

# CMSA Recruitment Rules and Guidelines

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# Recruitment Rules and Guidelines

In an open boundary system, player(s) may be contacted to move from one Calgary Minor Soccer Association (CMSA) Member Club to another Member Club. CMSA has established contact periods whereby Member Club Representatives or any other individual associated with a Member Club are permitted (Open Contact Period) or not permitted (Closed Contact Period) to contact an individual from another Club for the purpose of recruiting them to register with their Club. If a player is a minor, that player must be accompanied by a parent or legal guardian during any discussions with a Member Club. Addressing a minor player outside the company of their parent or legal guardian may be considered “bringing the game into disrepute,” which may result in disciplinary sanctions against the contacting individual and Member Club.

Irrespective of whether a player is an unaccompanied minor, is of legal age, or has the counsel of a parent or legal guardian, any **persistent, harassing, or unwanted** contact by anyone trying to encourage a player to change Member Clubs will be considered “bringing the game into disrepute.”

## Member Club Responsibilities

1. Member Club Representatives are responsible to set the tone of what is considered appropriate and ethical behaviour, regarding team official and player movement, in an open boundary system.
2. Member Club Representatives must register any contact with an outside team/club representative regarding team official or player movement during the closed contact period with that individual’s current Club and CMSA.

Member Club Representatives are considered the soccer development leaders within CMSA, and therefore will be held to a higher ethical standard than other youth soccer participants. It is the responsibility of every Member Club Representative to ensure all coaches, staff, and parents within their club refrain from participating in unethical recruitment practices.

## Contact Periods

The **Closed Contact Period** is the period between the first day of CMSA roster registration and the day after the season has finished, as per the dates below.

The **Open Contact Period** is the period after the season has finished, and before the following season’s first day of roster registration, as per the dates below.

Valid recruitment activities allowed **only** during the **Open Contact Period** include:

- Written correspondence;
- In-person contact;
- Team evaluation/tryouts (with exception for the indoor season as indicated below).

## Written Correspondence:

It is permissible for a prospective player to receive two (2) emails or mailed correspondence from a Member Club or team representative, for the purpose of recruiting the prospective player, provided that the written correspondence is at the Member Club's or team's expense and **only** during the "Open Contact Period" listed above.

## In-person Contact:

Direct in-person or virtual (Zoom, MS Teams, Skype etc.) communication between a prospective player, or a prospective player's parent or legal guardian, involving a Member Club Representative or Team Representative, for the purpose of recruiting the prospective player is acceptable **only** during the "Open Contact Period" timelines listed above. The player must be accompanied by the player's parent or legal guardian for any in-person contact.

## Team Evaluation/Tryouts:

For the creation of teams, evaluations are permitted so long as all players in attendance are registered with the club for the next season and the schedule is advertised through the Member Club's website. Any clubs found to allow an unregistered player to participate in the evaluation will be subject to the CMSA Member Club sanctions for recruitment. For the Indoor season, the team evaluation/tryout period is indicated below, and for the outdoor season, team evaluations/tryouts must occur during the Open Contact Period.

## Open Houses:

Open houses are only intended to be information sessions to speak about a Club program. Any on-field (training/match) session is not considered an open house. Open house's may be held during either the Open or Closed Contact period to provide information about a Club program, however, if an individual initiates contact with a Member Club Representative, such interactions must be registered with the player's current Club and CMSA.

Period/Date Description	Date(s)
Indoor 2022-2023 Closed Contact Period	October 20, 2022 – March 12, 2023
Outdoor 2023 Open Contact Period	March 13, 2023 – April 20, 2023
Roster Registration Date: Outdoor 2023	April 20, 2023
Outdoor 2023 Closed Contact Period	April 21, 2023 – September 24, 2023
Indoor 2023-24 Team Evaluation Period	September 16, 2023 – October 19, 2023
Indoor 2023-24 Open Contact Period	September 25, 2023 – October 19, 2023
Roster Registration Date: Indoor 2023-24	October 19, 2023
Indoor 2023-24 Closed Contact Period	October 20, 2023 – March 11 2024

**In the event the player's team qualifies for any post-season play the Closed Contact Period is extended until; The team has finished any Alberta Soccer Provincial Competition; and/or; The team has finished any Canada Soccer National Competition.**

## **Team Official Movement**

Team officials may switch Member Clubs at any point during the season.

Team officials who transfer to a new Member Club can only be registered with that Member Club provided their new Member Club team is made up from less than 20 per cent (20%) of players from that Team official's previous Member Club Team.

If twenty percent (20%) or more of the players from a Team Official's Member Club team transfer to a new Member Club, the Team Official will not be allowed to register with **ANY** team within such new Member Club, for a period of four (4) consecutive seasons. This includes the following:

- May not appear on the team roster or game sheet in any capacity for **ANY** team within the new Member Club.
- May not be present on the team bench or technical area for any CMSA events for **ANY** team within the new Member Club.
- May not be present on the field of play for **ANY** team within the new Member Club.
- May not be listed on any travel permit submitted through CMSA for **ANY** team within their new Member Club.
- May not be present in any post-season competition for **ANY** team in within the new Member Clubs.

***If mutually agreed upon in writing between the two (2) Member Clubs, the above restriction does not apply. The written agreement must be submitted to CMSA prior to the team official registering with the new Member Club.***

## **Player Movement**

Players/parents may contact club or team officials of a new club, at any time, regardless of open or closed contact periods. Reminder, if this occurs during a closed contact period, the contacted Club, through their Member Club Representative, must inform the individual's current Club and CMSA of the contact.

Players may attend evaluations/tryouts of a new club during the Indoor Team Evaluations Period and Open Contact Period.

Club/team officials may contact **individual players**, during the Open Contact Period, if they do not breach the **permissible recruitment activities**.

Clubs that receive direct contact from a parent regarding open tryouts and evaluation processes are required to keep the correspondence and are encouraged to forward the correspondence to [info@calgaryminorsoccer.com](mailto:info@calgaryminorsoccer.com) & the current players member club.

## Unacceptable Recruitment Activities

The following recruitment activities are unacceptable **at any time**:

### Covering of Expenses

Providing any form of financial incentive to a prospective player, including waiving or partial waiving of fees which is not offered to the general public, is prohibited. This also includes subsidization of training camps, team gear, equipment or other related activities unless this benefit is available to all players registered with that Member Club.

### Covering of Transportation Costs

Providing any form of transportation services or transportation incentives to a prospective player is prohibited.

### Roster Guarantees and Team Placement Offers

Guarantee of team placement within programs or divisions, roster placement, starting line up status, or similar guarantees is prohibited.

### Other Placement Incentives

The use of professional, college, university, provincial or national level exposure incentives is prohibited.

### Player Contact

Any contact to an individual player through social media (Instagram, Facebook, twitter, etc.), text, or phone call by a member club representative and/or team representatives, **at any time**, will be considered harassment and will be considered “bringing the game into disrepute.”

### Other

1. Initiating contact with 20 per cent (20%) or more of the players on a single team.
2. Knowingly allowing 20 per cent (20%) or more of the players on a single team to collectively initiate contact with a member club or team representative of a new Member Club.
3. Allowing 20 per cent (20%) or more of the players on a single team to move to a new Member Club **with** a team official from their previous team.
  - a. Further, no team officials from a team which loses 20 per cent (20%) or more of its players to a different Member Club may act as a team official in any capacity for the new Member Club their former players joined.
4. Permitting 75 per cent (75%) or more of the players on a single team to join a new Member Club and continue to function as one team.

5. Attendance or invitation to a recruiting team's or Member Club's in season camp(s) or training session(s) without the expressed written consent from the player's current Member Club President, Technical Director, or registrar to the recruiting Member Club's President, Technical Director, or registrar is strictly prohibited.
6. Member Clubs should ensure proper documentation of such unsolicited activities and provide such documentation to CMSA immediately.

## Examples of Recruitment

### Example 1:

A Member Club representative/team representative **INITIATES CONTACT** with an individual player, who is registered with another Member Club, during the Closed Contact Period.

**OUTCOME:** The representative(s) will be subject to the minimum recruitment sanctions.

### Example 2:

A Member Club representative/team representative **INITIATES CONTACT** with a group of players of 20 per cent (20%) or more of a team, regardless of the contact period.

**OUTCOME:** The representative(s) will be subject to the minimum recruitment sanctions.

### Example 3:

A group of players of 20 per cent (20%) or more of a team, regardless of the contact period, **INITIATES CONTACT** with a Member Club representative/team representative of a new Member Club.

**OUTCOME:** The team representative(s) of that group of players will be subject to the minimum recruitment sanctions.

### Example 4:

A group of players of 20 per cent (20%) or more of a team **with** their team representative(s), regardless of the contact period, moves to a new Member Club.

**OUTCOME:** The team representative(s) are subject to the Minimum Recruitment Sanctions.

### Example 5:

A Member Club has received a group of players of 20 per cent (20%) or more of a team and has continued to allow the team representative(s) of the group of players to act as team official(s) with **any** team.

**OUTCOME:** The technical lead(s) of the receiving Member Club are subject to the minimum recruitment sanctions.

### Example 6:

A Member Club receives a group of players of 75 per cent (75%) or more of a team and the club permits the players to continue to function as one team.

**OUTCOME:** The technical lead(s) of the receiving Member Club are subject to the additional recruitment sanctions.

### Example 7:

A team representative who has been sanctioned for recruitment and is found to be in breach of the sanctions placed on them.

**OUTCOME:** The team representative(s) are subject to the additional recruitment sanctions.

## Recruitment Reporting Procedure

Complaints may be filed by registered CMSA player(s) (parent/guardian), team official(s) or Member Club(s) if they believe they have been subject to a breach of the Recruitment rules outlined above.

1. Complaints filed for review must be sent to the CMSA office and forwarded onto the CMSA Discipline Committee for review.
2. Complaints filed should include a minimum of the following:
  - a. Evidence of contact that shows the breach of the recruitment rules **or** an affidavit of the specific types of contact.
  - b. Evidence can include screen shots of text messages/phone calls, copies of emails, photos or other communication.
  - c. Evidence must include details of the origins, author, date and recipients of contact or other details that permit authentication of the evidence.
3. Complaints filed can be kept confidential to the best extent possible, at the request of the complainant, if they provide a written statement as to the reason for their request for anonymity.
4. The accused Member Club or individual shall remain in good standing until the decision of the CMSA Discipline Committee has been reached.

## Sanctions

### Minimum Recruitment Sanctions

Any breach of the Recruitment Rules and Guidelines will result in the offending representative(s) being suspended from all CMSA soccer activity and subject to the sanctions listed below for a minimum period of four (4) consecutive seasons, consisting of a two (2) year time period.

Individual(s) sanctioned for recruitment are barred from:



- May not appear on the team roster or game sheet in any capacity for **any** team in CMSA.
- May not be present on the team bench or technical area for any CMSA events for **any** team in CMSA.
- May not be present on the field of play for **any** team in CMSA.
- May not be listed on any travel permit submitted through CMSA for **any** team in CMSA.
- May not be present in any post-season competition for **any** team in CMSA.

### Additional Recruitment Sanctions

Any additional breach of the Recruitment Rules & Guidelines may result in the offending representative(s) being subject to the sanctions listed above for an indefinite period. The CMSA Discipline Committee will review and render a decision of each case on an individual basis.

In the event that any breach to the recruitment rules is identified by the CMSA Discipline Committee, the offending individual(s) may be penalized under current CMSA Discipline Rules and Regulations regarding “bringing the game into disrepute.”