



## Tournament Host Package

Thank you for your application to host a tournament this season! The following package contains all of the information that you will need to ensure that your tournament 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:

- Tournament Report Template
- Tournament Discipline Summary Form

# HOST CHECK LIST

## BEFORE TOURNAMENT

- ✓ Advise all participants of “Tournament Requirements for Team Participation” (*Operational Procedure 7.0- provided in package*)
- ✓ Post Southwest Soccer-Approved rules 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 TOURNAMENT

- ✓ 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 TOURNAMENT (WITHIN 72 HOURS)

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

## AFTER TOURNAMENT (WITHIN 30 DAYS)

- ✓ Submit Tournament Report to District
- ✓ Submit Tournament Fees to District

*\* Failure to submit the Tournament Report and Fees will result in penalties set by Ontario Soccer Policy Section 5.0, Procedure 5.15 (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.

## **SECTION 8 – COMPETITIONS**

### **PROCEDURE 5.0 - TOURNAMENT REQUIREMENTS OF HOSTS**

- 5.1 The Tournament Host shall indicate on the TAF only one Tournament Classification and will indicate one or more Age Classifications.
- 5.2 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.
- 5.3 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.
- 5.4 The Tournament Host for an Inter-Provincial shall pay a "Tournament Host Fee", and submit its tournament rules to Ontario Soccer for approval.
- 5.5 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.
- 5.6 The Tournament Host must indicate on the TAF that it will comply with all of Ontario Soccer Rules, Policies, and Procedures governing tournaments.
- 5.7 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
- 5.8 **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.

- 5.9 The Tournament Host must obtain approval, in accordance with Operational Procedure 4.0
- 5.10 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).
- 5.11 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 Team Name and Team Registration Number.
- 5.12 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.
- 5.13 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.
- 5.14 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 Recognized Academies must submit reports to Ontario Soccer.
- 5.15 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.
- 5.16 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.

5.17 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 4.3 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

## **SECTION 8 – COMPETITIONS**

### **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.

**SECTION 12 – DISCIPLINE**  
**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

**SECTION 12 – DISCIPLINE  
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 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 -Recognized 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.

#### **PROCEDURE 1.0 - SANCTIONING OF COMPETITIONS**

1.8 Youth competitions are not permitted to offer cash prizes.