



## **E.O.D.S.A. TOURNAMENT POLICY**

### **Policy 1.0 Grand-fathering Tournaments**

- 1.1 Grand-fathering of tournaments will be permitted. Provided that the Tournament Host has confirmed their intent to operate.
- 1.2 Intent to operate must be received by the District Administrator by March 1<sup>st</sup> for tournaments during the next outdoor season, and by August 01<sup>st</sup> for tournaments during the next indoor season. Failure to submit the intent to operate in writing may result in the loss of a tournament date.
- 1.3 Clubs that do not host their tournament in consecutive years, will not be guaranteed their original tournament dates.

### **Policy 2.0 Conditions of Approval**

- 2.1 The Conditions of Approval must be met before any tournament will be approved by the District Association (E.O.D.S.A.) and the Provincial Association (O.S.A.)
- 2.2 A TOURNAMENT APPLICATION FORM (T.A.F.) must be used when applying for approval to hold a tournament. A member of the Club/League Executive, requesting approval, must sign each T.A.F.
- 2.3 Deadlines for completion and submission of the T.A.F. to the District are as follows:

**Table 1.0 Tournament Approval Deadlines**

<b>Tournament Class</b>	<b>Deadline for Submission</b>	<b>OSA fee</b>	<b>EODSA fee</b>
International	120 days prior to tournament date	\$125.00	50% of the highest registration fee charged by the host.
North American	120 days prior to the tournament date	\$ 25.00	
Inter-Provincial	90 days prior to the tournament date	\$ 25.00	
Inter-District	45 days prior to the tournament date	Nil	
District	45 days prior to tournament date	Nil	

- 2.3.1 **T.A.F. will not be accepted after the 15<sup>th</sup> of July (of the current season) for outdoor tournaments or after the 15<sup>th</sup> of January (of the current season) for indoor tournaments.**
- 2.4 A Tournament Application Fee of 50% of the highest team entry fee will be charged to the tournament host. This must be made payable to the E.O.D.S.A upon submission of the T.A.F. (e.g. if a club charges \$100 per team, the fee payable to the E.O.D.S.A. is \$50.)
- 2.5 A refundable Performance Bond relative to the size of the tournament must be submitted with the T.A.F., made payable to the E.O.D.S.A. The purpose of the bond is to ensure compliance with the published rules of the governing bodies. The bond shall be refundable upon receipt of the complete Tournament Report.
- 2.6 The Tournament Report must be submitted within the specified time frames, upon completion of the tournament.

**Table 2.0 Table of Commitment Bonds**

<b>Number of teams in tournament</b>	<b>Commitment Bond</b>
1-30 teams	\$100.00
31-100 teams	\$250.00
101-160 teams	\$500.00

- 2.7 Tournament Rules must be submitted to the E.O.D.S.A. with the completed T.A.F. It is the responsibility of the tournament host to ensure that their rules are in compliance with E.O.D.S.A. and O.S.A. Published Rules. The following, outlines the required Tournament Rules:
- a) **Age Divisions:** list age divisions for the tournament including the proper year of birth.
  - b) **Team Eligibility:** Indicate the type of teams being accepted into the tournament. If Mini teams are being accepted indicate the type of play. I.E. Full field, Mini field
  - c) **Laws of the game:** Indicate that the tournament will be run in accordance with the F.I.F.A. Laws of the game and in accordance with O.S.A. and E.O.D.S.A. Published Rules.
  - d) **Team Sheets:** are to be provided by the tournament host and are to be completed by each team prior to the start of the game.
  - e) **Misconduct Reports:** are to be handed in to the Tournament Organizing Committee at the end of each game, and must be forwarded to the E.O.D.S.A. within 48 hours of the completion of the game.
  - f) **Facilities:** Indicate the facilities that are being used for the tournament including the number of fields.
  - g) **Guest Players:** Indicate the number of guest players permitted in accordance with OSA published rules.
  - h) **Discipline:** The following statement must be included in the tournament rules:  
**All misconduct Reports, will be dealt with by the Discipline Chair in accordance with OSA Published Rules. Where permitted, requests for hearing will be accepted within 15 minutes of the completion of the game. In accordance with OSA Published rules all decisions made by review are final. All Decisions made by hearing can be appealed to the Eastern Ontario District Soccer Association.**
  - i) **Protests:** Indicate the process for filing a protest (note that this is not an appeal)
  - j) **Number of players dressed:** Specify the number of players permitted to be dressed.
  - k) **Cancellation Policy:** Specify the tournament cancellation policy and refund policy; make this very clear.
  - l) **Substitutions:** Indicate when the tournaments will allow substitutions.
  - m) **Tie Breakers:** Indicate the tournament rules for handling a tie.
  - n) **Tardy or no show teams:** Indicate the penalty for arriving late, as well as for teams who do not appear. Please use detail.
- 2.8 Ensure that the Tournament Supplementary Form is submitted with the Tournament application form.
- 2.9 A copy of the Letter of Invitation must accompany the T.A.F. The letter of invitation must include the following;
- a) Name of Tournament Host (Club or League)
  - b) Date & Location of tournament
  - c) Contact Names and phone numbers
  - d) The following statement:

**Out of District teams must produce a Travel Permit from their home District Association authorizing the team to attend the tournament. All players must be registered in the appropriate tournament class to participate in the tournament. All players must provide**

**validated player registration books in order to take part in the tournament. Unregistered players/teams will not be permitted to participate. Teams must carry and supply proof of insurance, injury and liability while participating in the event.**

- 2.10 Note that all participants in an indoor tournament must be properly registered to participate in indoor soccer.

### Policy 3.0 **Process of Approval**

- 3.1 The District will review all tournament applications (T.A.F.), and the process for approving tournaments will be as follows: (NO EXCEPTIONS)
- a) All new tournament hosts must attend a tournament workshop.
  - b) Submit T.A.F., Rules, Letter of Invitation, Supplementary Form, Team Entry Form, and fees and bonds to the E.O.D.S.A. (**NOTE THAT YOU CAN NOT ADVERTISE THE TOURNAMENT UNTIL YOU RECEIVE APPROVAL FROM THE E.O.D.S.A.**)
  - c) Application will be reviewed within 14 business days and any required amendments will be forwarded to the tournament host.
  - d) Tournament Host is responsible for getting the amendments back to the District Administrator, no later than 7 days after the request for amendments is received.
  - e) Tournament Director will approve the tournament and where required it will be forwarded to the OSA for approval.
  - f) The interim letter of approval is sent to the Tournament Host if hosting anything other than a District or Inter-District Tournament. (If an Inter-District or District Tournament, only the District Association is required to approve the tournament)
  - g) The tournament is advertised on the E.O.D.S.A. web site under E.O.D.S.A. tournaments.
  - h) The District Association receives approval from the O.S.A.
  - i) The Tournament Host is notified by mail, accompanied by the approved Tournament Application form and a Certificate of approval. (Note that the Certificate of approval must be posted in a visible location at the tournament.) The tournament host will receive the Tournament report package by mail, along with the forms required to be used during the tournament.
- 3.2 The District Association will not sanction International and North American tournaments within 4 weeks of each other for the same age and gender.
- 3.3 Recreational tournaments shall be hosted as a stand- alone tournament and shall not be held in association with any other class tournament on the same day.
- 3.4 The E.O.D.S.A. will not sanction 2 tournaments on the same day unless they are of different age and gender

### Policy 4.0 **Referees**

- 4.1 The tournament host must submit the name of the referee assignor for approval (on the Supplementary Form).
- 4.2 A copy of the referee schedule must be forwarded to the EODSA 7 days prior to the tournament
- 4.3 All referees must be registered with the Ontario Soccer Association for the current season. . It is the responsibility of the tournament to adhere to this. The EODSA will supply on request a list of referees registered for the current season.
- 4.4 Referees must only officiate games, for which they are qualified.
- 4.5 Referees must not officiate any more than three hours per day.

**Policy 5.0 Discipline**

- 5.1 The tournament organizers must provide a Discipline Committee to be responsible for disciplinary matters that may arise during the event. The name of the Chairperson of said Committee must be submitted on the Tournament Supplementary Form.

**Policy 6.0 Tournament Reports**

- 6.1 The E.O.D.S.A will provide the Tournament Report Form, the following are the deadlines for submitting the complete tournament report: **(NO EXCEPTIONS)**

**Table 3.0 Tournament Report Deadlines**

<b>Requirement</b>	<b>Deadline</b>	<b>Required By:</b>
List of referees for divisions	2 weeks prior to the tournament date	E.O.D.S.A.
Referee Reports	Within 48 hours of the completion of the tournament.	E.O.D.S.A. & O.S.A.
OSA Discipline Summary Form	Within 7 days of the completion of the tournament.	E.O.D.S.A. & O.S.A.
Tournament Report	Within 30 days of the completion of the tournament.	E.O.D.S.A.

- 6.2 The E.O.D.S.A. tournament report form must be completed and include:
- a) A list of participating teams
  - b) A list of teams failing to show or to play all games
  - c) A complete summary of all serious injuries and the Accident/Injury Reports
  - d) Tournament Scheduled and results, including referees used for each game. (Please include referees first and last names)
  - e) All Travel Permits for teams outside the District

- 6.3 **Tournament hosts are responsible for all discipline during their tournament. Discipline reports will be forwarded to the home District Association of the players for further action where necessary.**

**Policy 7.0 Forfeiture of Bond**

- 7.1 Failure to comply with the Tournament Report Requirements will result in the forfeiture of the Commitment Bond. It may also result in further disciplinary action, an increase in commitment bond or removal of tournament privileges.
- 7.2 Below are some of the common infractions that will result in the forfeiture of the tournament bond, and/or further disciplinary action, and/or an increase in commitment bond or removal of tournament privileges.

**Table 4.0 Table of Tournament Misconduct by Tournament Host**

<b>Type</b>	<b>Infraction</b>	<b>1<sup>st</sup> offence</b>	<b>2<sup>nd</sup> offence</b>	<b>3<sup>rd</sup> offence</b>
1.1	Failure to submit list of referees two weeks in advance of the tournament	Warning	Forfeiture of bond	Forfeiture of bond. Increase in bond.

1.2	Use of unregistered/ unqualified referees.	Forfeiture of bond & Disciplinary action.	Forfeiture of bond. Increase in bond & Disciplinary action.	Forfeiture of bond. Removal of tournament privileges.
1.3	Failure to submit Referee reports within 48 hours.	Forfeiture of bond & Disciplinary Action.	Forfeiture of bond. Increase in bond. & Disciplinary action.	Forfeiture of bond. Removal of tournament privileges.
1.4	Failure to submit OSA Discipline Summary Form within 7 days.	Forfeiture of bond & Disciplinary Action	Forfeiture of bond. Removal of tournament privileges	N/a
1.5	Failure to submit tournament report within 30 days of the completion of the tournament	\$300.00 Fine and Forfeiture of Bond.	Forfeiture of bond. \$300.00 fine and increase in bond/possible removal of tournament privileges.	Forfeiture of bond. \$300.00 fine and Removal of tournament privileges
1.6	Failure to have First Aid Personnel on site.	Forfeiture of bond, disciplinary action.	Forfeiture of bond. Disciplinary action. Removal of tournament privileges.	N/a
1.7	Failure to have First Aid personnel report injuries on Accident Injury Reports.	Forfeiture of bond, Increase in bond.	Forfeiture of bond, Increase in bond.	Forfeiture of bond and removal of tournament privileges.
1.8	Use of referee forms by anyone other than the referee.	\$300.00 fine and forfeiture of bond.	Forfeiture of bond and increase in bond.	Forfeiture of bond and removal of tournament privileges.
1.9	Allowing unregistered players to participate in sanctioned competition.	\$100.00 fine per player and forfeiture of bond. Disciplinary action. Increase in bond.	Forfeiture of bond. \$200.00 fine per player. Disciplinary action. Removal of tournament privileges.	N/A
1.10	Allowing unregistered teams to participate in sanctioned competition.	Fined Entry fee for each team. Forfeiture of bond, increase in bond, Disciplinary action.	Fined 2x the entry fee per team. Removal of tournament privileges.	N/A
1.11	Failure to submit Travel Permits.	Forfeiture of bond.	Forfeiture of bond, increase in bond.	Forfeiture of bond. Removal of tournament privileges.

7.3 All other deficiencies in tournament reporting will be dealt with accordingly. E.O.D.S.A.  
reserves the right to administer the above penalties as required.

7.4 Additional penalties may be imposed for contraventions to the tournament policies and procedures, E.O.D.S.A. and O.S.A. Policies, and FIFA Laws of the game.

**Policy 8.0      General Information**

- 8.1 No registered member or organization may operate a tournament without the approval of the District Association. Any attempt to do so will result in the appropriate disciplinary action being taken.
- 8.2 A registered team is not permitted to participate in an unsanctioned event. Every team must provide proof of registration, and the only acceptable proof of registration is a player passport book.
- 8.3 Under O.S.A. guidelines only competitive teams can play in a sanctioned International or North American tournaments
- 8.4 Tournament hosts may not alter the age categories previously approved by the EODSA, without approval.
- 8.5 Failure to comply with any of the above rules will result in disciplinary action being taken in accordance with O.S.A policies and procedures.