



***SOUTHWEST
SOCCER***

Operational Procedures

Last Updated: July 11th 2018

The SWRSA Operational Procedures are the specific processes used to implement the policies of the organization in its' day-to-day operations and administer soccer District-wide. The content in the SWRSA Operational Procedures along with external linked manuals, documents and forms, are to be followed by all registered members and organizations under the Association.

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Section 1.0 - Competitions

Procedure 1.0 - Exhibition Games

- 1.1 An exhibition game is a game arranged between two teams of registered players with a registered Match Official, which is not a scheduled league game, play-off game, cup game, tournament game or festival game. Exhibition games have no stats, standings, or set schedule of games.
- 1.2 Blanket Sanctioning has been provided by SWRSA allowing Clubs to host exhibition games between teams within their own Club. All players must be registered to participate.
- 1.3 An Exhibition Game between two teams from different clubs within the district requires a district approved Application to Host an Exhibition Game (AHEG) permit located on the Competitions and Travel Management System (CTMS) - <http://ctms.ontariosoccer.net/>.
- 1.3.1 Validated player books / ID Cards (roster) are required for exhibition games between two teams from different clubs.
- 1.4 An Exhibition Game between two teams from different districts requires an approved Application to Host an Exhibition Game (AHEG) permit and Application to Travel (ATF) permit located on the Competitions and Travel Management System (CTMS) - <http://ctms.ontariosoccer.net/>.
- 1.4.1 The host must obtain the AHEG and the team travelling must obtain the ATF.
- 1.4.2 If travelling to an out of district exhibition game the ATF application must have the approved AHEG attached in the CTMS for approval to be considered.
- 1.4.2 If Hosting an Exhibition Game outside of the district boundaries you must obtain both an AHEG and ATF.
- 1.5 If arranging an exhibition game against a College, University, or Ontario Recognized Academy team the Club must apply for the AHEG, regardless of who is hosting the game, and obtain an ATF if travelling out of district.
- 1.6 Application to Host Exhibition Game forms must have club approval in the CTMS 48 hours prior to game day to allow for district processing. Club approval received in the CTMS less than 48 hours prior to game day will constitute RUSH service in alignment with SWRSA's Fee Schedule.
- 1.7 For insurance and discipline purposes all exhibition games must be recorded on game sheets

and filed accordingly:

- a) In club exhibition game sheets are to be filed with the club
 - b) All other exhibition game sheets are to be filed with SWRSA within 48 hours of game conclusion.
- 1.8 The responsibility of appointing Match Officials has been delegated to the host club.
- 1.8.1 A club may request that the District appoint Match Officials by completing a Club Approved AHEG in CTMS with the following:
- a) *Submitted a minimum of **10 days** in advance of the game.*
 - b) **'District MO Assigning Required'** stated in the additional notes section of the CTMS application.
 - c) Exhibition Game **start time** identified in the additional notes section of the CTMS application.
- 1.9 Competition involving a series of games on the same day is classified by the OSA as a Festival or Tournament, not an exhibition game, and therefore requires a Festival Application Form (FAF) or Tournament Application Form (TAF). Refer to the Festivals and Tournaments section for details.

Procedure 2.0 - Tournaments and Festivals

- 2.1 A **Tournament** is a series of games between a minimum of four teams aged U13 or older.
- 2.2 Clubs or Leagues looking to host a Tournament must submit a completed Tournament Application Form (TAF) through the Competitions and Travel Management System (CTMS) seeking approval <http://ctms.ontariosoccer.net/>.
- 2.2.1 Tournament applications must have Tournament Rules uploaded to the CTMS application to be considered. Applications without Tournament Rules will be rejected.
- 2.3 Tournament Rules acceptable to SWRSA must include the following minimum standards:
- 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) Discipline
 - h) Protest Rules

- 2.4 Varying levels of Tournaments exist that are relative to the approval process which affects submission timelines. The following submission time frames must be followed to ensure the necessary time is available:

Inter-National Class	120 Days
North American Class	90 Days
Inter-Provincial Class	90 Days
Inter-District Class	30 Days
District Class	30 Days

- 2.5 A **Festival** is a series of games played on one day without scores, standings, and trophies or awards involving teams aged U6 through U12.
- 2.6 The following jurisdictions and eligibility exists:
- a) Club Festivals – U6 to U12
 - b) District Festivals – U8 to U12
 - c) Inter-District Festivals – U9 to U12
- 2.7 Clubs or Leagues looking to host a Festival must submit a completed Festival Application Form (FAF) through the Competitions and Travel Management System (CTMS) seeking approval <http://ctms.ontariosoccer.net/>.
- 2.7.1 FAF's must have the following documents completed and attached in the CTMS:
- a) Festival Checklists relative to the hosted age divisions
 - b) Festival Rules
- 2.8 Teams participating in the approved tournament or festival from outside of the district's boundaries require a travel permit approved by their governing body. Hosts are to confirm the approved travel permit prior to permitting participation at the event.
- 2.9 Within 48 hours of event completion the Tournament or Festival Host is required to provide the district with a copy of all games sheets, cautions, ejections, and special incident reports along with the Tournament / Festival Discipline Summary.
- 2.10 Within 30 days of event completion the Tournament or Festival Host is required to provide the district with a completed Tournament / Festival Report along with payment in accordance to SWRSA's Fee Schedule.

Section 2.0 – Discipline

Procedure 1.0 – Monthly Reporting

- 1.1 All clubs or leagues must submit to the district a completed Discipline Summary within 14 days of the preceding months end.

Ex. Discipline issued in July is to be reported to SWRSA within 14 days into August

- 1.2 Monthly Discipline Summary Report submissions are to be completed on a form developed and provided by South-West Regional Soccer Association. The [form](#) can be found on the district website. If you cannot locate the form request a copy from discipline@swrsa.ca.
- 1.3 Monthly Discipline Summary Reports are to be submitted to SWRSA via email to discipline@swrsa.ca.
- 1.4 If no discipline was issued or carried out within the preceding month an email is to be sent to discipline@swrsa.ca within the 14 days stating that there was 'No Discipline'.

Section 3.0 – Registration

Procedure 1.0 – Player & Team Official Registration

- 1.1 All registration is to be completed in accordance with Ontario Soccer Operational Procedures Section 5 – Registrations.
- 1.2 All registration forms must be received in hardcopy and have original signatures on a SWRSA approved registration form.
- 1.3 SWRSA does not accept faxed, scanned, or emailed registrations.
- 1.4 All registration forms must accompany a corresponding Player ID Card or Book.
 - 1.4.1 Youth Clubs and Senior Clubs completing their own entries into the Ontario Soccer registration database must also provide a hardcopy team roster with the forms and ID Card or Book.
 - 1.4.2 Clubs having registrations entered into the database by the SWRSA office must remit payment prior to registrations being completed.

Procedure 2.0 - ID Cards and Books

- 2.1 Except where stipulated in Ontario Soccer and SWRSA governing documents, players and team officials will be issued 'Ontario Soccer Registration Identification' in accordance with Ontario Soccer Operation Procedures Section 5 – Registrations – Procedure 6.0 – Ontario Soccer Identification.
 - 2.1.2 Players and Team Officials without an active book or looking to replace a lost or full book will be required to obtain a Player ID Card.
 - 2.1.3 Youth Clubs are to develop Player ID Cards in accordance with the [Player – Team Official ID Card Process](#).
 - 2.1.4 Senior Clubs having their registrations entered by SWRSA are to develop Player ID Cards in accordance with the [Senior Club – ID Card Process](#).

Section 4.0 – Leagues

Procedure 1.0 – Playing Out Permission

- 1.1 Requests for permission to play out of the District shall be made on the appropriate form and submitted to the SWRSA office by the Club.
- 1.2 Circumstances to which Clubs may submit a playing out application are defined in SWRSA **Rule # 13 – Playing Out of District**. Members are required to review Rule #13 prior to submitting the form to avoid unnecessary application fees.
- 1.3 Application deadlines to Play Out of District for the forthcoming seasons are as follows:
 - 1.3.1 Applications for the Outdoor Season must be received by the District Office no later than January 31st.
 - 1.3.2 Applications for the Outdoor Season to play into a Local League must be received by the District Office no later than March 31st.
 - 1.3.3 Applications for the Indoor Season must be received by the District Office no later than September 30th.
 - 1.3.4 Applications received after the submission deadlines will be considered for approval but deemed late and be subject to a \$100.00 late fee.

Procedure 2.0 – Playing In Permission

- 2.1 Requests for permission to play in to a SWRSA league shall be made on the appropriate form and submitted to the SWRSA office by the Club.
 - 2.1.1 Playing In application forms must be submitted along with approved playing out permission from the Clubs home district association. Applications received without this documentation will not be considered for approval.
- 2.2 Teams from Out-of-District cannot be accepted into a league until Playing In Approval has been processed by SWRSA.
- 2.3 Playing In applications must be submitted to the SWRSA office prior to the relative leagues registration deadline.

