



Newfoundland and Labrador Soccer Association

Policies and Guidelines Manual

www.nlsa.ca

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1.0 Registration Policy

1.1 For the purposes of the Policy and Procedures Document, the following definitions will apply:

1.1.1 Registration – means the act of making a written record with the club containing the required information as listed in the RAMP database. **No individual will be permitted to take part in any NLSA sanctioned event unless they are registered in the RAMP registration database.**

1.1.2 Transfer - a player who transfers his/her registration from one club to another club. A transfer is initiated by a player.

1.1.3 Release - a player who is surplus to the club's requirements and released by the club before his/her name has been placed on a game sheet for the team. A release is initiated by a team. Players that are released and are not cup-tied are free to play with other teams in the same league.

1.1.4 Cup-tied - all registered players whose name appear on a game sheet for a team are considered cup-tied.

League	Start of Season	End of Season	Free to Move	Transfer Window
CC and JT	March 15	Completion of the National Championship	Completion of the National Championship to March 14	None
Premier Youth Leagues	Nov 11	Completion of the National Championship	Completion of the National Championship to Nov 4	Nov 4 to Nov 10 Between clubs
Championships League	Nov 11	Completion of the National Championship	Completion of the National Championship to Nov 4	Nov 4 to Nov 10 Between clubs
Intermediate	First Game of Season	After the completion of the League Championship	After the Championship game of the League until the first game of the following season	First Game of season until July 31
Masters	First Game of Season	After the completion of the League Championship	After the Championship game of the League until the first game of the following season	First Game of season until July 31
Recreational Youth	First Game of Season	After the completion of the League	After the completion of the League	First Game of season until July 31

1.2 Players and team staff added after the team's initial registration must be registered in the NLSA database at least 72 hours prior to sitting on the team bench for the player's first game.

- 1.3 Clubs/Regions are responsible for registering all new registrants
- 1.4 Players, Coaches, Managers, Officials and Board Members can only be registered by using the RAMP Registration System.
- 1.5 Players wishing to leave one Club/Region to play with another Club/Region in the same season require a transfer from the NLSA. (See Registration Policy - Table A Above)
- 1.6 Regions may register previously unregistered players for specific tournaments, e.g. the Labrador Cup or Regional Summer Games, with prior approval of the NLSA. These registrations will be for specific periods of time and at rates agreed to by the parties involved.
- 1.7 A youth player, registered to play recreational soccer, may register for a competitive soccer team in another region if the higher level of competition is not available in their home region.
- 1.8 A senior player may register with a recreational team and a competitive team.
- 1.9 Registered players may be called up to a higher division of play but may not be called down to a lower division of play.
- 1.10 A player wishing to compete with a team in the Senior Men's or Women's Mega Tournament, and Master's Mega Tournament may join an alternate team if:
 - a) returning to the community form which they once played
 - b) if playing elsewhere and can play for the weekend of the tournament only
 - c) the team the player is wishing to join has not exceeded adding three players from other teams.
- 1.11 A team representing the Province in a Canada Soccer National Cup competition shall retain, for the purpose of that competition only, those players registered with the team on the day the team won the right to represent the Province.
- 1.12 Players must be registered with a club before they are permitted to tryout for a team with that club.
- 1.13 All Premier and Championships clubs must have their tryouts completed no later than October 31 of the current year. Team rosters must be posted to club websites no later than November 4.
- 1.14 Once a player is registered with a club he/she must have a transfer to move to another club. A Transfer is not required if the player was not successful in being selected for the team they tried out for.

2.0 TRANSFER OF PLAYERS

2.1 Transfer Procedure:

A player who has registered with a given club, shall be permitted to transfer his/her services to another club within the province, only on being granted permission to transfer by the responsible officers or representatives of the club for which s/he is already registered. Such permission shall be in writing, duly signed by the club.

Step 1 Transfer Forms, available on the NLSA website, must be submitted to the NLSA office

Step 2 The transfer fee, payable to the NLSA, must be accompanied by a completed transfer form.

Step 3 The NLSA office will send the completed transfer Form to the club where the player is currently registered.

- Step 4
- a) If the host Club approves the transfer, the NLSA office will forward the approved transfer form to the new club for their approval
 - b) If the host Club rejects the transfer request the NLSA office will inform the player that the request has been denied. Appeals may be submitted within the guidelines of the NLSA Discipline Code.

Step 5 If no decision is received from the Host Club within 3 business days a transfer will be approved.

2.2 A player is only permitted one Out-of-Province transfer within the jurisdiction of Canada Soccer, except if a player transfers back to the team with which he/she was originally registered.

2.3 A recreational player is only permitted two transfers during a playing season within the jurisdiction of the NLSA. Once transferred, a player cannot be transferred back to the team with which he or she was originally registered until 30 days have passed.

2.4 The PYL transfer fee, payable to the NLSA at the time of application is Nov 4 to Nov 10 will be \$300.00

2.5 If a player transfers from a club, it is the club's decision if the player receives any refund from the fees they have paid.

2.6 The transfer fee is non-refundable.

2.7 The NLSA office will be responsible for notifying the player, original club and new club once the transfer is complete.

2.8 A transferred player shall not be eligible to play for the new team in any competition in which the player has already competed during the current playing season.

2.9 In the case where a team folds, a player can transfer, without penalty or transfer fee, to another club. The folding club must send notification, to the NLSA office, that the team has folded along with a notice that the player concerned is permitted to transfer.

- 2.10 A player is only permitted one Out-of-Province transfer within the jurisdiction of Canada Soccer, except if a player transfers back to the team with which he/she was originally registered.
- 2.11 A player whose parents transfer to another region of the province, may request a transfer to another club / region after the November 10 deadline.
- 2.12 The recruitment of players registered with other clubs is forbidden. Clubs found to be guilty will be subject to \$2000.00 fine and individuals found guilty will be suspended from all soccer actives for a minimum of 12 months.
- 2.13 If a player is moving into the jurisdiction of the NLSA from another provincial/territorial Association must send a request to move to the NLSA office accompanied by
- a) Completed transfer request form (Available on the NLSA website)
 - b) A written clearance from the Provincial Territorial Association with s/he was last registered
 - c) A \$25.00 administration fee payable to the NLSA
- 2.14 A player cannot transfer to a lower division of play during any given season, unless the player has been granted permission by the appropriate Vice President(s) in conjunction with the NLSA Rules and Regulations Committee
- 2.15 The deadline for transfer shall be the earlier of July 31st of the current year of competition or the date on which the Regional Finals begin if they begin before July 31st.
- 2.16 A team shall not be permitted to add any more than two (2) transfers during a season.
- 2.17 A recreational player shall be entitled to two (2) transfers during the current playing season within the jurisdiction of the Regional Associations. A player once transferred cannot be transferred to the team for which s/he originally registered until a period of thirty (30) days has elapsed.
- 2.18 No transfers are permitted from one Challenge Cup team, Jubilee Trophy team, Premier, or Championships team to another team in that level of competition in the current year of competition with the exception of 2.10.
- 2.19 A player has the right to appeal to the NLSA to be permitted to transfer to another Premier and Championships team after the transfer deadline but before Game #1 of the season if the club the player originally registered with failed to meet their commitment to the player. If approved no transfer fee will be charged but all fees owed to the original club must be paid before any transfer is final.
- 2.20 A transfer fee is not required if a player has not been successful in making the team they desired or if the Club fails to provide the necessities for training including, but not limited to:
- a) A dedicated coach
 - b) A regular training schedule
 - c) A qualified training program as determined by the NLSA Technical Staff
 - d) The team ceases to exist
- 2.21 A player is only entitled to a transfer under this policy provided that the player has complied with

all the provincial, regional, league and club rules and regulations and is not indebted to the current province, team, region, or league.

3.0 Provincial Team Policies

3.1 NLSA Coaching Standards and Certification Policy

The NLSA has recognized that in order for the game of soccer to advance in this Province, it must develop a comprehensive long term coaching strategy. With that objective in mind, the Association’s Technical Staff has established the following guidelines that should address our needs for the near future.

It is the goal of the Committee that over a reasonable period, coaches across the Province will attain standards that will assist players and teams to be competitive anywhere in the country.

To further achieve this objective, the NLSA through its Technical Staff, will provide on- going coaching evaluation and assessment. The Association will also provide opportunities for coaches to attend National and International Seminars.

3.1.1 Coaching Standards

Canada Games	
Position	Qualifications
Head Coach	B Licence Certified
Assistant Coach	B Licence Certified

Provincial Team	
Position	Qualifications
Head Coach	C Licence/Diploma Certified
Assistant Coaches	C License/Diploma Trained
Mentorship Coaches	Grass Roots Course (Learn to Train or Soccer for Life)

3.1.2 NLSA Club Competitions (CC, JT and PYL)

Coaching qualifications for Premier League teams as per Canada Soccer Guidelines for National Championships.

4.0 Organization for Travel for Provincial Teams

- 4.1 The number of players on a traveling team will be decided by the NLSA Technical Staff.
- 4.2 All players must travel on the same flight to the tournament.
- 4.3 The NLSA will book air travel for all members of provincial teams who will be travelling to and from the tournaments (Regional or Invitational) with the team.

- 4.4 All return tickets booked by the NLSA will be to the same city as the departure.
- 4.5 The NLSA will book one-way flights for players who will not be returning with the team provided the team manager has notified the NLSA LTPD coordinator prior to tickets being booked. For players requesting one-way bookings, a "Request for Alternate Travel Form" must be signed by the parent or legal guardian of the player. This form is attached as Appendix 1.
- 4.6 Any player or staff member who makes changes to their travel plans after tickets have been purchased by the NLSA will be responsible for all cancellation and change fees for the ticket, including the total cost of the ticket if necessary. The team, or the NLSA, will not be responsible for any costs incurred. In addition, the NLSA will have no involvement if the parent makes changes to a player's return flight. The parent bears all responsibility
- 4.7 At the conclusion of the tournament the parent or legal guardian must assume full responsibility for any player who is not returning to the city of departure with the team.
- 4.8 Teams must book transportation with professional drivers. At no time will team staff be permitted to transport players or rent vehicles for that purpose.
- 4.9 It is the responsibility of the parent to make suitable travel arrangements for players travelling within the province to camps and/or tournaments.
- 4.10 Any player who withdraws from the program after the deadline for booking tickets will be responsible for the total cost of their ticket plus any change and cancellation fees. If the player is replaced on the team the basic cost of the ticket will be transferred to the new player.
- 4.11 The NLSA will book bus transportation for provincial teams traveling to Regional tournaments within the province.
- 4.12 Team managers will book bus transportation from the airport to the host location if transportation is not supplied by the host. At no time are teams permitted to rent vehicles driven by coaching staff to transport players.

- 4.13 The NLSA will not make changes to tickets for players or staff. The ability for a player or staff member to change their ticket after the ticket is released will depend entirely on the policy of the carrier.
- 4.14 In the case of an emergency, the NLSA will work with the team manager to help the player or staff member change their travel arrangements as necessary.
- 4.15 Coaches and Provincial Reps are not permitted to transport players in private vehicles except in the case of an emergency.
- 4.16 If a player is expelled from the competition for behavioral reasons, the player's parents/guardians must assume all responsibility for making all arrangements for the player's return home.

5.0 Request To Travel

- 5.1 All clubs traveling within the Province for exhibition games are responsible for ensuring that the club(s) they intend to play are properly registered with the NLSA.
- 5.2 All clubs traveling outside the Province must have the approval of the region and the NLSA.
- 5.3 Requests to travel outside the Province Forms (available from NLSA office) must be submitted to NLSA office accompanied by a \$50.00 fee per request. No fee is required to travel to Club Nationals, Atlantic Club Championships, Provincial Team Competitions, or trips associated with the Canada Games Program.
- 5.4 Any club traveling outside Canada (except for St. Pierre & Miquelon) must have the permission of Canada Soccer and is required to pay the applicable Canada Soccer fee and must adhere to the Canada Soccer International Travel Policy.
- 5.5 Any NLSA club travelling to St. Pierre and Miquelon will not be required to pay the \$50.00 request fee but must provide confirmation to the NLSA office that all players and clubs are duly registered with the French Federation.
- 5.6 Any NLSA club hosting a team from St. Pierre and Miquelon must obtain approval from the NLSA office and provide confirmation that all players and team staff are duly registered with the French Federation.
- 5.7 In order to play a team from a foreign country, the following procedure must be followed and approved by Canada soccer and the NLSA office
 - 5.7.1 A letter from the foreign country stating that the players involved in the games are registered with that country's association must be sent to the NLSA office thirty (30) days before the travel date,
 - 5.7.2 A team roster from the foreign country must be sent to the NLSA office seven (7) days prior to the games.
 - 5.7.3 Any club associated with the NLSA must request permission from the NLSA to play a foreign team.

6.0 Payment of Fines

- 6.1 Deadlines for fines levied by the NLSA can be found in the NLSA Discipline Code and the NLSA Membership Fees Document.
- 6.2 The notification for the fine should include the reason for the fine, the amount of the fine, the appeal process and other actions that will be taken by the NLSA if the fine is not paid by the indicated deadline.
- 6.3 Any club or region, which has not paid its fine by the deadline imposed in the NLSA Discipline Code and the NLSA Membership Fees Document shall be considered to be in bad standing with the Association unless it has appealed the fine and the appeal has not been resolved.
- 6.4 All fines for forfeiting games in any Provincial League must be paid within 10 business days of receipt of the fine or before participation in any Provincial Tournament or League Final Weekend, whichever comes first. Failure to pay by the deadline will result in all players and coaching staff registered with that team being put in bad standing with the NLSA. No player or member of the coaching staff will be eligible to participate in any NLSA activity until the fine has been paid. This fine is not appealable.

7.0 Call-Up Guidelines for Youth Tournaments

- 7.1 Requests for call-ups may only come through the Regional Director and permission may only be granted by the Youth Committee.
- 7.2 Call-ups must not increase the roster above the original number of registered players on the on-line registration for the appropriate tournament.
- 7.3 Call-ups must not result in the roster exceeding the authorized number or the roster as of July 31st for teams participating in tournaments leading to a National competition.
- 7.4 All players registered for the provincial championship tournament and who wish to play at the National / Regional Championship may not be replaced.
- 7.5 Any call-ups must come from a lower level of competition.
- 7.6 Call-ups must come from the team's club system if such a system is in place.
- 7.7 Call-ups must be registered players and be added to the NLSA on-line registration system.
- 7.8 After the Provincial Tournament, the player will return to his/her original team if the league is not over.
- 7.9 No call-ups are permitted after the pre-tournament meeting for the appropriate tournament.
- 7.10 Call-ups must not have been registered with the team for thirty (30) days prior to the Provincial Tournament.
- 7.11 If the season is not over, a call-up must have the consent of the team for which s/he plays

before the call-up.

7.12 The call-up player must replace a player on the NLSA on-line Registration System.

8.0 GUEST PLAYER GUIDELINES FOR YOUTH MEGA TOURNAMENTS

The concept of guest players is designed to allow teams without sufficient numbers to add players to give them enough to compete in a tournament that they would otherwise not be able to enter or have to withdraw from because of low numbers.

This is not meant to replace “call-ups” who are players from the same region as the team they are joining.

Guest players must meet the age requirement for the tournament or Jamboree.

- 8.1 Guest players may only be added for Youth Mega tournaments or Jamborees.
- 8.2 Requests for guest players must come through the Club President and sent to the NLSA Vice-President of Youth Five (5) business days prior to the start of the tournament.
- 8.3 Guest players may come from a different region than the team requesting them.
- 8.4 Guest players must be approved by both the guest player’s home club and the NLSA Vice-President of Youth.
- 8.5 Guest players must not increase the team roster beyond 15.
- 8.6 Players who wish to play and are registered with the region may not be replaced by a guest player.
- 8.7 Guest players may not come from current Provincial League or NLSA All-Star teams.
- 8.8 Register guest players must be added to the NLSA online registration system
- 8.9 After the Provincial Tournament, the player will return to his/her original team if his/her season is not over.
- 8.10 In the case of emergency situations beyond the guidelines and timelines set out, application may be made to the NLSA Vice President Youth.