League subject to disciplinary action by Ontario Soccer including, but not limited to, one or more of the following:

- a) Forfeiture of the league's bond with Ontario Soccer;
- b) A fine levied to the league;
- c) Withdrawal of some of the Terms of League Operations;
- d) The immediate withdrawal of Ontario Soccer approval to operate; and
- e) If d) above is implemented, and upon the request of 50% of the league's membership, Ontario Soccer may reinstate the league under conditions that are mutually acceptable by the League's membership and Ontario Soccer.

10.6 Approval of Terms of League Operations for Leagues Governed By Ontario Soccer

10.6.1 Each league shall annually apply to Ontario Soccer for approval to operate during the next playing season as part of the annual Ontario Soccer Membership Renewal process. If the league membership renewal is approved by Ontario Soccer Board, the league will operate under its Terms of League Operations which shall be approved by Ontario Soccer Competitions Management Committee.

10.6.2 Each League shall, by February 1 (for an Outdoor League) and October 1 (for an Indoor League),

- i. Verify the teams with "Full Team Identification" whose Clubs have applied to enter them in the league for the upcoming season; and
- ii. Submit a written summary of all discipline cases for the previous year.

10.6.3 Ontario Soccer's Competitions Management Committee shall communicate with each League by February 15 (for Outdoor Leagues) and by October 15 (for Indoor Leagues) to review:

- a) The league's Terms of League Operation;
- b) The League's past season;
- c) Any concerns the league may have; and
- d) Any concerns about the league.

10.6.4 The Terms of League Operation, including the teams playing in each of its divisions, for each league shall be considered for approval by Ontario Soccer Competitions Management Committee by February 15 (for an outdoor league) or by October 31 (for an indoor league).

PROCEDURE 11.0 – SOCCER FOR LIFE LEAGUES' DIVISIONS AND NUMBER OF TEAMS

League Category	Max. No of Divisions (per age group)	Teams per Division (Minimum)	Teams per Division (Maximum)	Comments
Provincial Elite Senior Open Age	One	8	12	The league may operate one division at this top level
Provincial Elite Under 21	One	8	12	The league may be permitted, in exceptional circumstances, to operate with fewer than 8 teams



Provincial Senior Open Age	Two	8	12	The league may operate up to three divisions at this level and are structured horizontally (geographically) The league may be permitted, in exceptional circumstances, to operate with fewer than 8 teams
Provincial Under 21	Three	8	12	
Regional Senior Open Age	Three	6	12	The league may operate up to three divisions at this level and are structured horizontally (geographically) The league may be permitted, in exceptional circumstances, to operate with fewer than 6 teams or more than 12 teams
Regional Under 21	Three	6	12	
District Competitive Senior Open Age	Unlimited	6	12	The league may be permitted, in exceptional circumstances, to operate with fewer than 6 teams or more than 12 teams
District Recreational Senior Open Age	Unlimited	4		Maximum number of teams shall be accordance with the published rules of the league
Local Senior Open Age	Unlimited			Maximum number of teams shall be accordance with the published rules of the league
Regional Youth League	Two	6	8	Where a league operates two divisions, they must be horizontally structured. A league may be permitted, in exceptional circumstances, to operate with fewer than 6 teams.
District Competitive Youth League	Unlimited	6	12	A league may be permitted, in exceptional circumstances, to operate a division with fewer than 6 teams or more than 12 teams.



District Recreational Youth League	Unlimited	6		Maximum number of teams shall be in accordance with the published rules of the league. A league may be permitted, in exceptional circumstances, to operate a division with fewer than 6 teams.
Local Youth League	Unlimited			Maximum and minimum number of teams shall be in accordance with the published rules of the league.

PROCEDURE 12.0 – PROFESSIONAL AMATEUR (PRO-AM) SOCCER

12.1 A Pro-Am League, as defined by Canada Soccer, shall operate under the "Terms of League Operation" executed between the League and Ontario Soccer.

12.2 Professional Amateur leagues shall operate in accordance with the [Ontario Soccer Standards for Pro-Am.](#)

12.3 Membership

- a) A Pro-Am League may be granted Associate Membership upon application, compliance with Ontario Soccer Constitution, Rules, Regulations and Published Rules and acceptance by Ontario Soccer.
- b) A Pro-Am League shall annually provide Ontario Soccer (prior to the start of the season) evidence that every out-of-province team has permission from its provincial governing organization to participate in the League.
- c) A Pro-Am League is subject to the following rules:
 - a. Each Team may only register up to the maximum number of non-Canadian Citizens or Landed Immigrants permitted by Canada Soccer.
 - b. Each Pro-Am Team must submit a copy of the contract of each Pro-Am player to Ontario Soccer at the same time that the player is registered; and
 - c. Each Team must use Ontario Soccer Registrant Book for player identification purposes or Ontario Soccer approved Player ID.

12.4 Registration

- a) Notwithstanding Ontario Soccer Registration Operational Procedure 6.0 Registration and applicable League Operational Procedures failure to present an Ontario Soccer Registration Book at a game shall not automatically render a player ineligible to play in that game.
- b) In outdoor soccer, the deadline for a player transferring to a Pro-Am team shall be September 1.
- c) Notwithstanding Registration Procedures, an amateur player who registers with a team playing in a Pro-Am league will not be permitted a transfer during the playing season unless the League's Governing Committee grants the player an exemption to this Procedure.



12.5 Temporary Registrations

At the discretion of the Pro-Am League, Temporary Eligibility Permits may be permitted as per Operational Procedures Section 6.0 Registration, which shall be validated by Ontario Soccer.

12.6 Discipline, Appeals, Dispute Resolution

- a) Discipline, Appeals and Dispute Resolutions occurring in Pro-Am Leagues governed by Ontario Soccer shall be handled in accordance with the Leagues' and Ontario Soccer's respective procedures.
- b) Notwithstanding Ontario Soccer Dispute Resolution Operational Procedures, a dispute between a registered player and member club of a Pro-Am League or between member clubs of a Pro-Am League shall be dealt with by the League Commissioner or Board of Directors under a published league procedure which shall be approved by Ontario Soccer.

12.7 Competitions

Notwithstanding Ontario Soccer Competition Operational Procedures a Pro-Am League, upon proper application to Ontario Soccer, shall be permitted to organize and run a cup competition which is open to other senior club teams in addition to its own member club team

PROCEDURE 13.0 – INTERLOCKING LEAGUE DIVISIONS

13.1 Interlocking shall mean that a league shall schedule games for the teams in any one of its divisions against:

- a) The teams in a division of another league or leagues; or
- b) The teams in one or more of its other divisions.

13.2 A league may only interlock with a league which has the same league category.

13.3 The results of such games shall be included in the league standings of all involved interlocking divisions.

13.4 Two or more Leagues interlocking with each other must advise their governing organization, in writing, about which division(s) they are interlocking and make their interlocking schedule available prior to the commencement of the playing season.

PROCEDURE 14.0 – APPROVAL OF TEAMS TO PLAY IN AN AMATEUR LEAGUE GOVERNED BY ONTARIO SOCCER

14.1 A Club/Ontario Registered Academy (where eligible) may only apply to a league for which it already has, or has qualified to have, the *Position* for the appropriate division of that league.

14.2 A Club/Ontario Registered Academy (where eligible) shall submit its written application for team entry into the League, on a form provided by the League which includes the provision of "*Full Team Identification*" for each team, to the League by a deadline established by the league.

14.3 Each League shall decide on all "Team Entry" applications, 14 days before Ontario Soccer Competitions Management Committee approves Teams in League. All decisions will be rendered, in writing, within forty-eight (48) hours after the decision is made.

14.4 A Club/Ontario Registered Academy (where eligible) which has been denied "Team Entry" for one of its teams into a division of a League may appeal the League's decision to Ontario Soccer.



- 14.5** Each team which has been approved by the league requires the final approval of Ontario Soccer Competitions Management Committee.
- 14.6** The Club's District Association and the involved league(s) may submit a "Club Promotion Objection" to Ontario Soccer Competitions Management Committee at least seven days prior to the meeting at which team will be considered for approval by the Competitions Management Committee.
- 14.7** When the specified timelines have not been met, Ontario Soccer Competitions Management Committee may approve the inclusion of an additional team in a league providing that the league has notified Ontario Soccer, at least 14 days prior to the meeting, the name of the additional team and its Club.
- 14.8** A league may impose restrictions on the number of teams permitted to be operated by a Club/Ontario Registered Academy (where eligible) within a single division operated by that league. This may include specific conditions under which a Club/Ontario Registered Academy (where eligible) may operate more than one team in a division. All restrictions and conditions must be included in the league's published rules.
- 14.9** A Club/Ontario Registered Academy (where eligible) shall move up the Pyramid for Play one level at a time, or shall move down, the Pyramid for Play one or more level(s) at a time.
- 14.10** A Club/Ontario Registered Academy (where eligible) which is promoted into, or remains in (from the previous playing season), a Senior/Youth Provincial League, Senior/Youth Regional League or a Senior/Youth District Competitive League shall not be required to obtain "*Playing-Out Permission*" from its District Association. In the case of a Club/Ontario Registered Academy (where eligible) playing into an adjacent Regional League, the Club shall be subject to Procedure 15.
- 14.11** If a Club/Ontario Registered Academy (where eligible) operates the same team in more than one league, it shall only be eligible to be promoted from the Team in the higher league level or in the higher division of the same league.
- 14.12** A Senior Provincial League, Senior/Youth Regional League or a Senior/Youth District Competitive League may deviate from these "*Club Movement*" procedures only if approved by Ontario Soccer.
- 14.13** Procedures on promotion and relegation, and team placement, within the Divisions of a League at any given league Level, shall be defined in the League's Rules and Regulations and approved annually during approval of the League's Terms of League Operations.
- 14.14** A League must relegate the same number of Clubs as the number of Clubs promoted into it.
- 14.15** If (a) Club(s) declines promotion into a Competitive League, the offer of promotion shall be extended to the next Club(s) provided that the Club(s) was within six points of the last eligible Club to qualify for promotion. Eligibility is based on the original year end standings.
- 14.16** All Leagues must submit the final league standings to Ontario Soccer within thirty days of the conclusion of the league schedule.

Entry Level into Outdoor Competitive Soccer

- 14.17** Without any pre-qualification, a Club shall have the right to enter a team in a Senior District Competitive League provided that it registers its players in the competitive player classification.
- 14.18** The entry level into outdoor competitive soccer shall be at the Senior/Youth District Competitive League level. Under exceptional circumstances, Ontario Soccer may approve an entry level for a Club at the Senior Provincial or Senior/Youth Regional Level levels.

Youth Pyramid

- 14.19** The following Operational Procedures are only applicable to Soccer For Life Competitive Leagues and do not apply to Local Leagues and District Development Leagues. There shall be no promotion of Under-12 teams into Under-13 age divisions.



- 14.20** An Under-13 or older aged team in an age-specific division of a Youth League must move on to the next highest age division after each playing season.
- 14.21** If an age-specific division includes two year increments or greater, the team may stay in that age division for a maximum number of years no greater than the number of years included in the increment (ie. for two-year increments, the team may stay in that age division for a maximum of two years).
- 14.22** A Youth Regional League with eight or less Clubs does not have to relegate any Club(s) to the Youth District Competitive League(s).
- 14.23** At the "*youngest operating age division*" of a Youth Regional League, a minimum of eight teams will be promoted into the Youth Regional League. Promotion is based on District Associations' identification of eligible teams for competition in Regional Leagues. The formula for determining promotion to the Regional Leagues is managed by the Competitions Management Committee of Ontario Soccer.
- 14.24** If there are two or more Youth District Competitive Leagues in the Region, the Competitions Management Committee of Ontario Soccer shall determine the formula used to move teams between the Youth Regional League and the Youth District Competitive Leagues. Promotion is based on District Associations' identification of eligible teams for competition in Regional Leagues.
- 14.25** A relegated Club(s) shall be relegated directly to the Youth District Competitive League(s) in the same Region with which its Club is affiliated.

Club Movement between Two Adjacent Regional Leagues

- 14.26** If a Youth Regional League operates a specific age division during one playing season and in the subsequent year, does not operate that division at the next age and gender classification, the Clubs in that division, except for a Club relegated out of the Youth Regional Division, will be eligible to play in the Youth Regional Division for that age and gender classification operated in an adjacent Region.
- 14.27** If a league accepts teams from an adjacent Region into its Youth Regional Division in accordance with these Procedures, no Club from its Region, except for a Club relegated out of its Youth Regional Division, will lose its position in that division due to the influx of additional teams from the adjacent Region and the Youth Regional Division shall be permitted to operate with more than the maximum Clubs permitted by the Operational Procedures as long as those teams from the adjacent Region are included in the Division.

Senior Pyramid

- 14.28** A Club may be promoted from a Senior District Competitive League to a Senior Provincial League only if it is a Club in a Region without a Senior Regional League and it has been denied entry into the Senior Regional and Senior District Competitive League(s) in its adjacent Region(s).
- 14.29** A Club shall be relegated from a Senior Provincial League to a Senior District Competitive League only if it is a Club in a Region without a Senior Regional League and it has been denied entry into the Senior Regional League, and in such cases, the Club shall not be required to obtain "Playing-Out Permission" from its District Association.
- 14.30** A League with less than ten Clubs does not have to relegate any Club(s).
- 14.31** A Senior Provincial League, Senior Regional League or a Senior District Competitive League, with ten or more Clubs but less than the maximum number of Clubs permitted by the Published Rules, must relegate at least one Club but it may promote more Clubs into it than it relegates.
- 14.32** (A) relegated Club(s) shall be relegated directly and there shall be no playoff involving promoted Clubs and relegated Clubs.
- 14.33** If a Senior Regional League or a Senior District Competitive League exceeds the maximum number of Clubs permitted by the Published Rules in any of its divisions because additional Clubs are promoted or relegated into it, in accordance with the rules governing Club movement (ie., promotion and relegation), it shall be



permitted to operate with more than the maximum Clubs permitted by the Published Rules but, at the end of the playing season, it must relegate additional Club(s) to the District League(s) in order to reduce the number of Clubs to comply with the maximum number permitted by the Published Rules.

Club Movement of Teams

14.34 Team Movement from Youth Pyramid to Senior Pyramid

a) Team Movement into Open Age Divisions of Senior League

A team moving from the Youth Pyramid into the Open Age Divisions of a Senior League shall move into the bottom division operated by that Senior League.

b) Team Movement into Under-19, Under-20 or Under-21 Divisions of a Senior League

A team may move from the Youth Pyramid into any Under-19, Under-20 or Under-21 Division operated by a Senior League subject to the following qualifications:

- i. A team moving from a Youth District Recreational League or a Youth Local League is eligible to move into any Under-19, Under-20 or Under-21 recreational Division operated by a Senior District League or a Senior Local League, subject to the league's rules.
- ii. A team moving from a Youth Local League is eligible to move into the bottom Under-19, Under-20 or Under-21 District Division or Senior District Division operated by a Senior League.
- iii. A team finishing in first place or second place in the top Under-18 Division of a Youth Regional League or a Youth District Competitive League is eligible for promotion into the Under-19, Under-20 or Under-21 Senior Regional Divisions of a Senior League.
- iv. A team finishing in third place or fourth place in the top Under-18 Division of a Youth Regional League or a Youth District Competitive League is eligible to apply for promotion into the Under-19, Under-20 or Under-21 Senior Regional Divisions of a Senior League and acceptance of the application will be entirely at the discretion of the league and subject to approval by the Competitions Management Committee.
- v. A team finishing in fifth place or a lower place in the top Under-18 Division of a Youth Regional League or a Youth District Competitive League is eligible for promotion into the Under-19, Under-20 or Under-21 Senior Regional Division or Senior District Competitive Division of a Senior League and acceptance of the application will be entirely at the discretion of the league and subject to approval by the Competitions Management Committee.
- vi. A team playing in a lower Under-18 Division of a Youth Regional League or a Youth District Competitive League is eligible to apply for promotion into the Under-19, Under-20 or Under-21 Senior Regional Division or Senior District Competitive of a Senior League and acceptance of the application will be entirely at the discretion of the league and subject to approval by the Competitions Management Committee.
- vii. A team finishing in first place or second place in the top Under-18 Division of a Youth Regional League is eligible for promotion into the Under-19, Under-20 or Under-21 Senior Provincial Division of a Senior League.
- viii. A team finishing in first place, second place, third place, fourth place, fifth place, sixth place or seventh place in the Under-18 Division of a Youth Provincial League is eligible for promotion into the Under-19, Under-20 or Under-21 Senior Provincial Division of a Senior League.



- ix. A team finishing in eighth place or a lower place in the top Under-18 Division, or in any place in a lower Under-18 Division, of a Youth Provincial League is eligible to apply for promotion into the Under-19, Under-20 or Under-21 Senior Regional Division of a Senior League, subject to the league's rules and acceptance of the application will be entirely at the discretion of the league and subject to approval by the Competitions Management Committee.

14.35 Team Movement from Under 19-U21 Division of a Senior League into Open Age Division of a Senior League:

14.35.1 Men's Leagues:

- a) A team moving from the Under-21 Division of a Senior District Recreational League or a Senior Local League shall be eligible to move into any recreational Division operated by a Senior Recreational League or a Senior Local League, subject to the league's rules.
- b) A team moving from the Under-21 Division of a Senior District Competitive League, Senior District Recreational League or Senior Local League, shall be eligible to move into the bottom "District Competitive League" division operated by a Senior League.
- c) A team finishing in first place or second place in the Under-21 Division of a Senior Regional League is eligible for promotion into the top "Regional" Open Age Division of a Senior Competitive League.
- d) A team finishing in third place or fourth place in the Under-21 Division of a Senior Regional League is eligible to apply for promotion into the top "Regional Level" Open Age Division of a Senior Competitive League.
- e) A team finishing in fifth place or any lower place in the Under-21 Division of a Senior Regional League is eligible for promotion into the second "District League Level" Open Age Division of a Senior District Competitive League.
- f) A team finishing in first place or second place in the Under-21 Division of a Senior Provincial League is eligible for promotion into the top Senior Regional Open Age Division of a Senior League.
- g) A team finishing in third place or fourth place in the Under-21 Division of a Senior Provincial League is eligible to apply for promotion into the top Senior Regional Open Age Division of a Senior League.
- h) A team finishing in fifth place or any lower place in the Under-21 Division of a Senior Provincial League is eligible for promotion into the top "Senior District Competitive League Level" Open Age Division of a Senior League.

14.35.2 Women's Leagues:

- a) A team moving from the Under-21 Division of a Senior District Recreational League or Senior Local League shall be eligible to move into any recreational Division operated by a Senior District Recreational League or a Senior Local League, subject to the league's rules.
- b) A team moving from the Under-21 Division of a Senior District Competitive League, Senior District Recreational League or Senior Local League shall be eligible to move into the bottom Senior District Competitive League division operated by a Senior League.
- c) A team finishing in first place in the Under-21 Division of a Senior District Competitive League is eligible for promotion into the top Senior Regional League Open Age Division of a Senior League.
- d) A team finishing in second place in the Under-21 Division of a Senior District Competitive League is eligible to apply for promotion into the top Senior Regional League Open Age Division of a Senior League.



- e) A team finishing in first place in the Under-21 Division of a Senior Regional League is eligible for promotion to the top Senior Regional Open Age Division of a Senior League and is also eligible to apply for promotion into the Senior Provincial League Open Age Division of a Senior League.
- f) A team finishing in second place, third place or fourth place in the Under-21 Division of a Senior Regional League is eligible for promotion to the top Senior Regional League Open Age Division of a Senior League. Acceptance of the application will be entirely at the discretion of the league and subject to approval by the Competitions Management Committee.
- g) A team finishing in the last two positions in the Under-21 Division of a Senior Regional League is eligible for promotion to the top Senior District Competitive League Open Age Division of a Senior League.
- h) A team finishing in first place in the Under-21 Division of a Senior Provincial League is eligible for promotion to the Senior Provincial Open Age Division of a Senior League.
- i) A team finishing in second place, third place or fourth place in the Under-21 Division of a Senior Provincial League is eligible for promotion to the top Senior Regional League Open Age Division of a Senior League and is also eligible to apply for promotion into the Senior Provincial League Open Age Division of a Senior League.
- j) A team finishing in fifth or any lower place in the Under-21 Division of a Senior Provincial League is eligible for promotion to the top Senior Regional League Open Age Division of a Senior League.

14.36 Reserve Teams of Clubs, League One Ontario and the Senior Provincial Division of a Men's Senior League or a Women's Senior Provincial League

Notwithstanding applicable procedures, a Club may operate an Under-21 reserve team for its team in the:

- a) Senior Provincial Division of the Men's Senior Provincial League
- b) Senior Provincial Division of the Women's Senior Provincial League

in the Senior Provincial League Under-21 Division or in a Senior Regional League Under-21 Division without having to qualify for promotion. In such cases, the team will not be eligible for promotion into a Senior "Open Age" Division.

PROCEDURE 15.0 – PLAYING OUT PERMISSION (CLUB APPLICATION TO ENTER TEAM IN LEAGUE OUTSIDE ITS NORMAL JURISDICTION)

- 15.1 A Club shall apply annually to its governing organization(s) to enter a team in a league outside its normal jurisdiction.
- 15.2 In order for a team to play in a Senior Regional League, Youth Regional League, or (if governed by Ontario Soccer) Youth District Competitive League in an adjacent Region, the Club/Ontario Registered Academy (where eligible) is required to obtain:
 - a) "Playing-Out Permission" approved by its District Association
 - b) Permission from Ontario Soccer Competitions Management Committee



Each District Association shall notify Ontario Soccer which Club(s) it has approved, and which Club(s) it has denied, to play in a League in an adjacent Region, prior to the meeting at which the approval of the team(s) will be considered by Ontario Soccer Competitions Management Committee.

15.3 A Club/Ontario Registered Academy (where eligible) which has been denied "playing-out permission" for one of its teams, may appeal its District Association decision to Ontario Soccer

15.4 In the case of youth teams or grassroots teams, each annual application shall be treated on its own merits and neither the granting nor the denial of "Playing-Out Rights" in any previous year shall be regarded as setting a precedent in the matter.

15.5 Ontario Soccer's PLAYING OUT CRITERIA

In cases where "District Playing-Out Permission" is required, permission to "play out" into a league not under the jurisdiction of the District Association will only be granted if:

- a) A written application is submitted on a form provided by the District Association and which is submitted by a member of the Club's Executive Committee to the District Association; which includes:
 - a. "Full Team Identification" for the team entering the league outside its normal jurisdiction;
 - b. Proof that the league is affiliated to a governing organization;
 - c. A copy of the league's Constitution if a copy of the current constitution is not on file with the governing organization considering the application;
 - d. A copy of the league's Executive Committee, complete with names, position titles, addresses, email addresses and telephone numbers; and
 - e. A copy of the written approval for the applying team to participate provided by the league's governing organization, plus, for new applications, written acknowledgement from the league that participation by the team cannot begin until Ontario Soccer criteria for permission to "Play-Out" have been met.
- b) The Club's team has demonstrated based on performance that it is competitive at a level of play above that available within the District and commensurate with that in the League in which the Club wishes to enter its teams;
- c) Play is not available at the same level within the District as that in the League in which the Club wishes to enter its team;
- d) Granting "Playing-Out Permission" will not jeopardize the operation of any existing District League; and/or
- e) A "District Playing-Out Bond", if required, is submitted to the District Association

15.6 Notwithstanding Procedure 15.1 above, a District Association may grant "District Playing-Out Permission" to a Club's team on the basis that special conditions apply which make the team an exception compared to other teams in its District.

15.7 In general, a Club's team will not be given "District Playing-Out Permission" unless it has demonstrated that it is a suitable ambassador for the District Association based upon, but not limited to, the following criteria:

- a) The team has a satisfactory discipline record;
- b) The team has consistently met its financial obligations in a timely manner; has a record of honouring its commitments as evidenced by a lack of forfeited games and by the completion of all scheduled games for its leagues, cup competitions and tournaments in which it has been entered; and
- c) While away, the team has behaved, and not acted in any way which would serve to bring its home District Association into disrepute;
- d) While at home, the team has carried out its duties in an exemplary manner;

15.8 A Club looking to play in a league governed by another Provincial Association must complete the requirements in 15.5 as well as the following:



- a) It must apply to, and obtain permission from, its own governing organization to "Play-Out";
- b) After completion of a), it must apply to Ontario Soccer for permission to "Play-Out" of Ontario, and the application must be submitted, on a form provided by Ontario Soccer, by no later than 60 days prior to the Board meeting at which it wishes its application to be considered;
- c) The application must be accompanied by the Club's rationale for why Ontario Soccer Pyramid for Play cannot meet its team's competitive needs;
- d) Ontario Soccer's Competitions Management Committee shall review the application and make a recommendation to the Chief Executive Officer;
- e) The Chief Executive Officer may approve such an application even when the specified timelines have not been met; and
- f) Proof of insurance must be provided by the Club naming Ontario Soccer, District Association and the Ontario Club as additional insured.

15.9 A Club looking to play in a league governed by a foreign association must complete the requirements in 15.5 and 15.8 as well as the following:

- a) It must obtain the approval of Canada Soccer in accordance with its published rules;
- b) The club must advise Ontario Soccer in advance of its intention to apply to join a foreign league; and
- c) A senior men's or senior women's team applying for the first time must meet the criteria defined in Procedure 15.10 below.

15.10 The criteria to be considered by Ontario Soccer shall be as follows:

- a) The Club shall provide evidence that the team has the operational, financial and discipline performance, and coaching qualifications, sufficient to properly represent Ontario while participating in a foreign league;
- b) The Club shall provide evidence that the team has a competitive record in Ontario Soccer Pyramid for Play which justifies its request to play in a league governed by a foreign association;
- c) Where a Club believes that its specific circumstances (e.g. geography) will prevent it from meeting the criteria above, it may apply directly to Ontario Soccer under the provisions of Procedure 15.10 a), b)

15.11 A Club which has advised Ontario Soccer in advance of its intention to apply for playing out permission as above may be permitted to enter a new team in an Ontario Soccer Senior Regional League rather than the normal entry level (if lower than Regional League) on payment of a \$5000 bond to the league, such bond to be refundable when the team meets the playing out criteria above or, failing that within 3 years, agrees to be relegated to the normal entry level for that Ontario Soccer league.

15.12 Where approval is granted by Ontario Soccer and the league is PDL (USL), the team shall:

- a) Not be eligible to enter the Ontario Cup;
- b) Not be eligible to enter the National Club Championships;
- c) Be granted an exemption from the four youth team and/or mini-soccer team minimum requirement as required by Registration Procedures
- d) Register players in accordance with applicable Registration Procedures



PROCEDURE 16.0 – PLAYING IN PERMISSION (OUT OF PROVINCE TEAM PLAYING IN AN ONTARIO LEAGUE)

- 16.1** A League in Ontario wishing to permit a non-Ontario team to play in it, must apply annually for permission, in accordance with the following procedures:
- a) It must apply to, and obtain permission from, its own governing organization to allow the non-Ontario team to play within its league;
 - b) After completion of a), it must apply to Ontario Soccer, on a **form** provided by Ontario Soccer., by no later than February 1st (for an Outdoor League) and by no later than September 1st (for an Indoor League);
 - c) The application form must be accompanied by all of the following items:
 - a. "Full Team Identification" for the out-of-province team applying to play in league;
 - b. Proof that the team is operated by a Club affiliated to a governing organization; (ie. Letter from Governing Organization)
 - c. A copy of the Club's Constitution;
 - d. A list of the Club's Executive Committee, complete with names, position titles, addresses, and telephone numbers; and
 - e. A copy of the written approval by the Club's governing organization that it approves the participation of the team in the Ontario league;
 - f. The Club must provide proof of insurance for its Club, team and players for games played in the Ontario League.
 - d) Ontario Soccer Competitions Management Committee shall review the application and make its recommendation to the Chief Executive Officer by no later than March 1st (for an Outdoor League) and by no later than October 1st (for an Indoor League);
 - e) The Chief Executive Officer may approve such an application, at its discretion, even when the specified timelines have not been met.

PROCEDURE 17.0 – PLAYER MOVEMENT FORM AGREEMENTS

- 17.1** A "Player Movement Form Agreement" is a document signed by two soccer organizations under which they agree to "play up" players from the teams of one organization to teams of the other organization in league games and in accordance with the applicable terms listed on the applicable Standardized Player Movement Form Agreement.
- 17.2** There shall be a "Standardized Player Movement Form Agreement" to be provided by Ontario Soccer and it will include the terms of the agreement.
- 17.3** The following Player Movement Form Agreements may be approved by Ontario Soccer:
1. Professional/Pro-Am Team with Amateur Team
 2. Youth to Senior
 3. Youth to Youth
 4. Grassroots
 5. OPDL Player Movement Form Agreement - Youth Amateur



- 17.4** The "Player Movement Form Agreement" must be approved with the following organizations in order to be in effect:
- a) Ontario Soccer;
 - b) The District Association with which the two organizations are affiliated; and
 - c) The League in which the team(s) play(s).
- 17.5** The individual player will not register or sign an agreement with the organization with which her/his organization has a "Player Movement Form Agreement".
- 17.6** A "TEMPORARY ELIGIBILITY PERMIT" is not required when such movement occurs.
- 17.7** The player must obtain an "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" which must be available for presentation at each game in which he/she is playing. Failure to present the "Ontario Soccer REGISTRANT BOOK" or "Ontario Soccer Identification Card" shall render the player ineligible to play in that game.
- 17.8** The League may impose limitations on such movement provided that the limitations are applied consistently.
- 17.9** A "Player Movement Form Agreement" between two organizations shall be in effect for one year only and may be renewed on an annual basis.
- 17.10** Either organization may terminate the "Player Movement Form Agreement" at any time during the year by providing written notice to the other organizations and by submitting a copy of the written notice to:
- a) Ontario Soccer;
 - b) The District Association with which the two organizations are affiliated; and
 - c) The League in which the team(s) play(s).



SECTION 10 – MATCH OFFICIALS

PROCEDURE 1.0 – GENERAL REGULATIONS

- 1.1 An Ontario Soccer registered match official on the Official List of Match Officials may only officiate sanctioned Ontario Soccer games. Any Ontario Soccer registered match official that officiates in an unsanctioned game is subject to disciplinary actions.
- 1.2 All match officials shall enforce the appropriate Laws of the Game and competition rules as per Ontario Soccer and Canada Soccer directives.
- 1.3 No person shall take part as an official in any competition under the jurisdiction of Ontario Soccer, who is not on the Official List of Match Officials. However, if in unforeseen circumstances an official fails to show up for a game or is unable to act, the Competition Host Organization or the team officials shall have the right to agree on some other person who is willing to officiate in accordance with the competition rules.
- 1.4 **Ontario Soccer Conflict of Interest Guidelines for Match Officials**

A Match Official may not accept an appointment if he/she has a Conflict of Interest. Conflicts of interest arise if an official has, or appears to have, private or personal interests that detract from her/his ability to carry out the obligations as an official with integrity in an independent and purposeful manner. Private or personal interests include gaining any possible advantage for her/himself, her/his family, relatives, friends and acquaintances.

The list below, includes (but is not limited to games in which a match official should not officiate due to a possible perceived conflict:

- a) If you are a player, coach or team official (including assistant coaches, managers, trainers, etc.) in a particular league and division - you cannot officiate in that division of that league; or
 - b) If you have an immediate family member (spouse, son, daughter, brother, sister, parent) who is mentioned above, you cannot officiate in that division of that league; or
 - c) If you are a board member or on the executive of a particular club you should not referee in a game when a team from your club is playing a team from another club; or
 - d) If you are an assignor for that league - you should not officiate in that league.
 - e) If you are a District Referee Coordinator or Club Head Referee.
- 1.5 All Registered Ontario Soccer Match Officials at the District Level are required to wear the mandatory Jersey as of January 2021.

PROCEDURE 2.0 – REGISTRATION

- 2.1 Registration is effective April 1st and terminates on March 31st of the following year.
- 2.2 All persons wishing to be placed on the Official List of Match Officials shall register annually with Ontario Soccer. Each application shall be accompanied by the fee as set by Ontario Soccer. Ontario Soccer reserves the right to assess additional fees as deemed necessary. If all criteria is met, the name of the applicant shall be placed on the Official List of Match Officials.
- 2.3 Registration includes:
- a) Registration to Ontario Soccer
 - b) Registration to Canada Soccer for Provincial, Regional, District and Youth match officials



- 2.4 A match official may only register in a classification for which he/she is accredited. If they wish to register at a lower classification they must notify the Manager of Match Officials Development in writing prior to March 31st of the current year.
- 2.5 A person wishing to register as a match official must complete an annual Laws of the Game (LOTG) evaluation. A match official may request one re-take of the annual education evaluation if they fail to meet the required mark for their individual grade as per Ontario Soccer Grading Protocol document.
- 2.6 A Match Official who has let her/his registration lapse two years or more and who applies for re-instatement may be required to re-take Canada Soccer Entry Level accreditation course, and will have her/his case reviewed by the Manager of Match Officials Development, who, in making a decision, will be guided by [Canada Soccer Rules and Regulations](#). The match official requesting re-instatement will be required to pass the Laws of the Game (LOTG) evaluation at the level deemed appropriate by Ontario Soccer.
- 2.7 A complete list of names and addresses of all match officials on Ontario Soccer's Official List of Match Officials will be forwarded to Canada Soccer annually by a date set by Canada Soccer.
- 2.8 Ontario Soccer will determine what will be included in the registration package on an annual basis.
- 2.9 Persons wishing to start officiating must first attend the appropriate accreditation course.
- 2.10 Ontario Soccer has the authority to request an annual registration fee from Development Support Team members (defined as Assessors, Instructors) that only register as a Development Support Team Member (and not a Match Official) if they are deemed to be earning funds from performing Ontario Soccer related duties.
- 2.11 All Club Head Referees and District Referee Coordinators must register annually with Ontario Soccer. This registration is at no cost to those individuals holding these two roles.

PROCEDURE 3.0 – MATCH OFFICIALS' CLASSIFICATION AND STANDARDS

- 3.1 Match Official Classifications are based upon the classifications set by Canada Soccer. Ontario Soccer Match Official Classifications are as follows:
- Provincial Match Official
 - Regional Match Official
 - District Match Official
 - Youth Match Official
 - Small Sided Game Match Official
- FIFA and Canada Soccer Referee Classifications are in accordance with [Policy 3 of Canada Soccer's Regulations For The Registration And Control Of Referees](#).
- 3.2 Ontario Soccer may re-examine, re-classify or re-grade any registered match official at its discretion, and it may remove any match official from the Official List of Match Officials for just cause. Ontario Soccer may similarly reinstate a match official to the Official List of Match Officials.
- 3.3 The review of an upgrading Match Official's file will be completed by Ontario Soccer annually and officials will be notified in writing of their classification.
- 3.4 Nominations for National Referee classification shall be made annually by the Match Officials Development Committee at the call of Canada Soccer.



- 3.5** A Match Official transferring to or from another province must complete the standard [Canada Soccer Referee Transfer form](#) and submit to the Provincial Office.
- 3.6** All Match Officials who wish to referee Futsal must follow requirements as set by Canada Soccer.
- 3.7** Match Officials must apply for promotion as per **The Provincial Association Guidelines for [Regional or Provincial Upgrading](#)**.
- 3.8** A Match Official must be a minimum of 12 years of age as of April 1st of the current year in order to be eligible to register as a Small Sided Game Match Official. A Match Official must be a minimum 14 years of age as of April 1st of the current year in order to register as a Youth Match Official.
- 3.9** To register or maintain standing as a Small Sided Game Match Official, a Match Official must:
- Be 12 years old as of April 1st of the current year; and
 - Complete the annual Laws of the Game evaluation.
- 3.10** To be eligible for consideration for promotion to a Youth Match Official, the Small Sided Game Match Official must:
- Be 14 years old as of April 1st of the current year;
 - Successfully complete the Canada Soccer Entry Level Accreditation course; and
 - Be in good standing.

When the participant passes the Entry Level Examination they will be eligible to referee as per the appointment chart (see Procedure 5.0 Appointments). If the participant fails the Entry Level Examination they may re-write the examination. Failing to pass the re-write, the participant will be required to retake the course.

- 3.11** To maintain classification as a Youth Match Official, a Match Official must:
- Officiate only competitions that are sanctioned by Ontario Soccer;
 - Adhere to all Published Rules of Ontario Soccer and be in good standing;
 - Remain current by completing education programming, as required; and
 - Maintain registration each year & pay the annual fees as published by Ontario Soccer.
 - Meet the standards set out in the current version of Ontario Soccer Grading Protocol.
- 3.12** A Youth Match Official will be promoted to a District Match Official on the day of the Youth Match Official's 16th Birthday.
- 3.13** To maintain classification as a District Match Official, a Match Official must:
- Officiate only competitions that are sanctioned by Ontario Soccer;
 - Adhere to all Published Rules of Ontario Soccer and be in good standing;
 - Remain current by completing education programming, as required;
 - Maintain registration each year and pay the annual fees as published by Ontario Soccer; and
 - Meet the standards set out in the current version of Ontario Soccer Grading Protocol.



- 3.14** To be eligible for consideration for promotion to a Regional Match Official, a District Match Official must follow the process stated in [Ontario Soccer Guidelines for Regional Upgrading](#).
- 3.15** To maintain classification as a Regional Match Official, a Match Official must:
- Officiate only competitions that are sanctioned by Ontario Soccer;
 - Adhere to all Published Rules of Ontario Soccer and be in good standing;
 - Remain current by completing education programming, as required by Ontario Soccer;
 - Maintain registration each year and pay the annual fees as published by Ontario Soccer;
 - Meet the assessment standard required by Canada Soccer; and
 - Fulfill the Canada Soccer fitness test requirement for Regional Match Officials as stated in [The Fitness Test Protocol Document](#).
- 3.16** To be eligible for consideration for promotion to a Provincial Match Official, a Regional Match Official must follow the process stated in the Ontario Soccer Guidelines for Provincial Upgrading document.
- 3.17** To maintain classification as a Provincial Match Official, a Match Official must:
- Officiate only competitions that are sanctioned by Ontario Soccer;
 - Adhere to all Published Rules of Ontario Soccer and be in good standing;
 - Remain current by completing education programming, as required by Ontario Soccer;
 - Maintain registration each year and pay the annual fees as published by Ontario Soccer;
 - Meet the assessment standard required by Canada Soccer ; and
 - Fulfill the Canada Soccer fitness test requirement for Provincial Match Officials as stated in The Fitness Test Protocol Document.
- 3.18** Regulations regarding National Nomination as per [Canada Soccer's Regulations For The Registration And Control Of Referees](#).
- 3.19** No Match Official grade that meets the Ontario Soccer Grading requirement as per the Ontario Soccer Grading Protocol may be adjusted at any time, in any system without prior written approval of Ontario Soccer Match Officials Development staff.
- 3.20** All Futsal Match Officials must register annually with Ontario Soccer, and pay the required registration fee of \$50.00. Active Registration will open September 1 and close October 31st. Late fee of \$10 will be applied to any registration completed after October 31st of the current registration season.
- Registration will be active until August 31st of the following year.
- 3.21** Futsal Match Officials will be graded based on the current Futsal Grading Protocol. Ontario Soccer has the right to adjust grades as required.



PROCEDURE 4.0 – FITNESS TESTS

- 4.1 FIFA, National list match officials and assistant match officials, shall meet the requirements of Canada Soccer (CS).
- 4.2 Provincial and Regional match officials shall meet the requirements of Canada Soccer.
- 4.3 District Match Officials that require fitness testing, shall meet the fitness test standards set annually by Ontario Soccer as per The Fitness Test Protocol Document.
- 4.4 A female match official wishing to pursue her career development via the Women's game, may do so by meeting fitness test criteria for female match official at the Provincial & Regional level. A female match official wishing to officiate at the Senior Men's level (as specified in the Pyramid of Refereeing), is required to pass the Provincial fitness test for male match officials. Refer to The Fitness Test Protocol Document
- 4.5 The organizing of fitness tests is the responsibility of Ontario Soccer. District level Fitness Tests will be organized by the District Association in consultation with Ontario Soccer. Approval of the fitness test, and the assignment of a Fitness Test Supervisor will be administered by Ontario Soccer.
- 4.6 Any match official who is required by these published rules to complete a fitness test and fails to pass or does not attend the appropriate fitness test for their classification by May 31st each year shall be regraded as per Ontario Soccer Referee Grading Protocol.

All Fitness test scenarios and situations are covered in Ontario Soccer Fitness Testing Protocol Document, including sickness, injury, refusal, failure and re-instatement.

Note: This operational procedure will also affect those Match Officials who are injured and have submitted a doctor's note and those serving a long term suspension from all soccer related activities and are unable to run a fitness test due to the suspension.

- 4.7 Immediately upon declaring an injury in writing, or verbally, a match official will be ineligible to officiate until a doctor's note stating recovery is provided to Ontario Soccer. Until this point, the match official's online assigning account will be de-activated. Please refer to The Fitness Test Protocol Document.
- 4.8 FIFA Match Officials and FIFA Assistant Match Officials, and National Match Officials must have their fitness tests supervised by a National Instructor or a National Assessor.
- 4.9 From time to time, Ontario Soccer may require a match official to attend and pass additional fitness tests for special competitions as deemed necessary.

PROCEDURE 5.0 – APPOINTMENTS

- 5.1 Games will be assigned based on the Canada Soccer Pyramid of Assigning and Ontario Soccer Grading Protocol.
- 5.2 A match official may only officiate in games involving:
 1. Registered teams playing in sanctioned competitions,
 2. Grade school, college, university or Special Olympics teams,
 3. High school competitions that have a current signed Ontario Soccer Memorandum of Understanding (MOU) between the District Association and/or Ontario Soccer and the applicable School Board organization,
 4. A registered team playing against a college team or an university team in a sanctioned competition



5. Municipally sponsored competitions, subject to the approval of the District Association.
6. An Ontario Registered Academy team playing against:
 - a. another Ontario Soccer-Registered Academy team
 - b. a team from out of province in an exhibition game approved by Ontario Soccer
 - c. a team operated by an affiliated Club in an exhibition game hosted by the affiliated Club and approved by its District Association
 - d. a team in a *Selected Showcase Tournament* which has been approved the District Association if hosted by an affiliated Club or, by Ontario Soccer if hosted by an Ontario Registered Academy
 - e. a senior tournament hosted by an unaffiliated Organization which has been approved by both Ontario Soccer and the District Association in which the tournament is being played.

5.3 A match official wishing to accept games outside Ontario must request approval from Ontario Soccer in writing by completing the [Canada Soccer Application to Officiate Interprovincially or Internationally Form](#) and submitting to the Manager of Match Officials Development a minimum of two (2) weeks prior to the event. These events must be sanctioned by the required governing body. Failure to do so may result in disciplinary action.

5.4 Games to which a match official may be eligible to officiate can be found in [Ontario Soccer Game Fee and Assigning Protocol](#).

5.5 No Match official may turn back an appointment less than 72 hours prior to game time unless approved by the assignor and/or Ontario Soccer Match Officials Department

PROCEDURE 6.0 – MATCH OFFICIALS FEES

- 6.1** Match Officials may only be paid game fees and expenses at rates set in advance by Ontario Soccer or Leagues under whose jurisdiction the games are played. It is an offence to offer or for an official to ask for, or receive, more than the set rates.
- 6.2** Unless otherwise stipulated in the rules of the competition, the home team, Club, League or Association shall pay all the designated fees and expenses.
- 6.3** Each league in Ontario must adhere to the game fees set out in (Ontario Soccer Game Fee and Assigning Protocol)
- 6.4** The maximum Match Official game fee may be increased when only a referee is required to officiate a game.
- 6.5** The maximum Match Official game fees shall be reviewed every two years.
- 6.6** All leagues must have their match official game fees approved annually by their governing organization, and make them available to their members, match officials and Ontario Soccer prior to the start of the active playing season.

Recreational Game Fees cannot exceed District/Development Game Fees for the same age groups.

District/Development Game Fees cannot exceed Regional Game Fees for the same age groups.

Regional Game Fees cannot exceed Provincial Game Fees for the same age groups.
- 6.7** Each league will pay match officials for cancelled games as per Ontario Soccer Game Fee and Assigning Protocol
- 6.8** Cancelled games: A league must define and publish how and when a match official shall be notified about a cancelled game in its policies.



- 6.9** When a match official has arrived to the field to officiate a game, and must declare the game cancelled or abandoned prior to the start of the game, the match official shall be paid a minimum of fifty (50) percent of the league's published game fee. The match official may be required by the league to collect the game sheets at the field and submit the game report in order to be compensated for the cancelled or abandoned game.
- 6.10** If the league must cancel a game;
- And notifies the match official within the specified time as outlined in the league's policies, and in adherence with the Game Fee and Assigning Protocol, prior to the start of the game, the match official shall not receive remuneration for the game.
 - Notifies the match official within less than the specified time as outline in the league's policies prior to the start of the game, and in adherence with the Game Fee and Assigning Protocol, the match official shall be paid fifty (50%) percent of the league's published game fee.

Note: Fees related to canceled exhibition games should be reflected in Club Policies and Procedures.

- 6.11** When a match official must declare a game to be abandoned after it has been started, the match official shall be paid the game fee as published, and in adherence with the **(Game Fee and Assigning Protocol.)**

6.12 Ontario Soccer Payment Protocol

All Match Officials assigned to Ontario Soccer program events (League1 Ontario, Ontario Player Development League, Ontario Cup, Ontario Academy Soccer League and OU matches) are required to:

- Sign a Terms and Conditions letter acknowledging Ontario Soccer protocol and responsibilities
- Submit a contractor's invoice to Ontario Soccer for services provided on a monthly basis
- Declare their own income to the CRA as independent contractors
- Sign up for direct deposit of payment by electronic funds transfer with Ontario Soccer.

PROCEDURE 7.0 – REPORTS

- 7.1** All game reports, including dismissal, caution, injury, special incident or match official assault must be submitted within 48 hours of game completion to the appropriate authority.
- 7.2** Failure to meet reporting timelines will result in match official discipline being initiated.
- 7.3** In the event of Match Official Assault, Match Officials are advised to follow the steps laid out in Ontario Soccer Match Official Assault Protocol.

PROCEDURE 8.0 - ASSIGNORS

- 8.1** A District Referee Coordinator (DRC) should not principally also hold the role of Assignor, unless it is necessary to support an Assignor in scheduling of games within the District.
- 8.2** No additional fees can be charged by any Association or Organization to a match official in order to be assigned games.
- 8.3** Each District Association must provide to Ontario Soccer a complete list of all leagues, and all game assignors annually by March 31st on the template provided by Ontario Soccer.
- 8.4** All other areas in regards to assigning are covered in the Ontario Soccer Assignors Protocol
- 8.5** Each assignor must annually register as a member of Ontario Soccer and accept and sign the Assignors Code of Ethics.



- 8.6** Ontario Soccer reserves the right at any time to request from a District Association, League or Club a list of the game assignments for each competition assigned by its Assignors.
- 8.7** No additional Referee Association, District or Club may require an additional membership fee or additional program for game assignments unless pre-approved by Ontario Soccer.

PROCEDURE 9.0 – ASSESSORS AND INSTRUCTORS PROGRAM

- 9.1** Regulations for the Assessors and Instructors Programs of Ontario Soccer are in line with Canada Soccer's program.
- 9.2.** Only currently accredited Canada Soccer instructors can deliver any Laws of the Game education in any format at any level.
- 9.3** Any organization (School/Club/District/Academy/District/etc.) hosting any Ontario Soccer Match Officials Clinic where participants could be under the age of 18 years of as of the date of the clinic, must ensure to have a representative present in the classroom throughout the entire duration of the clinic proceeding.

A representative cannot be a student or an assigned instructor. If a representative is absent or departs, the organization may incur a \$500.00 fine.



SECTION 11 - COACHES

PROCEDURE 1.0 - LEARNING FACILITATORS FOR COACHING CLINICS

1.1 Qualifications

The qualifications for becoming an Ontario Soccer Coaching Development Learning Facilitator shall be those stipulated by Canada Soccer for each clinic level and must hold a minimum of a Canada Soccer Children's License, Youth License or National B Part 1 (or equivalent) or higher.

1.2 Appointment

An appointment to a position of Ontario Soccer Learning Facilitator shall be made for a year, which shall be a calendar year. Appointments will be confirmed by the Manager of Coach Development not later than December 15 each year.

1.3 Clinic Appointment

Learning Facilitators must be prepared to undertake coaching clinic appointments during the period covering January 1 through December 15. Learning Facilitators with due notice given, shall accept clinic appointments offered within 48 hours. A satisfactory reason for declining (when necessary) will be recorded by Ontario Soccer Coordinator of Coach Development.

1.4 Course Assignment Adjustments

Ontario Soccer Coach Development Manager or Coordinator has the right to adjust assignments up to 48 hours before the start of the course.

1.5 Clinic Conduct

Learning Facilitators will act in such a manner as to comply with Human Rights, Equity Legislation, and treat all course attendees with care and understanding.

1.6 Clinic Administration

Learning Facilitators shall complete all course paper work correctly and shall make sure that all writing is legible. Learning Facilitators will return the course paper work together with returned material to Ontario Soccer Clinic Administrator within 48 hours of the clinic completion date.

1.7 Clinic Fees

Learning Facilitators will be advised of their fee structure for the ensuing year by the Manager of Coach Development as part of the annual appointment letter.

1.8 Clinic Reporting

Learning Facilitators will prepare and submit a short report (no more than one page) for each clinic completed. The report shall include:

- a) Outstanding coaching potential attendees
- b) Any unique or non-recurring items of interest

1.9 Performance Assessment

Learning Facilitators will be required to attend refresher and extra training courses as arranged, from time to time, by the Manager of Coaching and will be subject to one-on-one mentorship from their assigned Master Learning Facilitator.

1.10 Canada Soccer National B Part 1 & Canada Soccer C Licence

National B Part 1 Licence:

A person who has passed a National B Part 1 Licence will have no more than five years to progress to the National B Part 2. Any maintenance of the licence will be updated directly by Canada Soccer.



Canada Soccer C Licence:

A person who has passed a Canada Soccer C Licence shall have five years to attend a National B Licence Part 1 course. Any maintenance of the licence will be updated directly by Canada Soccer.

PROCEDURE 2.0 – CLINIC FEES**2.1 Community Courses and Excellence Stream Courses:**

The clinic fee charged to each organization shall be in accordance with Ontario Soccer's schedule of fees

PROCEDURE 3.0 - COACH CERTIFICATION REQUIREMENTS

3.1 Each Team Head Coach and each Assistant Coach must be registered by their Club in Ontario Soccer's registration system.

3.2 Minimum Coach Certification Requirements**3.2.1 Under-13 and Older Teams (including Senior Teams)**

3.2.1.1 Each coach registered with her/his Club and assigned by that Club as the Team Head Coach or as an Assistant Coach to a team playing in one of the following leagues or cup competitions:

- i. Provincial, Regional and District Competitive League (Outdoor, Indoor or Futsal)
- ii. Ontario Cup Competition - Outdoor, Indoor or Futsal

Is required to complete:

- i. Respect in Sport certification;
- ii. Making Head Way in Soccer
- iii. Soccer for Life (and/or higher licensing)
- iv. Make Ethical Decisions - In-class session only.

3.2.1.2 The same requirement stated in Procedure 3.2.1.1 applies to a Club Head Coach serving as a Team Official for a team in any of the above leagues or cup competitions.

3.2.2 OPDL Teams

Each coach registered with his/her organization and assigned by that organization as the Team Head Coach or as an Assistant Coach to an OPDL team is required to have certification in accordance with OPDL Rules.

3.2.3 Under-9, 10, 11 or 12 Squads

3.2.3.1 Each coach registered with her/his Club and assigned by that Club as the Team Head Coach or as an Assistant Coach to a Grassroots squad playing in one of the following Grassroots leagues:

- Grassroots District Development League (Outdoor, Indoor or Futsal) is required to have completed:



- i. Respect in Sport certification; and
- ii. Making Head Way in Soccer
- iii. Learning to Train Course
- iv. Making Ethical Decisions Course

3.2.3.2 The same requirement stated in Procedure 3.2.3.1 applies to a Club Head Coach serving as a Team Official for a team in any of the above youth leagues.

3.2.4 Under 7-U9 squads are Fundamentals & Under 6 and younger is Active Start

3.2.4.1 Each coach registered with her/his Club and assigned by that Club as the Team Head Coach or as an Assistant Coach to an Under-8 squad playing in an Under-8 District Festival (Outdoor, Indoor or Futsal) is required to have completed:

- i. Respect in Sport certification
- ii. Making Head Way in Soccer Course
- iii. FUNdamental Course
- iv. Making Ethical Decisions Course

3.2.4.2 The same requirement stated in Procedure 3.2.4.1 applies to a Club Head Coach serving as a Team Official for a team in any of the above youth festivals.

3.2.5 Under 5 and below Squads

3.2.5.1 Each coach registered with her/his Club and assigned by that Club as the team Head Coach or as an Assistant Coach to a Grassroots squad playing in one of the following Grassroots leagues:

Grassroots District Development League (Outdoor, Indoor or Futsal) is required to have completed:

- i. Respect in Sport Certification; and
- ii. Making Head Way in Soccer
- iii. Active Start Course; and
- iv. Making Ethical Decisions Course

3.2.5.2 The same requirement stated in Procedure 3.2.5.1 applies to a Club Head Coach serving as a Team Official for a squad in any of the above youth leagues.

3.3 A person may only be designated as the Team Head Coach for a maximum of two outdoor teams at any one time.

Note: Effective April 2017, all coaches must have the new NCCP Community Course and will be required to complete the online module "Making Head Way in Soccer Concussion Protocol" course provided by the NCCP.



3.4 Respect in Sport Certification (5 year phase in)

The Respect in Soccer certification will be phased in over a 5 year term for mandatory implementation for each category listed in the table. Ontario Soccer District Associations are responsible for the management of compliance.

	2016	2017	2018	2019	2020
Coaches	<ul style="list-style-type: none"> • OPDL • Competitive 	<ul style="list-style-type: none"> • OPDL • Competitive • U13-U18 Recreational 	<ul style="list-style-type: none"> • OPDL • Competitive • U12 • U11 	<ul style="list-style-type: none"> • OPDL • Competitive • U12 • U11 • U10 & U9 	<ul style="list-style-type: none"> • OPDL • Competitive • U12 • U11 • U10 & U9 • U8 • Game Leaders
Match Officials (level)	N/A	9 & 10	7, 8 & 4	5 & 6	N/A



SECTION 12 - DISCIPLINE

PROCEDURE 1.0 - WHO CAN BE DISCIPLINED?

- 1.1 Discipline action may only be taken against a Registrant or Registered Organization of Ontario Soccer for misconduct occurring at the time of the incident, and cannot be retroactively charged for incidents prior to registration of such person or organization.
- 1.2 Notwithstanding Procedure 1.1 Any person acting as a Team Official, Administrator or Match Official shall be considered to be a Registrant of Ontario Soccer regardless of whether he/she has registered to do so.
- 1.3 Any misconduct by an unregistered member of a registered organization shall be handled by that organization's code of conduct and/or applicable policies and procedures.

PROCEDURE 2.0 - REPORTING MISCONDUCT

- 2.1 A Registrant and/or Registered Organization is accused of an offence as identified in the Standard Penalties for Misconduct in Operational Procedure 9.0 and is subject to discipline when:
- A Match Official reports an offence to the applicable Governing Organization electronically or by hardcopy.
 - A Registrant or third party submits a written complaint and all supporting evidence and documentation that supports the complaint (for example: all documents, witness statements, etc.) to a Governing Organization that an offence has been committed. Action shall only be taken if the Complainant willingly agrees to act as a witness;
 - A Governing Organization submits a written misconduct report and all supporting evidence and documentation that supports the report (for example: all documents, witness statements, etc.) to itself. In this scenario, the Governing Organization is required to have a representative (not including a member of its Discipline Hearing Panel) present the evidence at the hearing in order for action to be taken; Therefore, the Governing Organization becomes/is the complainant.
 - A report submitted by a Match Official will be subject to Discipline By Hearing or Discipline By Review. A report submitted by a Governing Organization will be subject to Discipline By Hearing. A report submitted by a Registrant or Third Party may be subject to Discipline Hearing if investigation warrants further action.
 - In the event that two or more complaints or misconduct reports relate to the same incident, all reports and complaints will be heard simultaneously and all reports will be considered by the Discipline Hearing Panel, providing that each report author acts as a witness at the hearing with the exception of a Match Official who is not required to attend the hearing. The Panel may exclude evidence or testimony that is unduly repetitious.
- 2.2 **The Report**
- 2.2.1 Misconduct must be reported, in writing, to the appropriate Governing Organization under whose jurisdiction the misconduct applies (as per Procedure 3.0) and with which an accused party is either registered or with which the Club of the accused is affiliated. The report shall be written in the English language and include all details of the incident.
- 2.2.2 If a report is judged to be an incomplete report or if a report is not written in the English language, the charge(s) shall not be dismissed. The Discipline Hearing/Review Panel shall adjourn the hearing/review meeting and require the Match Official (or other person in accordance with Procedure 2.1) to either re-submit a complete report in the English language or attend a rescheduled hearing/review meeting to clarify the report submitted. Those parties required to attend the original hearing shall be required to be present at the subsequent hearing.



- 2.2.3** Once submitted, a registrant may not withdraw a report and the charge(s) shall not be dismissed. A registrant wishing to change a report must attend the Discipline Hearing and provide testimony regarding the reason for changing the report.

2.3 Statute of Limitations

- 2.3.1** The written Report/complaint must be submitted to the appropriate Governing Organization within sixty (60) days of the occurrence of the alleged misconduct and the organization must commence disciplinary action within thirty (30) days after receipt of the written report.
- 2.3.2** Any reported misconduct that is made directly to Ontario Soccer may be acted upon by Ontario Soccer without consideration of the time-lines specified in Procedure 2.3.1
- 2.3.3** If the receiving Governing Organization fails to respond in writing to any alleged misconduct prior to 30 days, the complainant may request in writing within 5 days, the next above Governing Organization to review the alleged misconduct and direct to be handled as deemed appropriate.
- 2.3.4** Failure to observe time-lines defined in these Procedures shall render any disciplinary action taken after the expiration of the time, null and void.

2.4 Match Official Assault

- 2.4.1** In the case of a Match Official Assault, the Match Official shall provide written notification and a preliminary report of the assault to the District Association in which he/she resides, Ontario Soccer and the League within 48 hours of the assault. The Match Official must then complete and submit a Match Official Assault Report within 5 days of the alleged assault to the District Association in which he/she resides as well as to Ontario Soccer and the League. The applicable District Association is responsible for ensuring all parties involved receive this information. Approval to extend timelines listed in this procedure are at the discretion of Ontario Soccer only.

2.5 Misconduct by a Match Official

- 2.5.1** A written report/complaint about a Match Official must be reported to the appropriate District Association. Misconduct by a Match Official in a competition organized by Ontario Soccer shall be handled by Ontario Soccer
- 2.5.2** If a person, registered as a Match Official, is accused of misconduct while acting as a registered Player, Team Official or Administrator, he/she shall be charged for misconduct in the capacity in which he/she was acting and shall not be charged as a Match Official. For misconduct at any other time, including as a spectator, the person shall be charged as a Match Official.

2.6 Misconduct at a Tournament

- 2.6.1** With the exception of reports pertaining to match official assault, a match official is required to complete a dismissal report, or special incident report respectively for each dismissal, or special incident and a "list of cautions report" and submit such report(s) immediately to the governing organization under whose authority the game was held.

PROCEDURE 3.0 – JURISDICTION

- 3.1** Unless the Procedure is identified as being applicable only to a specific jurisdiction, all the Procedures in this document are applicable to Ontario Soccer and all Governing Organizations and individuals registered with Ontario Soccer.



3.2 Jurisdiction Levels

All misconduct occurring in competition organized by Ontario Soccer shall fall under the jurisdiction of Ontario Soccer, unless otherwise delegated.

- 3.2.1** Ontario Soccer reserves the right to intervene in matters of discipline at all jurisdiction levels where deemed necessary and appropriate.
- 3.2.2** All misconduct types relating to registration of Players, Team Officials & Club/Academy Administrators falls under the jurisdiction of the Governing Body responsible for the validation of the registrations. A governing body cannot ignore non registration or condone it. Non-registration of players/coaches/teams is a Discipline Offence which must lead to appropriate Discipline charges.
- 3.2.3** All misconduct by a Match Official shall be handled under the jurisdiction of the District Association in which the Match Official resides. All applicable discipline resulting in suspension of a Match Official shall be served under the jurisdiction of Ontario Soccer.
- 3.2.4** All misconduct types relating to registration of Match Officials and Administrators of
- a) Ontario Soccer
 - b) District Associations
 - c) Senior Provincial, Regional and (if governed by Ontario Soccer) District Competitive
 - d) Youth Provincial, Regional and (if governed by Ontario Soccer) District Competitive
- Fall under the jurisdiction of Ontario Soccer.
- 3.2.5** Misconduct Types by the same person or the same organization occurring during the same game incident or a related incident shall be dealt with by one jurisdiction only. In a game involving several misconduct types by the same person or same organization and where those misconduct types would normally fall under two or more jurisdictional levels, the case shall be handled by the higher level Governing Organization. Charges and penalties specific to a Governing Organization shall be heard on behalf of that Governing Organization, by the jurisdiction level hearing the cases.

3.3 Misconduct Directed towards a Match Official

- 3.3.1** In cases of Match Official Assault Ontario Soccer Discipline Hearing Panel shall be appointed by the District Association with which the accused is registered or with which the Club of the accused is affiliated. The District Association's Discipline Hearing Panel shall act as Ontario Soccer's Discipline Hearing Panel in the hearing of such cases.
- 3.3.2** For all other Misconduct Types directed at a Match Official the jurisdiction of discipline shall be:
- a) If the misconduct occurred during a game in a Provincial, Regional, District Competitive or District Recreational League then, the appropriate League shall have jurisdiction to handle any disciplinary action.
 - b) For all other Misconduct directed at the Match Official discipline shall be dealt with by the District Association with which the accused is registered or with which the Club of the accused is affiliated. A District Association may delegate such cases to the District Competitive League (if governed by the District Association), District Recreational League or Local League in which the offence occurred provided such delegation is stated in their Governing Documents.

3.4 Delegation of Misconduct Jurisdiction

- 3.4.1** Where permitted, a Governing Organization may be delegated, by its Governing Organization, the responsibility for establishing a Discipline Hearing Panel to deal with one or more Misconduct Types. This responsibility may be revoked at any time by the higher Governing Organization.
- 3.4.2** District Associations may delegate certain game related misconduct types to:



- a) Senior District Competitive Leagues and Youth District Competitive Leagues (governed by District Association)
- b) Senior District Recreational Leagues and Youth District Recreational Leagues
- c) Clubs, Senior Local Leagues and Youth Local Leagues

3.5 Referral of Misconduct Cases

- 3.5.1** A Governing Organization which has jurisdiction over a specific misconduct category may refer a misconduct incident to its higher Governing Organization. If the higher Governing Organization determines that the referral is valid, it shall handle the case. If the higher Governing Organization determines that the referral is not valid, the case shall be handled by the Governing Organization with jurisdiction for that misconduct type
- 3.5.2** Misconduct occurring outside the normal jurisdiction such as out of province games or tournaments shall be referred to the appropriate Governing Organization for action.
- 3.5.3** Anytime a Governing Organization refers a discipline case to a higher Governing Organization, the case becomes a case of that higher Governing Organization, which must report back the findings and decisions to the referring Governing Organization within 30 days or upon completion of the discipline process.

PROCEDURE 4.0 - RIGHTS AND RESPONSIBILITIES

- 4.1** Ontario Soccer may, without notice, audit any organization who has been delegated the responsibility to administer discipline to ensure full compliance with these Procedures. If an organization fails to administer discipline in accordance with these Procedures Ontario Soccer has the right to:
- a) Intervene to correct the problem
 - b) Withdraw the delegation to administer discipline; and
 - c) Subject the organization to discipline
- 4.2** Every Club is responsible for the actions of its Players, Team Officials, Administrators and spectators.
- 4.3** In all cases of mistaken identity of an accused Player, Team Official or Administrator caused as a result of a team sheet error or other irregularities, the responsible Club shall properly identify the offending party involved. Failure to do so will result in a charge under Misconduct Type 5.69
- 4.3.1** In the event that the Match Official incorrectly identifies the person responsible for the reported misconduct and if the Club correctly identifies the offending party, then both parties together with the Match Official shall be required to attend the hearing for the Match Official to identify the correct person if so required by the Discipline Hearing Panel.
- 4.4** Registered District Associations, Leagues and Clubs shall ensure that their disciplinary rules, regulations and policies are consistent and do not conflict with those published by Ontario Soccer.
- 4.5** Failure to observe time-lines defined in these Procedures shall render any disciplinary action taken after the expiration of the time, null and void.
- 4.6** Accused parties must appear at a Hearing at their own expense.
- 4.7** All parties directly affected by a discipline decision must receive a written copy of the decision and also the specific "Rights of Appeal Information", including:
- a) The name and address of the organization to which the Appeal must be sent.
 - b) The amount of the appeal fee
 - c) The criteria for the grounds for appeal
 - d) Which organizations must receive a copy of the appeal
 - e) The method of delivery for both the appeal and the fee



The time-lines for appealing a decision shall only go into effect after the affected party has received a written copy of both the decision and the “Rights of Appeal Information”

- 4.8 Except for discipline decisions rendered under the Discipline By Review (DBR) system, any party directly affected by a decision has the right to appeal that decision. The discipline decision shall remain in effect pending the result of the appeal.
- 4.9 A Registrant is entitled to know for which offence she/he has been dismissed from a game. Each Governing Organization shall develop a procedure whereby a person may learn why she/he has been dismissed. This procedure must allow sufficient time for the report to be accepted by the Governing Organization and sufficient time for the accused to request a hearing via the normal procedures.
- 4.10 Any party directly affected by a decision shall receive a copy of the “Findings”. However, the Minutes of a Discipline Hearing Panel shall not be given to any party except to the Governing Organization, upon such request.

PROCEDURE 5.0 - DISCIPLINE SYSTEMS

- 5.1 Discipline administered by a Governing Organization shall be rendered in accordance with the Discipline by Review (DBR) system and/or Discipline by Hearing (DBH) system.
- 5.2 For Discipline Hearings being convened by a District Association or any classification league the Discipline Hearing Chair shall hold current Discipline Certification Level 1 prior to the hearing being convened.
- 5.3 **Discipline By Review (DBR)**
 - 5.3.1 An organization may use the DBR. System only for those misconduct types defined in Procedure 9.0
 - 5.3.2 The organization's Discipline Review Panel shall meet not less than once a month, in accordance with a published schedule, to review all misconduct reports received since its last Discipline Review meeting.
 - 5.3.3 The Case Manager shall:
 - a) Read the misconduct report
 - b) Identify the correct charge for each
 - c) Determine if the charge shall be handled by DBR or DBH

The Discipline Review Panel shall:

- a) Make a decision on the DBR charge(s)
 - b) Render the mandatory penalty in accordance with Procedure 9.0.
 - c) Postpone a decision to a subsequent Discipline Review Meeting if it determines that further clarification and/or reports are required.
- 5.3.4 **Notification of Penalty**

Decisions shall be forwarded, in writing, by mail, fax, e-mail, or designated website, to all affected parties within four (4) days of the hearing, and shall indicate the following

 - a) Exact offence(s) of which the accused has been found guilty; and
 - b) Starting date and the expiry date of the suspension or the specific games from which the accused has been suspended.



5.3.5 Appeal of a Decision under the DBR System

Except where a decision has been made that is in contravention of or not in accordance with a published rule, discipline decisions made under the D.B.R. System may not be appealed.

5.3.6 Requests for A Hearing

- 5.3.6.1** Except in cases of Ontario Soccer Misconduct Type 1.3, 1.5, 1.6, 1.13, 1.14 and 1.14A an individual who is subject to the DBR System shall have the right to request to be disciplined by the DBH System
- 5.3.6.2** Where applicable, the accused shall submit a written request to the Governing Organization having jurisdiction to hear the case, within three (3) days of receiving the dismissal. This request must arrive before the date of the next scheduled Discipline Review meeting, as published.
- 5.3.6.3** In cases where there was no dismissal/ejection was performed, the governing organization shall notify the accused, provide a copy of the Special Incident Report and provide an opportunity for the accused to request a hearing within specified timelines.
- 5.3.6.4** The request shall be written and submitted together with the appropriate "Request for Hearing Fee"
- 5.3.6.5** A Discipline Hearing Administrative Fee is only payable if the accused is found guilty of the charge.
- 5.3.6.6** The "Request for Hearing Fee" shall be paid prior to the start of the hearing and this fee is non-refundable.

5.4 Discipline by Hearing

5.4.1 Notification of Hearing

For Governing Organizations without regularly scheduled hearings, all those required to attend a hearing shall be given fifteen (15) days' notice. Such notice shall also be forwarded to the Club when the offence involves a Registered Player, Team Official or Club Administrator. This notice must state the exact nature of the charges, together with the misconduct type and charge number, as outlined in Procedure 9.0, and/or as outlined in a club/league rules together with the "Rights of the Accused" to request a postponement, to bring an adviser, observers and/or witnesses. The Notice of Hearing will also include a copy of each 'Report of Misconduct' and all documentation which will be considered by the Discipline Hearing Panel received by the Governing Organization in relation to the Discipline Charge being brought against the accused.

- 5.4.2** For Governing Organizations that have published the dates on which they hold regularly scheduled hearings, the organization shall:
- a) Publish the organization's hearing schedule and those required to attend;
 - b) Publish with the hearing schedule:
 - i. The method of notification for those required to attend;
 - ii. The rights of the accused party to request a postponement;
 - iii. The rights to bring an adviser, observer(s) and/or witnesses(s) to the hearing;
 - iv. The rights to receive within 48 hours upon submitting a written request to the organization, a copy of the Report(s) of Misconduct and all documentation which will be considered by the Discipline Hearing Panel
 - c) If the accused has not been provided disclosure in accordance with b) iv) above, at least 30 minutes prior to the commencement of the hearing, provide the accused with a copy of the Report(s) of Misconduct and all documentation which will be considered by the Discipline Hearing Panel
- 5.4.3** If any party required to attend a hearing challenges the legality of the hearing on the basis that insufficient notice of the hearing was given, the Hearing Panel will determine if the complaint is legitimate and, if found to be, will only proceed if relevant parties sign a waiver or will adjourn the case to a subsequent date.
- 5.4.4** The Discipline Hearing Panel shall not overrule any legitimate objections which are based on the Discipline Procedures contained in these "operational procedures"



5.4.5 Request for Postponement

Any party required to attend a hearing may request one (1) postponement of a hearing. The party must submit a written request which must be received by the Governing Organization no later than four (4) days prior to the date of that hearing, stating the reason for requesting the postponement. All such requests must be accompanied by the correct fee in the form of a recorded payment. Should the request be denied, the fee shall be refunded. The Governing Organization shall have full discretion to refund the "Request For Postponement Fee" if sufficient reason warrants such action.

5.4.5.1 Any Match Official required to attend does not have to pay the "Request For Postponement Fee" unless he/she is the accused.

5.4.5.2 In the event that criminal charges are laid as a result of any incident that occurred in a game or in the vicinity of the game's venue after the game, the case shall proceed in accordance with "governing documents", unless the accused requests a postponement of the hearing. Such "Requests for Postponement" shall be granted, but the accused shall remain suspended from all soccer related activity until his/ her case is dealt with by the Discipline Hearing Panel.

5.4.6 Request for New Hearing

5.4.6.1 Those who request another hearing after failing to attend a hearing when required to do so, shall submit a written request together with the recorded payment for the fee as specified by the Governing Organization. This fee is non-refundable.

5.4.6.2 When a hearing is postponed, the accused shall request a hearing after the disposition of the criminal charge(s) but will not be required to pay the normal "Request for Hearing Fee". The outcome of a criminal case will not influence charges laid under "Published Rules". Any suspension period shall include the period during which the accused was suspended prior to the hearing.

5.5 Pleading Guilty

An accused party may plead guilty and forego a hearing. Written notification of such must be received by the Governing Organization no later than four days prior to the date of the hearing. In doing so, the accused party accepts the maximum penalty applicable to Ontario Soccer Misconduct Type charged. The appropriate administrative fee will be levied. The accused party may not appeal a decision rendered by the Discipline Hearing Panel once the guilty plea has been entered, unless the penalty assessed is not within the standard range in accordance with the Published Rules

5.6 Attendance at Discipline Hearing

5.6.1 The accused individual or Governing Organization or their representative must attend a hearing. Anyone representing an accused must provide a signed proxy from the accused before being allowed to participate at a hearing.

5.6.2 An accused may choose to be accompanied by another adult who may act as an adviser.

5.6.3 An accused less than eighteen years of age must be accompanied by an adult, who shall act as an adviser, failing which the hearing will not proceed and the accused shall be suspended until the hearing is held.

5.6.4 If the accused does not appear, the hearing will not proceed, the accused will be fined in accordance with the "Schedule of Fees, Fines, Bonds and Penalties" as published by the Governing Organization, and the accused will be suspended from all soccer related activities until he/she requests in writing and attends a hearing.

5.6.5 In all cases of alleged Match Official Assault, the following must attend the hearing:

- a) The accused; (notwithstanding 5.6.1, the accused must attend in person)
- b) The person(s) submitting the report(s);
- c) The Club representative.



- 5.6.6** If any of the above parties fail to attend may result in disciplinary action being taken.
- a) An accused person failing to attend a Discipline Hearing when required to do so, shall be suspended from all soccer related activity until such time that he/she requests, in writing, another hearing and appears at that subsequent hearing; and he/ she shall be fined in accordance with the “governing documents” of the organization hearing the case.
 - b) A Governing Organization failing to attend a Discipline Hearing, when required to do so, shall be fined in accordance with the “governing documents” of the organization hearing the case.
- 5.6.7** Failure of an accused, without due cause, to participate in, or remain at, a discipline hearing when required to attend.
- a) An accused person who refused to participate in a Discipline Hearing, or who walked out of the hearing, thus preventing the Discipline Hearing Panel from rendering a decision on the case, shall be suspended from all soccer related activities until such time that he/she requests, in writing, another hearing and appears at that subsequent hearing.
 - b) Notwithstanding Procedure 5.6.7 a), if the Discipline Hearing Panel determines that it has obtained sufficient evidence, prior to the walkout, to render a decision in the normal manner, it shall render its decision.
- 5.6.8** The Discipline Hearing Panel must require that the author of the misconduct report attend the Discipline Hearing where the accused has been charged with a misconduct type that may result in a penalty of one year or greater.
- 5.6.9** The Match Official must attend a Discipline Hearing if required by the Discipline Hearing Panel. Any reasonable expenses incurred by the Match Official shall be reimbursed by the Governing Organization handling the case.
- 5.7 Advisers, Club Representative, Witnesses and Observers**
- 5.7.1 Advisers**
- 5.7.1.1** An adviser is a person 18 years of age or older who provides advice to any party required to attend a Discipline Hearing including the Panel and may not act as a witness nor provide any testimony at the Discipline Hearing. They may not question the competence of the Match Official(s) and may question a witness for clarification purposes only.
- 5.7.1.2** The Chair of the Discipline Hearing Panel shall notify any advisers that the hearing will be conducted strictly in accordance with Ontario Soccer “Governing documents”.
- 5.7.1.3** An adviser may not be granted an adjournment of the hearing on the grounds that he/she is not familiar with Ontario Soccer “Published Rules”.
- 5.7.2 Observers**
- 5.7.2.1** Each party required to attend a Discipline Hearing is entitled to have a maximum of two observers in attendance at the Discipline Hearing. They may not act as a witness nor provide any testimony but may speak at the discretion of the Discipline Hearing Panel.
- 5.7.2.2** If an observer interrupts a Discipline Hearing and refuses to stop such interruptions when requested to do so by the Discipline Hearing Panel, he/she shall be required to leave the hearing room, prior to the continuation of the hearing.
- 5.7.3 Club, Local Referee Association or League Representative**



5.7.3.1 Each Club / Local Referee Association or League is entitled to send a representative to a Discipline Hearing at which one of its Player(s), Team Official(s) or Administrators or Match Official(s) is required to attend and may serve as an adviser.

5.7.3.2 At a Discipline Hearing for a Match Official Assault case, the Club shall send a representative to the hearing.

5.7.3.3 A Club Representative may also serve as an adviser to a party, usually the accused, and is entitled to the full rights of an adviser, in accordance with Operational Procedure 5.7.1.

5.7.3.4 At a Discipline Hearing for a Match Official Assault case the Local Referee Association of the assaulted Match Official shall be requested to send a representative to the hearing.

5.7.4 Witnesses

5.7.4.1 Each party required to attend a Discipline Hearing as well as the Governing Organization hearing the case, is entitled to bring witnesses. Witnesses must appear in person. Written reports by witnesses are not acceptable.

5.7.4.2 There is no limit to the number of witnesses allowed, but they must add new testimony and the Discipline Hearing Panel can restrict the testimony of witnesses if the testimony given becomes repetitious.

5.7.5 Composition of Discipline Hearing Panel

5.7.5.1 A Discipline Hearing Panel shall consist of at least three members:

1. The Chair. Please note; The Discipline Chair of a Governing body, District, League, Club or Tournament must hold current Discipline Certification Level 1 prior to the hearing being convened. Also no "Director" may sit as Discipline Chair of their own organization.
2. The Recording Secretary and;
3. A third member.

Personnel shall be carefully selected for the Discipline Hearing Panel to ensure the panel will have no significant relationship with the affected parties, will have no involvement with the misconduct being considered and will be free from any other actual or perceived bias or conflict. Only one (1) registered match official shall be allowed on a panel.

5.7.5.2 The Discipline Hearing Panel shall hear all charges at a properly convened Discipline Hearing. The accused may waive this requirement for three members by signing the appropriate waiver form.

5.7.5.3 For Discipline Hearings being convened by a District Association or any classification league, the Discipline Hearing Chair will hold current Discipline Certification Level 1 prior to the hearing being convened.

5.7.6 Discipline Hearing Procedures and Teleconference Hearings

5.7.6.1 At the start of the Hearing, all parties shall be brought into the hearing room. The Recording Secretary shall record the names and status of all attendees. The Chair shall explain to all parties present, the Discipline process and the rights and limitations of all parties to the Hearing, as described in Operational Procedures.

5.7.6.2 At the start of the hearing by teleconference, all parties shall call into the prescribed phone number to become part of the Discipline hearing. The Recording Secretary shall record the names and status of all attendees. The Chair shall explain to all parties present, the Discipline process and the rights and limitations of all parties to the Hearing, as described in the Operational Procedures.

All Witness shall provide their phone numbers, where they can receive either a text message or a phone call. The Witnesses shall be asked to be available to give their evidence during a later call that evening/day. The Chair shall either call or text the witness to call back into the teleconference to give their evidence. (This procedure will allow witnesses to give their evidence without actually hearing what other witnesses have testified to.) Witnesses are to remain on the tele-conference till they are excused.



- 5.7.6.3** With all parties present, the charges against the accused shall be read from the “Discipline Hearing Notice”, together with any other reports on which the charges have been based. After this time, all witnesses must be asked to leave the room.
- 5.7.6.4** With all parties (including Witnesses) present on the teleconference, the charges against the accused shall be read from the “Discipline Hearing Notice”, together with any other reports on which the charges have been based. After this time, all witnesses will be asked to leave the teleconference, but be available to call back when instructed to do so.
- 5.7.6.5** The person(s) submitting the report(s), if present, shall be allowed to amplify or qualify the report(s) and the accused (or adviser) shall be allowed to question the report. Questions to a witness from any party must be directed through the Chair at the Chair’s discretion.
- 5.7.6.6** Witnesses shall be brought back in, one at a time, at the request of either party or the Hearing Panel. After giving testimony the witnesses shall be asked to remain in the room. If they request to leave, the Panel must ensure that they leave the building and not communicate with any other witnesses that have still to be heard.
- 5.7.6.7** Witnesses shall be asked to call back in, one at a time, at the request of the Chair of the Hearing Panel. After giving testimony the witnesses shall be asked to remain in the Teleconference or they may leave the teleconference. If they request to leave, the Chair shall instruct that they do not communicate with any other witnesses that have still to be heard. Questions to a witness from any party must be directed through the Chair at the Chair’s discretion.
- 5.7.6.8** The Chair shall allow the accused and witnesses to testify, provided the testimony is relevant, and the Hearing Panel may question the accused or any witness giving evidence.
- 5.7.6.9** If, during the hearing, it is determined that evidence from a witness who could not attend may be crucial to the decision, the Chair shall adjourn the hearing and reschedule it to a later date. All those who are required to attend the rescheduled hearing shall be given notice in writing in accordance with the time frames stipulated in this procedure, or by mutual consent at an earlier date.
- 5.7.6.10** The accused and the person(s) submitting the report(s) shall be given the opportunity to present final comments, after which the Chair shall declare the hearing recessed and notify all parties of their “Rights of Appeal”. At this time, all those other than the Panel members shall leave the room or the teleconference
- 5.7.6.11** The Panel shall consider the evidence and shall, wherever possible, arrive at a decision prior to adjourning. In the event that the Panel decides that further information is required, it will act accordingly, and will notify all involved parties to that effect within fifteen days. If a further hearing is considered to be necessary, the Panel shall, unless all parties agree to sign waivers, give fifteen days’ notice to all involved parties. Those parties required to attend the original hearing shall be required to be present at the subsequent hearing.
- 5.7.6.12** In the event that a Discipline Hearing Panel considers that (additional) charges should be laid against any Registrant or Registered Organization as a result of new evidence being discovered at the hearing, the (new) charges must be dealt with by the appropriate Governing Organization at a new hearing with a new panel held on a subsequent date.
- 5.7.6.13** In a situation where there are multiple discipline cases involving two or more individuals/organizations and relating to the same incident, the Discipline Hearing Panel may hear the cases concurrently at the same hearing. In such situations, all of the accused parties shall individually be given the same rights and responsibilities as a single accused individual/organization.



5.7.7 Audio Visual Technology

5.7.7.1 An audio recorder may be used by any party to record the testimony at a Discipline Hearing. All persons participating in the hearing shall be advised that the hearing is being recorded.

5.7.7.2 Video evidence is acceptable provided it substantiates verbal evidence given by any party. Video evidence that simply seeks to show errors made by a Match Official shall be ruled out of order and not considered. Video evidence that shows possible errors in identification by the Match Official shall be allowed.

5.7.7.3 If the Discipline Hearing is being conducted by teleconference, any Video evidence shall be submitted at least 4 days prior to the hearing, so that the video evidence can be forward to the panel in a manner that the panel can open to view after it has been entered under 5.7.7.2

5.7.8 Notification of Penalty

5.7.8.1 In all cases, decisions shall be forwarded, in writing, by mail, fax, e-mail, or designated website, to the parties involved within fifteen (15) days after the conclusion of the hearing. The decision shall include the "Rights of Appeal Information". If the accused is found guilty the decision shall include:

- a) The exact offence(s) of which the accused has been found guilty and reasons to support the decision.
- b) The exact terms of the discipline imposed, including any suspension(s), fee(s), fine(s), or bond(s).

5.7.8.2 If the written decision is not received within the specified timeframe, the accused person's or organizations rights of appeal begin on the date of the receipt of the written decision, with the Rights to Appeal document.

5.7.9 Rights of Appeal

5.7.9.1 Any party directly affected by a decision under the DBH system has the right to appeal that decision. The discipline decision shall remain in effect pending the result of the appeal.

5.7.9.2 If the "Rights of Appeal Information" is not given to a party directly affected by the decision, then that party's rights of appeal, begin on the date of the receipt of the "Rights of Appeal Information".

PROCEDURE 6.0 - MATCH OFFICIAL ASSAULT

6.1 Reporting a Match Official Assault

6.1.1 A Match Official Assault shall be reported in accordance with **Procedure 2.4**.

6.2 Immediate Suspension

Within 24 hours after receipt of the report, the District Association shall notify the alleged offender, his/her Club and League, that he/she is immediately suspended from all soccer related activity, pending a hearing by an Ontario Soccer Discipline Hearing Panel in the District Association with which he/she is registered or with which his/her Club is affiliated.

6.3 Jurisdiction

6.3.1 Ontario Soccer Discipline Hearing Panel shall be appointed by the District Association with which the accused is registered or with which the club of the accused is affiliated. The District Association's appointed Discipline Hearing Panel shall act as Ontario Soccer's Discipline Hearing Panel in the hearing of such cases.



6.3.2 The Discipline Hearing shall be convened within 30 days, of the receipt of the report by the relevant Governing Organization

6.4 Attendance of Match Official at Discipline Hearing for Match Official Assault

6.4.1 If the match official, who has filed a report alleging Match Official Assault:

- a) Is unable or unwilling to attend a Discipline Hearing for the accused within 30 days after missing the first scheduled hearing or;
- b) Fails to attend two scheduled Discipline Hearings without a valid reason

Then the charge of Match Official Assault shall be dismissed. For each time the Match Official fails to attend a scheduled Discipline Hearing without valid reason, the match official shall be fined in accordance with Procedure 9.0.

6.5 Decision Pertaining to Match Official Assault Case

6.5.1 When suspending a registrant for Match Official Assault, the Discipline Hearing Panel shall include any period of suspension already served.

6.5.2 If the accused is found guilty of Match Official Assault, the Club of the accused shall be assessed a "Discipline Hearing Administrative Fee."

6.5.3 Disposition of all cases involving Match Official Assault shall be reported to Ontario Soccer Office within 21 days after the completion of the hearing including the findings and decision.

PROCEDURE 7.0 - DISCIPLINE AT TOURNAMENTS

7.1 The governing organization responsible for the tournament shall ensure the Discipline Chair has current Discipline Certification level 1 status.

7.2 Alleged offenders must be dealt with by The Panel under the DBR system or DBH system as appropriate directly after the game in which the misconduct was reported.

7.3 The Panel may, where justified, suspend any person dismissed during, or after, a game, from all further participation in the tournament. This is mandatory for any "A" misconduct type

7.4 If the Panel is unable to deal with an offence in a satisfactory manner after the game in which the alleged misconduct occurred:

- a) The offender shall not be permitted to participate any further in the tournament;
- b) Within 48 hours after the completion of the tournament, the Tournament's Host Organization must forward the Match Official's report, together with any other reports, to its District Association;

7.5 In the case of a Match Official Assault in a tournament, the offender shall be immediately suspended from all soccer related activities, pending a hearing by an Ontario Soccer Discipline Hearing Panel.

- a) The match official shall submit his/her preliminary report to the District Association in which he/she resides and to Ontario Soccer's Match Official Development Program within 48 hours of the assault and then a completed Match Official Assault Report within 5 days of the alleged assault;
- b) The tournament's host organization shall immediately (after the completion of the tournament) notify its District Association;
- c) Within 24 hours after receipt of notification of the Match Official Assault, the District Association shall notify the District Association with which the offender's club is affiliated who will in turn notify the accused, the club of the accused and the league which he/she plays, that the accused is suspended from all soccer related activity until being dealt with by an Ontario Soccer Discipline Hearing Panel.



- 7.6** The Tournament's Host organization shall forward to its governing organization:
- a) Within three days after the completion of a tournament, copies of all misconduct reports, including, dismissal and special incident reports, and the "list of cautions report"; and
 - b) Within three days after the completion of a tournament, a summary report about the discipline rendered to each person.
 - c) Who will in turn forward for each person registered with another District Association the misconducts reports and summary report(s) to the appropriate District Association and shall forward a copy of such to Ontario Soccer

PROCEDURE 8.0 - SUSPENSIONS

8.1 Serving Suspensions

- 8.1.1** Any suspension for Match Official Assault shall begin immediately when the report is submitted to the governing organization and continues if the accused is found guilty. The governing organization is responsible for notifying the accused that they are suspended from all soccer activities pending a discipline hearing.
- 8.1.2** A registrant suspended in a league, league cup, league play-off or any other league competition shall serve the suspension with the league.
- 8.1.3** If a registrant is suspended for a specific number of scheduled games in a tournament and if the suspension has not been fully served then any outstanding games shall be transferred to the game(s) of the registrant's league.
- 8.1.4** A registrant unable to fully serve their suspension in a designated competition(s) due to the completion of scheduled games, or the individual leaving the team or league, shall serve their remaining games in the new team or competition(s) they enter. The suspension shall follow the individual registrant until fully served.
- 8.1.5** Game suspension not completed during the current playing season will be carried over to the following playing season. Indoor to Indoor, Outdoor to Outdoor, Futsal to Futsal.

Note: Game suspensions for tournament team players, shall follow the player to their next registered game.

8.2 Suspension Review

- 8.2.1** Anyone under suspension for two years or longer may request a review of his/her period of suspension after at least half of such suspension has been served.
- 8.2.2** Notwithstanding Procedure 8.2.1, in any case in which the suspension exceeds six years, a review may be requested after three years of such suspension has been served.
- 8.2.3** A "Request for a Suspension Review" shall be made to the organization which rendered the suspension.
- 8.2.4** A letter of recommendation from a Governing Organization except the District Association receiving the "Request for a Suspension Review" must accompany any such request.
- 8.2.5** In the case of reviewing a suspension which resulted from a Match Official Assault:
- a) The application shall be submitted to the District Association with which the applicant was registered or affiliated at the time the suspension was levied;
 - b) The application shall be made on the applicable Ontario Soccer form and submitted with a recorded payment for the correct fee in accordance with Procedure 11.0; and
 - c) An Ontario Soccer Suspension Review Panel shall be appointed by the District Association receiving the application and shall act as Ontario Soccer's Suspension Review Panel in the reviewing of such suspension.



8.3 How to apply suspensions from all Soccer Related Activity for employees registered to Ontario Soccer

- 8.3.1** In-Game coaching can be defined as ALL activities and responsibilities of a Coach, Technical Director or Administrator during a game beginning with their presence at the bench and including any advice, commentary or assistance to players or other technical staff on the day of the game.
- 8.3.2** Hence with a paid employee a misconduct that requires suspension from all soccer related activity is to be levied through game suspensions that ban the accused from being present at the field on the day of the game(s). This would include any communications with the team staff at the bench by any means.
- 8.3.3** The length of the suspension would be measured in weeks/months as defined in the misconduct suspension and any and all games during that period are to be included in the game suspension. Hence a Coach/Technical Director responsible for or involved with multiple teams would be barred from being present at the field for all the games played by these teams during the period of the suspension - regardless of the actual number of games.
- 8.3.4** Team staff who may receive some form of payment/stipend directly from team parents are not to be considered employees under this policy. (ie. Not employed by a Governing Body). Receiving payment from parents does not constitute being a paid employee and can be subject to suspension from all soccer related activity.

Accordingly, coaches paid by parents in any form are subject to the full force of suspension from all soccer related activity and must be suspended from all soccer related activity as defined in the policies.

PROCEDURE 9.0 - STANDARD PENALTIES FOR MISCONDUCT

- 9.1** Where a specific suspension is quoted, the set suspension is mandatory and can be administered by DBR. Where suspensions are quoted as a range, application of a suspension within the range is required and the misconduct must be dealt with by DBH. All fines equal to, or greater than, \$200.00 must be dealt with by DBH.
- 9.2** Probationary, suspended or concurrent sentences are not permitted.
- 9.3** A Governing Organizations may impose fines, fees, bonds and/or penalties for other offences provided such are listed in its "governing documents" provided such penalties are not in conflict with any Ontario Soccer Misconduct Type. With regard to players, a fee, fine, bond and/or financial penalty may be only be imposed on a player who is registered with a senior team, including a youth age player registered with a senior team.
- 9.4 Immediate Suspensions from All Soccer Activities**
- An immediate suspension must be imposed on receipt of a report for the following misconduct:
- i. Offences of moral turpitude
 - ii. Physical assault or attempted physical assault of a mini or youth registered player by a Team Official or Administrator and/or Match Official
 - iii. Match Official Assault by a player, team official, administrator or another match official
 - iv. Missed Discipline Hearing: If the accused fails to attend a Discipline Hearing in which they were required to attend.
- 9.4.1** In cases where a person has been charged in criminal court with offences of moral turpitude, the accused shall be suspended from all soccer related activity until the case(s) has been concluded in criminal court. Ontario Soccer may decide if further proceedings are warranted pursuant to the "Governing documents" of Ontario Soccer and/or Canada Soccer
- 9.4.2** Within 24 hours after receipt of the report from the Match Official, or after charges have been laid by the police, the District Association shall notify the alleged offender, his/her Club and League, that he/she is



immediately suspended from all soccer related activity, pending a hearing by the District Association Discipline Hearing Panel with which he/she is registered or with which his/her Club is affiliated.

9.4.3 All other policies pertaining to the administration and handling of the Discipline Hearing(s) for these Ontario Soccer Misconduct Types will be in accordance with Discipline Procedure 6.0 – Match Official Assault.

9.5 On misconduct being proved to its satisfaction, a Discipline Hearing/Review Panel shall have the power to cause a Registrant:

- a) To be suspended from all or any specific soccer related activity for a stated period of time;
- b) To be suspended for a specific number of scheduled games in a designated competition(s); and
- c) To be fined and/or bonded (with or without suspension).

Within the specifications and limitations as detailed in the Tables of Standard Penalties for the specific registrant type.

9.5.1 A Discipline Hearing Panel must suspend the accused from 'all soccer related activity' when a finding of guilty is rendered for one of the following Ontario Soccer Misconduct Types.

Player	Team Official	Administrator	Match Official
1.22	2.41	3.41	4.50
1.51	2.50	3.50	4.51
1.52	2.51	3.51	4.51A
1.64	2.51A	3.51A	4.52
1.65	2.52	3.52	4.52A
1.67	2.52A	3.52A	4.53
1.68	2.53	3.61	4.54
1.69	2.54	3.63	4.61
1.71	2.61	3.64	4.64
1.73	2.63	3.65	4.67
1.74	2.64	3.67	4.68
1.51A	2.65	3.68	4.71
1.52A	2.67	3.71	4.72
1.61	2.68	3.72	4.73
1.74	2.71	3.73	4.74
	2.72	3.74	4.75
	2.73	3.75	
	2.74	3.76	
	2.75		

9.5.2 Unless the misconduct type permits the Panel to order the offender suspended from all soccer related activity, the suspension shall be served only within the jurisdiction hearing the case. **NOTE: Not applicable to Match Officials.**

9.5.3 Notwithstanding 9.5.2, a player who has been suspended for one or more games in league play shall not be permitted to "play up":

- i. For a higher level club team within his/her own Club, or
- ii. With a Temporary Eligibility Permit (TEP) for a higher level club team of a club other than one with which he/she is registered.

In a league game for any other team until after the scheduled date of the final game covered by his/her suspension (such date to be indicated on the notice of suspension).

9.5.4 Notwithstanding 9.5.2, if the suspension is the result of the offender:



- i. Having played up for a higher level club team within his/her own Club, or
- ii. Having played up with a Temporary Eligibility Permit (TEP) for a higher level club team of a club other than one with which he/she is registered

Then in such instances, the misconduct report will be transferred to, and the suspension administered by, the league with which the offender's regular team is registered.

- 9.5.5** A Player or Team Official suspended for specific games may not participate in any other registration category for that team during their suspension
- 9.6** A Player shall only be disciplined for the accumulation of cautions within the same competition/league.
- 9.7** When a Player is dismissed for "Receiving a second caution in the same game", the two cautions in that game shall not be included in the accumulation of cautions with that competition/league.
- 9.8** If the evidence submitted at a Discipline Hearing does not warrant the accused being found guilty of the charges laid against her/him and there is sufficient evidence to find the accused person guilty of a lesser charge, the Discipline Hearing Panel may find the accused guilty of the lesser charge, provided that the lesser charge is not a different charge and is directly related to the original charge.
- 9.8.1** A Discipline Hearing Panel may only find an accused guilty of a lesser charge if the evidence presented better fits the description of the lesser charge in accordance with only the following offences:

Player	Team Official	Administrator	Match Official	Club
1.16 to 1.15	2.14 to 2.13	3.16 to 3.15		5.51 to 5.53
1.16A to 1.16 or 1.15	2.14A to 2.14 or 2.13	3.16A to 3.16 or 3.14A or 3.14		5.51A to 5.53A
1.17 to 1.16 or 1.15	2.16 to 2.15	3.17 to 3.16 or 3.15	4.51A to 4.51	5.52 to 5.51 or 5.53
1.17A to 1.17 or 1.16A or 1.15	2.16A to 2.16 or 2.15 or 2.14 or 2.13	3.17A to 3.17 or 3.16A or 3.16 or 3.15	4.52 to 4.51	5.52A to 5.51A to 5.53A
1.19A to 1.19	2.16B to 2.16 or 2.15	3.51 to 3.16A or 3.16 or 3.14	4.52A to 4.51A or 4.51	
1.21A to 1.21	2.51 to 2.16A or 2.16 or 2.14	3.52 to 3.51 or 3.16A or 3.16	4.54 to 4.53	
1.51 to 1.16A or 1.16 or 1.17A or 1.17	2.52 to 2.51 or 2.16A or 2.16 or 2.14	3.54 to 3.53		
1.52 to 1.51 or 1.16A or 1.16 or 1.17A or 1.17	2.52A to 2.51A	3.73 to 3.16 or 3.15		
1.73 to 1.16 or 1.15	2.54 to 2.53			
	2.73 to 2.16 or 2.15			

- 9.9** A youth aged match official, officiating in a youth or mini competition who engages in misconduct, may not be fined for a first misconduct offence, but should be provided with an alternative education program, as established by the District Association, in order to assist in the rehabilitation of the Match Official.
- 9.9.1** If found guilty of the same Misconduct Type a second time in the same playing season, the Discipline Hearing Panel may then suspend the offending Match Official from refereeing for a period of seven (7) to fourteen (14) days.
- 9.10** In the matter of Match Official Assault it shall be considered a second or third lifetime offence if the Registrant is found guilty again of any ".51" or ".52" offence regardless of the registration category. The



penalty applied shall be the penalty applicable to the Registrant's category when the subsequent offence was committed.

- 9.11** The authority for dealing with any registration misconduct is the responsibility of District Associations. Only District Associations may render a fine for these types of misconduct in accordance with those shown in this procedure or a District's published schedule of Fines, Fee, Bonds or Penalties.
- 9.11.1** Leagues may take additional action on the disposition of the game results for Clubs where it proved the Team played an ineligible player in any game and may impose fines on the club in accordance with their published schedule of Fees, Fines, Bonds and Penalties subject to the maximum fine established in these procedures. Game sheet irregularities as a result of mistakes made by a team official do not constitute the use of an ineligible player by the team but may be dealt with under league playing rules for incorrect team sheets.
- 9.11.2** Ineligible player is defined as follows and shall apply to all competitions in Ontario. No District Association, League or Tournament/Festival/Exhibition Game Host Organization may use any other definition in its competitions rules:
- a) Playing while under suspension,
 - b) Playing without an international transfer,
 - c) Playing without having been re-instated from Professional to amateur,
 - d) Playing while not being properly registered,
 - e) Playing while not being registered to that team unless on a valid trial permit,
 - f) Playing in an age specific competition without the eligible age classification,
 - g) Playing up or playing as a guest player when ineligible to do so,
 - h) Playing after failing to produce physical Ontario Soccer Registrant Book or physical Ontario Soccer approved Identification Card and Roster when requested to do so.
- 9.12** The use of any misconduct types (Acted in contravention of, or failed to act in accordance with a "Operational Procedure" misconduct type ".66" or Acted in a manner deemed to be detrimental to "the game" "misconduct type" .67") are restricted to situations where the alleged misconduct is not covered by a specific Ontario Soccer misconduct within Procedure 9.0.
- 9.13** If a Registrant/Registered Organization, who is a required party to attend and who is not the accused party, fails to attend a discipline hearing for Match Official Assault, the Discipline Hearing Panel may fine the Registrant/Registered Organization in accordance with the fines indicated in the tables in Procedure 9.0 without the need to convene another hearing.
- 9.14** A Governing Organization shall review and revise any penalty imposed by a Discipline Hearing/Review Panel, including a Discipline Hearing Panel acting as an Ontario Soccer Discipline Hearing Panel if determined that the penalty imposed was less than the mandatory penalty.
- 9.15** A person suspended by a Club or a League for violation of a "Club or League's Published Rule" shall be suspended from that Club or League's activities only.
- 9.16** Suspensions, Fines and Bonds levied by any organization shall be in accordance with the Standard Penalties for Misconduct Tables in this Operational Procedure.

TABLE 1 - Standard Penalties for Misconduct by a Player Based on Playing Seasonal Offences

Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
1.1	First Caution.	no action		



1.2	Second Caution	no action		
1.3	Third Caution.	1-game suspension		
1.4	Fourth Caution.	no action		
1.5	Fifth Caution.	2-game suspension		
1.6	Sixth Caution & any subsequent caution.	3-game suspension		
1.7	Notwithstanding Misconduct Types 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6 above, the following suspensions will be applied to players in the Regional & Provincial Divisions of the Provincial & Regional Senior Leagues:			
1.7.1	First Caution.	no action		
1.7.2	Second Caution	no action		
1.7.3	Third Caution.	no action		
1.7.4	Fourth Caution.	no action		
1.7.5	Fifth Caution.	1-game suspension		
1.7.6	Sixth Caution	no action		
1.7.7	Seventh Caution.	1-game suspension		
1.7.8	Eighth Caution.	2-game suspension		
1.7.9	Ninth Caution.	2-game suspension		
1.7.10	Tenth Caution	suspended for remainder of season		
1.13	Dismissed for "Receiving a second caution in the same game" for which neither of the cautions was directed at the match official(s).	1-game suspension	3-game suspension	See misconduct 1.22
1.14	Dismissed for "Receiving a second caution in the same game" for which at least one of the cautions was directed at the match official(s).	2-game suspension	4-game suspension	See misconduct 1.22
1.14A	Dismissed for "Receiving a second caution in the same game" for which at least one of the cautions were directed at a Match Official under the age of 18.	4-game suspension	8-game suspension	See misconduct 1.22
1.15	Dismissed or reported by Match Official for "Using offensive, insulting or abusive language and/or gestures" directed at anyone other than the match official(s). If racist or sexual comments - please see 1.73	1-game suspension	3-game suspension	See misconduct 1.22
1.16	Dismissed or reported by Match Official for "Using offensive, insulting or abusive language and/or gestures/actions" directed at the match official(s). If racist or sexual comments - please see 1.73	3-game suspension	8-game suspension	See misconduct 1.22
1.16A	Dismissed or reported by Match Official for "Using offensive, insulting or abusive language and/or gestures/actions" directed at Match official(s) under the age of 18. If racist or sexual comments - please see 1.73	8-game suspension	16-game suspension	See misconduct 1.22
1.17	Dismissed or reported for "using offensive, insulting or abusive language and/or gestures/actions"	6-12 game suspension	8-16 game suspension	See misconduct 1.22



	directed at a match official(s) after having been previously dismissed or reported Note: A suspension of 9-12 games can only be applied for 1.17 where the charge has been reduced from Game Official Assault charges 1.51/1.52. Otherwise the maximum suspension for 1.17 is 8 games.			
1.17A	Dismissed or reported for "using offensive, insulting or abusive language and/or gestures/actions" directed at a Match official(s) under the age of 18, after having been previously dismissed or reported Note: Suspension for a youth player under 1.17A cannot exceed 8 games. An adult player can be suspended up to the maximum of 16 games.	8-16 game suspension	12-18 game suspension	See misconduct 1.22
1.18	Dismissed for "Denying an opponent a goal or an obvious goal-scoring opportunity by deliberately handling the ball".	1-game suspension	2-game suspension	See misconduct 1.22
1.18A	Dismissed for "Denying an opponent a goal or an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or penalty kick".	2-game suspension	4-game suspension	See misconduct 1.22
1.19	Dismissed for "Serious Foul Play". (Must occur on the field of play, against an opponent when challenging for the ball, while the ball is in play). Otherwise see 1.21	2-game suspension	4-game suspension	See misconduct 1.22
1.19A	Dismissed for "Serious Foul Play" where in the opinion of the Discipline Hearing Panel there was an obvious "attempt to injure" or "a complete disregard for the safety of an opponent" (Must occur on the field of play, against an opponent while the ball is in play) otherwise see 1.21A	4-8 game suspension	8-12 game suspension	See misconduct 1.22
1.20	Dismissed or reported for "Spitting at an opponent or any other person", other than a Match Official. NOTE: Spitting at a Match Official is Misconduct Type 1.52.	4-game suspension	8-game suspension	See misconduct 1.22
1.21	Dismissed or reported for "Violent Conduct".	3-game suspension	6-game suspension	See misconduct 1.22
1.21A	Dismissed or reported for "Violent Conduct" where in the opinion of the Discipline Hearing Panel there was an obvious attempt to seriously injure a registrant or non-registrant.	6-10 game suspension	10-15 game suspension	See misconduct 1.22
1.22	Received and found guilty of a third dismissal in a playing season within that league or competition	1-11 month suspension		
1.23	Senior player played as an ineligible player except for a player who played while under suspension in which case Misconduct Type 1.64 shall apply.	2-game suspension	4-game suspension	8-game suspension



1.25	Re-enters the field of play or player bench area after having been dismissed from the game by the Match Official.	2-game suspension	5-game suspension	See misconduct 1.22
Standard Penalties for Misconduct by a Player Based on Lifetime Offences				
Type #	Description of Misconduct	First Lifetime Offence	Second Lifetime Offence	Third or More Lifetime Offence
1.51	Match Official Assault for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	6-12 month suspension + \$200.00 fine	1-3 year suspension + \$200.00 fine	Minimum 5 year suspension
1.51A	Match Official Assault (against a Match Officials under the age of 18) for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	1-3 year suspension + \$300.00 fine	3-5 year suspension + \$300.00 fine	Minimum 7 year suspension
1.52	Match Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	2-5 year suspension + \$400.00 fine	5-10 year suspension + \$400.00 fine	Minimum 10 year suspension
1.52A	Match Official Assault (against a Match Officials under the age of 18) for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	5-10 year suspension + \$500.00 fine	10-15 year suspension + \$500.00 fine	Minimum 15 year suspension
1.61	Failed to attend a discipline hearing	player is fined \$100.00 and remains suspended until he/she requests and attends a subsequent discipline hearing		
1.64	Participated in a soccer activity from which he/she was suspended	6-12 month suspension	1-3 year suspension	2-5 year suspension
1.65	Instigated and/or participated in a brawl between two teams before, during, or after a game.	1-3 month suspension	3-12 month suspension	1-3 year suspension
1.66	Senior player acted in contravention of, or failed to act in accordance with, a "Published Rule". (see restrictions in procedure 9.12)	1-3 month suspension	3-12 month suspension	7-12 month suspension
1.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in procedure 9.12)	3-12 month suspension	1-3 year suspension	2-5 year suspension
1.68	Committed one of more of the following: a) Changed any information on a registration form/game day roster/sheet without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form/game day roster/sheet.	3-12 month suspension	1-3 year suspension	2-5 year suspension



	c) Provided an invalid photograph for registration purposes. d) Misidentifying one's self to a Match Official			
1.69	Provided false information or withheld information (including date of birth; Club, country, and year last registered; etc.) on a player registration form.	3-6 month suspension	6-12 month suspension	1-3 year suspension
1.70	Provided a false address on the player registration form.	1-3 month suspension	6-12 month suspension	1-3 year suspension
1.71	Participated in any soccer related activity under a false name.	3-12 month suspension	1-3 year suspension	2-5 year suspension
1.73	Dismissed or reported by a Match Official or other registrant for discriminatory or sexual comments made during the game or in the vicinity of the playing field either before, during or after the game	1-3 month suspension	4-6 month suspension	7-12 month suspension
1.74	Reported for "using offensive, insulting or abusive language and/or gestures" directed at a discipline or appeal hearing panel member(s)	3-12 month suspension	1-3 year suspension	2-5 year suspension

TABLE 2 - Standard Penalties for Misconduct by Team Officials

Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
2.13	Dismissed or reported for persisting in misconduct "after receiving a warning 'for misconduct' from the match official" for which neither of the offences was directed at the Match Official(s).	1-game suspension	3-game suspension	See misconduct 2.22
2.14	Dismissed or reported for persistent misconduct "after receiving a warning 'for misconduct' from the Match Official" for which at least one of the offences was directed at the match official(s).	2-game suspension	5-game suspension	See misconduct 2.22
2.14A	Dismissed or reported for persistent misconduct "after receiving a warning 'for misconduct' from the Match Official" for which at least one of the offences was directed at Match Official(s) under the age of 18.	4-game suspension	10-game suspension	See misconduct 2.22
2.15	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at anyone other than the match official(s).	2-game suspension	5-game suspension	See misconduct 2.22
2.16	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at the match official(s).	4-game suspension	9-game suspension	See misconduct 2.22
2.16A	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at a Match Official(s) under the age of 18	8-game suspension	18-game suspension	See misconduct 2.22



2.16B	Dismissed or reported for "using offensive, insulting or abusive language and/or gestures" directed at a match official(s) after having been previously dismissed or reported	7-9 game suspension	3-6 month suspension	See misconduct 2.22
2.22	Received and found guilty of a third dismissal in a playing season within that league or competition	3-11 month suspension		
2.25	Re-enters the field of play or player's bench area after having been dismissed from the game by the match official	3-game suspension	6-game suspension	See misconduct 2.22
Standard Penalties for Misconduct by a Team Official Based on Lifetime Offences				
Type #	Description of Misconduct	First Lifetime Offence	Second Lifetime Offence	Third Lifetime Offence
2.50	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempts physical contact with Physical Assault or Attempted Physical Assault of a uniformed Grassroots registered player or youth registered player. <i>This charge carries an immediate suspension from all soccer activity</i>	3-12 month suspension + \$300.00 fine	1-3 year suspension + \$400.00 fine	Minimum 5 year suspension + \$500.00 fine
2.51	Match Official Assault for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	6-12 month suspension + \$300.00 fine	1-3 year suspension + \$400.00 fine	Minimum 5 year suspension + \$500.00 fine
2.51A	Match Official Assault (towards a youth aged match official) for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	1-3 year suspension + \$400 fine	3-5 year suspension + \$500 fine	Lifetime Suspension
2.52	Match Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	2-5 year suspension + \$300.00 fine	5-10 year suspension + \$400.00 fine	Minimum 10 year suspension + \$500.00 fine
2.52A	Match Official Assault (towards a youth aged match official) for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	Minimum 5 year suspension + \$500 fine	Lifetime Suspension	
2.53	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempts physical contact with, or threatens, a registrant or non-registrant of Ontario Soccer (excluding a Match Official, or a Grassroots/youth registered player).	3-12 month suspension	1-3 year suspension	5 year suspension
2.54	Struck, spat on, kicked, or committed any form of violent conduct, or attempted violent conduct,	2-5 year suspension	5-10 year suspension	10 year suspension



	against a registrant or non-registrant of Ontario Soccer (excluding a Match Official, or a Grassroots/youth registered player)			
2.58	When request by a player, refused to give the player his/her registration book or ID Card within 5 days	\$100.00 fine	\$200.00 fine	\$400.00 fine
2.61	Failed to attend a discipline hearing	Accused is fined \$100.00 and remains suspended until he/she requests and attends a subsequent discipline hearing		
2.63	Played an ineligible or suspended player in a sanctioned game or permitted a suspended player who is suspended from all soccer related activity	3-12 month suspension	1-3 year suspension	2-5 year suspension
2.64	Participated in a soccer activity from which he/she was suspended	6-12 month suspension	1-3 year suspension	2-5 year suspension
2.65	Instigated and/or participated in a brawl between two teams, before, during, or after a game.	6-12 month suspension	1-3 year suspension	2-5 year suspension
2.66	Acted in contravention of, or failed to act in accordance with, a "Published Rule". (see restrictions in Procedure 9.12)	1-6 month suspension	6-12 month suspension	1-3 year suspension
2.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in Procedure 9.12)	3-12 month suspension	1-3 year suspension	2-5 year suspension
2.68	Committed one or more of the following: a) Changed any information on a registration form/game day roster/sheet without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form/game day roster/sheet. c) Falsified a signature on a registration form/game day roster/sheet. d) Knowingly provided an invalid photograph of a person for the purpose of registering that person. e) misidentified player to Match Official	3-12 month suspension	1-3 year suspension	2-5 year suspension
2.70	Provided a false address on the player registration form.	1-3 month suspension	6-12 month suspension	1-3 year suspension
2.71	Participated in a soccer related activity under a false name	6-12 month suspension	1-3 year suspension	2-5 year suspension
2.72	Induced or attempted to induce a registered player to leave his/her team/club or academy before the end of that team's current playing season.	6-12 month suspension	1-3 year suspension	2-5 year suspension
2.73	Dismissed or reported by a Match Official or other registrant for discriminatory or sexual comments made during a game or in the vicinity of the playing field either before, during or after the game.	6-12 month suspension	1-3 year suspension	2-5 year suspension
2.74	Reported for "using offensive, insulting or abusive language and/or gestures" directed at a discipline or appeal hearing panel member(s)	3-12 month suspension	1-3 year suspension	2-5 year suspension



2.75	Directly or indirectly encouraged or assisted in the establishment or operation of an unsanctioned soccer organization or competition unless Team Official is only acting as a player	6-12 month suspension	18-24 month suspension	3-5 year suspension
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TABLE 3 - Standard Penalties for Misconduct by an Administrator

Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
3.13	Dismissed or reported for persisting in misconduct "after receiving a warning 'for misconduct' from the match official" for which neither of the offences was directed at the Match Official(s).	1 week suspension	3 week suspension	See misconduct 3.22
3.14	Dismissed or reported for persistent misconduct "after receiving a warning 'for misconduct' from the match official" for which at least one of the offences was directed at the match official(s).	2 week suspension	5 week suspension	See misconduct 3.22
3.14A	Dismissed or reported for persistent misconduct "after receiving a warning 'for misconduct' from the match official" for which at least one of the offences was directed at a Match Official under the age of 18	4 week suspension	10 week suspension	See misconduct 3.22
3.15	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at anyone other than the match official(s).	2 week suspension	5 week suspension	See misconduct 3.22
3.16	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at the match official(s).	4 week suspension	9 week suspension	See misconduct 3.22
3.16A	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at a Match Official under the age of 18	8 week suspension	18 week suspension	See misconduct 3.22
3.17	Reported for persisting in "using offensive, insulting or abusive language and/or gestures" directed at a match official(s) after having been previously reported or dismissed	7-9 week suspension	3-6 months suspension	See misconduct 3.22
3.17A	Reported for persisting in "using offensive, insulting or abusive language and/or gestures" directed at a Match Official(s) under the age of 18, after having been previously reported or dismissed	3-6 months suspension	6-9 months suspension	See misconduct 3.22
3.22	Received and found guilty of a third dismissal in a playing season within that league or competition	3-11 month suspension		

Standard Penalties for Misconduct by an Administrator Based on Lifetime Offences

Type #	Description of Misconduct	First Lifetime Offence	Second Lifetime Offence	Third Lifetime Offence
3.50	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempts physical contact with Physical Assault or Attempted Physical Assault	3-12 month suspension +\$300.00 fine	1-3 year suspension +\$400.00 fine	Minimum 5 year suspension + \$500.00 fine



	of a uniformed Grassroots registered player or youth registered player. <i>This charge carries an immediate suspension from all soccer activity</i>			
3.51	Match Official Assault for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	6-12 month suspension + \$300.00 fine	1-3 year suspension + \$400.00 fine	Minimum 5 year suspension + \$500.00 fine
3.51A	Match Official Assault (towards a Match Official under the age of 18) for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	1-3 year suspension + \$400.00 fine	3-5 year suspension + \$500.00 fine	Minimum 7 year suspension + \$600.00 fine
3.52	Match Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	2-5 year suspension + \$300.00 fine	5-10 year suspension + 400.00 fine	Minimum 10 year suspension \$500.00 fine
3.52A	Match Official Assault (towards a youth aged match official) for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	5-10 year suspension + 400.00 fine	10-12 year suspension + 500.00 fine	Minimum 15 year suspension \$600.00 fine
3.53	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempts physical contact with, or threatens, a registrant or non-registrant of Ontario Soccer (excluding a Match Official, or a mini/youth registered player).	6-12 month suspension	1-3 year suspension	5 year suspension
3.54	Struck, spat on, kicked, or committed any form of violent conduct, or attempted violent conduct, against a registrant or non-registrant of Ontario Soccer (excluding a Match Official, or a mini/youth registered player).	2-5 year suspension	5-10 year suspension	10 year suspension
3.58	When requested by a player, refused to give the player his/her registration book or ID Card within 5 days	\$100.00 fine	\$200.00 fine	\$400.00 fine
3.61	Failed to attend a discipline hearing	Accused is fined \$100.00 and remains suspended until he/she requests and attends a subsequent discipline hearing		
3.63	Played an ineligible or suspended player in a sanctioned game or permitted a suspended player who is suspended from all soccer related activity	3-12 month suspension	1-3 year suspension	2-5 year suspension
3.64	Participated in a soccer activity from which he/she was suspended	6-12 month suspension	1-3 year suspension	2-5 year suspension



3.65	Instigated and/or participated in a brawl between two teams before, during, or after a game.	6-12 month suspension	1-3 year suspension	2-5 year suspension
3.66	Acted in contravention of, or failed to act in accordance with, a "Published Rule". (see restrictions in Procedure 9.12)	1-6 month suspension	6-12 month suspension	1-3 year suspension
3.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in Procedure 9.12)	3-12 month suspension	1-3 year suspension	2-5 year suspension
3.68	Committed one or more of the following: a) Changed any information on a registration form/game day roster/sheet without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form/game day roster/sheet. c) Falsified a signature on a registration form/game day roster/sheet. d) Knowingly provided an invalid photograph of a person for the purpose of registering that person.	3-12 month suspension	1-3 year suspension	2-5 year suspension
3.70	Provided a false address on the player registration form.	1-3 month suspension	6-12 month suspension	1-3 year suspension
3.71	Participated in a soccer related activity under a false name	6-12 month suspension	1-3 year suspension	2-5 year suspension
3.72	Induced or attempted to induce a registered player to leave his/her team/club or academy before the end of that team's current playing season.	6-12 month suspension	1-3 year suspension	2-5 year suspension
3.73	Any team official or administrator dismissed or reported by a Match Official or other registrant for discriminatory or sexual comments made during a game or in the vicinity of the playing field either before, during or after the game.	6-12 month suspension	1-3 year suspension	2-5 year suspension
3.74	Reported for "using offensive, insulting or abusive language and/or gestures" directed at a panel member(s)	3-12 month suspension	1-3 year suspension	2-5 year suspension
3.75	Directly or indirectly encouraged or assisted in the establishment or operation of an unsanctioned soccer organization	6-12 month suspension	18-24 month suspension	3-5 year suspension
3.76	Participated in an organization's decision not to register some, or all of its players and teams with Ontario Soccer (NOTE: If an Administrator in a governance position is charged with Misconduct Type 3.76, the onus will be on each individual Director to prove that she/he did not support the Club's decision to not register the teams and/or players.)	12 month suspension	24 month suspension	3-5 year suspension
3.77	Participated in an organization's decision not to register some, or all of its Leagues, Divisions, coaches and administrators with Ontario Soccer	12 month suspension	24 month suspension	3-5 year suspension



	(NOTE: If an Administrator in a governance position is charged with Misconduct Type 3.77, the onus will be on each individual Director to prove that she/he did not support the Club's decision to not register the teams and/or players.)			
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Table 4 - Standard Penalties for Misconduct by a Match Official

Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
4.15	Used "Offensive, insulting or abusive language and/or gestures" directed at anyone including a match official(s).	2 week suspension	3 week suspension	6 -12 month suspension
4.41	Failed to conduct himself/herself with dignity both on, and off, the field of play.	\$100.00 - \$200.00 fine	\$250.00 - \$500.00 fine	\$500.00 - \$750.00 fine
4.43	Failed to report to a game (to which he/she has been appointed) without giving prior adequate notice of his/her inability to officiate such game.	AR & 4 th Officials \$100.00 fine Match Official \$190.00 fine	AR & 4 th Officials \$250.00 fine Match Official \$500.00 fine	AR & 4 th Officials \$500.00 fine Match Official \$750.00 fine
4.43A	Reported to an assigned game late beyond the competitions required time to report without a valid reason.	\$25.00 fine	\$50.00 fine	\$75.00 fine
4.44	Failed to submit a game report to the appropriate Governing Organization within the stipulated time frame after the completion of the game.	\$50.00 fine	\$190.00 fine	\$500.00 fine
4.46	Failed to submit a "Caution Form" for a cautioned player, a "Dismissal Form" for a dismissed player, a "Special Incident Report Form" for any special incidents, or a Match Official Assault Report Form for a Match Official Assault	\$200.00 fine	\$500.00 fine	\$1,000.00 fine

Standard Penalties for Misconduct by a Match Official Based on Lifetime Offences

Type #	Description of Misconduct	First Lifetime Offence	Second Lifetime Offence	Third Lifetime Offence
4.50	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempts physical contact with Physical Assault or Attempted Physical Assault of a uniformed Grassroots registered player or youth registered player. <i>This charge carries an immediate suspension from all soccer activity</i>	3-12 month suspension +\$300.00 fine	1-3 year suspension +\$400.00 fine	Minimum 5 year suspension + \$500.00 fine
4.51	Match Official Assault for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening".	6-12 month suspension +\$300.00 fine	1-3 year suspension +\$400.00 fine	Minimum 5 year suspension + \$500.00 fine



	<i>This charge carries an immediate suspension from all soccer activity</i>			
4.51A	Match Official Assault (against a Match Official under the age of 18) for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening". <i>This charge carries an immediate suspension from all soccer activity</i>	1-3 year suspension + \$400.00 fine	3-5 year suspension + \$500.00 fine	Minimum 7 year suspension + \$600.00 fine
4.52	Match Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	2-5 year suspension + \$500.00 fine	5-10 year suspension + \$500.00 fine	Minimum 10 year suspension
4.52A	Match Official Assault (against a Match Officials under the age of 18) for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct". <i>This charge carries an immediate suspension from all soccer activity</i>	5-10 year suspension + \$500.00 fine	10-14 year suspension + \$600.00 fine	Minimum 15 year suspension
4.53	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempts physical contact with, or threatens, a registrant of Ontario Soccer or a spectator.	6-12 month suspension	1-3 year suspension	Minimum 5 year suspension
4.54	Struck, spat on, kicked, or committed any form of violent conduct, or attempted violent conduct, against a registrant of Ontario Soccer or a spectator.	2-5 year suspension	5-10 year suspension	Minimum 10 year suspension
4.55	Publicly criticized any other Match Official or Soccer Organization; made derogatory statements to the media relating to any game in which he/she was involved concerning the performance of the players or other Match Officials.	1-3 month suspension	3-12 month suspension	2-5 year suspension
4.58	Officiated an unsanctioned or unaffiliated soccer game.	30-day suspension	3-6 month suspension	1-2 year suspension
4.60	Failed to attend without a valid reason, a discipline hearing for a person whom the Match Official had reported for Match Official assault or when the penalty is greater than 12 months.	\$250.00 fine	\$500.00 fine	\$1,000.00 fine
4.61	Failed to attend a discipline hearing	Match Official is fined \$100.00 and remains suspended until he/she requests and attends a subsequent discipline hearing		
4.64	Participated in a soccer activity from which he/she was suspended	6-12 month suspension	1-3 year suspension	2-5 year suspension
4.66	Acted in contravention of, or failed to act in accordance with a: District Association, Ontario Soccer or FIFA "Published Rule". (see restrictions in Procedure 9.12)	1-6 month suspension	6-12 month suspension	1-3 year suspension



4.67	Acted in a manner deemed to be detrimental to "the game". (see restrictions in Procedure 9.12)	3-12 month suspension	1-3 year suspension	2-5 year suspension
4.68	Committed one or more of the following: a) Provided false or inaccurate information on a registration form/game day roster/sheet. b) Falsified a signature on a registration form/game day roster/sheet. c) Provided an invalid photograph for registration purposes.	3-12 month suspension	1-3 year suspension	2-5 year suspension
4.70	Provided a false address on the Match Official registration form.	1-3 month suspension	6-12 month suspension	1-3 year suspension
4.71	Participated in a soccer related activity under a false name.	6-12 month suspension	1-3 year suspension	3-6 year suspension
4.72	Accepted a fee of other financial compensation (which is not approved by the league's governing organization) or a fee beyond the set guidelines within the standardization of game fees policy.	\$250.00 fine + 2 week suspension from all officiating activities	\$500.00 fine + 4 week suspension from all officiating activities	\$1,000.00 fine + 1 year suspension from all officiating activities
4.73	Any Match Official dismissed or reported by a Match Official or other registrant for discriminatory or sexual comments made during a game or in the vicinity of the playing field either before, during or after the game.	6-12 month suspension + \$200.00 fine	1-3 year suspension + \$400.00 fine	3-6 year suspension + \$800.00 fine
4.74	Reported for "using offensive, insulting or abusive language and/or gestures" directed at a panel member(s)	3-12 month suspension	1-3 year suspension	2-5 year suspension
4.75	Directly or indirectly encouraged or assisted in the establishment or operation of an unsanctioned soccer organization or competition	6-12 month suspension	18-24 month suspension	3-5 year suspension

Table 5 - Standard Penalties for Misconduct by a Club

Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
5.51	Match Official Assault for "deliberate physical contact (i.e. pushing, pulling, charging, etc.) or attempted physical contact or threatening" by a Club's spectators or by unidentified players, Team Officials, Administrators of one of the Club's teams.	\$500.00 fine	\$1,000.00 fine	\$2,000.00 fine
5.51A	Match Official Assault (against a Match Officials under the age of 18) for "deliberate physical contact (i.e. pushing, pulling, charging, etc.) or attempted physical contact or threatening" by a Club's spectators or by unidentified players, Team Officials, Administrators of one of the Club's teams.	\$1,000.00 fine	\$2,000.00 fine	\$5,000.00 fine



5.52	Match Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct" by a Club's spectators or by unidentified players, Team Officials, Administrators of one of the Club's teams.	\$500.00 fine	\$1,000.00 fine	\$2,000.00 fine
5.52A	Match Official Assault (against a Match Officials under the age of 18) for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct" by a Club's spectators or by unidentified players, Team Officials, Administrators of one of the Club's teams.	\$1,000.00 fine	\$2,000.00 fine	\$5,000.00 fine
5.53	Club failed to prevent its spectators or players' parents from disrupting a game or for persisting in "using offensive, insulting or abusive language and/or gestures" directed at a Match Official(s) or any other person.	\$300.00 fine	\$500.00 fine	\$1,000.00 fine
5.53A	Club failed to prevent its spectators or players' parents from disrupting a game or for persisting in "using offensive, insulting or abusive language and/or gestures" directed at a Match Official(s) under the age of 18 or any other person.	\$500.00 fine	\$1,000.00 fine	\$2,000.00 fine
5.54	Club failed to prevent its players, team officials or spectators from swarming the Match Official	\$1,000.00 fine	\$2,000.00 fine	\$5,000.00 fine
5.59	Permitted unregistered teams and/or unregistered players to participate in their sanctioned club competitions.	\$1,000.00 fine	\$1,000.00 fine	\$1,000.00 fine
5.60	Club failed to have a Club Representative or its registrant attend a Discipline Hearing when that person is required to do so.	\$200.00 fine	\$300.00 fine	\$500.00 fine
5.61	Club failed to attend a discipline hearing at which it is accused of match official assault for the actions of its spectators and/or unidentified players, Team Official, Administrators on one of the Club's teams.	\$200.00 fine	\$300.00 fine	\$500.00 fine
5.62	Club failed to pay Ontario Soccer Administrative Fee for a Discipline Hearing at which one of its players, Team Official, Administrators or the club itself has been found to be guilty of a charge of match official assault.	a)	\$100.00 penalty assessed to Club;	
		b)	if \$200.00 admin fee + \$100.00 penalty is not paid by Club within 60 days after hearing, the Club will assessed another \$100.00 penalty and will be suspended from all soccer activities until the \$400.00 is paid	
5.63	Played an ineligible player on one of its teams in a game.	The Club's team will forfeit all of the games in which an ineligible player played and the Club is fined \$500.00		
5.64	Participated in a soccer activity from which the organization was suspended	\$500.00 fine	\$750.00 fine	\$1,000.00 fine
5.65	(One of its teams) participated in an unsanctioned competition.	\$500.00 fine	\$750.00 fine	\$1,000.00 fine



5.66	Acted in contravention of, or failed to act in accordance with, "Operational Procedures". (see restrictions in Operational Procedure 9.12)	\$200.00 fine	\$400.00 fine	\$600.00 fine
5.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in Operational Procedure 9.12)	\$1,000.00 fine + \$2,000.00 bond	\$3,000.00 fine + \$5,000.00 bond	\$5,000.00 fine + \$10,000.00 bond
5.68	Committed one or more of the following: a) Changed any information on a registration form/game day roster/sheet without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form/game day roster/sheet. c) Falsified a signature on a registration form/game day roster/sheet. d) Registered an individual in Ontario Soccer's registration system without the signature of that individual or parent/guardian on a Player Registration Form. e) Provided an invalid photograph of a person for the purpose of registering that person.	\$1,000.00 fine	\$2,000.00 fine	\$4,000.00 fine
5.69	Did not identify the correct person responsible for an incident in which the accused was mistakenly identified.	\$500.00 fine	\$750.00 fine	\$1,000.00 fine
5.70	Game is abandoned due to the action(s) of its players, Team Officials, Administrators or spectators and such action(s) are warranted as valid reason(s) for abandoning the game.	\$500.00	\$750.00	\$1,000.00
5.72	One of its Team Officials or Administrators was found guilty of inducing or attempting to induce a registered player to leave his/her team/club or academy before the end of that team's current playing season.	\$1,000.00 fine	\$2,000.00 fine	\$3,000.00 fine
5.73	Any player, team official, administrator or club spectator found guilty of discriminatory or sexual comments made during a game or in the vicinity of the playing field either before, during or after the game	\$500.00 fine	\$1,000.00 fine	\$2,000.00 fine
5.75	Directly or indirectly encouraged or assisted in the establishment or operation of an unsanctioned soccer organization or competition	\$1,000.00 fine	\$3,000.00 fine	\$5,000.00 fine



5.77	Did not register all of its Teams and players with Ontario Soccer	\$500.00 fine for each team not registered or \$500.00 fine for each 14 players not registered, whichever is less	\$1,000.00 fine for each team not registered or \$1,000.00 fine for each 14 players not registered, whichever is less	\$2,000.00 fine for each team not registered or \$2,000.00 fine for each 14 players not registered, whichever is less
5.78	Did not register all of its Leagues, Divisions, coaches and administrators with Ontario Soccer	\$200.00 fine for each League, Division, coach & administrator not registered with Ontario Soccer	\$350.00 fine for each League, Division, coach and administrator not registered with Ontario Soccer	\$500.00 fine for each League, Division, coach and administrator not registered with Ontario Soccer

Table 6 - Standard Penalties for Misconduct by a League

Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
6.59	Permitted unregistered teams and/or unregistered players to participate in sanctioned competitions.	\$1,000.00 fine	\$2,500.00 fine	\$5,000.00 fine
6.64	Participated in a soccer activity from which the league/organization was suspended	\$250.00 fine	\$500.00 fine	\$1,000.00 fine
6.66	Intentionally acted in contravention of, or failed to act in accordance with, a published Rule. (see restrictions in Procedure 9.12)	\$200.00 fine	\$400.00 fine	\$600.00 fine
6.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in Procedure 9.12)	\$1,000.00 fine + \$2,000.00 bond	\$3,000.00 fine + \$5,000.00 bond	\$5,000.00 fine + \$10,000.00 bond
6.68	Committed one or more of the following: a) Changed any information on a registration form/game day roster/sheet without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form/game day roster/sheet. c) Falsified a signature on a registration form/game day roster/sheet.	\$500.00 fine	\$1,000.00 fine	\$2,000.00 fine
6.74	Failure to abide by Ontario Soccer published maximum match official game fees policies.	\$1,000.00 fine	\$2,000.00 fine	\$3,000.00 fine + operation of league subject to withdrawal
6.75	Directly or indirectly encouraged or assisted in the establishment or operation of an unsanctioned soccer organization or competition	\$1,000.00 fine	\$3,000.00 fine	\$5,000.00 fine



Table 7 - Standard Penalties for Misconduct by a District Association				
Type #	Description of Misconduct	First playing seasonal Offence	Second playing seasonal Offence	Third or More playing seasonal Offence
7.59	Permitted unregistered teams and/or unregistered players to participate in sanctioned competitions.	\$1,000.00 fine	\$2,500.00 fine	\$5,000.00 fine
7.64	Participated in a soccer related activity during a period in which the organization was "suspended from all soccer related activities".	\$1,000.00 fine	\$3,000.00 fine	\$5,000.00 fine
7.66	Intentionally acted in contravention of, or failed to act in accordance with, a "Published Rule". (see restrictions in Procedure 9.12)	\$1,000.00 fine	\$3,000.00 fine	\$5,000.00 fine
7.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in Procedure 9.12)	\$1,000.00 fine + \$2,000.00 bond	\$3,000.00 fine + \$5,000.00 bond	\$5,000.00 fine + \$10,000.00 bond
7.68	Committed one or more of the following: a) Changed any information on a registration form/game day roster/sheet without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form/game day roster/sheet. c) Falsified a signature on a registration form/game day roster/sheet.	\$500.00 fine	\$1,000.00 fine	\$2,000.00 fine
7.75	Directly or indirectly encouraged or assisted in the establishment or operation of an unsanctioned soccer organization or competition	\$1,000.00 fine	\$5,000.00 fine	\$10,000.00 fine
7.82	Failed to provide the required "case information" within the required time-frames about: a) a Match Official Assault Case b) Ontario Cup discipline referred to the District Association	\$100.00 fine	\$100.00 fine	\$100.00 fine



PROCEDURE 10.0 - FEES, FINES, BONDS AND ADMINISTRATIVE SANCTIONS

- 10.1** Fees, Fines and Bonds levied by any organization shall be in accordance with the Standard Penalties for Misconduct in Operational Procedure 9.0
- 10.1.1** The "Schedule of Fees and Financial Penalties" outlined in Operational Procedure 11.0 is applicable only to cases handled by an Ontario Soccer Discipline Hearing/Review Panel and are mandatory amounts. Fines and Bonds for cases under Ontario Soccer jurisdiction are as outlined in Tables 1-7 in Operational Procedures 9.0.
- 10.2 Schedule of Fees, Fines, Bonds and Penalties**
- 10.2.1** Each Governing Organization shall define the amounts for its own "Schedule of Fees and Financial Penalties" to be implemented in discipline under its jurisdiction and shall include such schedule in its "Published Rules."
- 10.3 Discipline Hearing Administrative Fees**
- 10.3.1** Of the "\$200.00 Discipline Hearing Administrative Fee" levied to the Club of the accused when the accused has been found guilty of match official assault, the District Association appointing Ontario Soccer Discipline Hearing Panel shall retain \$150.00 and remit \$50.00 to Ontario Soccer.
- 10.4 Bonds**
- 10.4.1** A Bond may be levied at the discretion of a Governing Organization for a specified period of time and purpose. There will be no interest paid to the person or organization required to submit the bond and this shall be so stated.
- 10.5** Any registrant failing to pay a fine, fee or bond imposed by a Discipline Hearing / Review Panel shall be subject to an additional monetary penalty and if still unpaid, shall be subject to suspension and shall remain under suspension until the imposed penalty (plus the original fee, fine, bond) is paid.



PROCEDURE 11.0 - FEES, FINES, BONDS, AND PENALTIES

Type of Fee or Penalty	Fee or Penalty Charged To	Amount
Discipline Hearing Administrative Fee Charged to Club (if Accused is found guilty of Match Official Assault)	Club of the Player	\$200.00
	Club of the Coach	\$200.00
	Club of the Administrator	\$200.00
	Club (for cases involving its spectators and/or unidentified players/coaches/administrators)	\$200.00
Fails to attend a discipline hearing when required to	Accused	\$100.00
Request for Hearing Fee (Under D.B.R. System)	Accused	\$250.00
Request for Hearing Fee when Accused is: "Suspended until he/she Requests a Hearing"	Accused	\$250.00
Request for Postponement of Discipline Hearing Fee	Any Registrant or Registered party required to attend	\$250.00
Applications For Suspension Review Fee	Suspended Person	\$50.00
Appeal to Ontario Soccer fee	Individual or Organization appealing decision	\$750.00
Appeal fee to Ontario Soccer when appeal is ruled out of order	Deducted from appeal fee being returned	\$150.00
Appeal fee to Ontario Soccer when appeal is denied	Deducted from appeal fee being returned	\$750.00
Appeal fee to appellant/respondent when appeal to upheld	to Organization	\$750.00
Appeal fee to appellant/respondent when appeal to upheld	to Organization	\$150.00
Appeal to Canada Soccer Fee	Individual or Organization appealing decision.	\$1500.00
Penalty for late payment of a fee, fine or bond	Senior Player (Note: Only a player registered on a senior team may be fined)	\$50.00
	Coach	\$50.00
	Administrator	\$50.00
	Match Official	\$50.00
	Club	\$100.00
	League or District Association	\$200.00
Penalty for failure of Club to Pay Discipline Hearing Administrative Fee in a case in which one of its players, coaches, or administrators , or the Club itself (for a case involving its spectators and/or unidentified players, coaches or administrators) has been found guilty of Match Official Assault	Club (if it fails to pay \$200.00 administrative fee within 30 days of the hearing)	\$100.00
	Club (if it fails to pay \$200.00 administrative fee and \$100.00 penalty within 60 days of the hearing)	\$100.00
	NOTE: A Club which is levied with Penalty #4.21 and #4.22 shall be suspended from all soccer activities until it pays \$200.00 administrative fee and both \$100.00 penalties.	



Penalty for failing to provide (by the required deadline) the required information about the charge involving Match Official Assault to Ontario Soccer Office	District Association: for not submitting the required information (about the charges) within 10 days after charges are laid	\$100.00
	District Association: for not submitting the required information (about the decision) within 10 days after the decision is made	\$100.00
	District Association: for not submitting the required information (ie., Minutes, Findings, and Decision) within 30 days after the hearing is concluded	\$100.00
	District Association: for not submitting the required information (about the payment of fees, fines, bonds, and/or penalties) within 30 days after payment of such	\$100.00
Penalty for failing to provide (by the required deadline) the required information about the disposition of: a) a caution report from an Ontario Cup game (in which the player is disciplined for accumulating three cautions); or b) a dismissal report from and Ontario Cup game	District Association, Provincial League, Regional League or (governed by Ontario Soccer) District Competitive League: for not reporting, in writing within 30 days, the disposition of a caution report from an Ontario Cup game (in which the player is disciplined for accumulating three cautions)	\$100.00
	District Association, Provincial League, Regional League or (governed by Ontario Soccer) District Competitive League: for not reporting, in writing within 30 days, the disposition of a dismissal report from an Ontario Cup game	\$100.00

PROCEDURE 12.0 – ONTARIO SOCCER DISCIPLINE HEARINGS SCHEDULE

12.1 Discipline related to the following Ontario Soccer programs fall under the jurisdiction of Ontario Soccer:

1. League1 Ontario (L10)
2. Ontario Player Development League (OPDL)
3. Provincial Indoor Soccer League (PISL)
4. Ontario Cup (OC)
5. Ontario Academy Soccer League (OASL)

12.2 Discipline by Review is to be conducted by each program and reported to Ontario Soccer within specified timelines.

12.3 All Discipline by Hearing for these programs will be conducted by each program's discipline panel and shall convene as per the scheduled hearing dates or as communicated by the program.

- a) Changes to the posted schedule of hearings will be communicated as necessary
- b) Discipline hearings under the jurisdiction of these Ontario Soccer programs may convene at times other than those scheduled and shall take place as needed with appropriate notice given to all involved.
- c) At the discretion of Ontario Soccer, Discipline Hearings of these programs may be conducted remotely via a communications technology that is approved by the panel. Where permission to attend a hearing via such a communication technology is not expressly approved, attendance in person is assumed to be required by all parties involved.



- 12.4** Rights to Appeal to Ontario Soccer's Discipline & Appeals committee must be provided with the decision of all discipline hearings decisions, conducted by these programs.



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SECTION 13 - APPEALS

PROCEDURE 1.0 – PURPOSE

- 1.1 The purpose of this appeals procedure is to enable disputes with *registrants and Registered Organizations* to be dealt with fairly, expeditiously and affordably, within Ontario Soccer without recourse to external legal procedures.

PROCEDURE 2.0 - SCOPE AND APPLICATION

- 2.1 Any *Registrant* and/or Registered Organization, the Accused or Victim of the accused who is directly affected by a decision of a Governing Organization or of anybody or individual who has been delegated authority to make decisions on behalf of the Governing Organization, will have the right to seek *Leave to Appeal* of that decision to the next higher Governing Organization, provided there are sufficient grounds for the appeal as set out in Procedure 4.2. See Procedure 3.0 for Jurisdiction of Appeals.
- 2.2 This operational procedure will not apply to decisions relating to:
- a) Matters of employment;
 - b) Infractions for doping offences, which are dealt with pursuant to the Canadian Anti-Doping Program
 - c) The FIFA Laws of the Game,
 - d) Discipline matters and penalties imposed under the Discipline by Review (D.B.R.) System if the accused opted to accept the standard penalty and did not request a Discipline Hearing,
 - e) Matters relating to the substance, content and establishment of team selection criteria,
 - f) Volunteer appointments and the withdrawal of those appointments by the Board of Directors,
 - g) Matters of budgeting and budget implementation,
 - h) Matters of operational structure and committees,
 - i) This operational procedure will not apply to any matters which should be dealt with under Ontario Soccer's Dispute Resolution Policy
 - j) The selection or non-selection of any organization, team, team official, match official, and/or player to any Ontario Soccer program, league, and/or member association.
 - k) Matters of discipline and/or complaints that have not gone through the appropriate avenues of resolution and been provided with Rights to Appeal to Ontario Soccer.
- 2.3 If there is an outstanding fine, fee, bond or penalty related to the decision being appealed that has not been paid prior to the submission of an appeal, the appeal will not proceed except under Operational Procedure 2.4.
- 2.4 When an appeal is filed on the basis that the monetary fine, fee, bond or penalty is excessive, then an amount of the lesser of the fee/fine or \$500.00 will be paid in trust to the next higher Governing Organization together with the normal appeal fee and the appeal process will proceed. If the appeal is upheld, the amount paid will be refunded to the Appellant, if the appeal is denied the amount paid will be applied to the fee/fine with the balance to be paid forthwith to the Governing Organization which levied the fine, fee, bond or penalty being appealed.



PROCEDURE 3.0 - JURISDICTION OF APPEALS

Levels of Appeals for Decisions made by each Jurisdictional Level									
Organization	Ontario Soccer	District Association	Provincial League (L10, OPDL & PISL)	Regional League	District Comp. League (governed by Ontario Soccer)	District Comp. League (governed by District Association)	District Rec. League or District Dev. League	Club	Local League or Local Rec. League
"1st Level of Appeal" for decision made by this organization	Canada Soccer	Ontario Soccer Appeals Comm.	Ontario Soccer Appeals Comm.	Ontario Soccer Appeals Comm.	Ontario Soccer Appeals Comm.	District Assoc.	District Assoc.	District Assoc.	Club
"2nd Level of Appeal" for decision made by this organization		Canada Soccer	Canada Soccer	Canada Soccer	Canada Soccer	Ontario Soccer Appeals Comm.	Ontario Soccer Appeals Comm.	Ontario Soccer Appeals Comm.	District Assoc.
"3rd Level of Appeal" for decision made by this organization						Canada Soccer	Canada Soccer	Canada Soccer	Ontario Soccer Appeals Comm.
"4th Level of Appeal" for decision made by this organization:									Canada Soccer

PROCEDURE 4.0 - SUBMISSION AND TIMING OF APPEAL

- 4.1** Registrants and/or Registered Organizations who wish to seek *Leave to Appeal* a decision will have fourteen (14) days from the date on which they received notice of the decision together with their rights of appeal, to submit in writing the following: (Note: this is for appeals to Ontario Soccer only)
- A completed Ontario Soccer leave to appeal application form inclusive of their intention to appeal and grounds for the appeal, see 4.2
 - all evidence that supports these grounds, including all documents
 - the remedy or remedies requested,
 - a copy of the written decision being appealed, or the Appellant's understanding of the decision (if the decision has not been received, in writing, by the *Appellant*);
 - a signature of the *Appellant* or authorized representative of the *Appellant*
 - Evidence that any outstanding fine, fee or bond has been paid
 - Include the Appeal Fee in accordance with Operational Procedure Section 12.0 Procedure 11.0 in the form of a recorded payment for appeals to Ontario Soccer or as per the Governing Organization's published schedule of fees, fines bonds and penalties.
- 4.2** Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, upon the following grounds:
- Making a decision for which the *Respondent* did not have authority or jurisdiction as set out in applicable governing documents;
 - New facts (within a time limit) that were not available when the decision was made;
 - Failing to properly interpret the relevant Published Rules;
 - Failing to follow procedures as laid out in the relevant Published Rules; or



- e) Making a decision that was influenced by bias
- f) Alleged excessive fine, fee, penalty or bond.

- 4.3** If the requirements of Procedure 4.1 are not met within the 14-day period, the request will be ruled out of order and will not be heard.
- 4.4** Any party wishing to initiate *Leave to Appeal* beyond the 14-day period must provide a written request stating reasons for an exemption to the requirement of Procedure 4.1. The decision to allow, or not allow *Leave to Appeal* outside the 14-day period will be at the sole discretion of the Governing Organization's Appeals Committee's Administrator or Disposition Manager and may not be appealed.
- 4.5** The *Governing Organization* receiving the request for *Leave to Appeal* is required to advise all affected parties about the requests which are to be considered-and to provide them with a copy of all relevant documents per *Procedure 4.1*.
- 4.6** The appeal fee will be refunded to the Appellant excluding the outlined administrative fees, if the appeal is successful. Administrative fees as outline in Ontario Soccer's Schedule of Fees and Financial Penalties will be applied to the appropriate party based on the outcome of the appeal.

PROCEDURE 5.0 - SCREENING OF APPEAL

- 5.1** The Governing Organization will appoint a Disposition Manager and Administrator to oversee the management and administration of appeals submitted in accordance with this Procedure. The same person may be appointed as both the Disposition Manager and Administrator.

The Administrator will:

- a) Implement this Procedure in a timely manner;
- b) Determine if appeals are brought in a timely manner;
- c) Appoint the tribunal to hear appeals;
- d) Coordinate all administrative aspects of the appeal;
- e) Provide administrative assistance and logistical support to the tribunal as required; and
- f) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

The Disposition Manager will:

- a) Implement this Procedure in a timely manner;
- b) Determine whether leave to appeal will be granted base on the requirements of Policy 4.0;
- c) Determine if the appeal lies within the jurisdiction of this Policy;
- d) Determine if appeals are brought on permissible grounds; and
- e) Determine the format of the appeal hearing.



- 5.2 Upon receiving the request for *Leave to Appeal* and the Administrator determined the appeal was brought in accordance operational procedures, the Disposition Manager will review the appeal, determine whether or not there are grounds for an appeal and prepare a disposition for, and to be signed by, a member of the Discipline and Appeals Committee who will not have any further involvement in the appeal.
- 5.3 If it is determined that there are sufficient grounds for the appeal to be heard or considered, the Administrator will provide the Respondent a copy of the appeal and supporting documents/evidence and request a written response and all supporting documents/evidence to be received within the time line established by the Administrator. If the Disposition Manager, at its sole discretion, is satisfied that there are no grounds for an appeal based on the requirements of Procedure 4.0, all parties will be notified in writing, stating reasons.
- 5.4 If the Respondent fails to return a written response and/or supporting documents/evidence, the appeal will proceed nonetheless.

PROCEDURE 6.0 – AFFECTED PARTIES

- 6.1 The filing of an appeal shall not affect the decision being appealed until the decision of the *Appeal Hearing Panel* is released, unless otherwise stipulated in an Ontario Soccer Governing Document.
- 6.2 Any individual or organization that is involved with, or could be *directly affected by a decision* of the Panel will, upon the discretion of the Appeal Hearing Panel, Disposition Manager or Administrator, be granted status as a party, and that party will be bound by the decision of the Panel subject to their rights of appeal to the next higher *Governing Organization*.
- 6.3 Individuals or organizations granted party status will have the right to request and receive a copy of all submitted materials, and an opportunity to respond and present submissions, written or oral, as applicable within the time limit specified by the panel.

PROCEDURE 7.0 - APPEAL HEARING PANEL

- 7.1 If the Disposition Manager and a member of the Discipline and Appeals Committee is satisfied that there are sufficient grounds for an appeal, the Administrator will establish an *Appeal Hearing Panel* (hereafter referred to as the "Panel" as follows:
- a) The Administrator will appoint a Panel which will be comprised of three persons who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
 - b) The Administrator, will appoint one certified person to act as Chairperson.
 - c) The appointed Appeals Committee member responsible to determine if leave to appeal is granted will not sit on the Panel.



PROCEDURE 8.0 - PROCEDURE FOR DOCUMENTARY APPEAL

- 8.1** Where the Disposition Manager and a member of the Discipline and Appeals Committee have determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:
- a) The Appellant's appeal and all supporting evidence is disclosed to the Respondent;
 - b) The Respondent is provided an opportunity to submit a Respondent's Response Document, which will be disclosed to the Appellant;
 - c) The Appellant will be provided an opportunity to submit a rebuttal document;
 - d) In the case that the Appellant's written rebuttal introduces new information, as determined by the Case Manager and/or Administrator, the Respondent will be provided an opportunity to submit an additional Respondent's Response responding to the new information. If it is determined by the Case Manager and/or Administrator that an additional Respondent's Response is required, the Administrator will notify the parties.

PROCEDURE 9.0 - PROCEDURE FOR THE APPEAL HEARING

- 9.1** Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the appeal by such procedures as it deems appropriate provided that:
- a) The Appellant's appeal and all supporting evidence is disclosed to the Respondent;
 - b) The Respondent is provided an opportunity to submit a Respondent's Response Document, which will be disclosed to the Appellant;
 - c) The Appellant will be provided an opportunity to submit a rebuttal document;
 - d) In the case that the Appellant's written rebuttal introduces new information, as determined by the Case Manager and/or Administrator, the Respondent will be provided an opportunity to submit an additional Respondent's Response responding to the new information.
 - e) The hearing will be held on the date established by the Administrator;
 - f) The Appellant and Respondent will be given 7 days written notice of the date, time and place of the hearing, unless the Parties agree to waive the notice requirement;
 - g) A quorum will be all three Panel members except as provided for in Procedure 9.2. Decisions will be by majority vote, where the Chairperson carries a vote;
 - h) Copies of written documents that any of the parties would like the Panel to consider will be provided to the Panel and to all other parties at least 5 days prior to the hearing by the Governing Organization convening the appeal, unless determined otherwise by the Administrator, Case Manager and/or the Panel;
 - i) A representative or advisor, including legal counsel may accompany any of the parties. Legal counsel should be reminded that the hearing is not a court of law and will be conducted per Ontario Soccer Policies and Procedures;
 - j) The Panel may direct that any other person participate in the appeal;
 - k) Parties are entitled to bring witnesses in person to submit evidence to the Panel;
 - l) A person less than eighteen years of age who is an Appellant must be accompanied by an adult who will act as an adviser, failing which the appeal will not be heard and will be rescheduled;
 - m) Unless otherwise agreed by the parties, there will be no communication between the Panel and the parties.
- 9.2** Where insufficient notice (less than 7 days) for the hearing is given and/or less than three Appeal Panel members, but no less than two (2) Appeal Panel members, appear for the hearing, the following procedures will apply:



- a) If there are less than three Appeal Panel members, the parties to the Appeal will be required to sign the appropriate waiver form consenting to proceed with the appeal hearing with a panel of two members;
- b) If no objection about insufficient notice is raised at the appeal hearing by any party, the hearing will proceed in the normal manner;
- c) If any party raises an objection about insufficient notice, the parties to the Appeal will be required to sign the appropriate waiver form consenting to proceed with the appeal hearing without proper notice;
- d) Should any party object to the continuation of the hearing because of insufficient notice and/or lack of three panel members, and refuse to sign the waiver, the Chair will have this recorded in the Minutes and will adjourn the hearing.

- 9.3** Any party required to attend a hearing may request one (1) postponement of a hearing. The party shall submit a written request including the correct fee in the form of a recorded payment that must be received by the Governing Organization no later than four (4) days prior to the date of the hearing, stating the reason for requesting the postponement. The Governing Organization will have full discretion to allow the postponement or to deny the request.
- 9.4** In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference.
- 9.5** At the start of the Hearing, all parties shall be brought into the hearing room. The Recording Secretary shall record the names and status of all attendees.
- 9.6** The Appellant shall be allowed to amplify or qualify each point of appeal deemed relevant by Disposition Manager and a member of the Discipline and Appeals Committee. The Respondent shall be given the opportunity to give their position on each of their points responding to the appeal deemed relevant. At this time, any witnesses will be asked to leave the room prior to any discussion taking place.
- 9.7** Witnesses shall be brought back in one at a time at the request of either party or the Panel. If a witness is appearing for the Appellant, the Appellant shall be given the opportunity to ask the first question. After giving testimony, the witness shall remain in the room. If they insist on leaving, the Panel must ensure that they leave the building and not speak to any other witnesses that have still to be heard.
- 9.8** The Appellant, Respondent and any Affected Parties shall be given the opportunity to present final comments, after which the Chair shall declare the hearing recessed. At this time all but the Panel Members shall leave.
- 9.9 Audio Visual Technology**
- 9.9.1** Tape recorders may be used by any party at Appeal Hearings. All persons participating in the hearing shall be advised that the hearing is being taped.
- 9.9.2** Videotape evidence is acceptable provided it substantiates verbal evidence given by any party. Videotape evidence that simply seeks to show errors made by a match official shall be ruled out of order and not considered. Videotape evidence that shows possible errors in identification by the match official shall be allowed.

PROCEDURE 10.0 - ATTENDANCE AT APPEAL HEARING

- 10.1** The Appellant and the Respondent and, where applicable, Affected Party must attend the hearing. Anyone representing any of the parties at an Appeal Hearing must provide a signed proxy before being allowed to participate at a hearing.
- 10.2** Failure to attend an appeal hearing when required without a good and sufficient reason.



- a) An Appellant in an Appeal will lose the appeal
 - b) A Respondent or Affected Party will lose the right to argue the decision being appealed. The Appeal Hearing will proceed based on the documentation pertaining to the Respondents original decision but without the Respondent's or the Affected Party's response to the appeal being considered in any way.
- 10.3** The Appellant, Respondent and where applicable, the Affected Party shall have standing at the Appeal Hearing and will be entitled to ask questions and make statements relevant to the appeal.
- 10.4 Advisers**
- 10.4.1** An adviser is a person 18 years of age or older who provides advice to any party required to attend an Appeal Hearing; and may not act as a witness nor provide any testimony at an Appeal Hearing. They may not question the competence of a game official and may question a witness for clarification purposes only.
- 10.4.2** The Chair of the Appeal Hearing Panel shall notify any advisers present that the hearing will be conducted strictly in accordance with Ontario Soccer "Governing Documents".
- 10.5 Observers**
- 10.5.1** Each party required to attend an Appeal Hearing is entitled to have a maximum of two observers in attendance at the Appeal Hearing in order to ensure that a specific party receives a fair hearing. They may not act as a witness nor provide testimony. But may speak at the discretion of the Panel
- 10.6 Club Representative, OSRA or Local Referee Association Representative, League Representative**
- 10.6.1** Each Club/OSRA/Local Referee Association is entitled to send one (1) representative to an Appeal Hearing at which one of its players, coaches, match officials or administrators is the Appellant and also when the Match Official is involved in a Match Official Assault. A Club is required to send a representative in the case of match official assault. The representative may act as an adviser at the hearing.
- 10.6.2** A Club/OSRA/Local Referee Association representative may not act as a witness nor provide any testimony at the Appeal Hearing but may be required to answer questions posed by the Panel.
- 10.7 Witnesses**
- 10.7.1** Each party required to attend an Appeal Hearing is entitled to bring witnesses. Witnesses must appear in person. Written reports by witnesses are not acceptable.
- 10.7.2** There is no limit to the number of witnesses allowed, but they must add new testimony and the Hearing Panel can limit testimony when it becomes repetitious

PROCEDURE 11.0 - APPEAL DECISION

- 11.1** Within 10 days of concluding the appeal, the Panel will issue its written decision, with findings and the Rights of Appeal. The decision should include the following points:
- a) Issue to be decided
 - b) Background to the case
 - c) Statement of the facts
 - d) Authorities considered
 - e) Decision
 - f) Reasons for decision
 - g) Rights of Appeal information
- 11.2** In making its decision, the Panel will have no greater authority than that of the original decision-maker. Panel may decide:



- a) To reject the appeal, forfeit the appeal fee and confirm the decision being appealed; or
 - b) To uphold the appeal and refer the matter back to the initial decision-maker for a new hearing except in the case where the initial decision maker did not have jurisdiction to make the decision, in which case the appeal may be upheld and returned to a competent jurisdiction to be reheard; or
 - c) To uphold the appeal and vary the decision; and
 - d) To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.
 - e) To refund the appeal fee to the Appellant (net of administration fee) where the appeal is upheld and to charge the appropriate administrative fee to the Respondent as shown in the Governing Organization's schedule of Fees, Fines, Bonds and Penalties
- 11.3** Fees, fines, bonds and penalties levied will be in accordance with the "Schedule of Fees, Fines, Bonds and Penalties" of the applicable Governing Organization.
- 11.4** The decision will be considered a matter of public record. A copy of the decision together with the findings will be provided to each of the affected parties but the minutes may only be given to the Governing Organization.
- 11.5** The decision of the Panel will be final and binding on the parties and on all members of Ontario Soccer, subject only to the provisions of the next higher governing body's Appeal Policy.
- 11.6** Where the appeal is upheld, the appeal fee shall be refunded to the Appellant (net of administration fee) and an "Appeal Hearing Administrative Fee" shall be charged to the Respondent. The amount of the "Appeal Hearing Administrative Fee" shall be published by the Governing Organization hearing the appeal.
- 11.7 Failure of an Appeal Hearing Panel to render a written decision**
- a) If a written decision is not rendered by the Appeal Hearing Panel within the timeframe specified by the Governing Organization under whose authority the appeal was heard, the Appellant may request that the next higher Governing Organization rehear the appeal without payment of any further appeal fees. This "Request for Leave to Appeal" must be made in writing in accordance with Policy 4.0 but within twenty-five days of the original hearing date.
 - b) The delinquent Governing Organization will be charged with acting in contravention of a Policy and or Operational Procedure and required to attend a Discipline Hearing.
 - c) All costs will be charged to the delinquent Governing Organization.

PROCEDURE 12.0 - APPEALS OF PLAYING-OUT DECISIONS

- 12.1** An appeal by a Club against a decision of a District Association on "Playing-Out Rights" shall be judged strictly in accordance with the District Association's "Playing-Out Criteria" as filed with Ontario Soccer.
- 12.2** A District Association which does not have an approved "Playing-Out Criteria" with Ontario Soccer, will have any appeals against its decision(s) judged strictly in accordance with the "Ontario Soccer Playing-Out Criteria".
- 12.3** In considering any appeal about Playing-Out Rights, the panel will base its decision entirely on the District Association or Ontario Soccer "Playing-Out Criteria" in effect for that District Association. The Panel will consider:
- a) Procedure re: the "Playing-Out Criteria" in effect;
 - b) Interpretations re: the "Playing-Out Criteria" in effect and
 - c) New information re: the "Playing-Out Criteria" in effect.



PROCEDURE 13.0 - APPEALS REGARDING TRANSFERS

- 13.1** If a Registrant or Registered Organization does not follow the requirements of Registration Operational Procedure with regards to a player requesting to transfer from one club to another, the player submits an appeal. The following procedures would apply:
- a) The District Association shall schedule an appeal hearing to take place no later than twenty-five (25) days after the original notice of intention to transfer. The need to give notice for the appeal hearing in accordance with Procedures in this Appeals Section is waived.
 - b) The District Association shall inform both parties, and notify the Club of its right to contest the appeal.
 - c) The District Association may transfer the player as soon as the Appeal Hearing has concluded in favour of the player.
 - d) The District Association may require the Club to pay a fee to contest the appeal.
 - e) Where an appeal has been lodged by a player, the matter will be brought to a conclusion within thirty days of the date of the player's written notice of intent to transfer.

PROCEDURE 14.0 - FINANCIAL PENALTIES

- 14.1** Fees, Fines, Bonds, and Penalties levied by an Appeal Hearing Panel shall be in accordance with the "Schedule of Fees, Fines, Bonds and Penalties" of the Governing Organization having jurisdiction in the appeal however the schedule of Fees, Fines, Bonds and Penalties may not be higher than shown on Ontario Soccer Schedule
- 14.2** Fees, Fines and Penalties levied at appeals conducted by Ontario Soccer shall be in accordance with Ontario Soccer's Standard Penalties and Schedule of Fees, Fines, Bonds and Penalties.
- 14.3** If an appeal to Ontario Soccer by an individual or an organization is upheld: a \$750.00 "Appeal Hearing Administrative Fee" is charged to the Respondent and a \$150.00 charge to the Appellant, except when an appeal is upheld based solely on "new facts that were not available when the decision by the Respondent was made".
- 14.4** If an appeal to Ontario Soccer by an individual or organization is ruled out of order in accordance with Appeal Procedure 5.2, a \$150.00 administrative fee will be charged to the appellant.



SECTION 14 - PROTESTS

PROCEDURE 1.0 - GENERAL

- 1.1 Protests on games shall be made according to the rules of the competition in which the game was played. Since protests concern two or more parties, it is mandatory that formalized hearings be convened and conducted.
- 1.2 A Coach or Team Official can lodge a protest on a Game Official's rule interpretation ONLY and may NOT protest any Game Official's calls and/or decisions.
- 1.3 The competition rules will specify the timelines for the convening of protest hearings and the communication of decisions.
- 1.4 The Protest Panel should consist of at least three members: a Chair, a Recording Secretary and a third member.
- 1.5 The Protest Panel will deal only with the matters raised in the protest. Any other issues that arise (e.g. discipline) will have to be dealt with by the appropriate operational procedure as may be necessary.
- 1.6 Video tape evidence is acceptable provided it substantiates verbal evidence given by any party. Video tape evidence that simply seeks to show errors made by a match official should be ruled out of order and not considered. Video tape evidence that shows possible errors in identification by the Match Official should be allowed.
- 1.7 All protest hearings will be documented with formal findings and decisions arrived at by the Protest Panel.
- 1.8 In Tournaments and Cup Competitions, the host organization may include a rule that decisions of the Protest Hearing Panel are final and may not be appealed in accordance with Ontario Soccer Appeal Operational Procedures.
- 1.9 Members of Protest Panels may not be members of any subsequent Discipline or Appeal Hearing Panel that deals with any matters arising from the protest matter.
- 1.10 Tape recorders may be used at hearings convened to deal with protests. All persons participating in the hearing must be advised that the hearing is being taped.



SECTION 15 - DISPUTE RESOLUTION

PROCEDURE 1.0 - GENERAL

- 1.1 The purpose of this Operational Procedure is to resolve disputes of a 'corporate' nature between and/or among Ontario Soccer (referred to as Ontario Soccer in this policy), District Associations, Clubs, Leagues and Registrants and, in the case of denial of membership, Non-Registrants using techniques of Alternate Dispute Resolution (ADR), thus avoiding the need to resort to litigation.
- 1.2 As a condition of membership in Ontario Soccer, or in one of its District Associations, all District Associations, Clubs, Leagues, and Registrants agree to abide by the provisions and jurisdiction of this Operational Procedure.
- 1.3 As the purpose of this Operational Procedure is to promote alternatives to litigation, Ontario Soccer may refuse to hear a dispute, or discontinue hearing a dispute that has already commenced, if the party or parties engage in litigation, or send a lawyer's letter threatening litigation that is either directly or indirectly related to the matter in dispute.
- 1.4 The implementation of this procedure is the responsibility of Case Manager appointed by Ontario Soccer Chief Executive Officer. The Case Manager will retain the authority to screen the dispute and/or appoint a Designate to handle the administrative aspects of this Operational Procedure. The Case Manager may be an Ontario Soccer employee or an external service provider.
- 1.5 Ontario Soccer will establish a Roster of trained Dispute Resolution Officers, who will serve as mediators and/or arbitrators under this Operational Procedure.
- 1.6 In the event that Ontario Soccer is a party to a dispute under this Operational Procedure, then the Case Manager will refer all responsibility for implementation of this Policy to an external service provider.

PROCEDURE 2.0 - MATTERS SUBJECT TO DISPUTE RESOLUTION

- 2.1 This Operational Procedure applies to disputes relating to the following matters:
 - a) The calling and holding of general meetings of members
 - b) The preparation, presentation and approval of financial statements
 - c) The nomination and election of Directors and Officers
 - d) The removal of Directors and Officers
 - e) The acceptance, rejection and removal of members
 - f) The calling and holding of Board meetings
 - g) Breaches of parliamentary procedure
 - h) Other matters of a similar corporate or governance nature

PROCEDURE 3.0 - INITIATING THE DISPUTE PROCESS

- 3.1 Ontario Soccer, District Association, Club, League, Registrant or, Non-Registrants in accordance with Operational Procedure 1.1. may initiate a claim under this operational procedure by completing the prescribed form and submitting it to Ontario Soccer along with the prescribed fee. (Form to be linked)



- 3.2 Any such claim under this operational procedure, will be submitted within 30 days of the decision, action, breach or other event relating to the claim. Disputes which are not based on a specific decision, action, breach or other event can be submitted at any time.
- 3.3 Notwithstanding 3.2 above, the Case Manager will have sole discretion, to waive the time limit of 30 days.
- 3.4 The Case Manager will receive the form and will determine, in their sole discretion, if the dispute is to be dealt with under this Operational Procedure. In making this determination, the Case Manager may consult with a Dispute Resolution Officer.
- 3.5 Normally there will be two parties to a dispute: the party initiating the claim ('claimant') and the party responding to the claim ('respondent'). Additional entities or individuals wishing party status may make a request in writing to Ontario Soccer. The Case Manager, or Designate, will provide a copy of such request to the claimant and respondent and will solicit their input on the request. However, the Case Manager, will retain the authority to identify and accept additional parties to the dispute.
- 3.6 As a general rule, additional persons or entities will only be granted party status if they are materially affected by the outcome of the dispute; if they can offer a perspective on the dispute that is not offered by the other parties; and if their contributions to the proceedings would be useful in achieving a resolution.
- 3.7 Where additional parties are identified, they will participate in the proceedings of this Policy only to the extent determined by the Case Manager.

PROCEDURE 4.0 - MEDIATION

- 4.1 Upon receiving a claim, the Case Manager, or Designate, will contact the disputing parties to determine if they wish to use mediation to resolve their dispute. Where the disputing parties agree that mediation would be mutually beneficial, mediation will be pursued in accordance with standard mediation practice using the services of a mediator from Ontario Soccer's Roster of Dispute Resolution Officers who is appointed by the Case Manager.
- 4.2 The conduct of any such mediation will be confidential among the disputing parties and the mediator, and any resolution of the dispute achieved by the parties will be reflected in a written mediation agreement. The written mediation agreement will be binding on the parties and there will be no further appeal to Ontario Soccer, to Canada Soccer, to any other entity, or to any Court. A copy of the mediation agreement is to be provided to the Case Manager.

PROCEDURE 5.0 – ARBITRATION

- 5.1 Where mediation is attempted and fails, or where the disputing parties determine at the outset that mediation would not be possible or beneficial, the dispute will proceed to arbitration.
- 5.2 Upon confirmation by the Case Manager, or Designate, that the dispute is proceeding to arbitration, the claimant will prepare a detailed written submission for the Case Manager within the timelines established by the Case Manager, or Designate. This claimant's submission will be provided to the other party or parties, who will prepare a written response within the timelines established by the Case Manager. The claimant will be provided an opportunity to prepare a written rebuttal to any responses submitting by the party or parties within the timelines established by the Case Manager.
- 5.3 Arbitration will occur before a Panel appointed by the Case Manager. The Panel will be composed of 1 to 3 individuals from Ontario Soccer's Roster of Dispute Resolution Officers. The Panel members will have no involvement with the dispute and will be free from actual or perceived bias or conflict of interest. The Mediator involved with the dispute or any mediator previously involved with the case may not serve on the Panel.



- 5.4 The Panel will be provided with all the claimant's and respondent's written materials for review prior to scheduling the arbitration hearing.

PROCEDURE 6.0 - HEARING

- 6.1 Ontario Soccer will schedule the arbitration hearing at a place that is convenient to the parties and the Panel. The Panel will have full authority to determine the procedures to be followed at the hearing.
- 6.2 Where the parties or the Panel members are not in close proximity, the Panel may choose to conduct the hearing by telephone conference call or via electronic communications.
- 6.3 The Panel may determine to decide the matter via documentary submissions alone.
- 6.4 The Case Manager, or Designate, will participate in the hearing and will assist the Panel in an administrative capacity.
- 6.5 The parties will be responsible for their own costs to prepare for and participate in the hearing. Ontario Soccer will be responsible for the costs of the Panel.
- 6.6 Should any party choose not to participate in the hearing, the hearing will proceed nonetheless.

PROCEDURE 7.0 - DECISION

- 7.1 The Panel may determine such remedy or remedies as it deems appropriate for the matter in dispute.
- 7.2 The Panel's decision will be in writing, with reasons, and will be communicated to the parties within 14 days of the conclusion of the hearing. Where timelines are urgent, the Panel may issue a verbal decision or a summary written decision, provided a written decision with reasons is issued within 14 days.
- 7.3 In cases where the parties are able to determine their own remedy or remedies, with the assistance of the Panel, such remedies may be reflected in a settlement order endorsed by the Panel and having the same binding effect as if it had been the Panel's decision.
- 7.4 The Panel will remain seized of its decision and may be consulted by the parties or Ontario Soccer on interpretation or implementation of its decision.
- 7.5 The Panel will determine whether or not to refund all or a portion of the claimant's fee,
- 7.6 The Panel's decision will be binding on the parties and on Ontario Soccer, District Associations, Leagues, Clubs, Registrants and Non-Registrants where applicable, and may only be appealed on procedural grounds. Such grounds are strictly limited to the Panel:
- a) Making a decision for which it did not have authority or jurisdiction as set out in the policies of Ontario Soccer; or
 - b) Failing to follow the procedures as set out in this Policy; or
 - c) Making a decision that was influenced by bias.

Appeals on procedural grounds will be made to Canada Soccer, in accordance with their policies for appeals. There will be no further appeal to any other entity or any court.



SECTION 16 – SCREENING & HARASSMENT

PROCEDURE 1.0 – SCREENING

- 1.1 As part of Ontario Soccer’s Volunteer Screening policy to provide a safe sporting environment, the Volunteer Screening guidelines can be found in the Ontario Soccer [Volunteer Screening Handbook](#) as developed and updated by Ontario Soccer.

PROCEDURE 2.0 – HARASSMENT GENERAL

- 2.1 For the full policy regarding complaints and general harassment, including definitions and procedures, refer to Ontario Soccer Policies:

[Appendix B1: Code of Conduct and Ethics - Full Policy](#)



SECTION 17 – GENDER EQUITY

PROCEDURE 1.0 - GENDER EQUITY

1.0 Definitions:

The definitions used in the Gender Equity Policies are located in the Definitions in Section 1.0, Procedure 1.0.

1.1 Gender Equity means the principle and process of allocating resources, programs and decision-making fairly to both males and females.

1.2 Ontario Soccer encourages:

- a) The participation of all interested individuals, in all aspects of soccer in Ontario.
- b) The equal provision of opportunity and resources.
- c) An environment that is welcoming for any interested participant, whether as a player, coach, referee, administrator or spectator.

1.3 Ontario Soccer will:

1.3.1 Staff, Board and Committees:

- a) Sets a target of at least 40% female representation for the Ontario Soccer Board and all Ontario Soccer Committees by 2020. It is recommended that all Governing Organizations within Ontario Soccer consider similar plans for moving toward greater female representation on their Board and Committees where necessary.
- b) Include gender equity as a stated value that is accepted and promoted on nominating and selection committees.
- c) Provide opportunities for all staff to advance to senior decision-making levels and receive equitable remuneration.
- d) Ensure equal opportunities exist for all staff to receive professional development to move towards senior levels of decision making.

1.3.2 Media Relations:

- a) Produce all written and visual materials in a gender-inclusive manner portraying active, positive images of sport.
- b) Ensure that both genders are portrayed in an equitable way in all promotional and marketing materials and communication activities.
- c) Develop a communication plan that gives media visibility to both genders including athletes, coaches, events and sports.
- d) Use gender-appropriate language and positive, active visuals in all publications, graphics, videos, posters and on websites.

1.3.3 Policies, Governing Documents:

- a) Develop, update and deliver all policies, programs and services ensuring the concerns and needs of both genders are identified, promoted and supported.

1.3.4 Programs, Activities and Events

- a) Provide equitable opportunities to participate and compete for both genders
- b) Fund programs and services equally for both genders
- c) Encourage both males and females to act as role models for young participants believing it is essential that both genders be viewed as leaders within soccer.



- d) Ensure that all Ontario Soccer programs have both female and male service providers available to both male and female athletes.
- e) In all coaching programs and services, create special opportunities to advance the number and levels of women in coaching.
- f) When planning educational sessions, consider the balance of female and male presenters.



SECTION 18 – ACCESSIBILITIES FOR ONTARIANS WITH DISABILITIES ACT (AODA)

PROCEDURE 1.0 – GENERAL

- 1.1 Ontario Soccer strives at all times to provide its goods and services in a way that respects the dignity and independence of people with disabilities. Ontario Soccer is also committed to giving people with disabilities the same opportunity to access our goods and service by allowing them to benefit from the same services, in the same place and in a similar way as other customers.
- 1.2 Ontario Soccer is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:
1. Communication- The establishment of policies, procedures and practices of goods and services from Ontario Soccer to persons with disabilities
 2. The use of Service Animals, Support Persons and Assistive Devices by Persons with Disabilities
 3. Notice of Temporary Disruptions in Services and Facilities
 4. Staff Training
 5. Customer Service Feedback
 6. Notice of Availability of Documents
- 1.3 It is the policy of Ontario Soccer that its working environment as well as its soccer facility environment operate free from discrimination.
- 1.4 This policy shall apply to every person who deals with members of the public or other third parties on behalf of Ontario Soccer whether the person does so as an employee, agent, volunteer or otherwise. Failure to comply with this policy and operational procedures may result in disciplinary action up to and including termination.

PROCEDURE 2.0 - UNDERSTANDING DISABILITY AND THE AODA, 2005

- 2.1 The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) which applies to both the public and private sector is Provincial Legislation with the purpose of developing, implementing and enforcing mandatory accessibility standards in order to comply with such standards for accessibility with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises by 2025.

Ontario Regulation 429/07 “Accessibility Standards for Customer Service” states that organizations in Ontario must comply with the standards and provide their goods and services in accessible ways to people with disabilities.

PROCEDURE 3.0 - COMMUNICATION

- 3.1 Ontario Soccer will communicate with people with disabilities in ways that take into consideration their disabilities.
Staff will be trained on how to interact and communicate with people with various types of disabilities.
- 3.2 We are committed to providing fully accessible telephone service to our customers.
Staff will be trained to communicate with customers over the telephone in clear and plain language and to speak clearly and slowly.



We will offer to communicate with customers by another method, such as email, if telephone communication is not suitable to their communication needs or is not available.

- 3.3 Customers will be offered alternative communication formats that will meet their needs in a reasonable manner. They will be offered in ways that fully maintain independence, dignity and equality.
- 3.4 Information and documents will be available to customers in alternative formats to meet their needs.

PROCEDURE 4.0 - ASSISTIVE DEVICES

- 4.1 Ontario Soccer is committed to serving persons with disabilities who use assistive devices to obtain, use or benefit from the organization's goods and services. Ontario Soccer will ensure that staff is trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our goods and services.
- 4.2 Assistive devices will be permitted and may be used by persons with disabilities when participating or benefitting from the goods and services pertaining to Ontario Soccer and The Soccer Centre.
- 4.3 Assistive devices may not be permitted if the use of the device poses risk to the health and safety of the person using the device or to others using the goods and services of the organization.
- 4.4 We currently provide some of the following types of assistive devices at our facilities:
 - a) Wheelchair ramps
 - b) Wheelchair accessible public washrooms and change rooms
 - c) Elevator access
 - d) Text Telephones (TTY)
 - e) Written documents/policies

PROCEDURE 5.0 - SERVICE ANIMALS AND SUPPORT PERSONS

- 5.1 Ontario Soccer is committed to welcoming people with disabilities who are accompanied by a service animal and/or a support person.
- 5.2 Service Animals will be permitted entry for use by persons with disabilities to Ontario Soccer and The Ontario Soccer Centre in all areas except for those prohibited by law such as where food is being prepared, stored or sold.
- 5.3 Ontario Soccer will ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.
- 5.4 When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behaviour) an employee may ask the person with a disability to remove the animal from the area or refuse access to goods and services. Other reasonable arrangement to provide goods and services shall be explored with the assistance of the person with a disability.
- 5.5 Support persons for people with disabilities are allowed to enter Ontario Soccer's premises (The Ontario Soccer Centre). At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on our premises.



- 5.6 Fees will not be charged for support persons for admission to Ontario Soccer's premises. Customers will be informed of this by a notice that will be posted at Ontario Soccer's premises and on the organization's website.

PROCEDURE 6.0 - NOTICE OF TEMPORARY DISRUPTION

- 6.1 In the event of a planned or unexpected disruption in the facilities and services of Ontario Soccer, notice will be delivered in mass forms of communication which will include all available information concerning the disruption: reason, duration, alternate services and facilities available, as well as any other appropriate measures needed to be delivered to those affected.
- 6.2 Notice of the disruption will also be placed at all public entrances and service counters on our premises, as well as on Ontario Soccer's website.

PROCEDURE 7.0 - TRAINING FOR STAFF

- 7.1 Ontario Soccer and The Ontario Soccer Centre will provide professional and appropriate training to all employees, volunteers and others who deal with the public or other third parties on their behalf, as well as those who are involved in the development and approvals of customer service policies, practices and procedures.
- 7.2 AODA Customer Service training will be a requirement to employment with Ontario Soccer and The Ontario Soccer Centre in order to uphold the quality of customer service of the organization.
- 7.3 On-going training will be mandatory for all existing staff where applicable in order to stay abreast of all segments of the AODA as they change and/or develop.
- 7.4 Training will be providing in a group setting and will include:
- a) The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standards
 - b) How to interact and communicate with people with various types of disabilities
 - c) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or support person
 - d) How to assist and/or use assistive devices in order to help with the provision of goods and services to people with disabilities
 - e) What to do if a person with a disability is having difficulty in accessing the organization's goods and services
 - f) Policies, Practices and Procedures relating to the customer service standards



PROCEDURE 8.0 - FEEDBACK PROCESS

- 8.1 Ontario Soccer is committed to meeting and surpassing the unique needs and expectations of its customers while serving customers with disabilities. Comments on our services regarding how well those expectations are being met are welcomed and greatly appreciated.
- 8.2 Feedback regarding policies, practices and procedures concerning goods and services provided to persons with disabilities can be made by email, phone, in person or by mail. All feedback should be directed to Ontario Soccer Privacy Officer. Complaints will be addressed according to Ontario Soccer's complaint process.

PROCEDURE 9.0 - NOTICE OF AVAILABILITY OF DOCUMENTS

- 9.1 Ontario Soccer is committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities.
- 9.2 Upon request, documents including but not limited to billing invoice, manuals, policies, procedures and practices will be provided to customers of the organization in alternative formats that will adhere to the needs and requirements of person with disabilities.
- 9.3 Practices and procedures will be put in place to evaluate the necessary formats to provide documents, before execution of the formats. These formats will be communicated accordingly to the persons with disabilities by the organization and in ways that promote dignity and independence.

PROCEDURE 10.0 - QUESTIONS AND CONCERNS ABOUT THIS POLICY

- 10.1 This Policy exists to achieve service excellence to customers with disabilities. If anyone has questions or concerns about this Policy, or if the purpose of the Policy is not understood, an explanation should be provided by, or referred to, the Privacy Officer of Ontario Soccer.

Other sources to consider:

Ontario Human Rights

<http://www.ohrc.on.ca/en/issues/disability>

Accessibility for Ontarians with Disability Act, 2005

<https://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/AboutAODAWeb20080311EN.pdf>

- 10.2 As required by the Act, the policy and operational procedures shall be reviewed annually.
- 10.3 Any policy of Ontario Soccer that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.



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