Peterborough City Soccer Association

Policy and Procedures

Revised January 5, 2011

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Peterborough City Soccer Association Policy & Procedures

1. Competitive and Development Teams

1.1. Teams shall be classified as Development (U9 and under), Youth (U10 to U18) and Senior (U19 and above, and Open age).

1.2. A finalized list of players for each Development and Youth team must be submitted by the team head coach to the Peterborough City Soccer Association (PCSA) Registrar on or before April15th of each outdoor playing season or by the date set by their league, whichever is earlier.

1.3. A finalized list of players for each Senior team must be submitted by the team head coach to the PCSA Registrar on or before May 15th or by the date set by their league, whichever is earlier.

1.4. Each player on that list must be in good standing with the PCSA at that time, including no outstanding monies owing and no unresolved discipline issues.

1.5. Each player signed must provide the PCSA Registrar with all the necessary information and documents and sign all proper forms as requested by the registrar. Players under 18 years of age must have their parent/guardian sign all these forms.

1.6. Players can be called up to play at a higher team or age classification. Coaches must cooperate in this calling up.

1.7. The following table provides a guideline for the minimum and maximum number of players to register per team.

Age Category	Game Format	Minimum Players	Maximum Players
U10 and under	7 vs. 7	10	14
U11	9 vs. 9	11	16
U12 – U18	11 vs. 11	13	18
Senior Teams	11 vs. 11	15	25

2. Recreational Teams

2.1. PCSA does not operate Recreational (OSA Level 7) teams.

2.2. PCSA may support external recreational club teams by way of equipment and player development on a cost recovery basis. In this case the teams and the players would be registered with the recreational club.

3. Coach Selection

3.1. The PCSA Board, based on the recommendations of the coach selection committee (President, Technical, Youth, Development & Senior Directors and the Club Head Coach), will appoint team head coaches annually.

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 PCSA fall tryouts.

3.3. Coaches' meetings shall be arranged by the PCSA Head Coach over the course of the year to provide coaching education, to deal with mutual concerns, and to enhance two-way communication with the PCSA Board.

3.4. All new team officials (coaches, assistant coaches and managers) must provide a current police check, dated no earlier than 3 months prior to their appointment, within 30 days of

their appointment. Returning team officials must provide a police check that is dated no earlier than 12 months prior to the date that their application is submitted to the PCSA.

3.5. All team officials must comply with the PCSA Volunteer Screening process.

3.6. All team officials must be registered with the PCSA, the East Central Ontario Soccer Association (ECOSA) & the Ontario Soccer Association (OSA). This registration will be completed by the PCSA Registrar.

3.7. All teams shall have a representative at all PCSA team officials' meetings (e.g. managers' meetings, coaches' meetings) during the year.

3.8. All PCSA coaches shall adhere to the PCSA Coaching Code of Conduct. All coaches shall sign and submit a PCSA Coaching Code of Conduct form to the PCSA Registrar annually along with their registration form.

3.9. Every PCSA team official will be given a copy of the PCSA Policy and Procedures document each year at the time of their registration.

4. Tryouts

4.1. PCSA team tryouts are held each fall.

4.2. The tryout will be held in accordance with PCSA policy, rules and regulations. The tryout process shall be conducted fairly and objectively while acknowledging the sensitivities of the players.

4.3. Any releases at the end of the "final tryouts" shall be made with a personal "one on one" discussion with each player after the team head coach's decision is made. This can be quite an uncomfortable time for the player, parent and coach and it must be done in a professional manner. The team head coach could involve the PCSA Technical Director or PCSA Head Coach in cases of extreme sensitivity. Exceptions to delay team player decisions shall require approval of the PCSA Head Coach. A player is not to be released from the responsibility of the team's head coach until all possibilities for placement of the player with a PCSA team have been explored.

4.4. Tryouts 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 # 5).

4.5. No player will be informed of his/her individual status prior to completion of that team's final tryout session. All players who attend PCSA tryouts will be notified, by that team's head coach, of their player status with the team(s) they have tried out for.

4.6. Each player will be evaluated based on the following:

a) Physical fitness (speed, strength, endurance);
b) Technical (dribbling, passing, receiving, heading, throw-ins, etc.);
c) Tactical (knowledge of the soccer rules that apply to their particular age group);
d) Psychological (attendance, attitude, effort, assistance to others, sportsmanship, etc.).

4.7. Coaches are encouraged to prepare an information sheet to be handed out to each tryout participant or their parent/guardian. This should include but is not limited to:

a) Coach's name, coaching qualifications & 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 tryouts;
f) Preliminary Budget & Sponsorship, if known;
g) Fundraising expectations;
h) Equipment to be purchased, tournaments, bussing.

4.8. Single Team Selection

4.8.1 The head coach for the team must identify at least the minimum number of players (see section 1.7) at the completion of the fall tryout session and contact the players to notify them that they have been selected.

4.8.2 The head coach for the team must contact the players they have selected within forty-eight (48) hours of the last scheduled fall tryout session. (This can be done "one on one", or by letter "A"). See 4.3 above.

4.8.3 Those players who are not selected yet but are still being considered will be notified within seven (7) days after the last fall tryout session to come to the winter and spring practices for that team. (This can be done "one on one", or by letter "B").

4.8.4 Players no longer being considered after the last scheduled fall tryout session could be considered for placement on an older team where space permits. Otherwise the players will be notified within seven (7) days_after the last tryout session and will be considered to have been released from the PCSA and have cleared waivers. These players should be provided with letter "C" and are free to play for another club (see section 4.3).

4.9. Multiple Teams in Single Age Group

4.9.1 Two (2) or more 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 compiled by the Coach Selection Committee prior to tryouts.

4.9.2 When two (2) or more teams are formed, they will be formed on an A, B and C team concept.

4.9.3 Every effort will be made by the PCSA Board and the team officials 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. Team coaches should try to attend each other's games when possible.

4.10. Multiple Team Selection

Following the second day of tryouts, the PCSA Board will determine the number of teams that will be formed at each age level and the number of players per team, based on the number and quality of players that registered at tryouts.

Where it is decided that there will be more than one team in a single age division, team selection will be performed as follows:

4.10.1 The 'A' team coach appointed by the PCSA coach selection committee is the head coach for all teams in the age division and oversees the selection of each team. Following the final tryout session, the 'A' team shall be formed with the highest ranked players by the 'A' team coach. The 'B' team shall be formed by the 'A' team coach (or by the 'B' team coach if one has been appointed), with the highest ranked remaining players.

In the case of development teams, it is also acceptable to form two or more balanced teams with the approval of the PCSA Head Coach.

4.10.2 All players shall be notified of their team placement following the final tryout session, or at the latest, within the next 48 hours. Players on the 'B' team will be notified by the 'A' team coach or by the coach for the 'B' team if one has been appointed.

4.10.3 All ‘A’ team and ‘B’ team players will remain under the direction of the ‘A’ team coach and both teams will train together until the appointment of a coach for the ‘B’ team is confirmed.

4.10.4 Those players who are not selected but are still being considered will be notified within seven days after the last tryout session to come to the winter and spring practices for that team. This can be done “one on one” or by Letter “B”.

4.10.5 All players not selected to either the ‘A’ or ‘B’ teams after the last scheduled tryout session will be notified within seven (7) days after the last tryout session and will be considered to have been released from the PCSA and have cleared waivers. These players should be provided with either “B” or “C” club letters, and are then free to play for any team outside PCSA. When multiple PCSA teams exist, both ‘A’ and ‘B’ team coaches will divide the list of players not selected and notify them.

4.11. Team coaches and managers should meet with their players and parents before these players register with the PCSA to outline the coach’s intention regarding game playing time. (Also see section 4.7).

5. Advanced Level of Play (Playing-up)

5.1. It is the policy of the PCSA that players must participate at their own age level, provided an age appropriate team exists, up to and including the U13 level. This should benefit even the most highly skilled players through increased safety (reducing the likelihood of height/weight mismatches which can increase with “playing-up”) and through their increased confidence by playing against players their own age.

For U14 and older players, the issue of playing up will be reviewed, on a case-by-case basis, with the focus on the benefits to the player, then the team(s), and finally the PCSA. A mid-season and post-season review with the player, the team head 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, players or PCSA officials have concerns with the process, they should submit them in writing to the PCSA Board.

5.2. Any individual wishing to play with the PCSA must first try out for the PCSA team at their age level.

5.3. Players wishing to “play-up” an age group are required to begin tryouts at their appropriate age group on day one and day two and then spend two days in the older age group, once they receive permission from the PCSA head coach.

5.4. Club players wishing to play up an age group shall follow this procedure:

Request to be granted exceptional player status by making a written application to the PCSA Board and have it signed by the player and the player’s parent / guardian (if the player is under 18 years of age).

The written initial request must be received by the PCSA Board for approval, if the player has not been previously approved by PCSA for this particular team, at least one (1) week before the first tryout date. If the request is submitted after the fall tryouts, the application must be submitted before the complete team registration deadline. (See “Player is Deemed Exceptional” in section 5.5 and Registration section 6.3)

5.5. Player is Deemed Exceptional

5.5.1 Following receipt of a written request to play up an age level, an evaluation committee consisting of the PCSA Head Coach, President or Vice President, and one other Director appointed by the President, will evaluate each request upon its own merit.

5.5.2 The evaluation will reflect the following three interests, the player(s), the team(s) and the club. At least two (2) of these interests must be satisfied in order for a player to be deemed exceptional.

5.5.3 The evaluation will include the following elements:

a) The PCSA Head Coach will arrange an appropriate evaluation including game situations, if the request is granted.

b) The evaluation committee may solicit additional expertise to help make an informed decision.

c) The coaches of both teams must be consulted during the evaluation.

5.5.4 In order to be deemed exceptional, the player must be determined, by the committee, as being among the best five (5) players in the older age group.

5.5.5 When there are two (2) teams in an age group, the request to play up must be from an appropriate age group to the "A" team in the older age group. (i.e. from U14 to the U15A team).

5.5.6 If the player is approved to play on the older team, he/she will not be required to play or practice with the age appropriate team.

5.5.7 Any player deemed to be exceptional must be re-evaluated each subsequent year in order to retain this status.

5.6. Player Playing at the Provincial Level

Individual players selected to play on any OSA/CSA team will be governed by the respective OSA/CSA guidelines.

6. Registration

6.1. No player will be considered registered until all his / her registration fees have been paid to PCSA.

6.2. All players and team officials must be registered on the appropriate OSA registration forms that are supplied by the PCSA.

6.3. By November 15th of each year, the player's completed registration form and full payment of the registration fee set by PCSA must be submitted to the PCSA Registrar. Full payment is one (1) cheque for $50 dated November 15 and two (2) equal payments totaling the remaining registration fee amount dated February 15 and March 15 of the following year. Payment submitted prior to the PCSA Annual General Meeting is based on the current year's registration fee, however any subsequent increase in the registration fee approved by the PCSA is due when approved and is payable on March 15.

6.4. A player who has not completed the requirements for registration by November 15 is deemed to have forfeited their place on the team and may be replaced by another player, at the discretion of the PCSA Board.

6.5. New players registered between November 15 and February 15 will attach full payment as per section 6.3. Players registered after February 15 will attach full payment in 2 equal installments dated the day they register and 30 days following their registration date.

6.6. PCSA can set an administration fee for NSF (not sufficient funds) cheques or refunds.

6.7. It will be the responsibility of the team to collect the entire registration fee from each of their players. Any registration received by the PCSA Registrar without the proper registration fee will be returned to the team manager and the player will not be registered until the fee is submitted in full.

6.8. Players may be registered on Senior teams in advance of payment to meet league deadlines, however full payment is required by May 31 or the player will be de-registered.

6.9. The youth and development players' registration fee is used to help cover the following costs:

a) CSA/OSA/ECOSA registration fees

b) Player books, travel permits within Canada, playing out permits, trial permits etc.

c) Uniforms, bags, wind suits, etc - partial player package in one year, full player package in the other year

d) Team registration fees for 3 tournaments (includes the PCSA Challenge tournament)

e) Practice fields in-season

f) User fees, lights, field lining

g) Referee fees (home games)

h) Administration costs (office, phone, utilities, etc)

i) Facility development and upkeep

j) League fees and bonds

k) Two (2) games balls per team

l) PCSA Head Coach & technical team fees.

6.10. The following are not included in the registration fee:

a) Cost of team travel (busses etc)

b) Team registration fees for extra tournaments

c) Pre-season practice fields and gymnasiums

d) International travel permit fees

e) Any fines incurred by a player or team

6.11. The senior players' registration fee is used to help cover the following costs:

a) CSA/OSA/ECOSA registration fees

b) Player books, travel permits within Canada, playing out permits, trial permits etc.

c) Uniforms

d) Practice fields in-season

e) User fees, lights, field lining

f) Referee fees (home games)

g) Administration costs (office, phone, utilities, etc)

h) Facility development and upkeep

i) League fees and bonds

j) Two (2) games balls per team

k) PCSA Head Coach & technical team fees.

6.12. The PCSA may provide player fee financial assistance when a player/family identifies difficulty paying the registration fee. The amount available per player will be determined annually by the PCSA Board. Application shall be made in writing to the PCSA Registrar with a declaration of net family income. Alternatively, City of Peterborough residents may apply to the City for a subsidy that will be paid directly to PCSA, which would also then qualify them for assistance from the club upon application in writing to the PCSA Registrar. The Registrar will submit valid applications to the Board but will hold the names in confidence. The Board may set evaluation criteria and an annual limit on the total amount available for fee assistance.

Teams may make arrangements to assist players with other costs. Suggested methods include minimum monthly payments, partial payments and volunteer work.

7. Team Budgets

7.1. All teams will present a team budget to the PCSA Treasurer by May 1 of each year.

7.2. All teams will present a team financial statement to the PCSA treasurer at the completion of their season and no later than October 31.

8. Fundraising

8.1. All individual team fundraising events must be approved by the PCSA Board.

8.2. All individual team fundraising during PCSA sponsored events or that utilize PCSA equipment or facilities 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. Each PCSA Challenge tournament will be classified as one event.

8.3. Team fundraising that does not involve a PCSA sponsored event or PCSA facilities shall not be subject to the 15% fee, however approval for the activity is required from the PCSA Board.

8.4. PCSA may reserve certain fundraising events annually for its exclusive use. All teams shall participate in every such fundraising event(s). These events include anything deemed acceptable by the PCSA Board.

8.5. Outside vendors shall not be allowed access to East Gate Park without written permission of the PCSA Board. Outside vendors must abide by the Fundraising Policy of the PCSA.

8.6. The PCSA senior teams will be given permission first to use the Challenge Tournaments as their fundraiser each year. Youth and development teams may apply if the senior teams decline. Any rental of pavilions will be a tournament expense, i.e. paid out of tournament revenue.

8.7. The canteen at East Gate Park will be a fundraiser for the Club. All profits will be split as per an agreement between the Club and the canteen operator. The Club's portion of the profit will be used to offset the expense of operating the senior teams.

8.8. All teams will present to the PCSA Board a sponsor information sheet for each sponsor their team has. All team sponsors must receive approval from the PCSA Board. This request for approval must be submitted by March 15 or thirty (30) days after the sponsorship funds are received, whichever is later. This form is provided by PCSA.

9. Indoor Players

9.1. PCSA allows teams to register as an indoor team in order to participate in indoor leagues and indoor tournaments.

9.2. PCSA coaches shall be approved by the PCSA Coach Selection Committee prior to commencing to coach any PCSA indoor team.

9.3. All PCSA indoor players and team officials must be registered on the appropriate OSA registration forms that are supplied by the PCSA.

9.4. PCSA coaches for the next outdoor season shall be considered first for taking their team to play in indoor leagues or tournaments. If these coaches do not wish to do so, consideration will be given to other PCSA coaches.

9.5. A fee for PCSA indoor player registration will be determined by the PCSA Board annually.

10. Use and Management of East Gate Fields

10.1. The usage time on East Gate Park is determined by the Field Scheduler appointed by the Manager of Parks and Recreation, City of Peterborough in consultation with the PCSA Facilities Director.

10.2. Requests for the use of East Gate Park shall be submitted in writing to the PCSA Board not less than four (4) weeks prior to the event. If use is approved, the PCSA Facilities Director will apply for the necessary City of Peterborough permits.

10.3. Special events such as the Ontario Cup, Mark Forster Tournament, PCSA Challenge Tournaments and the PCSA Soccer Camp have precedence over other soccer users.

10.4. No PCSA team will hold practices at East Gate Park (Mark Forster or Hogan pitch) unless authorized by the Field Scheduler.

11. Equitable Field Allocation

11.1. The PCSA will request that the Field Scheduler allocate fields in the following order:

1) First choice is given to the PCSA Senior male or female team that plays in the highest competitive league, followed by the remaining Senior teams in descending order of age and competitive level.

2) If two (2) teams are equal, the Male teams get priority in even years; Female teams get priority in odd years.

3) If there are two (2) equal male teams or two (2) equal female teams, a coin toss will determine first choice.

4) Youth teams in descending order of age U18, U17, U16, U15, U14, U13, and U12; where necessary the same method of deciding will be used: a) higher league play b) even or odd years c) coin toss.

5) U11 and younger youth and development teams will be assigned fields that meet the specifications for their leagues.

11.2. Team head coaches can submit their preferences for game playing time and field allocation to the PCSA Board via their male or female representative or team official at the start of each season. A deadline for these submissions will be announced annually by the PCSA Facilities Director.

12. Change Rooms

12.1. It shall be the responsibility of all teams using the change rooms at East Gate Park to:

1) Completely empty their change room of all personal belongings by half time so the next team 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 at the end of their game.

2) Keep the change rooms neat and clean. Sweep out if required.

3) PCSA will not be held responsible for lost, damaged or stolen property.

13. Voting by teams at PCSA General Meetings

13.1. The Team Head Coach will carry the vote for their team unless he/she, prior to the general meeting, has designated another team official or member of said team.