

2017



ALBERTA
SOCCER
ASSOCIATION

INDOOR PROVINCIAL CHAMPIONSHIP
RULES - YOUTH

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Alberta Soccer Association – Code of Conduct

- 1) Members have an obligation not only to abide by the By-Laws and Rules and Regulations of the Association, but also to act in a manner that displays their commitment to the principles and intent of the By-Laws and Rules and Regulations.
- 2) All Members should expect to be treated fairly in all matters. Members shall not discriminate against other Members by means of different, unequal, or inconsistent treatment applied to individual members.
- 3) Individuals shall not provide the potential for, or the appearance of, an opportunity for benefit, wrongdoing, or inappropriate conduct. It is important to emphasize that conflict of interest relates to the potential for wrongdoing as well as actual or intended wrongdoing.
- 4) Information or data entrusted to Members for use in their capacity or position shall not be disclosed or used in a manner that may cause embarrassment to the Association, or that betrays a trust or confidence.
- 5) Members shall at all times exhibit behavior that maintains the Association's reputation and shall at no time harm or hinder the Association or its ability to represent the sport.
- 6) No Member shall harass another Member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures, or physical contact that, whether indirect or explicit, has the purpose or effect of humiliating, interfering with, or creating an intimidating situation for that other Member. Harassment shall be considered inappropriate behavior, be it ethnic, religious, or sexual in nature.
- 7) The interaction or involvement of Members under the jurisdiction of the Association shall not result in threats, intimidation, or inflicted physical distress between such Members, whether implied or explicit.

2017 INDOOR PROVINCIAL CHAMPIONSHIPS

PROVISIONAL RULES

- i. These Rules shall apply to all Indoor Provincial Competitions.
- ii. The ASA Competitions Committee is responsible for the management and control of all Provincial Competitions.
- iii. These Rules are subject to the ASA Bylaws & General Rules and Regulations; in any conflict, the ASA Bylaws & General Rules and Regulations takes precedence. However, the Competitions Committee may make rulings on circumstances not covered in this competition rule book and in the interests of fair play.
- iv. The Competitions Committee will be empowered to move any event to a location more suitable to the contesting teams or combine locations for certain age groups of the same level.
- v. The Competitions Committee shall appoint to each competition an ASA Representative who will act on behalf of and as an extension of the Competitions Committee. Decisions at the competition(s) on any matter not covered in these Rules shall be final.
- vi. All dates and deadlines indicated in this rule book are intended for District use. Districts and leagues are free to set earlier deadlines which their teams are expected to adhere to.

1. REGISTRATION OF TEAMS AND PLAYERS

- 1.1 All players and team officials must be duly registered within their district and in accordance with ASA General Rules and Regulations.
- 1.2 Registration Fees will follow the current ASA price list.
- 1.3 Players must be registered with the ASA seven (7) days before taking part in any Provincial Competition.

1.2 Provincial Declarations

- 1.2.1 Any district wishing to participate in the Indoor Provincials must advise the ASA, in writing, using the ASA Declaration form, no later than the second Wednesday in January (Wednesday January 11, 2017).
- 1.2.2 The Declaration Fees for participating in the 2017 Indoor Provincial Championships will be in accordance with the current ASA price list. All fees must be paid within one month of invoice. A District will be assessed a \$250 administrative fee for late declarations and the Competitions Committee will determine whether they will be accepted or denied. There will be no refund of declaration fees for a team that withdraws prior to the competition.
- 1.2.3 In circumstances whereby a Provincial Championship does not have a full complement of teams, the Competitions Committee may invite teams from any district to participate in the Provincial Championships. Declaration fees for such teams will be assessed on a case by case basis.
- 1.2.4 All teams age U14 and older must have participated in at least six (6) games against equal or higher level competition during the season in order to compete in Provincials at that level (Tier I, II, III, IV). Each team must be able to provide documentation upon request to the Competitions Coordinator.
- 1.2.5 A District that places a team in another District's league, with the consent of both Districts, on a non-

exhibition basis (ie. where teams play for a Provincial berth) does not lose its right to declare a team for the same age/gender category of Provincial Championship. The team playing for a Provincial berth in another District's league cannot return to its own District of domicile to challenge for that berth and must declare its intentions in writing to the host District and the ASA office prior to the start of the season.

- 1.2.6 A District that places a team in another District's league, with the consent of both Districts, on an exhibition basis may use only its own District's berth to declare for Provincial Championships and not that of any other District, and its District must declare their intention to do so in writing, to the ASA office prior to the start of their season.
- 1.2.8 In the event of a change in the host city, after the declaration deadline, all competing Districts will have to opportunity to adjust their declarations for the affected competition(s) without penalty.

1.3 Team Rosters

- 1.3.1 The ASA office must receive each District's certified participating team rosters in the prescribed format no later than March 10, 2017, subject to local rules and regulations.

By submitting any Provincial Roster, the District Association is certifying that all players are in good standing and properly registered, that all coaches and team staff are qualified and CPIC cleared and that the team is properly registered and has fulfilled the necessary requirements to compete in the Provincial Championships.

- 1.3.2 The transfer deadline is February 15th 2017.
- 1.3.3 A team roster shall not exceed twenty (20) players and a team may dress all twenty (20) for any game.
- 1.3.4 The following shall be provided by each team participating in a Provincial qualifying series:
 - a) Name of team;
 - b) Name, address and phone number of team Manager and/or Coach;
 - c) Team colours and alternate colours;
- 1.3.5 All team staff members listed on a team roster for any age/gender competitive level Provincial or Regional Championship are required to complete CPIC Security Clearance forms and satisfactorily pass police clearance, or if not police cleared, pass their District Review Committee process.
- 1.3.6 Under exceptional circumstances a team may request, through their District, special permission to replace players under the following guidelines:
 - 1.3.6.1 All replacement players, and replacement player requests, are under the jurisdiction of the team's District Association.
 - 1.3.6.2 All replacement players must be clearly indicated as such on the ASA roster.
 - 1.3.6.2.1 Replacement players must not increase the roster above the original number of registered players. A replacement player must replace a registered player of the team.
 - 1.3.6.2.2 Teams may only replace players from their original District League roster who could not attend the Provincial Championship. This rule cannot be used to replace players that are able to attend
 - 1.3.6.2.3 Registered players who wish to play may not be replaced. Teams are expected to properly manage their players prior to the Transfer Deadline. As a result players may only be replaced under the following circumstances:
 - 1.3.6.2.3.1 Injury

- 1.3.6.2.3.2 Illness
- 1.3.6.2.3.3 Unavoidable work or school commitment
- 1.3.6.2.4 Districts may request proof of injury, illness or other commitments prior to allowing the replacement; the burden of proof shall rest with the player.
- 1.3.6.3 All replacement players must come from within your District Association. For the purposes of this rule the Edmonton Minor Soccer Association (EMSA) and the Edmonton Interdistrict Youth Soccer Association (EIYSA) are considered to be separate Districts.
 - 1.3.6.3.1 Replacement players must come from the team's Club system if such a system is in place.
- 1.3.6.4 Replacement players must not enhance team strength, which would cause the overall integrity of the competition to be jeopardized. Any call ups must come from a lower level of competition, except as noted below.
 - 1.3.6.4.1 In Tier IV Competitions, teams may pick up a maximum of two players from another Tier IV team of the same age, subject to ASA Cup Tied Rules, as long as the other Tier IV team is not proceeding to a Provincial Championship.
 - 1.3.6.4.2 Under exceptional circumstances, where there is no lower level team to draw replacement players from, Tier I, II and III teams may apply, through their District Association, to the ASA Competitions Committee, for special dispensation to use players from the same level of play.
- 1.3.6.5 Teams can only request replacement players if their roster is depleted to fifteen (15) players or less and may only use replacement players to bring their roster back up to sixteen (16) players.
- 1.3.6.6 Replacement players must be added to the ASA Provincial roster prior to the ASA roster submission deadline. Replacement players added after this deadline will not be eligible to compete in the Provincial Championships
 - 1.3.6.6.1 Under exceptional circumstances, a team may apply through their District Association to the ASA Competitions Committee to add replacement players to their roster after the ASA roster submission deadline under the following conditions:
 - 1.3.6.6.2 The team was invited to attend the Provincial Championships by the Alberta Soccer Association after the ASA roster submission deadline.
 - 1.3.6.6.3 The team's goal keeper became ill or injured after the ASA roster submission deadline, but before the start of the Provincial Championships.
- 1.3.6.7 Teams cannot choose replacement players from a team that has qualified for a Provincial Championship.
- 1.3.6.8 Once a player has been replaced, he/she cannot return to the team to participate in the Championships, or if applicable, the National Championships.
- 1.3.6.9 If the season is incomplete, any replacement player must have the consent of the team/club for which they play.
- 1.3.6.10 Teams are eligible for a maximum of four (4) replacement players
 - 1.3.6.10.1 Under exceptional circumstances, teams, with the support of their districts, may apply to the Competitions Committee for replacement players above the (4) limit.

1.4 Player Eligibility

- 1.4.1 Players in age categories who reach the limiting age on or after the 1st of January in the following year of his/her application for Indoor registration shall continue to be eligible to play in that age category for the remainder of the playing season, including all Provincial competitions.

- 1.4.2 Any youth team that includes a player who is over the age limit as defined in 1.4.1 above shall forfeit the games in question and shall be subject to disciplinary action by the ASA.
- 1.4.3 ASA and CSA Outdoor Cup Tied Rules will not apply to the 2017 Indoor Provincials.
- 1.4.4 Tier I players are only eligible to compete in Tier I competitions, Tier II players may compete in Tier I or Tier II competitions, Tier III player may compete in Tier I, Tier II, and Tier III competitions. Tier IV players may compete in any level of competition.
 - 1.4.4.1 Youth players transferring to a lower level of play will not be considered cup tied if the transfer takes place prior to their fifth league game, subject to local rules.
- 1.4.5 No Division, league, or tournament, leading to the Provincial Championships can qualify teams into more than two (2) different Provincial Competitions of the same age.
- 1.4.6 With the exception of leagues structured by age, no team competing in a division, league or tournament leading to more than one Provincial Championship can solely declare for the lower available level of competition.
- 1.4.7 With the exception of Rule 1.4.8, all teams must compete in the Provincial Championships at the same level or higher than the level at which they compete throughout the playing season.
- 1.4.8 Teams are permitted to play up an age group, including playing in a Senior League, for developmental purposes and return to their original age group for the Provincial Championships, subject to local rules. Teams playing up are required to play up a full age group, ie. U14 Tier I team must play U16 Tier I in order to comply with this rule.
- 1.4.9 A youth player may register with, and play for, both a youth team and a senior team, and maintain his/her eligibility to compete in both Youth and Senior Provincials, provided he/she has first registered with a youth team. If a youth player has first signed with a senior team there will be no further eligibility to sign with or transfer to a youth team.
- 1.4.10 All youth players playing up in Senior Provincials must be added to the roster seven (7) days prior to the competition.
- 1.4.11 All players competing in the Senior Provincial Championships must have attained their sixteenth (16) birthday at least seven (7) days prior to the Provincial Championships.
- 1.4.12 Districts are expected to provide a contact person for each Provincial weekend in which they have teams competing who will be available to address any roster or player eligibility issues.

2. TEAM MANAGEMENT

- 2.1 All players, team officials and other persons involved in the playing of games which constitute a part of the Provincial Championships are required to conduct themselves in a manner which will bring credit to themselves, their teams, the host Association, the Alberta Soccer Association and the Sport.
- 2.2 All teams with youth female members must have an adult female on the official roster and in attendance in the players box at all games. Teams with youth male members must have an adult male on the official roster and be on the bench at all games (i.e. coach, manager or physio). Failure to comply will lead to assessment of administrative fees and advisement to the team's District.
- 2.3 A maximum of four non-playing personnel may be listed on the roster and be on the bench.
- 2.4 One staff member from each team involved in the Indoor Provincial Championships must fulfill the coaching requirements for the appropriate level as per the chart below:

Competition	Coaching Requirement
U14, U16 and U18 Tier I	Full Community Coach Certificate OR Soccer for Life + MED

U14, U16 and U18 Tiers II-IV	Community Coach Senior OR Soccer for Life
U12 Tiers I-IV	Community Coach Youth OR Learn to Train OR Soccer for Life

Note: While not required for all Competitions, Alberta Soccer recommends all coaches take the online MED module.

- 2.5 If a new (non-certified) coach takes over a team leading into a Provincial Championship, dispensation is granted for the next six months from the time his/her name appears on the team's registration.
- 2.6 All Coaches and Staff of ASA Member District Teams who are listed on a team roster of a team going to any age/gender competitive level Provincial or Regional Championship are required to complete CPIC Security Clearance forms and satisfactorily pass police clearance, or if not police cleared, pass their District Review Committee process.
 - 2.6.1 In the event of non-compliance, the Competitions Committee through the ASA Board will deal with appropriate actions.
- 2.7 Official ASA Game Sheets are to be handed in to the Referee prior to the commencement of the game.
- 2.8 No High school teams in Alberta may participate in any sanctioned ASA league or be part of any ASA clubs even under the guise of ASA District club teams appearing to have no direct affiliation with high schools. Players may play for both a high school and a club team as long as they are registered with a club team as well.

Note: High schools may apply and become ASA Associate Members for the purpose of being permitted to use ASA referees services and have access to ASA training courses.
- 2.9 No ASA registered team assembled by an unsanctioned Academy by its own name or under any other guise will be permitted to participate in any ASA league of any District association, Club or participate in any ASA Championship.

3. *EQUIPMENT / UNIFORMS*

- 3.1 When the colors of competing teams are similar, home teams shall use alternate colors. Each team must have a set of pinnies with them if they do not have alternate jerseys.

Goalkeepers shall wear colors which plainly distinguish them from all other players and game officials.
- 3.2 All jerseys must be clearly numbered. The number of the player's jersey must correspond to the number listed with the players name on the game sheet.
- 3.3 Visible undergarments must be the same colour as the team's uniform. Compression shorts, etc. must match the colour of a team's shorts; any long-sleeved top must match the same primary colour as the sleeve of the team's jersey.
- 3.4 Shin guards must be worn in all Provincial competitions.
- 3.5 Jewellery and Braces
 - 3.5.1 A player must not use equipment or wear anything that is dangerous to himself/herself or another player.
 - 3.5.2 Modern protective equipment such as headgear, facemasks, knee and arm protectors made of soft,

lightweight, padded material are permitted. If any question arises as to whether a piece of equipment can be worn, it may be presented to the head official for approval.

- 3.5.3 All items of jewellery are potentially dangerous. Players are not allowed to use tape to cover jewellery.

4. I.D. CARDS

- 4.1 All players at the Provincial Championships must have a District Photo ID Card or other photo ID and present this to the referee prior to each game. The burden of proof of registration with a District shall rest with the player.

5. DURATION OF PLAY / BALL SIZES

- 5.1 All games are played as two 25 minute halves with the last two minutes of the second half being stop time.
 - 5.1.1 Any third game of a 3 team round-robin (including in a six, nine, ten or twelve team format with groups of 3 teams) that requires a result (see Rule 8.3) will go directly to penalty kicks.
 - 5.1.2 All medal games of Indoor Provincials that are tied at the end of regulation time will go directly to penalty kicks.
- 5.2 A size 4 ball will be used in U12 competition. U14 and above will use a size 5 ball. It is the responsibility of the home team to provide two (2) FIFA approved game balls for each game.

6. SUBSTITUTIONS

- 6.1 All indoor competitions will allow for unlimited substitutions.

7. FORMAT & SEEDING

- 7.1 The format for all competitions will be determined by the Competitions Committee following a review of the declarations received. A five (5) team round robin format will only be used in extraordinary circumstances.
- 7.2 Where there are two or more groups of 3, or two or more groups of 4 crossing over, no two teams from the same District will be seeded into the same group whenever feasible.
- 7.3 Seeding shall be determined by random draw. U14, U16 and U18 Tier I Boys and Girls will be seeded by last year's results.
- 7.4 In the event of that a team drops out of Provincials and no replacement team can be found, the changes to the groups and tournament shall be decided upon by the Competitions Committee.

8. ROUND ROBIN TIE-BREAKING PROCEDURE

In all competitions (or parts thereof) organized on a round-robin basis, the following rules shall apply.

- 8.1 Three (3) points will be awarded for a win, and one (1) point for a tie. Standings will be determined by total points won at the completion of the round robin.

8.2 In any three (3) team round robin, whether part or whole of the competition, the third game in each group's round robin play will be played to a decision if the team not participating has zero (0) points, has been suspended, or has withdrawn.

8.2.1 The team that eventually loses the game will still be awarded one (1) point for the tie. For the purposes of Goals For and Goals Against, the score at the end of regulation time will be used.

8.3 The following criteria will be used to determine the final standings if two (2) or more teams have an equal number of points at the end of the round robin:

8.3.1 Most points in all group matches;

8.3.2 Greater number of points in matches between the teams concerned;

8.3.3 Greater goal difference in matches between the teams concerned (if more than two (2) teams are tied);

8.3.4 Greater goal difference in all group matches;

8.3.5 Greatest number of goals scored in all group matches;

8.3.6 Penalty Shots.

The above tie breaking procedure must be carried through in its entirety; no tie breaking rule will be used twice.

If required, tie breaking Penalty Shots will be conducted as follows:

8.4 Two (2) teams tied: As per FIFA Laws of the Game, at a time and place decided by the Alberta Soccer Representative

8.5 Three (3) teams tied: Each team is designated A, B or C as determined by random draw by the Alberta Soccer Representative. Three mini-games will be played; A vs B, B vs C, C vs A. Each mini-game will consist of five (5) penalty kicks at a time and place determined by the Alberta Soccer Representative. All five (5) penalty kicks must be taken. Three (3) points will be awarded for a win and one (1) point for a tie. The standings after these three (3) mini-games will be determined according to the criteria above.

8.6 Four (4) teams tied: Each team is designated A, B, C, or D as determined by random draw by the Alberta Soccer Representative. Six mini-games will be played; A vs B, C vs D, A vs C, B vs D, D vs A and C vs D. All five (5) penalty kicks must be taken. Three (3) points will be awarded for a win, one (1) point for a tie. The standings after these three (3) mini-games will be determined according to the criteria above.

9. DISCIPLINE

9.1 The ASA Representative shall establish and chair a Tournament Discipline Committee for all Provincial competitions. The Discipline Committee shall comprise the Chairman and two other ASA Directors wherever possible. The Committee shall deal with all cases of discipline relating to player and/or staff during the tournament.

9.2 Misconduct by players or team officials reported by the referee shall be dealt with by the Tournament Discipline Committee prior to the next game, except as noted below.

For any misconduct in his/her team's final games in any competition, discipline may be delegated to the District in Membership which the player or team official represent, if time does not permit the holding of a hearing.

9.3 If a hearing is requested, or if the ASA Representative/Committee at his/her/their discretion shall so decide, the Tournament Discipline Committee shall conduct hearings to deal with misconduct in accordance with the ASA Constitution, excepting only for any notice periods, which shall be waived. ASA mandatory suspensions will be applied. The District in Membership of the player or team official

involved shall be informed of the disposition.

- 9.4 Any player or team official reported for misconduct who elects to have a hearing, or where the ASA Representative/Committee has called a hearing, shall attend the hearing and may be accompanied by a club representative.
- 9.5 Failure to attend, after notification by the ASA Representative/Committee, shall result in immediate suspension until the player or team official involved requests a further hearing in writing, and appears at that subsequent hearing.
- 9.6 The Tournament Discipline Committee shall hold a hearing into the behaviour off the field of play of any player or team official alleged by the ASA Representative/Committee to have brought the game into disrepute. The Committee may take any disciplinary action it sees fit, including suspension from all soccer activity during the ASA tournament
- 9.7 Three (3) yellow cards in a Provincial series or Championship will automatically generate a one-game suspension. Cards do carry forward from Regional to Provincial Finals.
- 9.8 All Red cards in a Provincial Competition are subject to review by the Alberta Soccer Representative. If the situation warrants, the Alberta Soccer Representative may call a hearing to suspend the offending player for additional games above the following minimums:
 - 9.8.1 Violent Conduct – two (2) games;
 - 9.8.2 Any offense involving a game official – indefinite suspension and an automatic hearing;
 - 9.8.3 All other red cards – one (1) game
- 9.9 All team staff ejected from the game by the referee will serve a minimum one (1) game suspension, during which they will not be allowed on the bench. If the situation warrants, the Alberta Soccer Representative may call a hearing to suspend the offending team staff member for additional games.
- 9.10 Threats and Assaults on officials during a Provincial series or Championship will generate an immediate suspension pending ASA Discipline Committee action in accordance with Rule 9 of ASA Rules and Regulations.
- 9.11 Protests/Appeals may be lodged with the ASA Representative/Committee only on alleged deviation from these published rules. Protests/Appeals must be in writing on the game sheet, clearly outlining the complaint, and must be lodged within one (1) Hr. after the game. No protests will be heard which are based on a game official's interpretation of the Laws of the Game.

The ASA Representative/Committee will deal with all valid protests immediately, and their decision shall be final.

- 9.12 Where an ASA representative at a Provincial Championship discovers after the certification of credentials, that a team has inserted an ineligible player, the ASA representative will declare that team's participation illegal and adjust the results of competition accordingly.

Individuals who have been listed on a game sheet will be deemed to have participated in that game.

- 9.13 A referee who wishes to or is requested by a Tournament Representative/Committee to submit a written report on a game incident must do so within two hours after the end of their final officiating responsibility for that day. The report shall be submitted in accordance with the format outlined in the ASA Referee Manual.
- 9.14 In the event of a player receiving two yellow cards, leading to a red card, the referee must fill out a

misconduct report explaining the action; similar to if a player had received a straight red card.

9.15 All suspensions must be served at the first available opportunity.

10. DROP OUTS

- 10.1 A District whose team withdraws from the Provincial Competition thirty-one (31) to forty-five (45) prior to the provincial competition date will be assessed an administrative fee to a maximum of \$250, as determined by the ASA's Competitions Committee. A District whose team withdraws thirty (30) to fifteen (15) days prior to the provincial competition date will be assessed an administrative fee to a maximum of \$500. A District whose team withdraws from the Provincial Competition fourteen (14) days or less prior to the provincial competition date will be assessed an administrative fee to a maximum of \$2,500. All withdrawals must be submitted in writing from the District Association to the Alberta Soccer office.
- 10.2 No competition fees will be refunded if a District withdraws from a competition after the declaration deadline.
- 10.3 If any team does not fulfill all its playing obligations within the round robin portion of the competition, then all games involving this team will be recorded as a 3-0 win for the opposing team.
- 10.4 All teams are expected to attend their scheduled games with a minimum of 4 players, and are expected to compete in every game until completion. Any team failing to do so will be assessed an administration fee of up to \$2,500. All decisions with regards to the Administrative fees will be the responsibility of the Competitions Coordinator in conjunction with the Competitions Committee and notice of all Administrative fees will be sent out to the District that the team was representing.

11. GAME ABANDONMENT AND WEATHER

- 11.1 Where a game must be stopped due to floodlight failure, weather, or any cause beyond the control of the participating teams, the game may be delayed a maximum of thirty (30) minutes. During the thirty (30) minute period play may be restarted if the referee, the Referee in Chief, and the ASA Representative agree it is safe to do so.
- 11.2 Where a game is abandoned due to floodlight failure, weather, or any cause beyond the control of the participating teams, and more than seventy percent (70%) of the game has been played, the result at the time of abandonment will be recorded as the final score.
- 11.3 Under rule 11.1 where game is abandoned and the score is tied, but the competition requires a winner, the winner shall be determined by penalty kicks. If, at the discretion of the ASA Representative, a penalty shootout cannot be conducted, a winner shall be determined by the flip of a coin.
- 11.4 Where a game is abandoned due to floodlight failure, weather, or any cause beyond the control of the participating teams, and less than seventy percent (70%) of the game has been played, the following shall occur:
- 11.4.1 If after thirty (30) minutes play may not be restarted, the ASA Representative will attempt to re-schedule the game. Only the remaining time shall be played, and the score at the time of abandonment shall carry forward.
- 11.4.2 If, at the discretion of the ASA Representative, the game cannot be rescheduled, a winner will be determined through the use of a penalty shootout.
- 11.4.3 If, at the discretion of the ASA Representative, a penalty shootout cannot be scheduled, a winner will be determined through the use of a coin toss.

- 11.5 If at the time of kick-off a team does not have enough players to begin the game, the referee may delay for a maximum of ten (10) minutes. At the end of that time, if the team is still unable to field the minimum number of players, they will lose the game by a score of 3-0.

12. TROPHIES

- 12.1 Winners shall be awarded “keeper” trophies that are not to be returned to the ASA.
- 12.2 All Provincial Medal ceremonies shall occur in the soccer center immediately following the Gold Medal game. Any medal-winning team that does not attend medal ceremonies without receiving prior permission from the Provincial Representative will be assessed an administrative fee of \$500.