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**From:** Nancy Adamson [mailto:nadamson@swrsa.ca]

**Sent:** January 13, 2012 9:56 AM

**To:** Nancy Adamson

**Subject: SEMI ANNUAL REMINDER: IMPORTANT NOTICE POLICY RE Exhibition games with clubs outside SWRSA: AHEGs/ATFs**

To all Club Members participating in Exhibition Games:

1. Exhibition games are played between two like-registered SEASON teams: Indoor registered teams cannot play against outdoor registered teams.
2. Previous-season registration insurance stays in place until May of the next year only for practice purposes. Exhibition games, tournaments and league games require registration in the season of play.

**From:** Nancy Adamson [mailto:nadamson@swrsa.ca]

**Sent:** Tuesday, November 29, 2011 11:08 AM

**Subject: IMPORTANT NOTICE OF NEW POLICY: RE Exhibition games with clubs outside SWRSA: AHEGs/ATFs**

To all Youth Clubs:

All policy approved at the August/2011 SWRSA Board of Directors Meeting in response to youth club input.

It is important that the staff and/or club personal receive this information. Please distribute appropriately, with thanks.

Refresher of information sent semi annually:

- Please give this information to the club officials and team coaches that are participating in exhibition games.
- Please save this email to your administration file and Print out to place in your administration book.

There are many changes to the 2012 staff and volunteers who will be sending SWRSA requests for in-District Exhibition Game approvals.

Please type the information for in-District games in the SUBJECT LINE OF THE EMAIL in this order: Day, Date, Club 1 v Club 2, Venue of Game, Time of Game. As SWRSA receives many, many requests, this helps with posting the data.

**From:** Nancy Adamson [mailto:nadamson@swrsa.ca]

**Sent:** Tuesday, October 25, 2011 9:50 AM

**Subject: FW: IMPORTANT NOTICE OF NEW POLICY: RE Exhibition games with clubs outside SWRSA: AHEGs/ATFs**

**From:** Nancy Adamson [mailto:nadamson@swrsa.ca]

**Sent:** Thursday, August 25, 2011 10:16 AM

**Subject: IMPORTANT NOTICE OF NEW POLICY: RE Exhibition games with clubs outside SWRSA: AHEGs/ATFs**

To all Club Administrators:

C: Presidents

PLEASE go over carefully with Coaches, Club Staff and Volunteers.

RE Exhibition Games: Two options available: please follow the instructions and note the TIMELINE. If you are **requesting a short notice (less than 48 hours) approval please remember that a RUSH fee will be charged.**

#### **Circumstance ONE:**

Between teams, both of which are within SWRSA

Please note: Exhibition Games between SWRSA teams within SWRSA currently do not require OSA documentation as SWRSA has a standing, approved motion that waives the need for in-District documentation (this may change depending on OSA policy being enforced). BUT

SWRSA needs emails from both teams' clubs that indicate each approves the In District exhibition game.

Instruction on how to do this:

Working together (your club and the other club), please send your planned District exhibition game detail to the other club official (not the coach but the club official who has authorization to approve player activity), get his/her approval that the planned game is OK via email and forward that whole email to me (the email that has your approval and the other club's return approval in it). SWRSA reviews and checks team status and then advises your club/other club of SWRSA's approval and posts the approval on the SWRSA website.

Please do not send an email from yourself that notes that the other club says the game is "OK". SWRSA needs the email from the other club within your email. Kindly send one email with the two correspondences in it: your club asking for the OK and the opposing club giving it.

Required timeline from approval: The District requires three business days to process and post approved games.

#### **Circumstance TWO**

This is important revised policy re exhibition games with a SWRSA playing an exhibition game with a club outside SWRSA: AHEGs/ATFs.

Please make this an agenda item for your next Board Meeting and go over the Policy and make sure your COACHES are aware of their responsibility to provide both approvals to SWRSA for any exhibition game to go forward.

SWRSA will no longer follow up but expects the approvals before the game can take place.

The greatest stumbling block for SWRSA staff, re getting out-of-District approval for an exhibition game, is that the other club's coach is not furnishing his/her application for approval to his/her District. Hopefully, working coach-to-coach, clubs can solve this issue where the District staff could not.

RE Exhibition games with clubs outside SWRSA: AHEGs/ATFs

In response to youth club concerns/complaints that SWRSA uses an approval process (for exhibition games played with out of District clubs) that takes too long:

The Board of Directors reviewed the feedback from youth clubs at the last Board of Directors Meeting and determined that two things were necessary for approval:

1. An approved AHEG
2. An approved ATF

As SWRSA diligently tries to process SWRSA's side of the exhibition game in a very short time frame and:

- as SWRSA contacts the other District to request its side of the Exhibition game but does not have control when the other District's application for approval is received from the team coach and is processed and;
- as SWRSA does not have a connection to the other club's team coach in the same manner SWRSA's club coach has a coach-to-coach connection;

The Board of Directors has developed new process has been determined that puts the onus on the club coaches to complete their responsibility for the game:

SWRSA will:

1. Process the SWRSA club's ATF or AHEG application in a prompt manner,
2. Forward this approved document to the SWRSA club and to the out-of-District's Administrator, the SWRSA club must follow up with the other District /other District coach to get an approved corresponding approval
3. SWRSA must receive the other District's approved club document that completes the necessary documentation for the game to take place from your club. It is the club's task to follow up to get this necessary documentation and forward this to SWRSA.
4. If this documentation is not received by SWRSA by NOON of the day before the exhibition game is scheduled, the game must be cancelled and SWRSA notified of the cancellation.
5. In all cases, SWRSA will send your club's approved AHEG/AFT for the exhibition game to you and the other District.
6. Please note SWRSA will not follow up on this documentation. It is up to you to get the other club's approved document and send it to SWRSA.
7. SWRSA will automatically cancel this District's approved document if the other District's approved document is not received.

The Board of Directors anticipates this new policy will solve the issue of short notice out of District Exhibition Games requiring the current 7 days to process as the club will be in charge of both ends of the approval.

Yours in Soccer,

SWRSA Board of Directors