

Peterborough City Soccer Association Policy & Procedures

Policy # 1 Competitive Teams

- 1.1 A finalized list for Youth teams must be submitted to the registrar on or before April 15th of each outdoor playing season.
- 1.2 A finalized team list for Senior teams must be submitted to the registrar on or before May 15th Or by date set by their league which ever is the earliest.
- 1.3 Each player on that list must be in good standing with the Association.
- 1.4 Each player signed must provide the registrar with all the necessary information and sign all proper forms . (Players under 18 must have parent/guardian sign all forms).
- 1.5 All players signed to their respective team can be called up to play at a higher team or age classification. Coaches must cooperate in this calling up.

Policy # 2 Select Teams

- 2.1 Recreational Select Teams will be decided if the numbers at tryouts are sufficient for a 2nd team (see Policy 7.12).
- 2.2 All select team players shall also make themselves available to the Association Competitive at that particular age level.

Policy # 3 Coach Selection

- 3.1 The Peterborough City Soccer Association based on the recommendations of the coach selection committee (President, Technical, Minor & Senior Directors) will select coaches.
- 3.2 All coaching positions shall be advertised in the local media every year on or before September 1st. Coaches shall be selected and notified prior to the fall tryouts each year.
- 3.3 Coaches' meeting(s) shall be arranged by the technical director over the course of the year to deal with concerns and suggestion and from present proposals to the PCSA Board.
- 3.4 All team officials (coaches, assistant coaches, and managers must have a police check, at the request of the PCSA Board.
- 3.5 All team officials must pass through the Volunteer Screening process.
- 3.6 All team officials must be registered with the Association, ECOSA & OSA.
- 3.7 All teams shall have a representative at all team officials meetings during the year.

Policy # 4 Use and management of East Gate Fields

- 4.1 The usage time on East Gate Park shall be limited to no more than 15 hours per week per field of competitive play, as advised by the Manager of Parks and Recreation and PCSA agreement.
- 4.2 Applications for the use of East Gate Park shall be submitted in January of each year. Requests for events on East Gate Park shall be forwarded in writing to PCSA not less then four (4) weeks prior to the event.
- 4.3 Special events such as the Ontario Cup, Mark Forster Tournament, PCSA Challenges and the PCSA Soccer Camp have precedence over other soccer users.
- 4.4 PCSA reserves the right to cancel or postpone events that could damage the pitches. The PCSA board is empowered to make this determination.
- 4.5 No PCSA team will hold practices at East Gate Park (Mark Forster or Hogan pitch).

Policy # 5 Equitable Field Allocation

- 5.1 PCSA, upon approval of the Recreation Department of the City of Peterborough and the Field Scheduler, agrees to follow field allocation system in the following order:
 - 5.1.1 First choice is given to the PCSA, male or female, team who plays in the highest competitive league. This must be the Club's first team.
 - 5.1.2 If two (2) teams are equal – Male teams get priority in even years, Female teams get priority in odd years.
 - 5.1.3 If two (2) equal male teams or two (2) equal female teams a coin toss will determine first choice.

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- 5.1.4 Second choice is given to second teams (or third teams if applicable) with the same method of deciding will be used: a) higher league play b) even or odd years c) coin toss.
- 5.1.5 Third Choice - competitive youth teams in descending order of age (odd or even years) U19, U18, U17, U16, U15, U14, U13, U12, U11 and U10.

Policy # 6 Change Rooms

- 6.1 It shall be the responsibility of all teams using the change rooms at East Gate Park to:
 - 6.1.1 Completely empty the change rooms of all personal belongings by half time so the next teams can have access to the change room, who in turn will empty the change room of all personal belongings so the first team can use it again.
 - 6.1.2 Keep the change rooms neat and clean. (Sweep out if required)
 - 6.1.3 PCSA will not be held responsible for lost, damaged or stolen property.

Policy # 7 Advanced Level of Play

It is the policy of the Peterborough City Soccer Association that players must participate at their own age level, provided and appropriate team exists, up to the under 13. This should benefit even the most highly skilled players, through increased safety by reducing the likelihood of physical mismatches through height/weight differentials which can increase with "playing-up" and through their increased confidence by playing against their own age.

The Club will provide players the opportunity to be challenged as part of the Player Development Philosophy. The issue of playing up will be reviewed, on a case by case bases, with the focus on the benefits to the player, then the team(s), and finally the Club. A mid-season and post-season review with the player, coach and the Club head coach (or designate) should take place as part of the process.

At any point during the selection process, if parents or players have problems with the process, they should put it in writing to the PCSA executive.

- 7.1 Any individual wishing to play competitive soccer must first try out for the competitive team at their age level.
- 7.2 Players wishing to "play-up" an age group are required to begin try-outs at their appropriate age group on day one and day two and then spend two days in the older age group.
- 7.3 Club players wishing to play up an age group shall follow this procedure:
 - 7.3.1 By requesting to be granted exceptional player status must make a written application to the Head Coach/Technical Director and have it signed as follows.
 - a) The player
 - b) The player's Parent/Guardian
- The request form must be submitted to a Head Coach/Technical Director for final approval, if the player has not been previously approved for this particular team, a least one (1) week before the try-out date. After a fall try-outs, the application must be submitted before the complete team player-signing deadline. (See "Player is Deemed Exceptional Policy # 7.7 and Registration Policy # 11.3)
- 7.4 **Non Resident Rule** -Definition of a Resident: "A player who lives full time in the ECOSA District"
 - 7.4.1 Teams registered with the ECOSA District must sign a minimum of nine (9) players from within the District.
- 7.5 **Scouted Players** - Definition of a Scouted Player: "A player from a competitive team at another club or a "Non Resident Player".
 - 7.5.1 Competitive Players from another club who are scouted to attend try-outs in the fall or prior to the season must first try-out for the team that scouted them.
 - 7.5.2 Non Resident players may be scouted to play for higher age group teams when the older team is playing at a higher level according to the OSA rules and guidelines concerning the Pyramid of Play.
 - 7.5.3 If the player is released by the coach they are free to be selected by any other age appropriate team.

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- 7.5.4 If the player is released from the age appropriate team(s) then they are free to be selected by older age group teams without having to meet the "Player is Deemed Exceptional" guidelines.
- 7.5.5 Where multiple age appropriate teams exist, coaches may agree to look at scouted players at the same time.
- 7.6 **Age Appropriate Team Does Not Exist**
 - 7.6.1 These players will only be eligible to play with that team until an age appropriate team is formed.
 - 7.6.2 Underage players may play for PCSA on entry-level teams (U10), as there is no appropriate age team to play on.
 - 7.6.3 No more than two (2) under age players will be allowed on an entry-level teams.
- 7.7 **Player is Deemed Exceptional**
 - 7.7.1 Players at age U14 and above may request permission to be evaluated as exceptional players to play on team(s) of advanced age levels.
 - 7.7.2 Players between U10 and U13 will not be considered for playing up.
 - 7.7.3 A committee consisting of the PCSA Technical Director, President/Vice President, and one other Director, appointed by the Technical Director, will evaluate each request upon its own merit.
 - 7.7.4 The evaluation will reflect the following three interests, the player(s), the team(s) and the club. At least two (2) of the interest must be satisfied in order for a player to be deemed exceptional.
 - 7.7.5 In cases where a player wishes to be evaluated to play on a PCSA Senior team:
 - a) The Technical Director will arrange an appropriate evaluation including game situations, if the request is granted.
 - b) The Technical Director and the Committee may solicit additional expertise to help make an informed decision.
 - 7.7.6 In order to be deemed exceptional, the player must be evaluated, by the committee, as being among the best five (5) players in that age group.
 - 7.7.7 The evaluation committee must agree that the player should be allowed to move up.
 - 7.7.8 When there are two (2) teams in an age group, the request to play up an age group must be from an appropriate age group to the "A" team in the older age group. (i.e. U14A to U15A team).
 - 7.7.9 If the player is to play on the senior team, he/she will not be required to play or practice with the age appropriate team.
- 7.8 **Player Playing at the Provincial Level.**
 - 7.8.1 Individual players selected to play on any OSA/CSA team will be governed by the respective OSA/CSA guidelines.
- 7.9 **Try-Outs** – PCSA Club try-outs are held each fall.
 - 7.9.1 The try-out will be held in accordance with PCSA policies, rules and regulations. The try-out process should be conducted fairly and objectively, keeping in mind the sensitivities of the players. In addition, every coach should provide a hand out with the team's objectives, including the anticipated cost to the parent or guardian of every child participating.
 - 7.9.2 The Team Head Coach must make any releases at the end of the "final try-outs" with a personal "one on one" discussion after the decision is made. This can be quite an uncomfortable time for the player, parent and coach, but it must be done in a professional matter. The team head coach could involve the Technical Director or Club Head Coach in cases of extreme sensitivity.
 - 7.9.3 Try-outs are open to all players of the appropriate age and to any underage players who have complied with the Club's "Advanced Level of Play (Policy # 7). Applicants to be accepted for "Advance Levels of Play" consideration must be submitted in writing to the Head Coach/Technical Director at least one (1) week before the try-out date.
 - 7.9.4 No player will be informed of his/her individual status prior to completion of that team's final try-out session. All players who attend try-out will be notified of their status with the competitive team(s) they have tried out for.
 - 7.9.6 Each player will be evaluated based on the following:

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- a) Physical fitness (speed, strength, endurance)
- b) Technical (dribbling, passing, receiving, heading, throw-ins, etc.).
- c) Tactical (knowledge of rules at their particular age groups).
- d) Psychological (attendance, attitude, effort, helps others, sportsmanship, etc.).

7 Guidelines:

- 7.9.7 Coaches are encouraged to prepare an information sheet to be handed out to each try-out participant or their parent/guardian. This should include but is not limited to:
- a) Coaches' name, qualification & experience
 - b) Approximate number of players to be selected.
 - c) Number of team practices per week that will be required.
 - d) Practice attendance expectations and consequences for non-compliance.
 - e) Details about players being considered who couldn't attend try-outs.
 - f) Preliminary Budget & Sponsorship.
 - g) Fundraising expectations: equipment to be purchased, tournaments, bussing.
- 7.10 **Single Team Selection:**
- 7.10.1 The coach for the team must identify a minimum of thirteen (13) players at the completion of the try-out and contact the players to notify them that they have been selected.
- 7.10.2 The coach for the team must contact the players they have selected within forty eight (48) hours of the last scheduled try-out session. (This can be done "one on one", or by letter "A").
- 7.10.3 Those players who are not selected but are still being considered will be notified within seven (7) days after the last try out session to come to the winter and spring practices. (This can be done "one on one", or by letter "B").
- 7.10.4 Players not selected to the team after the last scheduled try-out session will be notified within seven (7) days after the last try out session and will be considered to have been released and have cleared waivers. These player should be provided with letter "C" and is free to play for any team.
- 7.11 **Multiple Teams in Single Age Group:**
- 7.11.1 Two (2) or more competitive PCSA teams will be formed only when the following criteria are met:
- a) Enough players are interested and talented to form more than one (1) team that would be competitive within the playing leagues.
 - b) Enough interested and qualified coaches are available to adequately staff the needs of both teams. A list of such coaches should be comprised prior to try-outs.
- 7.11.2 When two (2) or more teams are formed, they will be formed on an A, B and C team concept.
- 7.11.3 Every effort will be made by the PCSA Board and the coaches to create an atmosphere which fosters close and friendly relationships between all the teams in the age group, encouraging the teams to help each other improve and develop. These efforts may include scheduling practices at the same day, time and field if possible, so that the players can interact. Coaches shall try to attend each other's games when possible to the best of their ability.
- 7.12 **Multiple Team Selection:**
- 7.12.1 The "A" team shall have first choice of all players trying out for that age group. The "A" team shall be formed with the highest rated players just as if a "B" team were not to be formed. The "B" team will then be selected from the next highest rated players.
- 7.12.2 The coach of the "A" team must identify a minimum of thirteen (13) players at the completion of the try-outs and contact the players to notify them that they have been selected.
- 7.12.3 The coach of the "A" team must contact the players they have selected within forty eight (48) hours of the last scheduled try-out session. *Only players that are to be offered a position on the "A" team may be contacted by the "A" team coaches..*
- 7.12.4 The "B" team coaches will begin to contact players after the "A" team has selected a minimum of thirteen (13) players who have accepted within the next 48 hours. All selected players should be notified within ninety six (96) hours after the last scheduled try-out session.
- 7.12.5 Those players who are not selected but are still being considered will be notified within seven days after the last try-out session to come to the winter and spring practices. (This can be done "one on one" or by Letter "B").

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- 7.12.6 All players not selected to either the "A" or "B" teams after the last scheduled try-out session will be notified within seven (7) days after the last try out session and, will be considered to have been released and have cleared the waivers. These players should be provided with either "B" or "C" club letters, and are free to play for any team. When multiple teams exist, both "A" and "B" team coaches will divide the list of players not selected and notify them.

Policy # 8 Playing Time of Youth Players

- 8.1 The Association coaches can put in their preferences for game playing time and field allocation for youth players to the scheduler via their male or female representatives at the start of each season as per Policy # 5.
- 8.2 Coaches and managers should meet with players and parents before players register with the Association to outline in writing their intention regarding game playing time. (Also see Policy # 7.9.7).

Policy # 9 Fundraising

- 9.1 All fundraising during PCSA sponsored events shall be subject to a fifteen (15) % fee of profits made to a maximum of \$100.00 per team per fundraising event. This fifteen (15) % fee shall be paid to PCSA.
- 9.2 All individual team fundraising involving the PCSA name or facility must pay fifteen (15) % of the profits made per event per team to a maximum of \$100.00 per team per fundraising event. This fifteen (15) % fee shall be paid to PCSA. (The Challenge Tournaments will be classified as one event).
- 9.3 PCSA may reserve certain fundraising events annually for exclusive its use. All teams will participate in this type of fundraising. Events include anything deemed acceptable by the Board.
- 9.4 Outside vendors shall not be allowed access to east Gate Park without written permission of PCSA Board. Outside vendors must abide by the Fundraising policy of PCSA.
- 9.5 The PCSA Senior teams will be given permission first (1) to use the Challenge Tournaments as their fund raiser each year. Youth teams may apply if the Senior teams do not want to do a fund raiser at fields being used by the Challenge tournaments. Any rental of pavilions will be a tournament expense.
- 9.6 The canteen at East Gate will be a fund raiser for the Senior teams. All profits will be split equally between the men's and women's' teams each year. No group or team will compete with the canteen at East Gate.

Policy # 10 Registration

- 10.1 No player will be considered registered until all registration fees have been paid.
- 10.2 All players, coaches, managers must be registered on the appropriate OSA Registration forms as supplied by the club.
- 10.3 The minimum number of youth players (13) for each team must be registered by February 15th of each year. Each player registration form will include the full amount of the registration fee, as set by PCSA, in either full payment or three (3) equal payments, dated as follows" February 15, April 1 and June 1. Players registered after February 15th will attach full payment or 2 equal payments dated the day they registered and June 1.
- 10.4 PCSA can set an administration fee for NSF Cheques or refunds.
- 10.5 It will be the responsibility of the team to collect all of the registration fee for each player. Any registration received without the proper registration fee will be returned.
- 10.6 The following is included in the youth players registration fee:
- a) CSA/OSA/ECOSA/PCSA registration fees
 - b) All forms (player books, travel permits, playing out, trial permits etc.)
 - c) Partial Package in even years, Full package in odd years – uniforms etc
 - d) 3 tournaments (includes PCSA Challenge)
 - e) Practice fields
 - f) User fees, lights, field lining
 - g) Referee fees (home games)

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- f) Administration cost (office, phone, utilities, etc)
 - g) Facility development and upkeep
 - h) All League fees and bonds
 - i) 2 games balls
 - j) Head coach & technical team fees
- 10.7 The following are not included in the youth registration fee:
- a) Cost of team travel (busses etc)
 - b) Extra tournaments
 - c) Any fines

Policy # 11 Team Budgets

- 11.1 All teams will present a team budget to the PCSA Treasurer by May 1 of each year.
- 11.2 All teams will present a financial statement end the completion of their season to the PCSA treasurer.

Policy #12 Indoor Players

- 12.1 PCSA does allow teams to participate in indoor leagues and indoor tournaments with out approval from the Board.
- 12.2 All coaches need to be approved by PCSA Coaches Selection Committee.
- 12.3 All players, coaches and managers must be registered for indoor soccer with the Club, District and OSA.
- 12.4 Outdoor coaches for the next outdoor season shall be considered first for taking teams to play in indoor leagues or tournaments, if these coaches do not wish to do so, consideration will be given to other coaches.
- 12.5 A fee for registration will be determined by the PCSA Board annually.

Policy #13 Voting by teams at General Meetings.

- 13.1 The Team Head coach will carry the vote for their team, unless he/she prior to the annual meeting has given the right to vote to another team official or member on said team.