



Festival Host Package

Thank you for your application to host a festival this season! The following package contains all of the information that you will need to ensure that your festival complies with Ontario Soccer Regulations and that all parties involved know what is expected of them.

Included in this package:

- Check List
- Host Requirements
- Participating Team Requirements
- Discipline Information
- Additional Relevant Information

Additional Attachments:

- Festival Report Template
- Festival Discipline Summary Form

HOST CHECK LIST

BEFORE FESTIVAL

- ✓ Advise all participants of “Festival Requirements for Squad Participation”
(*Operational Procedure 15.0- provided in package*)
- ✓ Post Southwest Soccer-Approved rules and festival checklists for registrant access
- ✓ Select one of the two Match Official assignment options
- ✓ Min. 10 days prior – Provide Southwest Soccer with content for social media promotion
- ✓ 1 week prior—Confirm assigned Discipline Chair with Southwest Soccer
- ✓ 5 days prior—Submit a schedule and list of participating teams to Southwest Soccer
- ✓ Before Kick-off—Check all player registrations/player books and rosters to ensure teams are properly registered; Confirm team’s Application to Travel (ATF) if required

DURING FESTIVAL

- ✓ Distribute and Collect Teamsheets
- ✓ Have Tournament Rules available for Discipline Chair
- ✓ Collect Misconduct Reports and provide to Southwest Soccer Discipline Chair
 - Discipline Chair will maintain Discipline Summary Report

AFTER FESTIVAL (WITHIN 72 HOURS)

- ✓ Submit all Teamsheets and Misconduct Reports to Southwest Soccer
- ✓ Submit the Discipline Summary Report to Southwest Soccer

AFTER FESTIVAL (WITHIN 30 DAYS)

- ✓ Submit Festival Report to District
- ✓ Submit Festival Fees to District

* *Failure to submit the Festival Report and Fees will result in penalties set by Ontario Soccer Policy Procedure 13.0, Rule 13.5 (provided in package)*

PLEASE READ FULL THE FULL Ontario Soccer PROCEDURES PROVIDED IN THIS PACKAGE FOR COMPLETE DETAILS

MATCH OFFICIAL ASSIGNMENTS

The Tournament Host shall be responsible for the assignment of Ontario Soccer registered match officials in coordination with Southwest Soccer's Match Official Department. Assignments shall be completed in alignment with one of the following two options:

1. Referees are scheduled in E2E Refcentre using the hosting clubs account.
 - a. The club shall provide Southwest Soccer's Match Official Officer with access to the account for assignment review and appointment of Mentors a minimum of 14 days in advance.
2. Referees are scheduled in E2E Refcentre using the Southwest Soccer account.
 - a. The club shall provide Southwest Soccer administration with the schedule on the provided E2E spreadsheet template a minimum of 21 days in advance.
 - b. Southwest Soccer shall provide the tournament host with an account to complete the match assignments.
 - c. The host club will be responsible for \$3 per match to cover the E2E Refcentre cost.

The host club shall notify Southwest Soccer at time of application which method will be utilized for match official assignments.

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 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 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 report to the District Association in which he/she resides and to Ontario Soccer;
 - 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 2.0 - REPORTING MISCONDUCT

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.

ADDITIONAL RELEVANT INFORMATION:

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 Recognized 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 Recognized 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 1.0 - SANCTIONING OF COMPETITIONS

- 1.8 Youth competitions are not permitted to offer cash prizes.

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 on the Festival guidelines and comply with Ontario Soccer's LTPD Matrix requirements. Notwithstanding this Operational Procedure, a District Association may approve team travel beyond the above time travel when there is no suitable competition within the time allotted for team travel.

Under-8 players may travel to one (1) venue of their choice providing that the venue is located within the province of Ontario and meets all LTPD Matrix requirements (Matrix travel requirements for this one (1) event is waived).

Under-9 and Under -10 age groups may travel to two (2) venues of their choice providing that these venues are located within the province of Ontario and meets all LTPD Matrix requirements (Matrix travel requirements for these two (2) events are waived).

Under-11 and Under-12 age groups may travel to four venues of their choice. Of the four Memorable Events permitted, two (2) of these events must be located within the province of Ontario and meet all LTPD Matrix requirements (Matrix travel requirements for these two (2)

events are waived). The other two (2) Memorable Events may be located in either Canada or the United States and do not have to necessarily meet all LTPD Matrix requirements.

16.6 Approval to travel is required from the following Associations:

	Travel To	Approval By
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.