

**Peterborough City Soccer Club**

# **Rules and Regulations**



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## Peterborough City Soccer Club Policy & Procedures

### 1. Competitive and Development Teams

- 1.1. Teams shall be classified as Development (U13 and under), Youth (U14 to U18) and Senior (U19 and above, and Open age).
- 1.2. An interim list of players (ref. Section 1.7) for each Development and Youth team must be submitted by the team head coach to the Peterborough City Soccer Club (PCSC) Registrar on or before Sept 26 (or 5 days following tryouts/orientation). Up until April 15 of the following year, the team head coach may release players in the event that:

- a) A player withdraws from the team due to an injury or medical condition;
- b) A player does not attend a minimum of 50% of scheduled fall and winter training and practice sessions.

A fully completed roster must be available to be produced by the PCSC Registrar on or before April 15th 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 PCSC Registrar on or before May 1st or by the date set by their league, whichever is earlier.
- 1.4. Each player on the mention roster/list (as in 1.2/1.3) must be in good standing with the PCSC at that time, including no outstanding monies owing and no unresolved discipline issues.
- 1.5. Each player signed must provide the PCSC 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, however no call ups are permitted for U13 and under teams. Coaches must cooperate in this calling up, however are not expected to provide call ups should it negatively affect their own team.
- 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
U7	3 vs. 3	6	9
U8 - U9	5 vs. 5	8	12
U10 - 11	7 vs. 7	10	14
U12 - U13	9 vs. 9	14	18
U14 – U18	11 vs. 11	16	20
IMODEL Teams	11 vs. 11	18	20
Senior Teams	11 vs. 11	16	25

### 2. Recreational Teams

- 2.1. PCSC does not currently operate Recreational teams, but reserves the option to do so in the future.

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- 2.2. PCSC 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 PCSC Board, based on the recommendations of the coach selection committee (President, Vice-President, Director of Coaching, Director of Representative Teams, and other Board appointee(s)), will appoint team head coaches annually.
- 3.2. All coaching positions shall be advertised on the club website and/or in the local media every year on or before September 1st. Coaches shall be selected and notified prior to the PCSC fall tryouts.
- 3.3. Coaches' meetings shall be arranged by the PCSC Director of Coaching over the course of the year to provide coaching education, to deal with mutual concerns, and to enhance two-way communication with the PCSC Board.
- 3.4. All new team officials (coaches, assistant coaches and managers) must provide a current police check, dated no earlier than 12 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 36 months prior to the date that their application is submitted to the PCSC.
- 3.5. All team officials must comply with the PCSC Volunteer Screening process.
- 3.6. All team officials must be registered with the PCSC, the East Central Ontario Soccer Association (ECOSA) & Ontario Soccer (OS). This registration will be completed by the PCSC Registrar.
- 3.7. All teams shall have a representative at all PCSC team officials' meetings (e.g. managers' meetings, coaches' meetings) during the year.
- 3.8. All PCSC coaches shall adhere to the PCSC Coaching Code of Conduct. All coaches shall sign and submit a PCSC Coaching Code of Conduct form to the PCSC Registrar annually along with their registration form.
- 3.9. Every PCSC team official will be given a copy of the PCSC Policy and Procedures document each year at the time of their registration.

### **4. Tryouts**

- 4.1. PCSC team tryouts are held each fall. The PCSC Board will set the amount of the tryout fee annually.
- 4.2. The tryout/orientation will be held in accordance with PCSC policy, rules and regulations. The tryout process shall be conducted fairly and objectively while acknowledging the sensitivities of the players. Competitive tryouts (i.e. when there are more players than there are team positions or when there is the prospect of having Tier 1 and Tier 2 teams) shall be conducted by a panel of three coaches comprising the team head coach and two additional coaches who shall be approved by the PCSC Director of Coaching.
- 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 PCSC Director of Coaching in cases of extreme sensitivity. Exceptions to delay team player decisions shall require approval of the PCSC Director of Coaching. 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 PCSC 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).

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- 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 PCSC 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 must prepare an information sheet to be handed out to each tryout participant or their parent/guardian by the second day of tryouts. This shall include but is not limited to:
  - a) Coach's name, contact information, 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, if known.
- 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 four (4) days of the last scheduled fall tryout session. (This can be done "one on one", by telephone or by e-mail). See 4.3 above.
  - 4.8.3 Those players who are not selected yet but are still being considered will be notified within four (4) 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", by telephone or by e-mail).
  - 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 four (4) days after the last tryout session and will be considered to have been released from the PCSC. (This can be done "one on one" or by telephone). These players 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 PCSC 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.

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#### 4.10. Multiple Team Selection

Following the second day of tryouts, the PCSC Director of Coaching 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 PCSC coach selection committee is the head coach for the "A" team in the age division and oversees the selection of their own 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 'B' team coach with the highest ranked remaining players.

In the case of development teams, it is also acceptable to form two or more balanced or tiered teams with the approval of the PCSC Director of Coaching.

4.10.2 All players shall be notified of their team placement following the final tryout session, or at the latest, within the next 4 days. Players on the 'B' team will be notified by the 'B' team coach.

4.10.3 All 'A' team and 'B' team players will remain under the direction of their own individual team head coach. If a "B" coach is not appointed before or within 1 day of tryouts the "A" team coach will include the "B" team players in their training sessions until a "B" team head coach can be appointed by the club.

4.10.4 Those players who are not selected but are still being considered will be notified within four (4) days after the last tryout session to come to the winter and spring practices for that team. This can be done "one on one", by telephone or by e-mail.

4.10.5 All players not selected to either the 'A' or 'B' teams after the last scheduled tryout session will be notified within four (4) days after the last tryout session and will be considered to have been released from the PCSC. These players are free to play for another club (see section 4.3). When multiple PCSC 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 PCSC 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 PCSC that players must participate at their own age level, provided an age appropriate team exists, up to and including the U18 level, except in rare exceptional circumstances. Refer to the Playing Up Policy under PCSC Soccer Policies on the website.

### 6. Registration

6.1. No player will be considered registered until all his / her registration fees have been paid to PCSC, as per the payment instalment requirements set by the club prior to tryouts/orientations each year.

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

6.3. By September 26th of each year, or no later than 7 day after the player's selection to a team, their registration form and the first instalment of the registration fee must be submitted to the PCSC club to guarantee their roster spot on the team. The remaining registration fee is due by February 1st of the following year. The amount of each instalment is set by the Board, and is based upon the approved player registration fee.

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Registration fee instalment payments are non-refundable after the instalment due date if the player withdraws for any reason. A written request for a partial refund may be considered by the Board in exceptional circumstances (a doctor's note may be requested).

- 6.4. A player who has not completed the requirements for registration by October 21<sup>st</sup> (those who have made arrangements with the PCSC Registrar), is deemed to have forfeited their place on the team and may be replaced by another player, at the discretion of the PCSC Board.
- 6.5. Any player who sets up a Subsidy arrangement must have it submitted to the PCSC Registrar, as per section 6.13, and MUST respect the payment instalment plan set up by the Registrar. Failure to do so could remove them from the team roster and make them ineligible to train/play.
- 6.6. New players registered between October 21st and February 1st will submit full payment as per section 6.3. Players registered after February 1st will submit full payment upon registration.
- 6.7. PCSC can set an administration fee for NSF (not sufficient funds) cheques or refunds.
- 6.8. It will be the responsibility all IMODEL teams to collect the entire additional IMODEL registration fees from each of their players and submit the pre-determined team fee to the Club's Registrar/Treasurer. A letter will be provided to IMODEL Head Coaches/Managers which must be signed by ALL team officials and ALL players/parents detailing their commitment and understanding of the additional costs and deadlines associated with this league. This letter will also outline the deadlines for the two (2) instalments of these additional fees. They will be set up no later than Nov 1<sup>st</sup> and March 1<sup>st</sup> each year.
- 6.9. Players may be registered on Senior teams in advance of payment to meet league deadlines, however full payment is required by May 5th or the player will be de-registered.
- 6.10. The youth and development players' registration fee is used to help cover the following costs:
  - a) Uniform - 2 jerseys, shorts, 2 pairs socks
  - b) 1 Goalkeeper shirt (kit), two (2) game balls per team\*
  - c) Team officials jacket & shirt (maximum 2) plus 1 shirt for 1 manager per team
  - d) Coaching Certification Courses (Board approved maximum payout)
  - e) Home Tournament(s) or Festival(s) and Family Fun Day
  - f) Club Technical Director and Technical Team
  - g) Indoor\* and outdoor training facilities scheduled by the club
  - h) User fees, fields, lights, field lining
  - i) Referees for reciprocal home/away league and league cup games\*
  - j) Club Administration (legal and accounting, building, office, utilities, insurance, etc.)
  - k) CS/OS/ECOSA/League registration fees and bonds
  - l) Forms, OS Roster registration/approval, Travel Permits (maximum 2 per team)\*
  - m) Facility Development Fund Levy
  - n) Emergency Fund per player Levy

\* Not applicable for U7 – U8 divisions. (ECDSL)

Actual package may vary by division.

- 6.11. 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

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- d) International travel permit fees
- e) Any fines incurred by a player or team
- f) Additional insurance required for out of Province/Country tournaments
- g) Exhibition game costs (permits/fields/refs etc)
- h) Ontario Cup costs (entry/refs)
- i) Additional field rental cost for individual team training

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

- a) Uniforms
- b) Two (2) games balls per team
- c) Practice fields in-season
- d) User fees, fields, lights, field lining
- e) Referee fees (home games)
- f) Club Administration (legal and accounting, building, office, utilities, insurance, etc.)
- g) League fees and bonds
- h) CS/OS/ECOSA registration fees
- j) Forms and Rosters
- k) Facility Development Fund Levy
- l) Emergency fund per player fee

6.13. The PCSC 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 PCSC Board. Application shall be made in writing to the PCSC Registrar with a declaration of the need for assistance. All players in need of assistance and eligible who are City of Peterborough residents, must apply to the City for a subsidy that will be paid directly to PCSC, which would also then qualify them for assistance from the club upon application in writing to the PCSC Registrar or Jumpstart, Kidsport subsidy programs first. 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 shall present a team budget to the PCSC Treasurer by May 1 of each year.
- 7.2. All teams shall present a team financial statement to the PCSC 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 PCSC Board.
- 8.2. All individual team fundraising during PCSC sponsored events or that utilize PCSC 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 PCSC. Each PCSC Challenge tournament will be classified as one event.
- 8.3. Team fundraising that does not involve a PCSC sponsored event or PCSC facilities shall not be subject to the 15% fee, however approval for the activity is required from the PCSC Board.



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- 8.4. PCSC 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 PCSC Board.

For greater clarity, the annual PCSC Challenge Cup and Peterborough City Festivals for girls and boys are considered to be fundraising events. All PCSC teams are automatically entered in the tournament/festival and shall endeavour, by proactively blocking off the respective weekend, to support the club in this regard. The only exceptions shall be OS mandated commitments such as the Ontario Cup and unavoidable league or cup games. Moreover, the club WILL NOT approve a travel permit for a team to attend an event on the weekend of their home tournament/festival.

- 8.5. Outside vendors shall not be allowed access to Eastgate Park without written permission of the PCSC Board. Outside vendors must abide by the Fundraising Policy of the PCSC.
- 8.6. The PCSC 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 Eastgate 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 PCSC Sponsorship Director, a sponsor information sheet for each sponsor their team has. The sponsorship MUST be paid directly to the Team bank account. This form is provided by PCSC.

## **9. Indoor Players**

- 9.1. PCSC allows teams to register as an indoor team in order to participate in indoor leagues and indoor tournaments. (These fees/costs will be the responsibility of each team)
- 9.2. PCSC coaches shall be approved by the PCSC Coach Selection Committee prior to commencing to coach any PCSC indoor team.
- 9.3. All PCSC indoor players and team officials must be registered on the appropriate OS registration forms that are supplied by the PCSC.
- 9.4. PCSC 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 PCSC coaches.
- 9.5. A fee for PCSC indoor player registration will be determined by the PCSC Board annually.

## **10. Use and Management of Eastgate Fields**

- 10.1. The usage time on Eastgate Park is determined by the Field Scheduler appointed by the Manager of Parks and Recreation, City of Peterborough in consultation with the PCSC Facilities Director.
- 10.2. Requests for the use of Eastgate Park shall be submitted in writing to the PCSC Board not less than four (4) weeks prior to the event. If use is approved, the PCSC Facilities Director will apply for the necessary City of Peterborough permits.
- 10.3. Special events such as the Ontario Cup, PCSC Challenge Tournaments, PCSC Tryouts and the PCSC Soccer Camp have precedence over other soccer users.
- 10.4. No PCSC team will hold practices at Eastgate Park (Mark Forster or Hogan pitch) unless authorized by the Field Scheduler.

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## 11. Equitable Field Allocation

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

- 1) First choice is given to the PCSC 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, and U13; where necessary the same method of deciding will be used: a) higher league play b) even or odd years c) coin toss.
- 5) U12 and younger 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 PCSC 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 PCSC Facilities Director.

## 12. Change Rooms

12.1. It shall be the responsibility of all teams using the change rooms at Eastgate 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) PCSC will not be held responsible for lost, damaged or stolen property.

## 13. Voting by teams at PCSC 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.

13.2. The team voting delegate must vote in person at the PCSC General Meeting. Voting by proxy, by email or by telephone is not permitted.

13.3. *A majority of the votes cast shall be required to elect Directors. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.* If two or more candidates are tied and no candidate can be dropped from the ballot, the winner shall be chosen by drawing the name from a hat. *[Words in italics are quoted from the PCSC Constitution and By-Laws].*

## 14. Board of Directors

14.1. Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, strategically sensitive, personal, or relates to employment, commercial or legal matters and the privacy of individuals.

14.2. Meetings of the Board of Directors shall be held in closed sessions.

14.3. Minutes of the meetings of the Board shall be considered confidential.

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- 14.4. Board members must keep confidential all information pertaining to matters dealt with by the Board. This includes Board meeting minutes, agendas, reports to the Board and associated documents, and information contained in those documents.
- 14.5. Newly elected and appointed Board members shall sign an Oath of Confidentiality before taking office.
- 14.6. Any person who is not a member of the Board but is present at a Board meeting must maintain in confidence all information obtained as a result of their participation in the meeting.
- 14.7. Members of the Board of Directors shall provide a current Police Check within 30 days of taking office.
- 14.8. Board members shall adhere to the PCSC Code of Conduct for Board Members.

## **15. Discipline**

- 15.1. Discipline action may be taken against a registered team official, administrator or player and the parent/legal guardian of a player under 18 years of age who infringes the PCSC Constitution, Rules and Regulations, Policies or Code of Conduct as published, or who brings the Club into disrepute.
- 15.2. Allegations of misconduct must be reported in writing to the PCSC Board of Directors within fourteen (14) days of the occurrence of the alleged misconduct.
- 15.3. A discipline panel of the PCSC appointed by the Board of Directors shall conduct an investigation within thirty (30) days of receiving a report of misconduct. The discipline panel has the authority to conduct a hearing and call witnesses. If the charges are upheld, the accused may be fined, censured, suspended or expelled from Membership. An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.