



# MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



## APPLICATION TO HOST A SOCCER TOURNAMENT/EVENT

All District Associations, Leagues or Clubs in membership wishing to host a tournament, festivals or sport demonstrations in the Province must apply to the MSA for sanctioning. Applications for sanctioning can be obtained at the Manitoba Soccer Association (MSA) office and must be submitted, with the required \$1,000 bond/processing fee, at least sixty (60) days and no sooner than 120 days prior to the start of the tournament or event.

Applicants must be members of the Manitoba Soccer Association

### General Rules:

1. The MSA shall not be held responsible for any emergency medical or injury expenses incurred by an athlete, sponsor, executive, volunteer or representative of any participating club as a result of activities sanctioned.
2. The MSA must be notified of the intention to include the hosting and/or serving of alcoholic beverages at all social venues. Failure to do so will void the liability insurance provided by the sanction.
3. The MSA shall not be held responsible for any financial losses incurred by the sponsoring league, club or individual.
4. The host organization must ensure that all precautions are taken and where necessary arrangements are made to ensure the sanctioned activity takes place in a safe environment for all taking into consideration the security of participants and spectators.

**If you require further information, please contact the Manitoba Soccer Association office at 925-5752.**





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## Application To Host A Tournament/Event

(Note: This application must be delivered to the MSA Office at 211 Chancellor Matheson Rd)

Name of Tournament/Event: \_\_\_\_\_

Hosting Organization: \_\_\_\_\_

President of Hosting Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Tournament/Event Dates: \_\_\_\_\_

Tournament Class (see page 5 - 1. Definitions):    A    B    C    D

Location(s): \_\_\_\_\_

Coordinator's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Date

Attach Information to be included with the application (see attached check list).

### Approval

District/Association/League  
Authorized By: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Manitoba Soccer Association  
Authorized By: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Received for MSA by \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_





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## APPLICATION TO HOST A TOURNAMENT/EVENT CHECKLIST

- Have you included the required documents at least 60 days prior to the Tournament/Event?
  - If a Club, the application approval signed off by your League/Association
  - Copy of the Entry Form
  - Copy of Rules & Regulations (see page 8)
  - Source of Referees - MSA, District, other
  - Sample Copy of Guest Player Release Form (if applicable)
  - Bond (\$1,000)
  - Budget
  - List of Tournament/Event Organizing Committee and Discipline Committee
  - If serving alcohol a release/indemnity agreement form must be submitted with the application. (Available from the MSA office)

### Reminder

Three (3) business days prior to the Tournament/Event starting, you must provide:

- A list of clubs participating in the event and contacts
- Proof of Affiliation of clubs from outside of Manitoba (Travel permits from the club's home jurisdiction, Province/State)
- Ensure all Players are Properly Registered, where applicable

### Post Event:

After the Tournament/Event you must provide within 48 hours a Discipline report to the home League/Association and the MSA of the players/team officials who:

- Have been reported for misconduct along with any decisions of the tournament Discipline Committee, where applicable
- Host agrees to keep all match sheets, discipline reports for 30 days after the end of the Tournament/Event.

Provide to MSA within 14 days upon completion of the tournament:

- Copies of all caution dismissal and incident reports, including matches sheets
- Tournament/Event Host Report including Results, Winners





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## TOURNAMENT/EVENT REGULATIONS

The following conditions and requirements are applicable to all tournaments and events, indoor and outdoor, conducted in the Province of Manitoba. When applying, use the Application to Host a Tournament/Event which can be obtained from the Manitoba Soccer Association Office.

**1. Definition: A tournament will be comprised of four (4) or more matches.**

Tournament Class:

Class A	International	Competitive or House League/Recreational
Class B	Inter-Provincial	Competitive or House League/Recreational
Class C	Provincial	Competitive
Class D	Provincial	House League

International: Constitutes participation of a club(s) from outside Canada.  
 Inter-Provincial: Constitutes participation of a club(s) from outside Manitoba.  
 Provincial: Only clubs residing in Manitoba may participate.

**2. Tournament/Event Requirements (where applicable)**

- 2.1 Applications, available from the MSA office, must be submitted at least 60 and no sooner than 120 days prior to the commencement date of the proposed tournament or event.
- 2.2 A non-refundable processing fee of \$100.00 will be charged for processing a Tournament/Event application between 120 days and 60 days. The non-refundable processing fee will go up to \$500 if the application is received between 59 days and 40 days. For applications received between 39 days and 20 days, the non-refundable processing fee will be \$1,000. **For any application received under 20 days, the Tournament/Event will not be sanctioned.**
- 2.3 The non-refundable fee will be kept by the Association should the Tournament/Event be cancelled any time after the funds and application have been received.
- 2.4 Insurance: MSA approval provides third party liability insurance for all individuals involved in the tournament or event.
- 2.5 Individuals or groups not registered as members of the MSA wishing to host a tournament or event must be sponsored by a MSA member.
- 2.6 Permission from the MSA is required where non registered players may desire to participate in events.





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- 2.7 A listing of the names of the tournament or event organizing committee members, a budget and the names of the discipline committee members, where applicable, must accompany the application.
- 2.8 It is necessary to supply the MSA with a list of clubs attending. When applying, if the names of some clubs are not available, then forward them at a later date. (Age, Division, Home League/Association)
- 2.9 Clubs from outside Manitoba are responsible for supplying proof of affiliation with the Canadian Soccer Association/Provincial Association, or their national/state governing body. A letter/permission to travel must be provided by each club participating in the tournament or event. Serious complications could arise from allowing non-affiliated clubs to compete in sanctioned Manitoba Soccer Association tournaments or events. While the Manitoba Soccer Association does not want to discourage participation, it is for the protection of the participants and the Tournament/Event itself that this rule must be enforced. For example, if an unaffiliated club failed to fulfill its playing obligations, caused discipline problems, or perhaps failed to meet its financial obligations at a hotel, no one has recourse. However, an affiliated club could be suspended by its association until any problems were resolved. Affiliation does not guarantee a solution but at least it provides some recourse. The same principle of recourse applies to the host of the tournament or event.
- 2.10 If a club/player arrives without acceptable registration documents, then that club or player is not eligible to participate.
- 2.11 All tournaments / events require Association/League and MSA approval.
- 2.12 The Tournament/Event host must ensure that they have received copies of all required letters of consent not later than seventy-two (72) hours before opening day of the tournament or event.
- 2.13 In tournaments, each club must complete a separate match sheet for each match played. The referee will deliver all misconduct reports accompanied by match sheets to the Host organization as required by the tournament rules. Any referee report involving physical contact to a match official must be submitted to the MSA with the match sheet, within forty-eight (48) hours of the match.
- 2.14 The MSA Referee Assignor must be provided with a schedule fifteen (15) days in advance of the beginning of the tournament.
- 2.15 Referees registered with the MSA are prohibited from officiating in tournaments not approved by the MSA. MSA/CSA approved referees only are to be used for a tournament.
- 2.16 Clubs entering tournaments must be properly affiliated with their respective Provincial/State Association.
- 2.17 Only properly registered players in good standing shall be permitted to participate in tournaments.





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### 3. Bond and Application Processing Fee

- 3.1 A bond of One Thousand Dollars (\$1,000) must accompany each application to host a tournament/event. This bond is to be provided in the form of cash, debit, money order or certified cheque.
- 3.2 The bond amount will be held in trust by the MSA until all reports and any financial matters arising from the conduct of the tournament or event have been addressed to the satisfaction of the MSA.
- 3.3 Circumstances under which the bond or portion of the bond may be withheld:
- Failure to submit post event reports on time may result in a fine up to \$250 and the bond will be withheld until reports are received. The fine will go up to \$500 if not received within 60 days following the last day of the Tournament/Event. If the post event reports are not received within 3 months of the Tournament/Event, no refund will be given and future tournaments / events will not be sanctioned. The “host” of the Tournament/Event then becomes a member ‘not in good standing’ until all documents have been received.
  - Failure to pay MSA referees will result in the bond being withheld until such time as payment is made.
  - The bond less the \$100.00 administrative fee will be refunded 14 working days after the competition of the Tournament/Event if all reports are received in good order by the MSA office, but may be withheld until such time as the MSA is satisfied that all matters related to the operation of the Tournament/Event have been addressed to the satisfaction of the MSA.

A member may appeal the decision to withhold the bond and/ or any fine to the MSA Board of Directors within 14 working days of being notified of the decision to withhold the bond.

### 4. Discipline Procedure

- 4.1 It is the responsibility of the hosting organization to ensure the appointment of a competent discipline committee for the tournament or if need be for the event.
- 4.2 The host organization discipline committee must follow the MSA’s discipline minimums.
- 4.3 Alleged offenders must be dealt with by the Tournament/Event discipline committee directly after the match in which the misconduct is reported, failing that, before the club’s next Tournament/Event match.
- 4.4 The Tournament/Event discipline committee may, where justified, suspend any person dismissed during or after a match from further participation in the Tournament/Event.





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- 4.5 In tournaments the discipline committee may only suspend a player from taking part in tournament matches. If more severe action is required the League/Association to which the player is registered must take further appropriate action.
- 4.6 With the exception of reports pertaining to match official assault, a match official is required to complete a Dismissal Report, Caution Report, or Special Incident Report respectively for each dismissal, caution, or special incident and submit such report(s) immediately after the Tournament/Event match to the Tournament/Event officials for disciplinary action.
- 4.7 If the Tournament/Event discipline committee (appointed by the Host League / Association / District where the Tournament/Event is being played) is unable to deal with an offense in a satisfactory manner after the match in which the alleged misconduct occurred, or the offense occurred in the offender's last Tournament/Event match:
- The offender shall not be permitted to participate any further in the Tournament/Event. A player ejected from his/her last match of the Tournament/Event must serve the automatic one match suspension in his/her next club match;
  - Within 48 hours after the completion of the Tournament/Event, the Tournament/Event Host Organization must forward the Match Official's Report, together with any other reports, to its League/District/Association; and/or
  - Within 48 hours after the receipt of the reports from the Tournament/Event host organization, the District/League Association shall forward all such reports to the League / District / Association with which the accused is registered or with which the accused's Club is affiliated; and shall forward copies of the Referee's Report to the MSA.
- 4.8 Within 14 days after the completion of a Tournament/Event, the Tournament/Event Host Organization shall forward to the MSA:
- Copies of all misconduct reports, including caution reports, dismissal reports, and special incident reports;
  - A summary report about the discipline rendered to each person (guilty of such misconduct), including the suspension period or number of matches suspended.
- 4.9 At a Tournament/Event in which a match official assault occurs:
- The match official shall submit his/her report to the MSA with a copy to the host organization within 24 hours.
  - The host organization shall immediately inform the alleged offender and his/her club that he/she is suspended from all soccer activity pending a hearing.
  - Within 24 hours the MSA shall inform the Club and organization with which the alleged offender is registered that he/she is suspended from all soccer activity pending a hearing.
  - The MSA shall arrange a hearing.





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- 4.10 The MSA will determine the suspension for the individuals involved and inform the corresponding organizations.

### **5. Procedure in completing the Application to Host a Tournament/Event**

- 5.1 The host may be a District, Association, League or Club.
- 5.2 The Coordinating Chair shall complete the Application to Host a Tournament/Event and submit it to the Manitoba Soccer Association for approval. Upon approval, a copy of the Application to Host will be forwarded to the Coordinating Chair and/or Host and to the District Association or League. The MSA will immediately notify, by email, all member leagues and organizations of the proposed Tournament/Event, where applicable.
- 5.3 The host, if a member of an MSA recognized club or league must obtain the approval of the relevant Association or League prior to making application to the MSA.
- 5.4 Approval, under normal circumstances will be provided by MSA staff. In instances where questions have arisen during the staff review process, the application will be referred to the next meeting of the MSA Board of Directors.
- 5.5 Following approval of the Tournament/Event by the MSA, any changes to the scope of the sanctioned activity are to be communicated to the MSA. Should these changes be deemed to adversely affect the nature of the Tournament/Event approval may be revoked. Examples of changes that must be communicated to the MSA are date changes, rule changes that render the Tournament/Event rules in conflict with MSA rules and regulations, changing the age groups eligible to compete, provision or sale of alcoholic beverages and significant changes to the schedule. Failure to provide such information prior to the sanctioned activity may result in disciplinary action being taken against the organizing committee.
- 5.6 All applications and bonds must be delivered to the MSA office where a receipt will be issued unless alternate arrangements have been made.

### **6. Post Event Reports for Tournaments and Events**

- 6.1 Reports complying in format and content with the requirements of the Tournament/Event guidelines must be submitted to the MSA within 14 days of the completion of the Tournament/Event. In summary, the reports must include: the match officials reports together with any other reports to the MSA within 48 hours of completion of the Tournament/Event in the event of player dismissal so that the players home league/ association can be informed.





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## 7. Tie Breaking and Point Allocation for Tournaments and Events

- 7.1 Tournament/Event rules must provide a procedure for breaking ties in points in the standings and for allocation of the number of goals “for” when a team wins a match through default or is awarded a match as a result of misconduct by the opposition (using an ineligible player, match abandoned due to misconduct etc.)

## SAMPLE TOURNAMENT RULES

### Rules should include the following:

Substitution

Control of Team Bench, Team Officials, Substitutes, and Spectators

Match Sheets and Referee’s Report

Discipline, including cautions, dismissals & dismissal offenses

Guest Player Policy and Sample Form

Players Uniforms and Equipment

Failure to Show and Forfeited Matches

Overtime Rules





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PROCEDURES**



**TOURNAMENT/EVENT HOST - POST EVENT REPORT**

**NAME OF TOURNAMENT/EVENT** \_\_\_\_\_

**HOST ORGANIZATION** \_\_\_\_\_

**TOURNAMENT/EVENT CO-ORDINATOR** \_\_\_\_\_

**1. Discipline Reports, Cautions, Incidents -**

The Host is responsible for informing the Home League/Association of the Player/Club/Other Disciplinarian responsible for misconduct, and of any action taken by the Tournament/Event Discipline Committee within 48 hours of the completion of the Tournament/Event.

The Host must also inform the Manitoba Soccer Association of Disciplinary action taken. Complete the Tournament/Event Discipline Summary Form provided and forward to the Manitoba Soccer Association office within 48 hours of the completion of the tournament.

**2. Tournament/Event Winners**

The name of the team(s) winning each category of play (Ex: Age, Gender, Open)

COMPETITION	WINNER





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### 3. General Comments:

Any observations about incidents, concerns, Referees, problems with participants:

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### TOURNAMENT/EVENT DISCIPLINE SUMMARY: (Example)

NAME OF PLAYER	TEAM	OFFENSE (1)	DISPOSITION (2)	
			ACTION	MATCHES

**OFFENCE (1):** As indicated in Referees Report

**DISPOSITION (2):** Indicate action taken 1, 2, 3 and number of matches

1. Suspension for Tournament/Event Matches - Number
2. Suspension for Tournament/Event Matches and subsequent League matches - number
3. Offence occurred in final match of the Tournament/Event, therefore Referees Report forwarded to the Home League/Association

