



PEEL HALTON SOCCER ASSOCIATION

Tournament Policy



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TOURNAMENTS

Hosting a Tournament/Festival

Any Governing Organization (District Association, League or Club) may apply host a tournament. Applications must meet the conditions of approval and follow the PHSA Tournament Policy. Failure to meet the conditions of approval will result in the Tournament Application being denied.

A Tournament Application Form (TAF) or Festival Application Form (FAF) is to be submitted in CTMS for review and approval by the PHSA Tournament Committee. The Tournament Application Checklist (Appendix O), all corresponding documents along with the application fee must also be submitted for review.

Application Deadlines:

Tournament Class	Deadline for Submission	OS Fee	PHSA Fee
International Tournament	90 days prior to tournament	\$125.00	\$75.00
North American Tournament	90 days prior to tournament	\$25.00	
Inter-Provincial Tournament	60 days prior to tournament	\$25.00	
Inter-District Tournament/Festival	60 days prior to tournament	-	
District Tournament/Festival	45 days prior to tournament	-	

Hosting Out of District

Tournament hosts looking to play games outside of the PHSA boundaries, must first receive permission from each corresponding District. The Ontario Soccer Hosting out of District – TAF Request Form is to be submitted to PHSA for approval.

Tournaments Reports

Tournament hosts must forward to PHSA within 3 days of the completion of the tournament copies of all misconduct reports, including dismissals and special incident reports, and the "list of cautions report" contained within a Discipline Summary. A copy of the template can be obtained from PHSA.

All other completed reports are to be submitted to PHSA within 30 days of the completion of the tournament. Full list provided in Appendix P.

Clubs shall be fined for non-compliance with PHSA Tournament Rules according to the Schedule of Fees, Fines, Bonds and Penalties (Appendix A).



APPENDICES

Appendix A	Schedule of Fines, Fees, Bonds and Penalties
Appendix O	Tournament Application Checklist
Appendix P	PHSA Tournament Report Checklist



Appendix A - Schedule of Fines, Fees, Bonds and Penalties

Schedule of Fines, Fees, Bonds and Penalties

Registration Fees

Player Card	\$3 per card
Replacement Card	\$5 per replacement
Registration data entry – recreational, development and competitive	\$6 per entry
Temporary Eligibility Permit	\$5 per permit
Trial Registration Permit - Amateur	\$10 per form
OS fee	set annually by the OS
CSA fee	set annually by the CSA
SaaS Fee – Non SportsEngine Client	\$2.85
SaaS Fee – SportsEngine Client	\$2.50

Membership Fees

Annual Renewal Membership Fee	\$100 per member
New Membership Application Fee (Active and Associate)	\$500 per application
Application for Change in Membership category	\$250 per application
Application for Merger/Amalgamation	\$250

Application to Travel Forms

Canada and US	\$5 per team
Outside Canada and US	\$125 per team

Tournament

Tournament Application Fee	\$75
Failure to submit Tournament Discipline Report within 3 days	\$100
Failure to submit complete Tournament Report documents within 30 days	\$100

Discipline Fees (cases heard by PHSA)

- OS Hearings – OS fees apply
- If the person is found not guilty no fee is charged
- Fees are invoiced to the Club
- All fees are due within 4 weeks of decision notice

Discipline Hearing Administration Fees (charged to the Club per individual)

Senior Player	\$25
Youth Player	\$25
Team Official	\$100
Club (for spectators, unidentified players and team officials)	\$100



Appeal Hearing Administration Fees

- for appeals under the jurisdiction of the PHSA Discipline and Appeals Committee
- if the appeal is upheld, the fee is returned to the appellant and the same amount is charged to the respondent
- if the appeal is denied, the fee is forfeited by the appellant

Appeal hearing fee by an Individual	\$250 per appeal
Appeal hearing fee by a Club	\$250 per appeal

Other Discipline Fees

Request for the postponement of a Discipline Hearing	\$250 per request
Request for postponement of Appeal Hearing	\$250 per request
Request for a Hearing (after failure to attend when required)	\$125 per request
Failure to appear at a Discipline Hearing (without a valid reason)	
Player or Team Official	\$300 per person
Representative for a Club (Club is fined)	\$300 per Club
If Club or League was required to attend	\$300 per Club/League

Administrative Fees

Failure to attend the PHSA AMM	\$250 per member
Failure to meet the deadlines for competitive and recreational registrations	\$200 per team
Playing a player or team prior to validation	\$500 per instance
Failure to submit PHSA Tournament Report within 30 days of the event	\$100 per tournament
Failure to renew by required deadline all required Membership renewal forms	\$100 per member
Failure to return a player card when requested	\$200 per instance
Failure to submit Application to Travel Form (ATF)	\$500 per instance
Failure to submit Application to Host Exhibition Game (AHEG)	\$200 per instance

Bonds – may be levied by PHSA Discipline and Appeals Committee for a specific period of time of purpose

Non-Member League approval to operate a league within the District	\$500 annually
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Penalties

Failure of a Club to pay any fines within the stipulated timeframe

All fees, bonds and fines including Discipline –

- after 30 days 50% is added to the fee/fine and the Club is invoiced for the total amount
- after 60 days the Club is notified in writing and may be suspended from Membership for failure to abide by PHSA Rules and Regulations. Any such suspension will remain in effect until the outstanding monies are paid

Interest – all invoices are due in full 30 days after being issued. Interest may be charged on any unpaid portions at the rate of 1.0% monthly or 12% per annum



Appendix O – Tournament Application Checklist



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1

Telephone: 905-890-1568

TOURNAMENT APPLICATION CHECKLIST

TOURNAMENT DETAILS

Tournament Name: _____

Date of Tournament: _____

Sponsoring Club: _____

TOURNAMENT CONTACT

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone Contact Number: _____

Email Address: _____

The PHSA Tournament Committee will require the following items to accompany the application before the request to host a tournament will be considered:

- Tournament Application in CTMS
- Tournament Invitation Letter
- Tournament Rules (complete)
- \$75.00 Tournament Application Fee (payable to PHSA)
- \$125.00 Administration Fee (payable to OSA - for International Tournaments)
- \$25.00 Administration Fee (payable to OSA - for Provincial/North American/Showcase Tournaments)
- Other

Received by: _____

Date Received: _____

Date Approved/Denied: _____

March 2022



Appendix P – PHSA Tournament Report Checklist



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1
Telephone: 905-890-1568

PHSA TOURNAMENT REPORT

_____ Tournament Report (Name of Tournament Host)

Attached hereto is the following required documentation:

Initials

- | | |
|---|--------------------------|
| 1. Discipline summary (see attached template)
<i>Discipline summary and all corresponding discipline reports are to be received by PHSA within 3 days of tournament completion</i> | <input type="checkbox"/> |
| 2. List of Tournament Match Official Assignor and list of all scheduled Match Officials | <input type="checkbox"/> |
| 3. Results of all games played | <input type="checkbox"/> |
| 4. List of Winners in all age divisions | <input type="checkbox"/> |
| 5. List of all Finalists in all age divisions | <input type="checkbox"/> |
| 6. List of teams (clubs) in attendance | <input type="checkbox"/> |
| 7. Travel permits of all teams (if applicable) | <input type="checkbox"/> |
| 8. List of "no shows" (teams) | <input type="checkbox"/> |
| 9. List of "no shows" (game officials) | <input type="checkbox"/> |
| 10. List of tournament officials and committee | <input type="checkbox"/> |
| 11. Proof of insurance verified (out of province and out of country teams) | <input type="checkbox"/> |
| 12. Significant injuries | <input type="checkbox"/> |

***** PLEASE NOTE*****

Late tournament reports will be subject to a fine as per the PHSA Schedule of Fees, Fines, Bonds and Penalties

Tournament Chair (print name): _____

Signature: _____

Office Use Only

Discipline Summary Due: _____

Date Received: _____

Complete Tournament Report Due: _____

Date Received: _____

Received By: _____

Penalty Imposed: _____



Hosting out of District – TAF Request Form



Hosting out of District: TAF Request Form

PART A (to be completed by the Club representative)

Name of person submitting this application: _____

Tournament Name: _____

TAF ID Number: _____

Tournament Date: _____

Request to host games in _____
(district)

(Name) (Signature)

PART B (to be completed by requesting District Association)

I _____ on behalf of _____ formally request the approval
(Name) (District Association)

to allow _____ to host games outside our district boundaries.
(Tournament Name)

(Signature)

PART C (to be completed by approving District Association)

I _____ on behalf of _____ confirm the approval of
(Name) (District Association)



_____ to host games within our district boundaries.
(Tournament Name)

(Signature)



Tournament Discipline Summary

Tournament Name - Discipline Report

DATE	PLAYER	CLUB	AGE DIVISION	CARD	GAME NUMBER	INFRACTION CODE	LENGTH OF SUSPENSION	NUMBER OF SERVED GAMES	NUMBER OF UNSERVED GAMES
20-May-21	John Oliver Smith	Peel Halton Raiders OPDL	BU15			1.21	3 Games	1 Game	2 Games
20-May-21	John Oliver Smith	Peel Halton Raiders OPDL	BU15			1.21	1 Game	1 Game	0 Games