



# MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



## APPLICATION TO HOST EXHIBITION MATCH

All Manitoba Soccer Association members wishing to host exhibition Matches in the Province must apply to the Manitoba Soccer Association (MSA) for sanctioning. Applications for sanctioning can be obtained at the MSA office and must be submitted at least 15 days before the start of the first match.

### General Rules:

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

**If you require further information, please contact the Manitoba Soccer Association office at 594-5809.**





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## Application to Host Exhibition Matches

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

Name of Exhibition Match: \_\_\_\_\_

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

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

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

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

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

Match Dates: \_\_\_\_\_

Match Class (see page 5 – 1. Definitions):      A      B      C      D

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

### Approval

District/Association/League

Authorized By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Manitoba Soccer Association

Authorized By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Received for MSA by \_\_\_\_\_

Date \_\_\_\_\_





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## APPLICATION TO HOST EXHIBITION MATCH CHECKLIST

- Have you included the required documents at least 15 days before the exhibition match?
  - If applicable, the application approval signed off by your League/Association
  - Copy of Rules & Regulations specific to your event such as Format, Substitutions, Tiebreakers, Extratime, etc. If using League or Association rules for general play indicate this is the case in your playing rules or entry form (e.g. FIFA, MSA, CSA and League)
  - Source of Referees - MSA, District, other
  - Sample Copy Guest Player Release Form (if applicable)
  - If serving alcohol a release/indemnity agreement form must be submitted with the application. (Available from the MSA office)

### Reminder

Prior to the exhibition match starting you must provide to the MSA:

- A list of teams participating and contacts
- Proof of Affiliation of soccer organizations from outside of Manitoba (Travel permits from the soccer organizations home jurisdiction, Province/State)
- Ensure all Players are Properly Registered, where applicable

### Post Event:

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

- have been reported for misconduct
- Host agrees to keep all match sheets, discipline reports for 30 days after the end of the exhibition Match





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## EXHIBITION MATCH REGULATIONS

The following conditions and requirements are applicable to all exhibition matches, indoor and outdoor, conducted in the Province of Manitoba. When applying, use the Application to Host Exhibition Matches which can be obtained from the Manitoba Soccer Association Office.

- 1. Definition: Exhibition Matches will be comprised of two (2) matches to a maximum of three (3) matches.**

Exhibition Class:

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

International: Constitutes participation of a soccer organization from outside Canada.

Inter-Provincial: Constitutes participation of a soccer organization from outside Manitoba.

Provincial: Only soccer organizations residing in Manitoba may participate.

### 2. Exhibition Match Requirements

- 2.1 Applications, available from the MSA office, must be submitted at least 15 days prior to the commencement date of the proposed exhibition match.
- 2.2 Insurance: MSA approval provides third party liability insurance for all individuals involved in the exhibition match.
- 2.3 Individuals or groups not registered as members of the MSA may not host sanctioned exhibition matches.
- 2.4 It is necessary to supply the Association with the name of the soccer organizations participating in the exhibition match.
- 2.5 Soccer organizations from outside Manitoba are responsible for supplying proof of affiliation with the Canadian Soccer Association/Provincial Association, or their national governing body. A letter/permission to travel must be provided by each club participating in the exhibition match. Serious complications could arise from allowing non-affiliated soccer organizations to compete in sanctioned Manitoba Soccer Association exhibition matches.





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While the Manitoba Soccer Association does not want to discourage participation, it is for the protection of the participants that this rule must be enforced. For example, if an unaffiliated soccer organization failed to fulfill its playing obligations, caused discipline problems, or perhaps failed to meet its financial obligations at a hotel, no one has recourse. However, an affiliated soccer organization could be suspended by its association until any problems were resolved. Affiliation does not guarantee a solution but at least it provides some recourse. The same principle of recourse applies to the host of the exhibition match.

- 2.6 If a team/player arrives without acceptable registration documents, then that soccer organization or player is not eligible to participate.
- 2.7 The host soccer organization must ensure that they have received copies of all required letters of consent not later than seventy-two (72) hours before the exhibition match.
- 2.8 In exhibition matches the soccer organizations must complete a separate match sheet for each match played. The referee will deliver all misconduct reports accompanied by match sheets to the MSA. Any referee report involving physical contact to a match official must be submitted to the MSA with the match sheet, within forty-eight (48) hours of the match.
- 2.9 The MSA Referee Assignor must be provided with a schedule fifteen (15) days in advance of the exhibition match.
- 2.10 Referees registered with the MSA are prohibited from officiating in exhibition matches not approved by the MSA.
- 2.11 Only properly registered players in good standing shall be permitted to participate.
- 2.12 Participating soccer organizations may be allowed a maximum of the same three (3) guest players for the exhibition match.

### **3. Application Process**

- 3.1 Applications must be submitted within 15 days to the MSA to sanction the exhibition match.
- 3.2 Failure to pay MSA referees will result in the member being placed in bad standing with the Association until the fees are paid.

### **4. Discipline Procedure**

- 4.1 With the exception of reports pertaining to match official assault, a match official is required to complete a Dismissal Report, Caution Report, or Special Incident Report respectively for each dismissal, caution, or special incident and submit such report(s) immediately after the match to the MSA.
- 4.2 The MSA will determine the suspension for the individuals involved and inform the corresponding organizations.





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- 4.3 At a match in which a match official assault occurs:
- The match official shall submit his/her report to the MSA within 24 hours.
  - Within 48 hours the MSA shall inform the soccer organization with which the alleged offender is registered that he/she is suspended from all soccer activity pending a hearing.
  - The MSA shall arrange a hearing.

### 5. Procedure in completing the Application to Host Exhibition Match

- 5.1 The host may be a Manitoba Soccer Association member.
- 5.2 The Coordinating Chair shall complete the Application to Host Exhibition Match and submit it to the Manitoba Soccer Association for approval. Upon approval, a copy of the Application to Host will be forwarded to the Coordinating Chair and/or Host and to the Association or League if applicable.
- 5.3 The host, if a member of an MSA recognized league must obtain the approval of the relevant Association or League prior to making application to the MSA.
- 5.4 Approval, under normal circumstances will be provided by MSA staff. In instances where questions have risen during the staff review process, the application will be referred to the next meeting of the MSA Board of Directors.
- 5.5 Following approval by the MSA, any changes to the scope of the sanctioned activity are to be communicated to the MSA. Should these changes be deemed to adversely affect the nature of the exhibition matches approval may be revoked. Examples of changes that must be communicated to the MSA are date changes, rule changes that render the exhibition match rules in conflict with MSA rules and regulations, changing the age groups eligible to compete, provision or sale of alcoholic beverages and significant changes to the schedule. Failure to provide such information prior to the sanctioned activity may result in disciplinary action being taken against the host organization.

