

Greater Kingston Senior Soccer Association Indoor Soccer Rules and Regulations

Revised Apr-2015

Rule 1 Membership

- A) For active membership to remain in good standing, each active member, that shall be a team, shall:
1. Comply with the Constitution of the GKSSA and the published rules (constitution, policies, and procedures) of the OSA.
 2. Remit all outstanding monies to the GKSSA when due.
 3. The bondholder shall be delegated by the team executive and will be listed on the team application form. Notice of any change of bondholder shall be submitted to the GKSSA Executive in writing for approval. A bondholder shall have the opportunity to have its bond redeemed at the end of each indoor playing season to the bondholder listed on the team registration form.
 4. Notify the GKSSA Board of Directors of the current team representative seven (7) days prior to the annual general meeting.
 5. Have any outstanding team fees deducted from the team bond at the end of the indoor season.

Rule 2 Team Registration

- A) A Three Hundred Dollar (\$300.00) bond will be required at the start of the season. This may be a bond from an existing GKSSA Outdoor team. The name of the bondholder shall be submitted with the team registration form.
- B) Each team shall register its playing colours when applying for membership each year. New teams are not permitted to register playing colours that are similar to any existing team unless they are registering an alternate colour as well.
- C) Each team shall forward to the GKSSA Secretary two (2) contact names, their email addresses, and phone numbers. Only these team contacts shall be emailed on the happenings of the GKSSA including decisions regarding suspensions, protests, decisions on appeals, and dates, times, and locations of hearings.

Rule 3 Player Registration

- A) The GKSSA shall administer player registration in conjunction with the published rules of the OSA.
- B) No team shall have less than seven (7) or more than eighteen (18) registered players at one time.
- C) For each division, the registration and release deadline shall be four (4) weeks prior to the last date on which regular season games are scheduled in that division.
- D) A player shall be eligible, after twenty-four (24) hours following the registration, to play games for the team with which he is registered.
- E) A player must be sixteen (16) years of age or older as of October 1st of the current season to be eligible to play. For the Masters division, a player must be thirty-five (35) years of age before October 1st of the current season.
- F) Players shall only play for one (1) team per division. For the purposes of this rule, a division includes all subdivisions of the “open” category.
- G) Any player currently under suspension from another indoor league may not register with a team.
- H) Any player who was last registered in another country requires an international transfer before being

able to register.

- I) Any player who was last registered as a non-amateur or professional player requires a re-instatement to amateur status from the OSA and/or the CSA prior to registering.
- J) It is the team's responsibility to ensure that each of its players complies with Rules 3(G), 3(H), and 3(I).
- K) An ineligible player shall be defined as per the OSA's Discipline procedure (Section 9 – Item 9.12.2).
- L) If an ineligible player plays, the team will forfeit any points earned in games played by the ineligible player. The opposing team will be designated the winner by a 3 to 0 score and receive three (3) points.

Rule 4 General Rules

- A) The Laws of the Game shall be those adopted by the OSA Indoor Playing Rules.
- B) Each team, and its officials, is responsible for the conduct of their players and is required to take any precautions necessary to prevent their players and team officials from threatening or assaulting game officials before, during, or at the conclusion of a game. Teams will be responsible for all fines and administration fees levied by the GKSSA, SOSA, OSA, or CSA.
- C) All games shall be played as scheduled and every effort must be made to do so.
- D) No scheduled game shall be postponed by either of the two (2) teams scheduled to play. The only way a game may be rescheduled is if the two (2) teams scheduled to play are able to trade their game time with two (2) other GKSSA teams scheduled to play at another game time. All affected teams must consent to the trade.
- E) All teams must appear on the field in their registered team colours. Where the uniform colours of competing teams are similar, the away team shall use uniforms (i.e. shirts) of an alternate colour. Goalkeepers must wear colours which, in the opinion of the referee, plainly distinguish them from the other players and from the game officials.
- F) All players other than the goalkeeper shall wear uniquely Arabic numbered shirts. These numbers shall be clearly visible and distinguishable.
- G) The home team shall provide a properly inflated game ball subject to approval by the referee.
- H) Ten (10) minutes grace time shall be allowed from the scheduled kick-off time of the game to permit both teams to field the minimum number of four (4) players. The game shall commence when both teams have the mandatory minimum number.
- I) A game shall be declared forfeited if a team cannot field the mandatory minimum number of players after the grace period and the game shall be awarded by a 3 to 0 score to the opponent. The offending team will face disciplinary action. If neither team can field the mandatory minimum number of players, the game shall be declared a double default, marked as a 0-0 loss for each team, and neither team shall receive any points. Both teams will face disciplinary action.
- J) In all league games, three (3) points shall be awarded for a win, one (1) point for a tie and zero (0) points for a loss. Division placements shall be determined by the following protocol, with the protocol applying regardless of the number of teams that may have the same number of accumulated points:
 - a. The team with the highest number of accumulated points;
 - b. Head to head records between the tied teams if only two teams are tied;
 - c. Team with highest goal differential for all regular season games;
 - d. Team with most goals scored during all regular season games;
 - e. A coin toss (or coin tosses, depending on how many teams are tied).When more than two teams are tied on points, if one team emerges the winner before the coin toss stage, the process begins again from the start for the remaining teams.
- K) Should any team drop out or be suspended from the League before the completion of the season, all of their games played will be declared null and void and removed from the League standing. The GKSSA Executive may terminate the membership of the team.

- L) Referees appointed to games under the jurisdiction of the GKSSA shall be selected from the Official List of Referees published by the OSA. Should a referee fail to appear, the game will be re-scheduled and a disciplinary report will be submitted to the District's Discipline Chair by the GKSSA.
- M) Only team officials and substitute players shall be confined to the technical area. If there are no benches, the area shall be situated ten (10) yards on each side of the halfway line of the playing field. These areas, where possible, shall be located on the same side of the field.
- N) Team officials (manager, coach, or trainer) listed on team sheets are subject to the same disciplinary action as players and are required to conduct themselves in an appropriate fashion so as not to bring the game into disrepute.
- O) Each team must complete the game sheet for each game. The team sheet must contain the printed first and last name (neither initials nor signatures) and number of each player eligible to take part in the game. Only the players whose names appear on the team sheet may take part in the game. The completed team sheet shall be forwarded to the referee prior to the start of the game. No players may be added to the game sheet after the second half of play begins. All players entering the field of play must be on the game sheet. All players must be accounted for in every game. If a player is playing up, is a trial, or is suspended, this must be marked as such on the game sheet. Failure to mark a suspended player listed on the game sheet as "suspended" will deem that the player played as a suspended player. There may be up to three (3) team officials recorded on the game sheet, and all team officials present must be listed. At the end of the game each team's representative or team official must sign the sheet, confirming the score and any cautions or dismissals given to their players. Game sheets improperly filled out may result in forfeiture of the game in addition to fines.
- P) A player whose name appears on a game sheet for a game will be considered to have participated in that game even if it was not played (i.e. a default by the either team) unless they are marked as suspended or a line is drawn through their name.
- Q) Should a game be abandoned by the referee for any reason, the GKSSA Executive has the right to determine whether the game shall be replayed and under what conditions.
- R) Should any game not be completed (abandoned by the referee) for an occurrence of any type of misconduct, such as spectator problems, fights, assaults, or a team leaving the field of play without the permission of the referee, the team shall be fined in accordance with the OSA Published Rules.
- S) All GKSSA trophies presented annually shall remain the property of the GKSSA unless the team representative is notified otherwise in writing by the GKSSA Board of Directors. These trophies shall be returned to the GKSSA Board of Directors before December 1st of each year and must be in the same condition as received. The GKSSA shall repair damaged trophies at the expense of the team responsible for the damage. The expenses must be paid prior to December 31st of that year. Failure to do so will result in the GKSSA taking the repair costs from the bond which must be replenished as per Rule 9(B).
- T) Each team must have their team registration form at every game, subject to the following:
 - i. One representative from each team shall inspect the team registration form of the opposing team. It shall be the responsibility of the Team representative to notify the referee of any discrepancy prior to the game. The referee shall record such discrepancies in his/her report but will not take any further action.
 - ii. In extenuating circumstances where the team registration form is not present at the start of the game, it shall be checked at any time prior to the beginning of the second half. In such cases, it shall be the responsibility of the opposing team representative to notify the referee of any discrepancy immediately after the team registration form has been checked, and the referee shall record such discrepancy in his/her report.
 - iii. A player whose name is included on the team sheet, but is not present at the time when the player registration forms are checked by the opposing team representative, shall not play in the game

until after his player registration form has been checked by the opposing team representative in his presence. In such cases, it shall be the responsibility of the opposing team representative to notify the referee of any discrepancy immediately after the player registration forms have been checked, and the referee shall record such discrepancy in his/her report.

- iv. When a team representative has reported a player eligibility discrepancy to the referee, the referee shall have the player clearly write his name, date of birth, and signature on the reverse side of the referee's copy of the game sheet.

Rule 5 Protests

- A) All protests shall be lodged and submitted in writing to the GKSSA Statistician not more than two (2) business days following the game concerned. Saturdays, Sundays and holidays are not considered business days. The GKSSA Statistician's email address is available on the GKSSA website.
- B) The only time exception applies to protests made as a result of playing ineligible players according to Rule 3(K) which can be brought to the attention of the GKSSA Board of Directors at any time during the season.
- C) All protests shall be submitted in writing by email, registered mail, or recognized courier service.
- D) A copy of the letter or protest shall be sent by email, registered mail, or courier service to the appropriate individual or organization against which the protest is directed. The person receiving it should acknowledge this copy. Proof of delivery should accompany the original protest.
- E) Every protest involving an individual shall be made by the individual and shall be accompanied by a protest fee of Twenty-Five Dollars (\$25.00) by cheque or money order to be made out to the GKSSA.
- F) Every protest involving a team shall be made by a member of the team's executive and shall be accompanied by a protest fee of Seventy-Five Dollars (\$75.00) by cheque or money order to be made out to the GKSSA.
- G) Any protest not submitted in compliance with all of the above regulations shall be ruled out of order and shall not be heard.
- H) Assuming all of the other requirements have been met, the protest shall be heard as per OSA regulations within three (3) weeks of its receipt by the Discipline Chair.
- I) In the event the protest is upheld, the protest fee shall be refunded. In the event the protest is denied, the protest fee shall be forfeited.
- J) If either party to the protest submitted to the GKSSA is not satisfied with the decision, that party may appeal to the District.
- K) No referee's decision may be protested. Any dispute concerning the awarding of a card to a player must be done as per Rule 6(F) and 6(J).

Rule 6 Discipline

- A) The GKSSA shall operate its own discipline committee. All discipline matters, including hearings and suspensions, shall be conducted in accordance with the discipline procedures set out in the OSA Discipline Policies and Procedures. A copy of these Policies and Procedures shall be made available to each team representative at the start of each season.
- B) The GKSSA Board of Directors will appoint a Discipline Chair for appeals and discipline on major offences.
- C) The GKSSA Board of Directors, in conjunction with the GKSSA Discipline Chair, shall appoint up to two individuals per division as part of the DBR Committee to review the reports and base their judgment upon the game report.
- D) All referee assaults shall be referred to the District.

- E) The teams of all players who receive red cards shall be responsible for discovering the reason for dismissal from the referee. The offence shall be specified by the referee on the game sheet.
- F) All players who are dismissed from a game shall incur an automatic one (1) game suspension unless a request for a hearing is made by the player or team representative within seventy-two (72) hours of the completion of the game in which the dismissal occurred or up to two (2) hours before the team's next GKSSA game (whichever is less). This request must be received in writing via email by the GKSSA Discipline Chair and must be accompanied by the OSA non-refundable hearing fee of Fifty Dollars (\$50.00).
- G) DBR shall follow the published OSA guidelines. While reviewing the penalty, if the DBR Committee feels a more severe penalty is warranted, a hearing will be scheduled and the player will be required to attend as per Rules 7(C) through 7(F).
- H) Yellow cards are accumulated throughout the season. A player dismissed for a second cautionable offence in a game shall not have an accumulation of yellow cards from that game.
- I) A Discipline by Hearing (DBH) shall be convened to deal with any offence not covered by the OSA Discipline Policies, including offences by team officials.
- J) In discipline cases, when a team disputes the identification of an ejected player, the onus is on the team to prove the correct identity of the player and the affected team shall have twenty-four (24) hours to inform the GKSSA Statistician of the error. If the error is not reported within this time frame, the identity of the disciplined player shall be assumed to be correct.
- K) All suspensions shall be for a stated number of games, except where the OSA Discipline Policies and Procedures provide otherwise. Time-based suspensions shall be based on the equivalent of one game per week.
- L) Suspensions shall only be served in the same division in which the discipline occurred. A player shall not use games in another division as time served.
- M) It is the team's responsibility to enforce suspensions for yellow and red cards as per OSA guidelines. Any players or team officials serving suspensions shall not be allowed to be in the team's bench area.
- N) Any suspension not completed by the end of the season shall carry over to the next indoor season.

Rule 7 Discipline by Hearing (DBH)

- A) The GKSSA Discipline by Hearing Committee shall be responsible for all matters of discipline of players, teams, or team officials under the jurisdiction of the GKSSA, after the matter has been initially reviewed by DBR (if applicable).
- B) The GKSSA Discipline Chair shall deal with all protests.
- C) The DBH Committee shall be comprised of a Discipline Chair as well as two members from a different division to which the discipline matter pertains. None of these members shall be from the division in which the discipline matter pertains. This will avoid conflict of interest within the division.
- D) The members of the DBH Committee shall be selected at random from available teams. The teams selected shall be required to serve as committee members unless they can present a conflict of interest. No team shall be required to serve twice in the same season unless all available teams have served as committee members already or no other teams are available due to a possible conflict of interest.
- E) Once team representatives have been notified that they are to provide a DBH Committee member for a scheduled hearing, the team is responsible for sending a member to the hearing.
- F) Failure of a team to provide a DBH Committee member when a member has been requested shall result in a fine under Rule 10(E) and possible additional disciplinary action.

Rule 8 Appeals

- A) The decision of GKSSA DBH on any protest or complaint may be appealed in writing to the District. The hearing chair will discuss the proper procedures at the hearing.
- B) A player or his team representative **cannot** appeal a decision made by DBR as per OSA guidelines, except where a decision has been made that is in contravention of or not in accordance with a published rule.

Rule 9 Fees and Fines: General

- A) A fine set out in the schedule of fees and fines shall be levied against teams for infractions listed within these Rules and Regulations.
- B) All fines are due within forty-eight (48) hours of the time levied or they will be deducted from the team’s bond. The bond must be replenished not fewer than forty-eight (48) hours prior to the team’s next game. Failure to do so will result in a 3 to 0 loss of that game and suspension from play in all GKSSA competition until the bond has been reimbursed.
- C) Any fees payable to the District or the OSA may be subject to an additional administrative charge as determined by the GKSSA Board of Directors.

Rule 10 Schedule of Fees and Fines

- A) Failure of the home team to furnish a game sheet, Twenty-Five Dollars (\$25.00) for each instance.
- B) Failure to return GKSSA trophies by December 1st, Fifty Dollars (\$50.00). See Rule 4(S).
- C) Failure to report game results by email by noon of the day following the game date, Twenty-Five Dollars (\$25.00) for each instance. See Rule 12(A).
- D) Failure to provide player registration forms at a game, Twenty-Five Dollars (\$25.00) for each instance. See Rule 4(T).
- E) Failure to provide a DBH Committee member when selected, One Hundred Dollars (\$100.00) for each instance. See Rule 7(F).
- F) A team representative or proxy must attend the annual general meeting and each membership meeting of the GKSSA. Failure to do so will require the team to pay a fine of Fifty Dollars (\$50.00), according to Article 10.5 of the GKSSA Constitution.
- G) Forfeiture of any scheduled game, without three (3) days’ notice in writing to the GKSSA scheduler, will require the team to pay a fine of One Hundred Dollars (\$100.00).
- H) Excessive profanity and taunting by players directed toward any officials, managers, coaches, or players will result in a Twenty Dollar (\$20.00) fine for each occurrence as per the game report.
- I) If the team is found guilty of intentionally playing an ineligible player by the GKSSA disciplinary committee, that team shall be fined One Hundred Dollars (\$100.00).
- J) If a player is “suspended until he/she requests a hearing,” such request must be accompanied by a fee of \$50.00 to pay for the cost of the hearing.

Rule 11 Conduct

- A) No team shall be allowed to consume alcoholic beverages at or near public soccer fields. Any team (or their supporters) that is proven to be breaking this rule will be fined a minimum of One Hundred Dollars (\$100.00) for each occurrence.
- B) Any player, team official, or member of the GKSSA that acts in a manner that is detrimental to the game of soccer, or who tries to or does impede, harass, or otherwise intimidate a game official, opposing team official or player, or a member of the GKSSA Board of Directors shall be charged with violation of the Codes of Conduct of the District and Provincial associations and disciplined accordingly.

Rule 12 Submission of Game Reports

- A) Both teams must report the game result, all scorers, and all cards from each game by noon of the day after the game. Reporting must be done by emailing the GKSSA Statistician. If a game is cancelled or abandoned for a reason such as inclement weather, damaged fields, or fields closed by the Municipality, both teams must report the cancellation in the same manner.
- B) The Referee must email legible scans to the GKSSA Statistician, or mail or deliver the paper copy of all game sheets to the league office within forty-eight (48) hours of the game's completion. A Referee who fails to submit the required documents within ninety-six (96) hours of completion of the game shall be reported to the District for discipline.

Rule 13 Other Regulations

- A) The GKSSA Executive may add to these Rules and Regulations as required to ensure that all members are treated fairly and consistently, and to uphold the standards of the League.
- B) Upon actively serving for the entire indoor season (ordinarily September-March of each year), each member of the GKSSA Executive shall be entitled to a credit of Fifty Dollars (\$50.00). This credit is intended to encourage participation on the executive and to acknowledge the time commitment involved in the administration of the GKSSA.
- C) Voting members of the GKSSA may submit a proxy for votes at General Meetings. This must be sent in writing to the GKSSA President and Secretary a minimum of twenty-four (24) hours prior to the meeting's start time. Proxy votes will not count toward quorum for a meeting. A member of the GKSSA may hold a maximum of one (1) proxy vote.
- D) For postponed or cancelled games, the GKSSA will contact the District Referee Coordinator prior to 3pm on the date of a game by both email and phone. In these cases, no match fee will be paid to the match officials. If notification occurs after 3pm, the match officials shall be entitled to half of their match fee. If a game must be cancelled prior to kick-off by the match officials, they shall be entitled to half of the match fee. In this case, the referee must collect game sheets and submit a game report as per Rule 12(D).

Appendix A Discipline And Hearing Dates, Times And Place

- A) Discipline and/or protest hearing dates shall be posted on the GKSSA web site and distributed to all team contacts prior to the season.