



PLAYING REGULATIONS: MEN'S AND WOMEN'S SOCCER

1. SPORT FORMAT

Canada West will follow the U SPORTS Playing Regulations. This document provides additional regulations that will also be followed or supersede a U SPORTS Playing Regulation.

2. TEAM COMPOSITION (Also refer to Policy 7 & 9 of Canada West Operations Manual)

Each team may dress a maximum of eighteen (18) eligible players for any one game. A total of 25 individuals (18 participating athletes and 7 team personnel) will be allowed on the bench or team bench area.

3. LEAGUE / SEASON FORMAT (Also refer to Policy 8 of the Canada West Operations Manual)

3.1 For women's soccer, points for Division standings are as follows:
Win - three (3) points; Tie - one (1) point; Loss - zero (0) points.

In men's soccer, Division standings are determined by winning percentage:
 $(\text{wins} \times 3 + \text{ties}) / (\text{games played} \times 3)$

3.2 There shall be no overtime in League or Division play.

3.3 The following tie breaking criteria are used in prioritized order to determine League and Divisional standings:

1. Previous match results between the tied teams.
2. Goal difference in head to head competition between the tied teams.
3. Goal difference between the tied teams using all league and divisional games against common opponents the same number of times.
4. Total goals scored by the tied teams using all league and divisional games against common opponents the same number of times.
5. Coin toss by the Convenor.

4. PLAYOFF / CHAMPIONSHIP FORMAT (Also refer to Policy 8 of the Canada West Operations Manual)

4.1

Men's Soccer Playoff Format

- Top 4 teams/division in crossover format.

WEEK 1: Quarter-Finals (single game elimination)

Game 1 - Prairie #4 @ Pacific #1

MEN'S AND WOMEN'S SOCCER REGULATIONS

Game 2 - Pacific #3 @ Prairie #2

Game 3 - Prairie #3 @ Pacific #2

Game 4 - Pacific #4 @ Prairie #1

WEEK 2: Final 4 (single game elimination)

Hosted by highest remaining seed in the Pacific Division

If no Pacific Division team wins in Week 1 then the host is the highest remaining seed from the Prairie Division.

DAY 1: Semi-Finals

Game 5: Winner of Game 1 vs Winner of Game 2

Game 6: Winner of Game 3 vs Winner of Game 4

*Note: If all teams after the quarter-finals are from the same Division, the semi-finals should be seeded as follows:

Game 5: #3 ranked team vs #2 ranked team

Game 6: #4 ranked team vs #5 ranked team

DAY 2:

Game 7: Bronze Medal

Game 8: Gold Medal

*Note: Final 4 host will determine game times. The order of Games 5 & 6 can be switched, but the bronze medal game must be played prior to the gold medal game.

Women's Soccer Playoff Format

- **Top 5** from each division qualify
- **No. 4 hosts No. 5 in each division in a single elimination play-in game**

Week 1: Play-In (single game elimination - Saturday)

A: Pacific 5 @ Pacific 4

B: Prairie 5 @ Prairie 4

Week 2: Quarter-Final (single game elimination - Saturday)

C: Winner of A @ Prairie 1

D: Winner of B @ Pacific 1

E: Pacific 3 @ Prairie 2

F: Prairie 3 @ Pacific 2

Week 3: Final 4 (Hosted by the highest remaining Prairie seed)

(If no Prairie seed remains then highest Pacific seed)

CW Semi-Finals (Day 1)

MEN'S AND WOMEN'S SOCCER REGULATIONS

G: Winner of C vs Winner of F

H: Winner of D vs Winner of E

CW Final (Day 2)

I: Bronze Medal Game

J: Gold Medal Game

- 4.2 In playoff games, if teams are tied at the end of regulation time, the teams will play two (2) fifteen-minute overtime periods. If teams are still tied at the end of the overtime periods, penalty kicks as per FIFA Laws of the Game will be taken. In the case of Bronze Medal Game, if teams are tied at the end of regulation time, the teams move directly to penalty kicks unless the Bronze Medal Game itself is a qualifying game for U SPORTS Nationals, in which case the game will move to two (2) fifteen minutes overtime periods before the penalty kicks, if still tied.
- 4.3 In playoff games, the higher ranked team based on season standings has the option of choosing jersey colors for their games. If teams from different divisions are facing each other and have the same ranking, the team from the division hosting the playoff game has the option of jersey colours.

5. UNIFORMS (Also refer to Policy 9 of Canada West Operations Manual)

- 5.1 Basic compulsory equipment of a player comprises the following separate items:
1. Team Jerseys and/or Shorts:
 - a. When the team is wearing light jerseys, the undergarments must be the same main color as the jersey or white. The entire team must be the same color.
 - b. When the team is wearing dark jerseys, the undergarments must be the same main color as the jersey or black. The entire team must be the same color.
 2. Stockings- When tape or similar material is applied externally it must be the same color as that part of the stocking it is applied to.
 3. Shin guards
 4. Footwear
 5. Each goalkeeper must wear colors (jersey, shorts and socks) that distinguish him/her from the other players, the referee and the assistant referees.
 6. All team uniforms must have number of contrasting color on the front of jerseys and shorts.
 7. Players are allowed to wear knee braces as long as they have proper cover. A knee brace sleeve can be worn regardless of color. Players are allowed to wear ankle guards, over socks, regardless of color.
- 5.2 For all Canada West Men's and Women's soccer games, where a visiting team has to play more than one game on a weekend, the following uniform colors will apply:
1. First game – Home team wears “whites/lights”, visiting team wears “darks”.

MEN'S AND WOMEN'S SOCCER REGULATIONS

2. Second game – Home team wears “darks”, visiting team wears “whites/lights”.
 - NOTE: The above applies unless the coaches involved in the weekend games mutually agree to change.”
- 5.3 All Canada West members are required to have the Canada West brand on all new uniforms, as per the specifications in the Canada West Brand ID Guide. The Canada West Office shall proof branding on uniforms to ensure guidelines are met.

6. RULES

6.1 OFFICIALS

The host institution shall use referees with a Provincial rating, if possible. Assistant Referees should have at least a Regional rating. A fourth official shall be used in all Canada West games with job duties to be circulated by the Soccer Convenor.

6.2 SUBSTITUTIONS

Men

For Canada West league, division and playoff games, a maximum of six (6) substitutions are allowed, with unlimited substitutions at half time of regular and extra time and at full time if the game is extended to extra time. Teams moving to penalty shots to decide a game may make a goalkeeper substitution provided they have not already made six (6) substitutions during regular and / or extra time. If the winning or losing team breaks the Canada West substitution rule, that team will be fined \$500.00. If the winning team breaks the rule, the game will also be forfeited. Substitutions shall be registered with the fourth official and substitutions are at the Head Official's discretion.

Women

For Canada West league, division and playoff games, a maximum of six (6) substitutions per 90 minutes of regular time, and unlimited substitutions at half time, within the eighteen (18) named players on the game roster (substituted players can re-enter the game). Either goalkeeper may play in the outfield. No substitution will be allowed for a player ordered from the field by the referee for misconduct.

For games that go into extra time, unlimited changes can be made at the end of the regulation time and a maximum of three (3) substitutions for the additional 30 minutes of play, within the eighteen (18) named players on the game roster (substituted players can re-enter the game). **Note: The maximum of 3 subs for OT are “in addition to” the unlimited changes made at the end of regulation.**

Note: The rule has been amended from the U SPORTS rule as Canada West allows teams to use your entire roster for the playoffs. The U SPORTS rule refers to 18 players chosen for the playoffs.

MEN'S AND WOMEN'S SOCCER REGULATIONS

If the winning, tying or losing team breaks the Canada West substitution rule, that team will be fined \$500.00. If the winning or tying team breaks the rule, the game will be forfeited to the non-offending team. Substitutions shall be registered with the fourth official and substitutions are at the Head Official's discretion.

7. AWARDS (Also refer to Policy 15 of the Canada West Operations Manual)

1. Teams competing in the Canada West Championship will be competing for the following:
 - a. Women's Canada West Championship Trophy and Banner
 - b. Men's Canada West Championship Trophy and Banner
2. Championship medals will be presented to the top three teams at the Men's and Women's Canada West Final Four Tournament.
3. The Canada West Soccer Convenor will coordinate the selection procedures and timelines for awards outlined below to ensure that Canada West and U SPORTS requirements are met. The process will be completed by email utilizing the forms attached in Appendix D to F or similar email formats utilized by the Convenor.
4. All Canada West All-Star teams and individual award winners will be announced the week of the Final Four Championship.
5. Upon completion and announcement of all Awards, Women's Soccer Coaches must be provided with the copies of the complete voting results of all other Coaches involved in the process.

7.1 Award Selection Process

1. The process for determining the major award winners for Men's and Women's soccer (Player of the Year, Rookie of the Year, Student Athlete Community Service Award and Coach of the Year) will involve a two stage process.
2. The process for determining the first and second Canada West All-Star teams as well as the All-Rookie team, in sports with divisional or regional play and either partial or no crossover will involve a two-stage process. All Rookie nominations must meet Canada West Rookie requirements, namely: To be eligible for nomination, the player must be in their first year of soccer eligibility and be twenty-one or under as of September 01 in the year in which they are competing for the first time.
3. Once the process is completed, the top 11 players (5 Attacking, 5 Defensive and 1 Goalkeeper) will be the first Canada West All-star team and the next 11 players in the rankings (5 Attacking, 5 Defensive and 1 Goalkeeper) will be the second Canada West All-Star team. The names of the six highest ranked players from the first Canada West All-star team will be submitted to U SPORTS for national consideration for U SPORTS first and second team All Canadians. In terms of the All-Rookie team, the top eleven ranked players will compose the Canada West All-Rookie team. The names of the three highest ranked players from the Canada West All-Rookie team will be

MEN'S AND WOMEN'S SOCCER REGULATIONS

submitted to U SPORTS for inclusion on the USPORTS All-Rookie team. To finalize this ranking in both Men's and Women's soccer, two committees will be struck each of which includes the Soccer Convenor, the President of the respective coaches association and one representative from the alternate division/region not represented by the President.

4. Step 1 – Within Division

- a. The All Star Divisional Nomination form (see Appendix D-1) will be circulated to the soccer coach at each institution by the Convenor.
- b. The coaches in each division shall nominate, in rank order, athletes from their team worthy of All- star and All-Rookie recognition.
- c. Coaches may submit nominations for the Player of the Year, Rookie of the Year and Student Athlete Community Service Award nominee (see below for more information) using the Major Award Nomination Form (Appendix D-2). The nomination forms are submitted to the Convenor.
- d. The Convenor compiles the lists of nominees and produces separate All-star Team and All-Rookie Divisional Ballots (Appendix E-1) respecting the rank order submitted by the coach.
- e. The Divisional Ballots will include All-star team and All-Rookie nominees only for each division. Major award nominees will also be placed on the division ballot.
- f. The divisional ballot will be circulated to each coach within that division for their vote.
- g. The coaches within each division will vote for their choice for All-star recognition by ranking the All-star and All-Rookie nominees in each category with 1 being the highest ranking.
- h. The ballot is to be submitted to the Convenor. Coaches do not vote for their own athletes.
- i. The Convenor will tabulate the points using the standard point system (see below) to determine the nominees who will advance to the final ballot.
- j. All ties will be broken by using the Canada West tie breaking procedure (see 7.2 below)
- k. The results of the first stage of voting are only to be used for determining rank orders for consideration in the second stage of voting and would not be announced publicly.
- l. This process will be used to determine the top all-star nominees (10 Attacking, 10 - Defensive, 2 Goal- keepers) and 10 All-Rookie team nominees if applicable from each division/region that will go forward to the final ballot.
- m. The voting process will also determine the top two nominees for each of the three major awards from each division/region who will advance to the final ballot.

5. Step 2 – Canada West Final Ballot

- a. The top ranked All-stars from both divisions will be compiled and listed in rank order on the Canada West All Star Team Final Ballot (Appendix F-1) , 44 players in total, four (4) Goalkeepers, twenty (20) Attacking and twenty (20) Defensive players. The top ranked Rookies from both divisions will be compiled and listed in rank order on the Canada West Rookie Team Final Ballot (Appendix F-1), 20 players in total irrespective of position.
- b. The top two nominees from each division for the Major Awards will be listed on the Canada West Major Award Winners Final Ballot (see Appendix F-2).

MEN'S AND WOMEN'S SOCCER REGULATIONS

- c. All Canada West Coaches names will appear on the Canada West Coach of the Year Final Ballot (Appendix F-3)
- d. The final ballots are circulated to all coaches by the Convenor.
- e. Coaches vote and rank the Canada West All Stars in each category according to their preference, with 1 being the highest ranking.
- f. Coaches rank all candidates for each Major Award and the Coach of the Year with 1 being the highest ranking. (Coaches do not vote for themselves for Coach of the Year.)
- g. The Convenor will tabulate the points using the standard point system (see below) and the weighting described above to determine the winners.

7.2 Tie Breaking Procedure (see Awards Policy, Policy 15 of the Canada West Operations Manual)

7.3 Standard Point System for Votes That Involve Rankings (see Awards Policy, Policy 15 of the Canada West Operations Manual)

7.4 Major Awards

1. Player of the Year

- a. Each head coach may nominate a player from their team who they feel are of the Most Outstanding Player of the Year caliber.
- b. All nominations will be placed on the divisional/regional first ballot and circulated to each coach.
- c. The first divisional/regional ballot after voting will determine the top two nominees if applicable from each division/region whose name will be placed on the final ballot.
- d. Each coach votes on the final ballot for Player of the Year from the four nominees by ranking the list of nominees.
- e. The athlete receiving the most votes will be recognized as the Canada West Outstanding Player of the Year and their name will be submitted to U SPORTS for the U SPORTS Outstanding Player of the Year award.

2. Rookie of the Year

To be eligible for nomination, the player must be in their first year of soccer eligibility and be twenty-one or under as of September 01 in the year in which they are competing for the first time.

- a. Each head coach may nominate a player from their team who they feel are of Rookie of the Year caliber.
- b. All nominations will be placed on the divisional/regional first ballot and circulated to each coach.
- c. The first divisional/regional ballot after voting will determine the top two nominees if applicable from each division/region whose name will be placed on the final ballot.
- d. Each coach votes on the final ballot for Rookie of the Year from the four nominees by ranking the list of nominees.

MEN'S AND WOMEN'S SOCCER REGULATIONS

- e. The athlete receiving the most votes will be recognized as the Canada West Rookie of the Year and their name will be submitted to U SPORTS for the U SPORTS Rookie of the Year award.

3. Student-Athlete Community Service Award

- a. All coaches may nominate one player as their candidate for Student-Athlete Community Service Award using the nomination form circulated by the Convenor (see Appendix D).
- b. The recipient is a Canada West athlete who best exhibits outstanding achievements in three (3) areas: soccer, academics and community involvement.
- c. All nominations will be placed on the divisional/regional first ballot and circulated with the corresponding profile.
- d. The first divisional/regional ballot after voting will determine the top two nominees if applicable from each division/region whose name will be placed on the final ballot.
- e. Each coach votes on the final ballot for the Student Athlete Community Service Award from the four nominees by ranking the list of nominees.
- f. The athlete receiving the most votes will be the Canada West winner and their name submitted to U SPORTS as the Canada West nominee for the Men's and Women's Student Athlete Community Service Award. To meet U SPORTS requirements, an athlete winning the Canada West Award once cannot be nominated a second time.

4. Coach of the Year (U SPORTS)

- a. All coaches' names will appear on the final ballot.
- b. Coaches are to vote for their top 5 candidates while not voting for themselves.
- c. The top ranked coach based on points assigned will be recognized as the Canada West Coach of the Year and their name will be submitted to the U SPORTS as the Canada West nominee for Coach of the Year.

7.5 Recognition of Award Winners

- a. Canada West award winners must be formally recognized at the Canada West Final Four Championship.
- b. It is at the discretion of the host whether the recognition is made at the competition itself or through some other ceremony/banquet, etc. held in conjunction with the Championship.

8. MEDICAL SUPPORT SERVICES

Refer to Policy 14 of the Canada West Operations Manual for host and visiting team responsibilities.

9. GAME PROTESTS

Refer to Policy 10 of the Canada West Operations Manual for policy.

10. FILM EXCHANGE - (Also refer to Policy 11 of the Canada West Operations Manual)

MEN'S AND WOMEN'S SOCCER REGULATIONS

1. Apply the following in-season onsite film exchange:
 - a. Institutions shall capture video in a manner that provides a field of view in keeping with the Canada West Soccer Video Capture: Best Practices and Guidelines.
 - b. It is the responsibility of a member of the visiting team staff to provide the host institution with a USB Stick with a minimum 8 GB of free storage capacity.
 - c. The host institution shall download the video to the USB provided by the visiting team within one (1) hour of the completion of the match.
 - d. All games should be captured in a standard dual platform video format of MP4.
2. Apply the following onsite film exchange during playoff season:
 - a. It is the responsibility of a member of each participating team to provide the host institution with a USB Stick with a minimum 8 GB of free storage capacity for each game.
 - b. The host institution shall download the video to the USB provided by the visiting team within one (1) hour of the completion of the match.
 - c. All games should be captured in a standard dual platform video format of MP4.
3. It should be noted that a ground view shot is acceptable when scaffolding is not available due to weather conditions.

10.1 Game Film Exchange - VidSwap - See the Game Film Exchange Policy 11 in the Canada West Operations Manual for the film exchange protocol and Appendix A of these playing regulations for the recording protocol.

11. DISCIPLINE

11.1 Misconduct

1. A player ejected from a game receives an automatic one (1) game suspension, that game to be the next league, division or playoff game played by his/her team.
 2. A minimum automatic two game suspension shall be assessed for receiving a 'red card' for violent conduct as recorded by the official. Suspensions arising shall be carried forward.
 3. Any player receiving a second 'red card' for violent conduct during the season shall receive a two game suspension for the second 'red card' over and above any suspension for the 'red card' infraction itself.
 4. A team, which plays a suspended player, forfeits the game.
 5. A player who accumulates three yellow cards through the course of the regular season will receive a one game suspension. If the player were then to receive two more yellow cards in subsequent games (five in total) he/she would receive another one game suspension. If a player were to receive an additional yellow card (their sixth or greater) then the player will receive another one game suspension for each additional yellow card.
- NOTE: When a player receives two yellow cards in one game he/she receives a red card. The player is then suspended for one game for receiving a red card. The two yellow cards

in this case do not accumulate towards the player's yellow card total.

6. Yellow cards are eliminated at the end of the regular season and all players enter the Canada West playoffs with a clean slate, except if a player were to receive their third, fifth or greater yellow card in their final regular season game. In this case the player would be suspended for the first game of the playoffs. Red card suspensions also carry forward into the playoffs from league or division play.

Players not participating in the playoffs who receive a yellow card that would result in a suspension would serve that suspension at the start of the following season. The same applies for those receiving a red card that resulted in a suspension. The suspension would be served at the start of the following season.

Players receiving three yellow cards during the playoffs will be required to serve a one game suspension. Should there be no games remaining in the playoffs, the suspension must be served in the first game of the U SPORTS Championship or the first game of the next season played by the player. Players receiving a red card in a playoff game receive an automatic one game suspension, minimum. If the red card were received in the player's first playoff game he/she would be suspended for the next playoff game, minimum. If the red card occurred in the player's final play-off game then the suspension would be served at the start of the following Canada West season unless the player moves to the U SPORTS National Championships where the suspension would be served.

7. **The Canada West Office holds the authority to correct game sheets that recording errors related to discipline. Note: This only applies to correcting an administrative error, not to be used to question a decision by an official.**
8. Any Coach or team official ejected from a Canada West league, division or playoff game will be assessed an automatic one-game suspension.
 - Any coach or team official ejected from the final game of Canada West Playoffs will serve the game suspension in the first game of the U SPORTS National Championships if applicable or the first game of the next Canada West League schedule.
 - Any Coach or team official ejected from the final game of the U SPORTS National Championship will be assessed an automatic one-game suspension to be served in the first game of the Canada West schedule the following year.
9. A suspended player/coach must adhere to the following guidelines:
 - a. The suspended/ejected player or coach can have no contact with the team from arrival at the stadium until the end of the game.
 - b. The suspended/ejected player or coach will not have access to their teams' locker before or during halftime.
 - c. The suspended/ejected player or coach cannot sit or stand anywhere near the player's bench and/or technical area.
 - d. The suspended/ejected player or coach is permitted to sit in the bleachers during the match.
 - e. The suspended/ejected player or coach cannot use any technical devices to contact the bench during the match.

- f. The suspended/ejected coach cannot be seen as “coaching” their team from the bleacher.
- g. If a suspended/ejected coach is deemed to be “coaching” their team from the bleacher, the home Institution will ask security to escort the coach from the stadium and will discuss additional sanctions as deemed necessary.
- h. As soon as the match is completed a player or coach serving a one-game suspension is deemed as having served his/her suspension and is therefore permitted to join his/her team.

11.2 Non-Conference/Exhibition Discipline

- 1. **Yellow cards (cautions) received in non-conference/exhibition contests will not be tracked.**
- 2. **All ejections from non-conference/exhibition contests need to be reported to the RIC and CW Office.**
- 3. **It is the responsibility of the coach (or team official) to report the ejection/suspension to their athletic director immediately following the contest, who will report to the CW office.**
- 4. **All suspensions must be served in the next scheduled contest (including exhibition, non-conference, league, or playoff contests).**

11.3 Inappropriate Conduct and Serious Misconduct in Competition

Any matter of misconduct not addressed in these playing regulations shall be managed in accordance with the Inappropriate Conduct and Serious Misconduct in Competition Policy found in Policy 6 of the Canada West Operations Manual.

12. RESULTS, STATISTICS AND SCORESHEET MANAGEMENT

Refer to Policy 13 of the Canada West Operations Manual for regulations and procedures regarding statistical reports and results/scoresheet management.

13. APPENDICES

- A. Game film recording protocol
- B. Game Protocol
- C. Soccer Best Practices Strategy

APPENDIX A

CANADA WEST SOCCER GAME FILM RECORDING PROTOCOL

The following instructions are to be followed by those who are recording Canada West men's and women's soccer games for the purpose of uploading the recording to VidSwap*. Live web casting should NOT be done with the same camera as for VidSwap recordings.

1. All recordings should be done in high definition format.
2. The camera operator should test the system prior to game time to ensure it is ready to Operate.
3. The camera should be located at the centre of the field and should be set up a minimum of 4m above the playing surface.
4. The camera settings should eliminate any writing on the screen such as date, record, additional logos and the recording is to contain no audio.
5. The camera should be focused so that player's numbers are easily identified.
6. Start the camera at the beginning of each half. Do not pause the camera throughout the match. (This is to prevent a delay in re-starting after a stoppage.) Do not record the warm up and pre match protocol.
7. Maintain the same camera angle for the entire match. Do NOT zoom in or zoom out to show the score or move the camera for any reason.

*Refer to Policy 11 of the Canada West Operations Manual for protocol and timelines

APPENDIX B GAME PROTOCOL

Host Institution Responsibilities:

1. All CW soccer facilities should have as minimum standards, covering for the players benches in the event of inclement weather, dressing rooms for the use of teams and washrooms for players at the playing field.
2. If the Host Institution has a game clock, the clock time should show the time before kick-off, and the time during half-time in addition to the running time in the two game halves.
3. The Host institution will designate any pre-game warm-up areas other than the game field and will convey this information to the Game Officials and the visiting team. They will further indicate the substitution warm-up areas and also convey this information to Game Officials and the visiting team.
4. Home teams are to supply a minimum of eight quality balls for warm-up practice to the visiting team for all games if required.
5. The host institution shall provide five (5) game balls at each game, with the placement of the balls negotiated between both coaches, based upon weather and other operational concerns. Wherever possible, ball attendants are to be available.
6. As a minimum the host institution shall supply ice, water and towels at all games, for home and away teams.
7. The decision whether to cancel, postpone or delay games a competition is the responsibility of the Athletic Director (or designate) from the home institution. The Director of Athletics or designate from the home institution must consult with the head official for the competition, the athletic director of the visiting team and the participating coaches prior to making a decision. Please consult the "Event Management Policy" Policy 9 of the Canada West Operations Manual.
8. The "technical area" as defined by FIFA rules, must be clearly marked on the field.

Pre-Game Protocol:

1. Each team is guaranteed twenty (20) minutes warm-up time on the game field immediately prior to the competition. Only those individuals listed on the official Game Roster are eligible to participate in pre-game warm-ups. The pre-game warm-up will begin and end pursuant to the Game Day Timeline.
2. Host institution will supply the game sheet to the Head Coach or their designate of the visiting team and then the home team with sufficient time to then pass to game officials for review and attention. It is important at this stage to ensure that the forms have been correctly filled out and all information is filled in. Pertinent information regarding line-ups or other pertinent information

MEN'S AND WOMEN'S SOCCER REGULATIONS

will also be conveyed to game announcers wherever located with sufficient time to allow for game announcements. Host institution must also ensure that copies of the "Inappropriate Conduct Report Form" are available at the game should the need arise. Should any changes in the starting lineup arise prior to kick-off need to take place, the team in question must immediately convey that to the 4th Official who will take appropriate action.

3. Home and away teams must ensure that no more than a total of 25 individuals (18 participating athletes and 7 team personnel) will be allowed on the bench or team bench area.
4. Suspended players are not permitted on the field of play for pre-game warm-ups or during half-time. Furthermore, suspended players are not permitted on the Team bench during the game.
5. The Host Institution will establish an appropriate Game Day Timeline and convey it to the two respective teams, game officials, announcer and other applicable personnel. The Game Officials will be proactive in ensuring that the Game Day Timeline is followed. At a minimum this timeline will include the following time and positioning requirements:
 - Ten (10) minutes before game time - Teams conclude warm-up and exit the pitch to the benches or change rooms. At this point the game field should be completely cleared.
 - Eight (8) minutes before game time - Officials complete equipment checks of starting players
 - Six (6) minutes before game time – The players, game officials or any other special guests align along the sideline and enter out on to the centre of the field facing the stands. The Game Officials will lead the walkout followed by the two teams of starting players and other individuals. Teams, players and game officials are announced over the PA
 - Three (3) minutes before game time – The National Anthem is played
 - Two (2) minutes before game time – Teams then begin the FIFA Fairplay handshakes and then the officials complete the coin toss with captains
 - One (1) minute before game time – Teams return to their respective benches
 - Zero (0) minutes before game time – Kickoff
6. Visiting teams are to be advised of any deviation from the pre-game ceremonies due to any special ceremonial or promotional game-day events particular to that specific game.
7. The Game Officials, coaching staff and Players will comply with the introduction procedures designated in the Game Day Timeline and Game Day information. It is recommended that the Visiting Team's starting line-up is introduced before the Home Team's starting lineup.
8. The Head Coach and Assistant Coaches will remain on the sideline, but may be introduced by the PA announcer. The Game Officials are to be introduced during the pre-game ceremony starting with the Referee, Assistant referees and then 4th Official.

MEN'S AND WOMEN'S SOCCER REGULATIONS

9. The Home Institution will script the introductions for the PA announcer, including the phonetic spelling where necessary.
10. Official Coin Toss – The official coin toss will take place immediately after the team handshakes. The visiting captain traditionally calls the coin toss. The winner of the coin toss chooses which end to attack. The other team takes the kickoff.

Game Protocol:

Half-Time Protocol:

1. Halftime will officially begin as soon as the head official blows their whistle signifying the end of the first half.
2. The duration of halftime for all Regular Season and Playoff Games will be fifteen (15) minutes, from whistle to whistle unless weather or other circumstances necessitate a change. If so the change must be agreed to by the respective teams and the Host Institution.
3. At the conclusion of half-time the 4th Official must contact both Head Coaches and verify any substitutions. All substitutions must be reported on the game sheet and conveyed to the PA announcer who will make the appropriate announcement to the spectators.

Post-Game Protocol:

1. No extra time is played in league or divisional games. If a league or divisional game is tied at the end of regulation time, the tied result stands.
2. At the conclusion of the game the two teams must shake hands with one another and the Game Officials will monitor this activity prior to leaving the field themselves.
3. At the conclusion of the game, the fourth official will complete the filling out of the game sheet and discipline report in conjunction with the Head Official. This includes the signatures of all Game Officials. The 4th official will then take the two documents to the visiting and home coaches for signature, review and naming of the respective Game MVP's. The Discipline Report must be filled out and signed even if there is no discipline to be recorded. The documents are then separated and distributed to the respective home and away teams and the Host Institution.
4. The Host Institution will announce the names of the respective Game MVP's as chosen by the two Head Coaches and recorded on the game sheet.
5. The Host Institution will ensure that game documents are distributed in accordance with the Canada West Policy.
6. The Host Institution will ensure that all post game requirements pertaining to the Video Exchange program are followed as the outlined in Canada West Policy.
7. The Host institution will ensure that the visiting team has access to change and shower facilities at the conclusion of the game.

APPENDIX C

SOCCER BEST PRACTICES STRATEGY

In 2009, the Canada West Board and membership gave the Canada West Men's Soccer coaches a mandate to deal with the increased trend in cards for dissents, foul language and suspensions.

A survey was conducted involving all coaches (men and women) and Athletic Directors. Based on the feedback to the survey, recommendations were provided which form the initial "best practices" strategy. At the April 18, 2010 Men's coaches conference call, a motion was unanimously passed that stated "to better address concerns that have arisen with respect to men's discipline, the Canada West Men soccer coaches will adopt and put into practice a "best practices" strategy into the management of their respective programs.

The "Best Practices" working document will be subject to review and amendment on an annual basis at the soccer coaches meeting. The "best practices" strategy will address amongst other matters, increased trend in cards for dissents, foul language and suspensions.

1. STRATEGIES (OUTSIDE OF THE PLAYING RULES) IN PLACE TO EFFECTIVELY DEAL WITH THE ABOVE STATED PROBLEM AREAS.
 - a. Lead by example: If as a coach, your behaviour is respectful; your student athletes will follow your leadership. Likewise, if your behaviour is disrespectful, your student athletes will follow your leadership.
 - b. At preseason orientation meeting, communicate your institutions' Varsity Athlete Code of Conduct to your varsity athletes, including soccer related conduct. At this meeting, players must be informed that their dissent / foul language behaviour will not be tolerated either by the referee, league, but more important by the Head Coach. This includes practices.
 - i. Repeat throughout the preseason until message is understood. Players should know that if they do / say something inappropriate, regardless of the referee, they will be taken out of the game immediately by the coach or be asked to leave practice.
 - ii. Cards for dissent / foul language are preventable and it is part of the team discipline to try to eliminate them for the betterment of the team.
 - iii. In this meeting, communicate the coach strategies/ sanctions that you will employ should one demonstrate the unwanted behaviour and follow up!
 - iv. If players are deemed to be "overzealous", they are subbed out.
 - v. If a player shows dissent towards an official, remind the player in front of all players that his /her behaviour is not acceptable. If it continues, take player off field and have a talk with them. Depending on their response I would decide whether or not to put them back in the game after talking to them about their behaviour.
 - vi. Internal suspensions (based on agreed upon strategies by the coach and captain) will be given for inappropriate behaviour
 - c. AD's should be participants or informed on all internal sanctions. (Don't wait for the year stats to be circulated before you get involved)
 - d. Set "carding" or behavioral goals/targets at the beginning of each season with the student athletes with the goal of eliminating cards for dissent / foul language.
 - e. Impress upon your players the importance of being disciplined in a game and being fair and

MEN'S AND WOMEN'S SOCCER REGULATIONS

respectful of the opponents.

- f. When teaching players the proper techniques of defending / tackling correctly, emphasize the importance of maintaining one's composure.

2. MINIMIZING THE NUMBER OF CARDS ASSOCIATED WITH DISSENT (NEGATIVE BEHAVIOUR TOWARDS THE REFEREE)

- a. Do not allow your players to question the official – let the officials do their job and the student athletes focus on playing play. Emphasize that throughout the year at team meetings and during games as required.
- b. Take a hard line (consequences) with your own players re: dissent / foul language, the student athletes will get the message quickly.

3. MINIMIZING THE NUMBER OF CARDS ASSOCIATED WITH FOUL LANGUAGE

- a. Players and coaches are not permitted to swear even in training or games and will be removed if they are not able to comply.
- b. Stress on a daily basis during training that foul language is not acceptable. This will help the transition from training to games. It will now be the norm in all situations.
- c. Coach / Institution can give or add an extra game suspension for foul language
- d. Coaches must set an example for their players in how they treat and speak to referees.
- e. Coaches must stress to their players to not use foul and abusive language towards referees and opponents/teammates
- f. Remind student athletes that both parents and kids are in the stands.

4. MINIMIZING THE NUMBER OF SUSPENSIONS BY STUDENT ATHLETES AND COACHES

- a. Emphasize to student athletes the importance of being a contributing team member by staying on the field and not being sent off.
- b. If on field behaviour became a problem, coaches / institutions should add to the Canada West league rules and regulations (suspensions) to reinforce the position.

5. FOR ATHLETIC DIRECTORS

- a. It is the responsibility of the AD to discuss with coaches what conduct is expected from all representatives of the program – both on and off the field and for players, staff and coaches.
- b. AD's be actively engaged in resolving the behavioral issues with the coaches (Don't wait for the year stats to be circulated before you get involved)
- c. AD's should establish team behavioral goals / expectations with coach prior to season.
- d. AD's need to be cognizant of the number of cards their teams take and the reasons for the cards.
- e. Inform coaches that they are the team leaders and are accountable for their student athletes on and off the field. On the field, coaches will be held accountable to ensuring you're your student athletes understand that lack of respect and discipline for the game, opponents, and officials is not acceptable.

MEN'S AND WOMEN'S SOCCER REGULATIONS

APPENDIX D-1 CANADA WEST SOCCER ALL STAR NOMINEES DIVISIONAL NOMINATION FORM

UNIVERSITY OF _____ DIVISION _____

ALL-STAR NOMINEES:

To be eligible for nomination, athletes must play at least sixty per-cent of the league or division games that their team plays in the season.

Each Head Coach may nominate players from their team whom they feel are of All-Star caliber and list them by position, in order of preference at each position,

ATTACKING

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

DEFENSIVE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

GOAL KEEPER

1. _____

ALL-ROOKIE TEAM

To be eligible for nomination, athletes must play at least 25 per-cent of the league or division games that their team plays in the season. To be eligible for nomination, the player must be in their first year of soccer eligibility and be twenty-one or under as of September 01 in the year in which they are competing for the first time.

1. _____
2. _____
3. _____
4. _____

Appendix D-2 Canada West Soccer Major Awards Nominees Nomination Form

UNIVERSITY OF _____ DIVISION _____

To be eligible for nomination, athletes must play at least sixty per-cent of the league or division games that their team plays in the season.

Each Head Coach may nominate players from their team whom they feel are of All-Star caliber and list them by position, in order of preference at each position,

OUTSTANDING PLAYER OF THE YEAR (MVP)

1. _____

ROOKIE OF THE YEAR AWARD

To be eligible for nomination, athletes must play at least 25 per-cent of the league or division games that their team plays in the season and be twenty-one or under as of September 01 in the year in which they are competing for the first time.

1. _____

STUDENT ATHLETE COMMUNITY SERVICE AWARD

Please include nomination form with background information (see Appendix D)

1. _____

**APPENDIX E-1
CANADA WEST SOCCER
ALL-STAR TEAM
DIVISIONAL BALLOT**

UNIVERSITY OF _____ DIVISION: _____ MEN _____ WOMEN _____

ALL-STAR NOMINEES:

Instructions: Vote within your division by ranking the nominees. Coaches do not vote for their own athletes.

ATTACKING

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____

DEFENSIVE

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____

MEN'S AND WOMEN'S SOCCER REGULATIONS

15) _____

GOALKEEPER

1) _____

2) _____

3) _____

4) _____

5) _____

ALL-ROOKIE TEAM

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

11) _____

12) _____

13) _____

14) _____

15) _____

ROOKIE OF THE YEAR AWARD

1) _____

2) _____

3) _____

STUDENT- ATHLETE COMMUNITY SERVICE AWARD

1) _____

2) _____

3) _____

OUTSTANDING PLAYER OF THE YEAR AWARD

1) _____

2) _____

3) _____

MEN'S AND WOMEN'S SOCCER REGULATIONS

APPENDIX E-2
CANADA WEST SOCCER
ALL-STAR TEAM FINAL BALLOT

UNIVERSITY OF _____ MEN _____ WOMEN _____

ALL-STAR

Instructions: Vote from all NOMINEES by ranking the nominees. Coaches may vote for their own athletes.

ALL-STARS ATTACKING

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____

ALL-STARS DEFENSIVE

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____

MEN'S AND WOMEN'S SOCCER REGULATIONS

ALL-STAR GOALKEEPER

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

ALL-ROOKIE TEAM

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

ROOKIE OF THE YEAR AWARD

- 1) _____
- 2) _____
- 3) _____

STUDENT- ATHLETE COMMUNITY SERVICE AWARD

- 1) _____
- 2) _____
- 3) _____

OUTSTANDING PLAYER OF THE YEAR AWARD

- 1) _____
- 2) _____
- 3) _____

COACH OF THE YEAR AWARD

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____