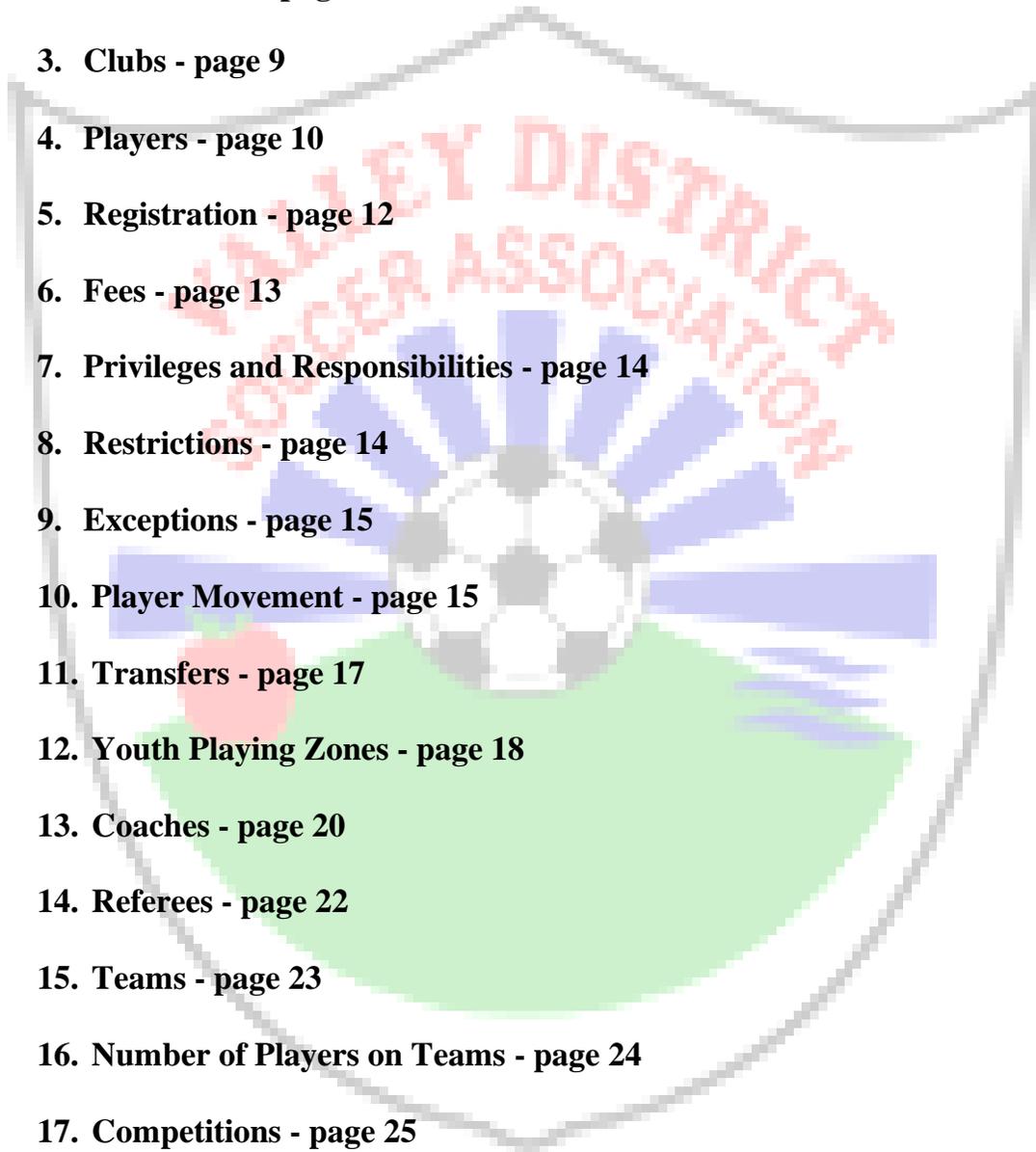


**VDSA
POLICIES
AND
PROCEDURES
(2020)**

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OVERVIEW

1. INTRODUCTION

This section provides an informal overview of Valley District Soccer (VDSA) – how it is organized, governed, who are its members, what are its programs. Where applicable, any topic that exists in the official bylaws or policies which define each in more detail will be italicized (e.g. *Players*). You should be able to locate such topics in the table of contents of the Bylaws or Policies and Procedures.

2. ORGANIZATION WITHIN VDSA

VDSA is responsible for organizing soccer activities for all its members. Activities include competitions, training and general administration.

Players are the ‘foundation’ membership units in soccer. *Players* register with Clubs, and as such, have the right to participate in competitions and training activities. Club membership automatically includes membership in all other member organizations of the Club, Leagues, and VDSA. Membership includes the obligation and acknowledgment for an individual to adhere to all bylaws, policies and procedures of all these organizations.

Clubs are the ‘grass root’ organization for registration of and program delivery to *Players*. Clubs form Club *Teams* and manage all team related activities including selection, registration, training, and coach selection. Clubs may also organize non-team related training or activities for its members. Clubs are members of VDSA and Leagues. Clubs register players, and where applicable, assign players to registered teams.

VDSA serves as the representative for its member Clubs and their players on Soccer Nova Scotia governing bodies.

Leagues organize seasonal league play for VDSA or Club teams. This includes creating divisions, schedules, and where applicable publishing standings and statistics.

3. DECISION MAKING LEVELS WITHIN VDSA

Within VDSA, decisions are made by the Board of Directors, the Executive Committee, VDSA committees, and Operations (i.e. staff)

The **Board of Directors** consists of a representative from each Club that is in good standing with the VDSA and Soccer Nova Scotia. The powers of the Board of Directors are vested to direct the affairs of the VDSA as outlined in the by-laws.

Between General Meetings of its members, the Board of Directors has the power to develop or update policies and procedures, or to strike committees or perform other tasks as so required to carry out the business of the VDSA.

The Board of Directors is supported by a number of **Committees** and delegates authority to each committee by approving its objectives, membership, duties and responsibilities. Each VDSA Committee consists of a Chair and Members. Each Chair is appointed by the Executive Committee based on the recommendation of the President or, in the case where the Chair is an Officer, is elected at an AGM. Other committee members are selected either by the Committee Chair in consultation with staff and subject to the veto of the President, or as outlined under specific Committee policies. Staff members, as required, provide support for committees.

The role of each committee is to assist the Board of Directors in directing the affairs of the VDSA.

The **Executive Committee** consists of the six elected Officers on the Board of Directors: President, Vice-President, Treasurer, Secretary, Technical committee director and Referee representative, and the Executive Director. During the intervals between meetings of the Board of Directors, the Executive committee possesses and exercises the powers of the Board of Directors in the management and direction of the affairs of the VDSA.

The **Day to Day Operations** of the VDSA are the responsibility of the Executive Committee and are carried out under its direction by its staff. The **EXECUTIVE DIRECTOR** is responsible for the implementation of operations.

4. **VDSA ACTIVITIES**

VDSA and its Members, through its Bylaws, Policies and Procedures, support all member soccer activities. The following is an overview of these activities that also identifies roles and responsibilities of organizations and governing bodies in these activities.

Competitions

The major competition format for teams is through *Leagues*. Leagues are registered either through VDSA or Soccer Nova Scotia depending on the clubs that play in the League. There are 'provincial', 'inter-district', and 'district' leagues. Leagues are responsible for forming divisions for applicable age categories and creating schedules for each club team in those divisions. Leagues may also be required to maintain standings and statistics. Depending on the league authority, the League may also be responsible for identifying one or more teams that will participate in the Provincial tournament for Soccer Nova Scotia.

Tournaments are organized by Districts, Clubs, Leagues, or Soccer Nova Scotia. All tournaments involving out of district teams must be sanctioned by Soccer Nova Scotia and as part of this process must file pre-tournament reports and post tournament reports.

Tournaments that only involve district teams must be sanctioned by the VDSA.

Tournaments must also form divisions by age categories and provide teams with schedules, and where applicable tournament specific rules. Soccer Nova Scotia controls Provincial tournaments, annually awarding host sites to Districts, and

providing rules and regulations to govern provincial play through a *Competitions Handbook*.

VDSA and clubs also organize competitions through ‘exhibition games’ for their competitive teams or informal league play for recreational level teams and players.

Registration

Soccer Nova Scotia governs the registration of *Players, Referees, Teams, and Coaches* through policies and procedures. A province wide registration system serves as the central database/application for all registrations. Registration of players, teams, and coaches is carried out by Clubs. Registrations are ‘seasonal’ – summer and winter, with registrations expiring at the end of each season. Soccer Nova Scotia insures registered players and coaches, and for the purposes of insurance, coverage begins at the time of registration and ceases prior to the next summer season

Coach Development

Coaching Development is the responsibility of Districts and Clubs, with direction and assistance from Soccer Nova Scotia Technical Committee through its Director of Coaching and Player Development. Coaching certification is required for all competitive coaches and strongly encouraged for ALL coaches. The Canadian Soccer Associations certification program, that is soccer specific training, is made available to coaches through regular coaching clinics organized by Soccer Nova Scotia and the VDSA.

Referee Development

Through the local referee associations and the Referees Committee, Soccer Nova Scotia provides officials with formal training and certification. Referees are also required to attend regular ‘refresher training’ and to insure adequate fitness levels, all officials must pass annual fitness tests.

Local referee associations also provide assessments during the season to help identify opportunities for improvement/advancement and ‘mentor programs’ to utilize existing expertise in training new officials.

Administration

VDSA provides administrative services to support all its members through its staff members. The primary focus of staff is District wide services, including but not limited to financial management, overseeing registration, organizing training programs, coordinating maintenance of bylaws, policies and procedures, and any other rules or regulations.

While many day to day administrative tasks of clubs and leagues are carried out by those individual organizations, VDSA staff can offer support and guidance.

1 - POLICY DEVELOPMENT

1.1 GENERAL

1.1.1 A policy is a position statement adopted by the Board of Directors to define the intent of VDSA Bylaws or to cover matters related to administration managed by Association's staff. Policy includes all Policies and Procedures or other rules and regulations adopted by VDSA. Policy does NOT include Bylaws.

1.2.1 TYPES OF POLICIES

1.2.2 There shall be two types of policies:

1.2.3 Member Policies; and

1.2.4 Operational Policies.

1.2.5 Member policies are those that affect members and member's affiliated governing bodies.

1.2.6 Operational Policies are those that pertain to administration managed by staff.

1.2.7 Member Policies and associated Procedures shall be developed and approved in accordance with this policy.

1.2.8 Operational Policies and associated Procedures shall be developed and approved by the Executive Committee.

1.3 PROCEDURES

1.3.1 Procedures shall be detailed statements covering the manner in which a Policy will be executed.

1.4 DEVELOPMENT OF NEW MEMBER POLICIES AND PROCEDURES

1.4.1 Policy must be developed by the Board of Directors.

1.4.2 Policy must be customer driven and always developed, maintained, and evaluated from that perspective.

1.4.3 Any Member Organization, any member of the Board of Directors, any Committee, and any staff member may initiate the development of a Policy by submitting to VDSA Executive Director a proposal on a "Policy and Procedures Introduction" form provided by VDSA, in accordance with the procedures and timelines specified in "Policy Development - Procedures and Timelines for Requests for Decisions"

1.4.4 The Executive Director shall ensure that the issue is properly identified, the intent is clear, and that adequate rationale is included.

1.4.5 The Board of Directors must decide on whether it agrees with the basic need and principal issue prior to the development of any new policy. If the Board of Directors agrees with the basic need and principal issue, it shall delegate the development and wording of the policy to the appropriate group or individual.

- 1.4.6** The group, committee, or individual delegated by the Board of Directors is to develop the policy; and
- A) Shall advise VDSA Member Organizations that the policy is being developed and shall solicit Member's input, which shall be in writing;
 - B) Shall consult, as required, with other Association Committees, and Staff and each shall respond in writing;
 - C) Shall consult with the policy initiator as needed.
- 1.4.7** When policy development has been completed, shall submit the results, together with supporting documentation, on a Request for Decision form to the Executive Director as per "Policy Development - Procedures and Timelines for Requests for Decisions".
- 1.4.8** The Executive Director shall verify that all procedures have been followed.
- 1.4.9** Once it has been established that proper procedures have been followed, the Executive Director shall arrange for the distribution of the Request for Decision (RFD) as per "Policy Development - Procedures and Timelines for Requests for Decisions".
- 1.5 REVISIONS TO EXISTING MEMBER POLICIES AND PROCEDURES**
- 1.5.1** Any Member Organization, any member of the Board of Directors, any Association Committee, and any Staff member may propose a revision to an existing Member Policy and Procedure by submitting a proposal to VDSA on a Request for Decision (RFD) form provided by VDSA, in accordance with "Policies – Requests for Decision", and the procedures and timelines specified in "Policy Development - Procedures and Timelines for Requests for Decisions".
- 1.6 REQUESTS FOR DECISION**
- 1.6.1** Any Member Organization, any member of the Board of Directors, any Association Committee, and any Staff member may submit a Request for Decision (RFD) proposal to the Board of Directors for its approval.
- 1.6.2** The decision requested may pertain to the revision of existing, or the creation of new policy or procedure, or it may pertain to any other decision which requires Board approval.
- 1.6.3** RFD's shall be submitted to VDSA's Executive Director in accordance with the procedures and timelines specified in "Policies - Procedures and Timelines for Requests for Decisions"
- 1.7 PROCEDURES AND TIMELINES FOR REQUESTS FOR DECISIONS**
- 1.7.1** RFD's shall be submitted to VDSA's Executive Director no later than sixty (60) days prior to the Board of Directors meeting (at which the RFD will be considered by the Board of Directors).
- 1.7.2** The Executive Director shall verify that all procedures have been followed.

- 1.7.3** Once it has been established that proper procedures have been followed, the Executive Director shall circulate the RFD to Member Organization, the Board of Directors, other Association Committees, Task Forces, and Staff no later than forty-five (45) days prior to the next Board of Directors Meeting, .
- 1.7.4** Members of the Board of Directors, Association Committees, and Staff members may submit written comments regarding the RFD to the Executive Director no later than twenty-one (21) days prior to the Board of Directors meeting.

1.8 APPROVAL OF MEMBER POLICIES AND PROCEDURES

- 1.8.1** Policies shall be approved by the Board of Directors at a regularly scheduled meeting.
- 1.8.2** Policies approved by the Board of Directors shall be in effect as of the date determined by the Board.
- 1.8.3** Publications of Policies approved by the Board of Directors shall be updated no later than thirty (30) days following approval by the Board.
- 1.8.4** Policies approved by the Board of Directors shall be ratified by the Membership at VDSA's Annual General Meeting.

2 - COMMITTEES

2.1 MANDATE

- 2.1.1** The mandate of a committee shall be the objectives, duties, and instructions as determined by the Board of Directors.
- 2.1.2** A committee shall oversee the administration of a program, including:
- a)** budgeting
 - b)** formal meetings
 - c)** progress reports
 - d)** periodic Board presentations

2.2 AD-HOC COMMITTEES

- 2.2.1** The Board of Directors may form an Ad-Hoc Committee as required.
- 2.2.2** The mandate of an Ad-Hoc committee shall be restricted to the mandate of the Board.

2.3 COMMITTEE SELECTION

- 2.3.1** The Chair of each Committee will be appointed through an application process initiated by the President and approved by the Board of Directors before appointment.

- 2.3.2** The Chair of each Committee will select the members of that Committee, subject to the Membership terms for the committee.
- a)** Where Membership terms of a Committee do not specify inclusion of a VDSA staff member, the President may appoint a staff person as an ex-officio member.

2.4 MINUTES OF MEETINGS

- 2.4.1** Minutes shall be kept of all meetings of VDSA and its Committees, and they shall be submitted for ratification at the next relevant meeting.
- 2.4.2** Copies of minutes of each Committee meeting shall be submitted promptly to that Committee's members and to the Board of Directors.

3 – CLUBS

3.1 GENERAL

- 3.1.1** A Club is a governing body operating one or more Teams or organized soccer programs under a common Executive.

3.2 CLUB REQUIREMENTS

- 3.2.1** All Clubs located within the geographic area of the VDSA must be members of their VDSA, and as such, are associated with VDSA.
- 3.2.2** In addition to requirements contained herein, Clubs must meet all additional requirements of their District for Club status.
- 3.2.3** A Club is responsible for all actions of its players, officials and spectators.
- 3.2.4** Clubs must adopt standardized bylaws as set out by Soccer Nova Scotia.
- a)** Clubs may include additional bylaws providing they do not conflict with the standardized bylaws or the bylaws, policies and procedures of Soccer Nova Scotia.
- 3.2.5** A Club is required to take all precautions necessary to prevent its players, officials, and spectators from threatening or assaulting anyone present at a game, especially the game official(s).
- 3.2.6** A Club must annually provide to the VDSA on or before the District Annual General Meeting and to Soccer Nova Scotia on or before April 1:
- a)** A copy of its Annual General Meeting Minutes;
- b)** A financial statement covering the previous year's financial activities;
- c)** A list of its elected and appointed officers;
- d)** A copy of bylaws;
- e)** Proof of registration and good standing in the Registry of Joint Stocks.
- 3.2.7** A club should notify it's District in writing within fifteen (15) days of any change of officers or any change of address.

- 3.2.8 Clubs are responsible for registering Teams as outlined in Soccer Nova Scotia policies.
- 3.2.9 Clubs are responsible for registering Players as outlined in Soccer Nova Scotia policies.
- 3.3 **ADHERENCE TO VDSA AND SOCCER NOVA SCOTIA BYLAWS, POLICIES AND PROCEDURES**
- 3.3.1 Each Club is required to respect the aims and objectives of VDSA and Soccer Nova Scotia and comply with the bylaws, policies and procedures of VDSA and Soccer Nova Scotia.

4- PLAYERS

4.1 DEFINITION OF A PLAYER

- 4.1.1 A Player is defined as any person who registers to participate in any program or on any team associated with a member club of VDSA. This includes programs and teams under direct control of VDSA.

4.2 DEFINITION OF A SEASON

- 4.2.1 All registrations shall be associated with a Season. Annual Seasons are defined as Summer and Winter. Dates for each Season are defined as:

Summer: May 1 to October 15

Winter: October 16 to May 15

4.3. DEFINITION OF AGE CATEGORIES

All players shall register in an “Age Category” as defined by Soccer Nova.

- A. **Mini/Youth** A player may be registered in the corresponding age categories listed below according to his/her birthday, provided s/he has not reached the birthday before January 1st of the calendar year for the summer season in which s/he is registering.

U-3 U-5 U-7 U-9 U-11 U-13 U-15 U-17 U-18

- B. **Senior Plus** A player may be registered in the corresponding age categories listed below according to his/her birthday, provided s/he has reached the birthday before January 1st of the calendar year for the summer season in which s/he is registering.

Over-30 (Ladies 7-aside) Over-35 (Masters) Over-45

- C. **Senior** Senior age categories are open, meaning there are no age restrictions, unless imposed by the competition itself.

For winter seasons, age qualifications will follow what the player will be eligible for in the following summer season



4.4 DEFINITION OF COMPETITION LEVELS

Competition levels are defined as

A. Mini - U-3 to U-11

B. Competitive - divided into Community and Performance streams

(a) Community Levels - all lead to Provincial Championships

Youth A, Youth B, Senior A, Senior B, Ladies Over-30,
Masters, Over-45

(b) Performance Levels

AAA - leads to National Championships

AA - leads to Provincial Championships

C. Recreational - youth and senior - no championships

4.5 GENDER DIVISIONS

A player may register to play in any of the following gender divisions provided the player is of the gender specified.

Gender Division	Gender
Men/Boys	Male
Women/Girls	Female
Coed	Male or Female

For the purposes of registration on gender-based teams, a player may register with the gender team with which the player identifies, **and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity.** Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counsellor, or other qualified professional not related to the player.

4.6 PLAYER REGISTRATION

A player may register for only a single combination of age, gender, and competitive level with the exception of the recreational level. Players may register in as many recreational competitions as desired. They must meet the age and gender requirements of the competitions.

Any exemption to the age, gender, and competitive divisions players and teams may register for, must comply with the SNS Play up\down Policy

5. REGISTRATION

- 5.1** All player registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system provided to all clubs by Soccer Nova Scotia.
- 5.2** Every registration shall be associated with an individual Season.
- 5.3** A Club shall not register any player without obtaining a written request or registration form from that player.
- 5.4** Clubs may incorporate the “Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures” into their standard registration form.
- 5.5** When necessary, birth certificates, passports or other evidence acceptable to Soccer Nova Scotia shall be recognized as proof of age and evidence shall accompany all registration forms. The burden of proof of age shall rest with the player.
- 5.6** A player is considered to be registered once his/her name is entered into the SNS computerized registration system by his/her club. At a minimum, the Club will register the player to an Age Category, and will submit a full name, address and birth date.
- 5.7** When applicable, the Club will further register a Player with a Registered Team of that Club for the purpose of playing in a Registered League and/or a Sanctioned Competition(s).
- 5.8** Players must be registered to a Team prior to any team competition before being permitted to participate in that competition (exception: refer to ‘Player Movement)
- 5.8.1** A player, after being registered to a Team, may compete in competitions in which that team is registered as provided by the rules of such competition.
- 5.9** A player’s obligation as a registered player for any Season with a Club shall cease when the Season has ended.
- 5.10** A player registered with a club which has declared him / her surplus to their requirements may be granted a release from that club by filing a form supplied by Soccer Nova Scotia.
- 5.11** A Club shall be obliged to release (un-register) any registered player upon written request from that player. Any such request made after Registration Deadlines may be subject to monetary penalties for Soccer NS registration fees at the discretion of the Club. A Club may also withhold all or part of any associated registration fees based on Club Policies.

5.12 No player registered with the Association shall be entitled during the valid period of such registration to compete in any competition for any club outside Canada without first obtaining permission from the Association. Any violation of the Rule will immediately cancel the registration and render the player ineligible to compete again in Canada during the current playing season.

5.13 TEMPORARY REGISTRATION

5.13.1 Players not currently registered with Soccer Nova Scotia before applicable Registration Deadlines may register by means of a “Temporary Registration”. The Temporary Registration affords the player training privileges with a team but does not permit competitive and / or exhibition games. The registration will expire on May 1st annually and carries a fee of \$10.00. Soccer NS reserves the right to allow mini players to play after the deadline.

5.14 REGISTRATION DEADLINES

5.14.1 Player registration deadlines for each season are:

Summer – June 30th

Winter – January 10th (2017)

5.14.2 SNS may approve those requests from clubs on a case by case basis which require a later winter registration day.

5.14.3 A player must be registered at least seven (7) days prior to in any cup competition leading to a National Competition in order to participate in any such cup competition.

5.14.4 A League may further establish a deadline for players registering to play in league competitions organized by that League. In such a case, the League must advise, in writing, to its Governing Body that such a deadline has been established.

5.14.5 The Program Administrator is empowered to access the SNS computerized registration system and register any youth or senior player after the registration deadline upon receipt of satisfactory evidence that the player was mistakenly left off his/her club registration.

6. FEES

6.1. Player Registration Fees shall be based on the actual registered player counts in the Soccer Nova Scotia computerized registration system after verifying with the club administrators.

6.2. By May 31, each Club registered and in good standing with Soccer Nova Scotia shall pay an amount equal to 75% of the previous year’s player registration fees and will pay (within 30 days of receipt of invoices) the balance of final player registration fees against invoices received from Soccer Nova Scotia, such final fees being based on the actual data in the Soccer Nova Scotia computerized registration system.

- 6.3. Clubs are responsible to send player registration numbers based on categories (Mini, Youth AAA/AA, Youth A/B/C, Youth House League, Senior AAA/AA, Senior A/B and Senior C).
- 6.4. All applicable player fees associated with district affiliation will be paid to the District that clubs have affiliated with in a manner to be communicated to clubs by their respective Districts no later than January 31st annually.
VDSA - final payment shall be no later than July 31

7. PRIVILEGES AND RESPONSIBILITIES

- 7.1. A player registered with Soccer Nova Scotia shall be entitled to all associated privileges, including, but not limited to participation in programs, teams, and leagues, and limited insurance coverage.
- 7.2. However, for the purpose of insurance, a player's summer registration with Soccer Nova Scotia is effective until May 15th of the following year, and winter registration is effective until May 15th immediately following the winter season.
- 7.3. Soccer Nova Scotia's player summer registration affords insurance for all programs, practices, and summer season outdoor sanctioned games from the date of registration until May 14th of the next year.
- 7.4. Soccer Nova Scotia's player winter registration affords insurance coverage for sanctioned winter (indoor) soccer games and practices.
- 7.5. The act of registration by any individual with Soccer Nova Scotia will oblige that individual to adhere to all bylaws, policies and procedures of Soccer Nova Scotia.
- 7.6. A player found guilty of providing false information for registration purposes shall be subject to suspension for one year, in accordance with the discipline policies and procedures.
- 7.7. Players contravening registration policies will be suspended immediately pending a Soccer Nova Scotia Discipline and Appeals Hearing.

8. RESTRICTIONS

- 8.1. A player going from Nova Scotia to another province, under the jurisdiction of the C.S.A. shall not be registered in that province until he/she receives in writing a clearance from the Registrar of Soccer Nova Scotia under which he/she was last registered.
- 8.2. In order to participate in any competition leading to National Championships, including but not limited to Leagues, Challenge Games, Provincial Championships, and Maritime Championships, a player shall be either:
 - 8.2.1. a Canadian citizen;

- 8.2.2. a landed immigrant;
- 8.2.3. a refugee claimant.

9. EXCEPTIONS

- 9.1. Recreation Tier level Players may also register with a Competitive team.
- 9.2. Under exceptional circumstances, Soccer Nova Scotia may, at its discretion, enact regulations to allow a player to play for more than one amateur team. However, a player may not register or play for more than one team in the same league, or cup, or youth age-group competition.
 - 9.2.1. Under exceptional circumstances, players may request for Soccer Nova Scotia to appeal on their behalf to the Director of Competitions of the Canadian Soccer Association for special permission to enable them to participate in competitions leading to National Championships.
 - 9.2.2. Co-ed play to be a Recreational division only.

10. PLAYER MOVEMENT

- 10.1. Player movement is defined as players playing for teams with whom they are not registered.
- 10.2. This falls under two categories:
 - 10.2.1. **PLAYING UP** - Players playing for teams that are at a higher competition level
 - 10.2.1.1. For Playing Up player movement, SNS competitive age categories will be classified into three groups:
 - 10.2.1.1.1. Group 1 (Youth/Mini) – those defined by a maximum age limit (U8 to U18).
 - 10.2.1.1.2. Group 2 (Senior) – open age categories (Senior AAA, AA, A, B).
 - 10.2.1.1.3. Group 3 (Senior Plus) – those defined by a minimum age limit (O35, O45, etc.).
 - 10.2.1.2. Player movement shall be permitted as follows:
 - 10.2.1.2.1. Within Group 1, players may play up to higher level teams in their own age category (e.g.: U13B up to 13A or 13AA) or to equal or higher levels at higher age categories (e.g. 13A up to 15A, 15AA, etc.)
 - 10.2.1.2.2. Within Group 2, players may play up to higher levels.
 - 10.2.1.2.3. Within Group 3, players may play up to teams defined by a younger age restriction (e.g.: O45 to O35).
 - 10.2.1.2.4. From Group 1 to Group 2
 - 10.2.1.2.4.1. Players in the performance stream (AA, AAA) may only play up to Senior AA or Senior AAA.
 - 10.2.1.2.4.2. Players in the community stream (A, B) may play up to all Senior categories.

- 10.2.1.2.5.** From Group 3 to Group 2, players may play up to all senior categories.
- 10.2.1.3.** Player movement as defined in 10.2.1.2 may have alterations imposed upon it by Clubs, Leagues or District Associations as long as the players and competitions involved are under their jurisdiction and the alterations are applied consistently.
- 10.2.1.4.** Once a player has played up to a team, they are tied to that team at that level in the same league or competition.
- 10.2.1.5.** On occasion, Leagues or Districts may for their own purposes create classifications other than those recognized by SNS. In such cases, the league/district is also responsible for defining the playing up criteria involving those classifications. It is expected those definitions will reflect the principles contained in 10.2.1.2.
- 10.2.2. PLAYING ACROSS** - Players playing for teams at the same age and competition level (playing across)
- 10.2.2.1. Player Pools (U11 and below)**
- 10.2.2.1.1.** Within a club, players may move from team to team within the same age group and stream for development purposes.
- 10.2.2.1.2.** There is no official/formal process required. The club has the freedom to move players based on developmental principles.
- 10.2.2.1.3. Guest Players (U13 and above)**
- 10.2.2.1.3.1.** Guest players are players who play for another team at the same age and competition level as the one with which they are registered. This is permitted in two situations:
- 10.2.2.1.3.2.** In tournaments where the tournament rules allow such player movement.
- 10.2.2.1.3.3.** In exhibition games subject to the agreement of both teams.
- 10.2.2.1.3.4.** With that club's permission, guest players may be used from other clubs.
- 10.2.3. PLAYER MOVEMENT WITHIN A CLUB**
- 10.2.3.1.** Following the guidelines of 10.2.1 and 10.2.2, with the permission of the Club, a player may play unlimited for other club teams.
- 10.2.3.2.** Temporary Registration Permits are not required for player movement within a club.
- 10.2.4. PLAYER MOVEMENT TO OTHER CLUBS (Temporary Registration Permits)**
- 10.2.4.1.** Following the guidelines of 10.2.1 and 10.2.2, a player may play for a club with which he/she is not registered.
- 10.2.4.2.** A Temporary Registration Permit is necessary for such movement.
- 10.2.4.3.** A player shall be entitled to a maximum of five Temporary Registration Permits during a season.
- 10.2.4.4.** Only a single Temporary Registration Permit is required for a player to participate in a tournament as a call-up or guest player.

- 10.2.4.5.** In Regions where only one performance stream club (carries AA and AAA teams) exists, players from all other clubs in that region may play up to that club without the use of a Temporary Registration Permit.

10.2.5. PLAYER MOVEMENT TO PROVINCIAL, EXCEL or NATIONAL TEAMS

- 10.2.5.1.** Only players registered with Soccer Nova Scotia will be permitted to play for Provincial, EXCEL or National teams.
- 10.2.5.2.** These teams must play only in games that are sanctioned competitions.
- 10.2.5.3.** In all cases where a player is playing for one of these teams, the player must possess a Soccer Nova Scotia ID Card and have this document available for presentation at the game in which he/she is playing. Failure to present this ID card shall render the player ineligible to play in that game.

11. TRANSFERS (Clubs/Districts/Provinces)

- 11.1.** In the summer season, the transfer deadline shall be July 31st.
- 11.2.** In the winter season, the transfer deadline shall be December 31st.
- 11.3.** All transfers require completion of a “Player Transfer Form” and shall be processed by Soccer Nova Scotia and shall be requested by electronic means from the Soccer Nova Scotia Programs Administrator.
- 11.4.** The transfer of a player between Soccer Nova Scotia and another Provincial Association or a National League shall be in accordance with the C.S.A. Published Rules.
- 11.5.** A player shall be entitled to the following transfers:
- 11.5.1.** Two transfers only during the current season within the jurisdiction of Soccer Nova Scotia. However, a player, once transferred, cannot be transferred back to the team for which he was originally registered until a period of thirty (30) days has elapsed.
- 11.5.2.** One transfer between Soccer Nova Scotia and any other Provincial Association, except that in the event of a player, having been transferred under Section a) and finding it necessary to return to the jurisdiction under which he was originally registered, shall be allowed to transfer his/her services back to the team for which (s)he was last registered.
- 11.5.3.** A player moving outside the jurisdiction of Soccer Nova Scotia may apply for, and be granted, an “open” transfer upon payment of the applicable fee. The transfer will bear the required signatures of the officials of the team from which (s)he is transferring and will become effective when completed by officials of his/her new team in the receiving jurisdiction.
- 11.6.** No person, association, league, club or team shall limit unreasonably the right of a player to transfer to the team of his/her choice. If a transfer is denied, the player may appeal in accordance with Policy of the Appeals and Procedures.

11.7. Notice of all transfers as hereby provided shall immediately be mailed to the Secretary of the Club. Save and except the National Championships and Soccer Nova Scotia competitions, the player so transferred shall be eligible after one day following the registration of such transfer, to play all games for the team to which his transfer has been granted.

11.8. The fee payable for a transfer shall be set by Soccer Nova Scotia, and it applies to players transferring to a different club. There is no transfer fee associated with transferring players within the same club. Clubs receiving the transferring player will be billed the transfer fee by Soccer Nova Scotia.

11.9. All Transfers are subject to meeting all conditions of the 'Youth Playing Zones' policy.

12. YOUTH PLAYING ZONES

12.1. This policy applies to all youth age registered players who have not attained their 17th birthday before January 1 of a given year. Players shall register and play within the region in which that player resides ("home region"). The residency of the player is determined by the residency of the parent. For the purposes of this policy, the parent of the player is:

12.1.1. Either parent where both parents have a common residence or if there is only one surviving parent, such surviving parent; and

12.1.2. In the event that the parents are living apart, the parent who has custody of the player, or if both parents share custody, the parent with whom the player habitually resides, or if the player does not habitually reside with either parent, then either parent; and

12.1.3. In the event both parents are deceased, the person who is the guardian;

12.1.4. In the event that the parents have joint custody of the player and are living apart and the player takes turns habitually residing with both parents, the area where the player attends school is deemed to be the area of residency.

12.2. Players who change residency into a new region may continue to play in their former region or register in the new region, upon signing an affidavit that their principle residence has changed.

12.3. For the applications of this policy, SNS 'Regions' (zones) are identified as:

12.3.1. Halifax District

12.3.2. Harbour East District

12.3.3. Suburban District

12.3.4. Highland District

12.3.5. Cape Breton District

12.3.6. Valley District

12.3.7. South Shore District

12.3.8. South West Nova District

12.4. Players wishing to play out of their home region must apply to their home region's District Board, through the District's President and paying a \$100.00 fee to the District. The home district has the final decision respecting a player's application to play out of their home district.

12.5. The home District/Region Board shall have the authority to grant out-of-region playing permits for a season, a year or any other period of time it deems appropriate based on the circumstances.

12.6. Reasons for a District/Region granting an application to play out-of-region are limited to the following:

12.6.1. From a team perspective, if there are not enough players to field a team, without consideration of boycotts, out-of-region playing permits will be considered.

12.6.2. At the individual level the District Board will make the decision in the interest of the player's development, guided in consultation with LTPD Regional Technical Director and the receiving District.

Playing Zones (VDSA specific)

12.7. VDSA - For the purpose of this policy all playing zones can be identified by the clubs that serve their respective towns, villages, and communities. Clubs under the VDSA are as follows:

- West Hants Soccer Club
- Valley United Soccer Club
- Kings West Soccer Club
- Somerset Soccer Club
- Kingston/Greenwood Soccer Club
- Bridgetown Soccer Club
- Middleton Soccer Club
- Annapolis Royal FC
- Digby Soccer Club
- Clare Soccer Club

- 12.7.1.** Youth/Mini players are to register and play for the club within whose area they reside, (see 12.1) with the following exceptions:
- (a) the home club has no objections to the player registering with another club
 - (b) no team or program exists for the player's age category in the home club
 - (c) teams or programs for the players age category are at capacity
 - (d) players wish to play at a higher competition level than what is available in their home club (example - playing for Valley United)
- 12.7.2.** If a player wishes to play for a club other than their home club and none of 12.7.1 apply this may be allowed in exceptional circumstances. A formal request must be made to the VDSA who will decide whether to grant or deny the request. Requests must be received by the district a minimum of 7 days before the season begins.
- 12.7.3.** Upon receiving a request, the VDSA executive director will contact both effected clubs within 5 days. Clubs will have 7 days to respond with acknowledgement of either acceptance or denial of the request. Failure to respond will be construed as acceptance of the request. The VDSA executive will make a final decision and inform the player and clubs within five days of receiving the club input.
- 12.7.4.** Any such permission granted by VDSA to play for another club shall be valid for ONLY the one season. At the end of that season, the player shall be considered as having returned to his/her home club and a new request must be made for subsequent seasons.

13. COACHES

13.1. REGISTRATION

- 13.1.1.** All coach registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system 'Coach Centre' provided to all clubs by Soccer Nova Scotia. "Coaches" are defined to include technical directors, head coaches, assistant coaches, youth mentor coaches and game leaders.
- 13.1.2.** Registration includes:
- 13.1.2.1.** Entry as a person to include names, date of birth, and email,
 - 13.1.2.2.** For all teams and programs, registration to an age category, gender, classification and a position,
- 13.1.3.** Every registration shall be associated with an individual Season.
- 13.1.4.** At a minimum, every coach registering with a club must include a signed document acknowledging acceptance of the "Amateur Athlete Waiver and

Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures” as part of the registration process which states that coaches will abide by the bylaws, policies and procedures, and rules of their club and Soccer Nova Scotia.

- 13.1.5. Clubs may incorporate the “Amateur Athlete Waiver and Release of Liability and Agreement to Abide by SNS and Club Bylaws, Policies, and Procedures” into their standard coaches registration form.
- 13.1.6. Competitive team coaches must be registered prior to participation in any Competition.
- 13.1.7. A Club shall be obliged to release (un-register) any coach upon written request from that coach. Any such request made after Registration Deadlines may be subject to monetary penalties for Soccer NS registration fees at the discretion of the Club. A Club may also withhold all or part of any associated registration fees based on Club Policies.

13.2. REGISTRATION FEES

- 13.2.1. All applicable coach registration fees will be paid to Soccer Nova Scotia by the Club where a coach is registered in a manner to be determined by Soccer Nova Scotia annually, such manner to be communicated to Clubs no later than January 31st annually.

13.3. PRIVILEGES AND RESPONSIBILITIES

- 13.3.1. A coach registered with Soccer Nova Scotia shall be entitled to all associated privileges, including, but not limited to participation in programs, teams, and leagues, and limited insurance coverage.
- 13.3.2. However, for the purpose of insurance, a coach’s summer registration with Soccer Nova Scotia is effective until May 15th of the following year, and winter or spring registration is effective until May 15th immediately following the winter or spring season.
- 13.3.3. Soccer Nova Scotia’s coach Summer registration affords insurance for all programs, practices, and summer season outdoor sanctioned games from the date of registration until May 14th of the next year.
- 13.3.4. Soccer Nova Scotia’s coach Winter registration affords insurance coverage for sanctioned winter (indoor) soccer games and practices.
- 13.3.5. The act of registration by any individual with Soccer Nova Scotia will oblige that individual to adhere to all bylaws, policies and procedures of Soccer Nova Scotia.
- 13.3.6. A coach found guilty of providing false information for registration purposes shall be suspended for one year, in accordance with the discipline policies and procedures.
- 13.3.7. Coaches contravening registration policies will be suspended immediately pending a Soccer Nova Scotia Discipline and Appeals Hearing.

13.4. CERTIFICATION REQUIREMENTS

- 13.4.1.** All head coaches in Nova Scotia must be appropriately trained at the following levels:

Age Level	Training Level Required
U3 and U5 (Mini)	Active Start
U7 (2020)	Active Start or Fundamentals
U9	Fundamentals
U11	Learning to Train
U13 A, B (2020)	Learning to Train or Soccer For Life
U15, U17, Senior (A, B)	Soccer for Life
All Performance Stream (AA, AAA)	C License

13.5. BACKGROUND CHECK

- 13.5.1.** All coaches must submit a Canadian Police Information Check (CPIC) criminal record check to their Club at least every three (3) years
- 13.5.2.** Clubs or Districts shall also have the right to require a Nova Scotia Child Abuse Registry check at least every three (3) years.
- 13.5.3.** At all SNS sanctioned tournaments, including provincials, and for issuing of all out of province travel permits, the coach of any participating team with **youth-aged players** must provide a letter from the club president or administrator certifying that the coach has CPIC clearance or has provided a CPIC that has been cleared by the club.

14. REFEREES

- 14.1.** Refer to the referee handbook on the SNS website for all regulations concerning the registration and control of referees.
- 14.2. REFRESHER TRAINING** - All VDSA referees must complete annual refresher training as directed by the VDSA Referee Association for both summer and winter seasons. A referee will not be placed on the Soccer Nova Scotia Official list of referees until the refresher training is completed to the satisfaction of the VDSA Regional Referee Association and reported to Soccer Nova Scotia.

14.3. ASSIGNING

- 14.3.1.** League and Tournament games under the jurisdiction of the VDSA will be assigned by a local referee assignor(s), appointed by the district as follows:
- The Valley Referees Association will nominate local referee assignors to the district prior to:
 - March 1 for the outdoor season
 - October 1 for the indoor season
 - The VDSA must approve the nomination of such assignors
 - This process will be repeated each year

14.4. APPOINTMENTS - Referee appointments to VDSA League and Tournament games will be assigned by the local referee assignor(s) The appointments will be made from the SNS official list of referees for the current year.

14.5. GAME FEES - Using SNS fees as the base, the VDSA will negotiate and set referee and assigning fees annually for both summer and winter competitions. Leagues or competitions shall pay such fees to referees as are approved by Soccer Nova Scotia and/or VDSA under whose jurisdiction the games are played. It is an offence for an official to ask for or receive more than the set rates.

14.6. REFEREE PAYMENT

14.6.1. The VDSA after negotiations with the Valley Regional Referee Association, will have written policies on the payment of referees.

14.6.2. The VDSA will pay referees either before each game or at regular intervals during the season, as agreed with the Valley Regional Referee Association.

14.6.3. The VDSA will have written policies, negotiated with the Valley Regional Referee Association on payment of referees arriving at the field for games cancelled at late notice or no notice at all, and for games that referees attend but are not played due to team no-shows

15. TEAMS

15.1. DEFINITION

15.1.1. Teams are formed by Clubs and must consist of registered Players. Teams compete in sanctioned Competitions. All youth teams must have an adult same-gender team official on the bench. Senior teams must have an adult same-gender team official present on the bench, when a youth player is present.

15.2. REGISTRATION

15.2.1. Team Registration

15.2.1.1. A team may register for competitions within a single age, gender, and competitive division. Each player on the team must comply with the age and gender classification of the competition the team is registered for.

15.2.1.2. All team registrations are submitted to Soccer Nova Scotia by utilizing the Soccer Nova Scotia computerized registration system provided to all clubs by Soccer Nova Scotia.

15.2.1.3. All Teams must register for play in a sanctioned competition. A Sanctioned Competition is a registered League, sanctioned tournament (including provincials), sanctioned cup competition, or sanctioned exhibition game (see “Competitions”).

15.2.1.4. Every team registration shall be associated with:

15.2.1.4.1. A Season, as defined by Soccer Nova Scotia (see “*Players-Definitions*”).

- 15.2.1.4.2. An Age Category, as defined by Soccer Nova Scotia (see “*Players-Definitions*”).
- 15.2.1.4.3. Where participating in league play, a Division, being the League Division that the team shall compete in.
- 15.2.1.4.4. Leagues are required to create a Division in the Soccer Nova Scotia computerized registration system for each Season and Division that the League administers.
- 15.2.1.5. A team is registered by its Club to play in sanctioned competition(s). Such registration shall be defined by:
 - 15.2.1.5.1. For League play, registration of a team to a Division in the SNS computerized registration system and authorization from that League;
 - 15.2.1.5.2. For a tournament or cup competition, application and acceptance into sanctioned tournament or cup competition by the event organizers;
 - 15.2.1.5.3. For exhibition games, sanctioning by the Club host District(s) for the playing teams;
 - 15.2.1.5.4. Every team shall be required to have at least one Team official registered in the SNS computerized registration system.

15.3. EXEMPTIONS

Any exemption to the age, gender, and competitive divisions players and teams may register for must comply with the Play up\down Policy

16. NUMBER OF PLAYERS ON TEAMS

16.1. ROSTER SIZES (MINIMUM AND MAXIMUM)

Following are the minimum and maximum numbers of players that can be registered to a team based on the playing format.

5-aside Minimum - 8 Maximum - 15

7-aside Minimum - 10 Maximum - 19

9-aside Minimum - 12 Maximum - 23

11-aside Minimum - 14 Maximum - 27

***All Indoor (7-aside) Minimum - 10 Maximum - 19

Exceptions:

AAA Youth/Senior Minimum - 17 Maximum - 20 (22)

Ladies Over-30 Minimum - 10 Maximum - 27

17. COMPETITIONS

17.1. DEFINITION OF A COMPETITION

- 17.1.1. A competition shall include any games in a sanctioned League, Tournament or Cup competition, or Exhibition Game.
- 17.1.2. All competitions shall have a designated Governing Body, being either a registered district or club, league, or tournament/cup organizing committee. This designated governing body shall be referred to as the competition 'Host'.
- 17.1.3. Soccer Nova Scotia competitions are also governed by the rules, regulations, and policies found in the "Competitions Handbook". Where conflicts exist between these policies and the Competitions Handbook, these policies will prevail.

17.2. PLAY UP/DOWN

- 17.2.1. Each sanctioned competition must include in its rules a play up/down rule that is compliant with LTPD guidelines for the age, gender, and competitive level of the players involved in the completion.

17.3. DEFINITION OF COMPETITIVE CLASSIFICATIONS

- 17.3.1. Competitive Divisions - Teams may register to play in any **one** of the following competitive divisions:

Competitive Division	Competitive Level
AAA	Competitions leading to a Provincial and/or National Championship
AA	Competitions leading to a Provincial and/or Atlantic Championship
A	Competitions leading to a Provincial Championship
B	Competitions leading to a League and/or Provincial Championship
Senior Plus (O-30, 35, 45)	Competitions leading to a League and/or Provincial Championship
Recreational	Competitions not leading to a Championship
Masters	Competitions leading to a Provincial and/or Regional Championship

17.4. SANCTIONING

- 17.4.1. All competitions must be sanctioned by a "Governing Body". Based on the competition, the Governing Body shall be:
 - 17.4.1.1. The VDSA for District competitions excluding Inter-District exhibition games.
 - 17.4.1.2. Soccer Nova Scotia for Provincial / Inter-District / Inter-Region competitions. The Executive Director is responsible for sanctioning

Leagues, the Program Administrator shall sanction Tournaments that meet all requirements as contained in the 'Leagues' and 'Tournaments' policies.

- 17.4.1.3. Approved exhibition games require registered officials to meet sanctioning requirements through the league. Teams from outside of Nova Scotia require a travel permit before officials are assigned.
- 17.4.1.4. When applying for sanctioning of a tournament or exhibition game, the Host must provide the information required on the appropriate application form.

17.5. PROVINCIALS

- 17.5.1. Soccer Nova shall designate and/or organize competitions that declare provincial cup competition representatives.
- 17.5.2. Provincial Cup Competitions shall be held annually in accordance with rules and regulations as published by Soccer Nova Scotia in the "Competitions Handbook."
- 17.5.3. VDSA representatives to Provincial Championships will be determined as outlined in the VDSA Competition Guidelines.

17.6. RESTRICTIONS

- 17.6.1. For the purposes of Competitive League play, a team may only participate in one Competitive League per Season.
- 17.6.2. For competitions outside the jurisdiction of Soccer Nova Scotia, must meet requirements outlined under "*Teams – Team Designation*"

17.7. CANADA SOCCER NATIONAL REGULATIONS

Please refer to Canada Soccer's Annual Regulations for National/Regional Championships

18. TOURNAMENTS

- 18.1. The SNS Competitions Handbook is the reference for all information and regulations dealing with Tournaments.

19. LEAGUES

19.1. DEFINITION OF A LEAGUE

- 19.1.1. A League is a governing body that organizes Competitions for its members.

19.2. LEAGUE SEASONS

- 19.2.1. Every League shall be sanctioned in accordance with 19.5.
- 19.2.2. Summer Leagues shall be considered "Outdoor Leagues" and Winter Leagues shall be considered "Indoor Leagues".

19.3. LEAGUE CATEGORIES

19.3.1. A League Category is defined by its:

19.3.1.1. Status

19.3.1.1.1. Amateur

19.3.1.1.2. Professional

19.4. AFFILIATION

19.4.1. Every League shall affiliate with a governing soccer body.

19.4.2. Leagues shall be governed as follows:

19.4.2.1. Be a member.

19.4.2.2. A Provincial League shall be sanctioned by Soccer Nova Scotia and be subject to the by-laws, policies and procedures of Soccer Nova Scotia.

19.4.2.3. An Inter-District League shall be sanctioned by Soccer Nova Scotia and be subject to the by-laws, policies and procedures of Soccer Nova Scotia.

19.4.2.4. A District League shall be sanctioned by a District Association and be subject to the bylaws, policies and procedures of that governing body.

19.5. SANCTIONING

19.5.1. A League must be sanctioned by its governing body.

19.5.2. The Executive Director shall give approval for the provincial and inter-district league to operate and shall specify the terms of the sanctioning agreement. Sixty (60) days prior to each season.

19.5.3. Soccer NS has the authority to operate the Provincial League.

19.6. LEAGUE MEMBERSHIP

19.6.1. All Leagues shall comply with the Membership Criteria outlined in this Policy.

19.6.1.1. A League may establish additional criteria, subject to the Soccer Nova Scotia Board of Directors approving the Membership Criteria of a League prior to the implementation by that League.

19.6.2. Based on the Level of a League, membership conditions/restrictions are:

19.6.2.1. A Provincial League shall:

19.6.2.1.1. Consist of Clubs as members;

19.6.2.1.2. Be open to any Club team in the province, subject to the criteria contained in the League bylaws and policies and Soccer Nova Scotia policies and procedures. Only be open to participation by properly registered Teams and operated by Soccer Nova Scotia.

19.6.2.2. An Inter-District league shall:

19.6.2.2.1. Consist of Clubs as members;

19.6.2.2.2. Be open to any Club team within the regions making up the league, subject to any criteria contained in the League bylaws and policies and Soccer Nova Scotia policies and procedures;

19.6.2.2.3. Only be open to participation by properly registered Teams and Players other than AAA and AA as defined by Soccer Nova Scotia

19.6.2.3. A District League shall:

19.6.2.3.1. Consist of Clubs as members;

19.6.2.3.2. Be open to any Club team within its approved District, subject to any criteria required by its District Association;

19.6.2.3.3. Permit the participation of players registered in any approved playing classification of Soccer Nova Scotia;

19.6.2.3.4. Membership for 'Other Leagues' shall consist of teams agreed upon from time to time between Soccer Nova Scotia or any of its District Associations.

19.6.2.4. Members shall apply for League membership in accordance with League policies.

In the event that a Club is denied membership in a League it may appeal such decision to Soccer Nova Scotia's Appeals Committee

LEAGUES - VDSA Specific

19.7. LEAGUE SANCTIONING - VDSA

19.7.1. A League operating in the VDSA must be sanctioned by VDSA on an annual basis.

19.7.2. Sanctioning shall be requested by the league submitting a "League Sanction Request Form" to the VDSA.

19.7.3. Deadlines for submitting a sanction request form for all leagues

- (a) March 1 for a Summer (Outdoor) league
- (b) September 15 for a Winter (indoor) league

19.7.4. A sanction request form includes:

- (a) League Season to be sanctioned
- (b) League Categories (level, status, gender, classification, age divisions)
- (c) Primary Contact(s) - names and contact information
- (d) Expected member clubs, and copies of policies and procedures, published rules, and a list of officers

19.7.5. The VDSA executive will provide a sanctioning decision within fifteen (15) days of receipt of a league sanction request form

19.7.6. Should sanctioning be denied, the League may file an appeal under Soccer Nova Scotia Discipline and Appeals policies

19.8. LEAGUE REQUIREMENTS (VDSA)

19.8.1. Leagues operating under the jurisdiction of the VDSA must supply the VDSA (for each season) with the following:

- (a) Up to date rules and policies/procedures
- (b) Up to date list of league officers
- (c) Latest financial statement
- (d) Minutes of latest Annual General Meeting

19.8.2. League bylaws, policies and procedures, and published rules must not conflict with the bylaws and policies of VDSA. In such circumstances the Bylaws, Policies and Policies of VDSA bylaws shall govern

19.8.3. VDSA must receive a Notice of each of a League's General Meetings and be entitled to send a representative(s) to such meetings, and upon request, receive a copy of the Minutes of all of the League's General Meetings.

20. DISCIPLINE

20.1. All items and topics dealing with discipline in the VDSA will follow the guidelines as set in Soccer Nova Scotia's Discipline Policy which can be found on the SNS website.

20.2. All punishments and suspensions for VDSA leagues will follow those established by SNS in their "Standard Penalties" document, found on the SNS website.

