

Northumberland Soccer Club Constitution and By-Laws 2019

Article 1: Name

The name of this Club shall be the Northumberland Soccer Club, hereinafter referred to as the Club. The Headquarters of the Club shall be located within the geographical boundaries of the Northumberland County.

Article 2: Objectives

The Club shall have the following objectives:

1. To provide competitive sport and recreation for the people of Northumberland and surrounding districts through the organization of a soccer league(s).
2. To promote and develop the game of soccer within its boundaries.
3. To foster the spirit of healthy competition, teamwork, and fair play.

Article 3: Affiliations

The Club shall be a member of the East Central Ontario Soccer Association, hereinafter referred to as THE DISTRICT ASSOCIATION. The Club shall follow the published rules of THE DISTRICT ASSOCIATION and the Ontario Soccer, hereinafter referred to as the OS. The Club is subject to the published rules in declining order of authority of the following bodies to which it is affiliated:

1. The Club
2. THE DISTRICT ASSOCIATION
3. The OS and/or The International Federation of Association Football hereinafter referred to as FIFA

Article 4: Membership

A Member is:

- a registered player;
- a registered Club coach;
- a registered Club game official; or
- a registered Club administrator.

Although an individual may qualify for, and be registered under, more than one of the above categories, each individual holds only one membership within the Club, and is entitled to one vote at members meetings.

A player shall become a regular member when approved by the Club's Registrar.

Upon application, a coach and game official shall become a regular member upon acceptance by the Executive of the Club. A coach is an individual who is registered with the club to teach, instruct, train and guide players to play the game of soccer. A registered Club game official is an individual who is registered with the OS and has been retained by the Club to officiate soccer games.

An administrator shall become a regular member upon election or appointment by the Executive of the Club. An administrator is an individual who is registered with THE DISTRICT ASSOCIATION to be responsible for one or more of the functions required to operate a Club.

Every regular member aged 16 and over shall have the right to attend, speak and cast one vote at the Annual General Meeting of the Club.

Every regular member under the age of 16 shall have the right to attend and speak at the Annual General Meeting, but any vote must be cast by a parent or guardian who shall also have the right to attend and speak on behalf of that member.

Every regular member, or parent or guardian of a regular member under the age of 16, entitled to vote at the Annual General Meeting may by means of a proxy appoint a person, who need not be a member, as the member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

Discipline of Members

Shall be in accordance with Article XI of the Rules and Regulations, as may be amended from time to time.

Termination of Membership

A Member shall be deemed to have terminated his or her membership in the Club:

- a. If the Member submits a signed letter of resignation to the Club;
- b. If the Member is expelled by the Club's Executive;
- c. If the Member is no longer registered with the Club.

Fees

Membership fees for regular members shall be set annually by the Club Executive, excluding game officials.

Article 5: Club Executive

The Club shall be governed by an Executive Board, as may be amended from time to time in accordance with the Club By-Laws. The Club Executive shall consist of individuals in accordance with By-Law #1.

Each Board position is a two-year term with the positions of President, Treasurer, Director of Adult Soccer, Director of House League Soccer, Director of Development, Director of Indoor Soccer and 1 Director at Large shall be elected in even numbered years while the positions of Vice President, Secretary, Director of Rep Soccer, Director of Equipment, Director of Referees and 1 Director at Large shall be elected in odd numbered years.

Executive Vacancy

An Executive Member has the right to resign her or his position by submitting a signed letter of resignation

to the Club. A vacancy on the Executive and their respective position(s) held, caused by death, or resignation, which has been accepted by the Executive, shall be filled by a majority vote of the Executive. The successor Executive Member shall hold his or her incumbant's position(s) for the remainder of the term being filled.

Removal of Executive

No member of the Executive shall be removed for arbitrary reasons but may be removed if:

1. They are unable to perform the duties expected of their positions due to, but not limited to, any of the following reasons:
 - become incapable of performing the business of the Club
 - they are absent from three or more meetings of the Executive within a one-year time span without satisfactory reason
 - no longer reside in reasonable proximity of the Club
 - become, or are discovered to be, in undischarged bankruptcy.

2. They have compromised the integrity of the Club due to, but not limited to, any of the following reasons:
 - found guilty of an offence under the Harassment Policy of the OS
 - found guilty of an offence involving violence under the Discipline Policy of the OS.
 - failed to properly account for monies or other property belonging to the Club.
 - found guilty of a criminal offence regardless of whether or not the offence directly affected the Club.

A member of the Club Executive holding his or her respective position(s), may be removed from office by the Club Executive for good and sufficient cause by a 2/3's vote of the Club Executive present, provided notice to remove the member has been given to all Executives of the Club. If a member is removed by the Club Executive, the Club Executive may appoint a successor to the position(s) for the remainder of the term(s) being filled. A member of the Club Executive may also be removed from office for good and sufficient cause at a meeting of the members of the Club provided notice to remove the member has been given to persons entitled to attend the executive meeting. If a member is removed at an Executive meeting, the members entitled to vote may elect a successor to fill all position(s) held by the removed member for the remainder of the term(s) being filled.

Duties of Club Executive

The Club Executive shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the Published Rules of the Club. The Club Executive shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the membership of the Club. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the Club's Operations Manual. The selection process and the appointments shall be based on procedures outlined in the Club's Published Rules. The Club Executive may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the Club's approved Procedures Manual.

Duties of Executive Members

The duties of the Executive Members are defined in By-Law #1.

Nominations and Elections

Nominations for positions on the Board of Directors must be made by any member at least 14 days prior to the Annual General Meeting or the Special General Meeting called for that purpose. Members must be nominated for a specific position on the board that is up for election. If no member is nominated for a specific position, this position will stay vacant and be filled at a general meeting through appointment by the current board of directors.

Nominations and elections for positions open shall be held in the order of the positions listed in the constitution. Election may be by secret ballot, but in the event that only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.

A majority of votes cast shall be required to elect Directors. In the event there is no majority, the candidate with the least number of votes will be dropped from the ballot and another vote shall be held.

The Club Executive members may make appointments to fill positions not filled during the Club's Annual General Meeting.

Article 6: Meetings

General Meetings

An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held, at such place, and at such date as the Club Executive may determine. Such notification shall be by at least one of the following methods: regular mail, email, fax, website notice, newspaper announcement, public notice, posting at Club office and/or any other method determined by the Executive.

Any question shall be decided by a majority of the voting members at a meeting of the General Membership, duly called unless otherwise required by the Club by-laws or other law.

Annual General Meeting

The Club shall hold its Annual General Meeting not later than January 31st of the following year. The agenda of the Annual General meeting shall include:

1. Minutes of Previous Annual General Meeting
2. President's Address
3. Treasurer's Report
4. Auditor's Report
5. Unfinished Business/New Business
6. Amendments to the by-Laws
7. Election of Executive

8. Adjournment

Special General Meeting

A Special General Meeting of the Club:

- a. May be called by the Executive and an official notice of each meeting shall be given to all Members at least 30 days before the meeting is to be held, at such place, and at such date as the Club Executive may determine.
- b. Shall be called by the Club Executive upon receipt of a written request submitted to the Club by registered mail, certified mail, trace mail, courier service, hand delivery, fax or e-mail, signed by not less than 25 Members or 25% of the voting membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 30 days of receipt of the written request from the Members. Only the business set out in the notice of the Special General Meeting shall be considered.

Club Executive Meeting

The Club Executive shall meet at least 10 times per year. A majority of the members of the Club Executive shall form a quorum at all meetings of the Club Executive as outlined in By-Law #1. A quorum is defined as at least 50 percent of the voting executive members including the President. Questions arising at any meeting shall be decided by a majority of votes where each member, excluding the Chair, is entitled to cast one vote. In the event of a tie vote, the Chair shall cast the deciding vote.

Article 7: Committees

The Membership, at any General Meeting, or the Executive, at any meeting of the Club Executive, may establish a standing committee or special committee to carry out specific business or programs of the Club.

Article 8: Procedures Governing Meetings

All meetings of the Club shall be conducted in accordance with the most recent edition of Roberts Rules of Order, except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the Club.

Article 9: By-Laws and Amendments

- a) By-Law amendments to Article 1, the Club's name, Article 5, the number of members on the Club Executive, the additional positions an Executive member may hold and the election year for the additional positions, and Article 12, the financial year-end of the Club, may be proposed by the Club Executive, or submitted by a member to the Club Executive, in writing, at least 21 days prior to a General Meeting of the Club, and must be approved by a majority vote of the Club Executive, and by 2/3's vote of the membership voting in person or by proxy at a meeting of the Club duly called for that purpose.
- b) Subject to the foregoing, all by-laws of the Club shall be adopted or amended, as the case may be, by a majority vote of the Club Executive, and by a 2/3's vote of the membership voting in person or

by proxy at a General Meeting of the Club, duly called for that purpose, provided such by-laws or amendments conform to the OS published rules

- c) By-laws, or amendments thereof, required by changes to the OS published rules shall be considered at the next Annual General Meeting of the Club following at least 45 days after notification of the required change has been published by the OS.
- d) All members, entitled to vote, shall be notified of the said General Meeting regarding a) and c) above. Such notification shall be by means noted in Article 6, General Meetings.

Article 10: Rules and Regulations

The Club Executive may approve and publish Rules and Regulations, which are not inconsistent with this By-Law or inconsistent with the rules of a higher-level governing organization. Amendments to the Rules and Regulations may be made by a majority vote of the Club Executive or the Members at a General Meeting.

Article 11: Indemnity

Members of the Club Executive or other servants, agents or employees of the Club, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective wilful neglect or default.

Article 12: Finance

The accounts of the Club shall:

- a) be audited annually by a chartered accountant, if the annual gross revenue is greater than \$30,000; or
- b) be reviewed annually through a financial review engagement completed by a Certified General Accountant, Certified Management Accountant or Certified Accountant, if the annual gross revenue is \$30,000 or less; or
- c) with the consent of all its members, be exempt from any audit or financial Review engagement if the annual gross revenue is less than \$10,000.

The audit or the financial review engagement statement shall be presented at the Annual General Meeting for adoption. At the Annual General Meeting of the Club, a chartered accounting firm shall be appointed to perform the audit or the financial review engagement. The fiscal year of the Club shall end on October 31st of each year, unless otherwise ordered by the Club Executive.

Article 13: Dispute Resolution

The Club shall adhere to the dispute resolution process as approved and published by THE DISTRICT ASSOCIATION from time to time. Any member of the Club may initiate the dispute resolution process by

communicating in writing to THE DISTRICT ASSOCIATION, with a copy to the Club and THE DISTRICT ASSOCIATION, the nature and facts of the dispute. THE DISTRICT ASSOCIATION, at its discretion, may proceed with the dispute resolution process by assigning one or more neutral persons to the dispute. The dispute resolution process shall not be used for game discipline that follows the normal discipline and appeals process. The Club shall make available to any Member the dispute resolution process when requested.

Article 14: Harassment

The Club shall adhere to the Harassment Policy as approved and published by THE DISTRICT ASSOCIATION from time to time. The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, members and registrants of the Club. Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment. The Club shall make available to any Member the Harassment Policy when requested.

Article 15: Appeals

Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision. The denial or termination of membership in the Club may be appealed by a non-member.

A decision of the Club may be appealed to the District Association with which the Club is affiliated. The appeal shall be conducted in accordance with the OS's and the District Association's published rules.

An individual shall not appeal a decision made by the Club Executive regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to a coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.

An individual shall not appeal a decision made by the Club Executive regarding a player's team assignment.

Article 16: Dissolution

In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Club Executive to one or more not-for-profit athletic community organizations, which operate solely in the Municipality of Northumberland.

Article 17: Definitions/Terminology

Terminology used in this By-Law shall have the same meaning as utilized by the OS in its letters patent, by-laws and published rules. And further, in these by-laws and in all other by-laws of the corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include organizations, firms and corporations.

Article 18: Equality and Accessibility

The club shall conform to the OS policy on Gender Equality and the club shall conform to the OS policy on Accessibility for Ontarians with Disabilities Act.

NORTHUMBERLAND SOCCER CLUB RULES AND REGULATIONS

Article I - General

These Rules and Regulations may be modified at any time by a majority vote of the Club Executive. The Ontario Soccer (hereinafter referred to as the OS) and/or The International Federation of Association Football (French: *Fédération Internationale de Football Association*) (hereinafter referred to as FIFA) rules shall govern situations not governed by these rules.

Article II - All Members

All members are responsible to obey and enforce the Constitution of the Club and these Rules and Regulations as interpreted by the Club and Club Executive

No member shall act or conduct himself/herself in any way so as to bring the Club into disrepute.

Conduct by a member that is prejudicial to good order and discipline; conduct that is in contempt of the Constitution as interpreted by the Club Executive; failure to adhere to these Rules and Regulations as interpreted by the Club and Club Executive, may constitute an offence punishable by loss of membership or such lesser punishment as shall be administered in Article XI of these Rules and Regulations.

Article III – Players

1. To qualify for registration with the Club a player must complete and sign an application form as the Club shall take into current use. If the player is a minor, a parent or guardian must sign the application. In addition, a player seeking to qualify for registration with the Club shall supply proof of age, pay the registration fee and sign a statement of agreement in which the player agrees to obey the Constitution as interpreted by the Club Executive. If the player is a minor, a parent or guardian must sign the agreement.
2. A player who is under suspension may not be registered.
3. No player shall be eligible to play unless fully registered.
4. Players must sign a statement that they accept full responsibility for their own medical coverage. A parent/guardian must sign for a minor.
5. The Club reserves the right to require a player to produce a certificate of medical fitness either prior to registration or at any time during the season of play. Return to regular play after an injury must be accompanied by medical certificate.
6. The Club reserves the right to reasonably require proof of medical fitness from any player wishing to

register with the Club.

7. Refunds will not be given to players after the first two games of the regular season.
8. Refunds are subject to a \$30.00 administration fee and at the sole discretion of the Registrar and Treasurer. The request must be provided in writing.
9. Representative players shall also be registered (complete with photograph) on the appropriate competitive registration form of the OS. Competitive teams must have their roster and player books validated each year as per the Northumberland Team Manual.
10. All players must have a validated OS Player book before they can play in any tournaments. This includes youth recreational players. Competitive players already have an OS player book.
11. Northumberland Soccer Club shall do screening of all volunteers in the organization, consistent with OS policy.
12. No player is registered to play until the District Association has entered registration in LCR or OSAR. All registrations that ARE NOT received by timelines (submitted 2 weeks prior to the start of the Club League Season to THE DISTRICT ASSOCIATION office) must be received **72 hours** before game time. If received later, player will not be eligible to play until the following game.
13. A youth player shall play only for the team to which he/she is assigned.
14. A youth player may not be transferred to another team other than by authority of the Convener of his/her house league.
15. No player of a house league team can transfer to another house league team after the official realignment date (June 30) without the approval of the Director responsible for that league..
16. Players of all age groups shall wear footwear that conforms to Law 4 of FIFA. The Club recommends that players wear soccer cleats.
17. Players may not play with another club, league, or team concurrently without the written consent of the Club, except for players on a house league within the Club.
18. Players will conduct themselves in a respectful and responsible fashion at all times and will observe and obey the Laws of the Game, the Constitution of the Club as interpreted by the Club Executive, and the Rules and Regulations, as interpreted by the Club Executive.
19. All players must wear shin guards under their socks.

Article IV-Coaches and Managers

1. Coaches and Managers shall be registered on an appropriate form that the Club shall take into current use.

2. Coaches and Managers are responsible to ensure that all players under his/her charge are properly registered. Teams playing an unregistered player during a scheduled league or playoff game shall forfeit that game to their opponent and the score shall be recorded as 1-0. The Coach of the offending team will be brought before the Executive for discipline as deemed appropriate under Club Rules and Regulations.
3. Coaches and Managers are responsible for communications within the team from other authorities in the Club.
4. Coaches and Managers shall be responsible for the completion and return of all Club reports and documents as shall from time to time be required.
5. Coaches and Managers are required to submit to the Club a full accounting of any money raised by the team for its own use within 2 weeks of the completion of that team's last game or tournament. Failure to do so will result in disciplinary action taken against the Coach and/or Manager as outlined in Article XI.
6. Coaches and Managers shall be responsible to ensure all Players and Parent/Guardians are aware of the Rules and Regulations of the Club.
7. Coaches and Managers shall undertake that all Players, Parents/Guardians, and Spectators associated with the team, conduct themselves in a way that is consistent with the Constitution of the Club, these Rules and Regulations, the Laws of the Game, and the generally accepted norm of good sportsmanship.
8. The conduct of Coaches and Managers shall be governed by, and in accordance with, the Aims and Objectives of the Club as laid out in Article II.
9. No Coach or Manager shall transport players nor shall he/she conduct a practice or game while under the influence of intoxicating substances.
10. Any Coach or Manager found to have a criminal record involving the physical or sexual abuse of children shall be immediately removed from the position by the Club Executive.
11. Coaches and Managers shall endeavour that all house league players who are present and dressed play an equal amount of time in all league matches.
12. Coaches and Managers shall not play nor conceal from officials of the Club any ineligible Player.
13. Coaches and Managers shall not leave any youth player unattended at a field or gymnasium following a practice or game.
14. Coaches and Managers are responsible for the team's participation in any Club fundraising activities.
15. Coaches and Managers are responsible for the team's participation in any work projects the Club may from time to time undertake.
16. All home-team house league coaches, excepting those of designated non-competitive teams, shall drop

off completed game sheets in the appropriate drop box after each game, in accordance with Article VIII 2d.

17. All home-team house league coaches are expected to have their corner flags or cones in place prior to kick-off.
18. A selection committee of three people shall be established by the Executive to choose coaches for all teams, other than house league teams.
19. No member of the Selection Committee may be selected as a coach, pursuant to 18, without the approval of the Executive.

Article V – Referees of Club Leagues and Tournaments

1. The referee shall be responsible for the conduct of a game from the time he/she enters the playing area and until such time as he/she leaves the vicinity of the playing area. His/her authority shall extend to offences committed when the game is in progress or when the game is stopped. His/her decision on points of fact connected with the play shall be final.
2. Referees must be registered with the Ontario Soccer (OS).
3. Referees shall ensure that they are present at the field at least 20 minutes prior to kick-off.
4. From the time a referee assumes control he/she shall be responsible for the enforcement of field regulations.
5. In the event of a serious injury to a player or spectator it is the responsibility of the Referee to stop, suspend, or terminate the game as he/she sees fit.
6. The Referee will ensure those conditions of both field and weather for outdoor games are safe prior to the start of play.
7. Referees shall be dressed in accordance to OS regulations at all games.
8. Red and Yellow cards issued during a game and any incidents reported to the referee by Club members present must be reported on OS approved forms and be directly submitted to the district or competitive/development league in which it was given.
9. Referees shall be paid in accordance with a scale of pay as established by the Executive.
10. The Referee Co-ordinator shall be responsible for the scheduling of referees.
11. It is the responsibility of the Referee to find a replacement if he/she cannot referee a game.

Article VI – Conveners of Club Leagues

1. Conveners will ensure that all reports and documents required by the Club are promptly completed and returned.
2. If in attendance, Conveners shall oversee the conduct of team members and spectators.
3. Conveners are responsible for the arranging of the rescheduling of games if possible if time and field allow.
4. If in attendance, Conveners are responsible for the enforcement of field regulations but may not overrule the decisions made by the referee.
5. Conveners are responsible for the coordination of playoff games and to attend at playoff games and if unable to attend shall notify a member of the Club Executive.
6. The Convener shall assist at the playoff draft and realignment meetings if implemented.
7. Conveners are responsible for the transmission of information, orders, and directives from the Club Executive to the coaches and managers of each team.
8. Conveners are responsible for receiving and administering protests.
9. Conveners shall not put themselves in a position of prejudice. If it is necessary to coach a team in the division, all other coaches within that division must be notified.

Article VII – Teams

1. All players on each team except the goalkeeper shall be dressed alike. Goalkeepers must wear colours that are distinguishable from all other players on both teams.
2. The number of players assigned to each team shall be a maximum of:
 - a) Micro (Under-5) outdoor house league - nine
 - b) Other youth outdoor house league:
 - Under 6, 7, 8, & 9 - twelve
 - Under 11 to Under 18 - eighteen

Teams not having at least 7 players (five for mini soccer) ready to play will forfeit the game and a score of 1-0 will be recorded for their opponents. If neither team has an adequate number of players to play the game, then both teams forfeit the game and no points or goals are recorded.

3. No one may prearrange the placement of players due to play in the Club house leagues.
4. Requests may be granted for players to play down an age group for medical or physical reasons only. Requests are subject to Club Executive approval and will be considered on a case by case basis, if a request in writing, is submitted indicating the reason.

5. Special requests to place players on specific teams for the following reasons:

- a) playing with friends or other family members that are not siblings;
- b) transportation sharing;

will be considered on a case to case basis at the discretion of the administrator, if a request, in writing, is submitted indicating the reason. Decisions of the Club Executive in these matters shall be final.

Requests for Micro and Mini may be honoured provided the following criteria are met:

- a) A maximum of 3 separate requests per team for a total of 6 players in Micro and a maximum of 1 request for Mini's.
- b) Each request must be a match between both registration forms.

- 6. The Club Executive shall have the right to arbitrarily reallocate or add players from or to any Club team, as it deems necessary.
- 7. Teams considered too strong for meaningful competition shall have players reallocated or realigned to another team within the Club.
- 8. Realignment or re-balancing of teams may occur on a required basis. Executive may assist the Convener to make the decision to realign and realignment.
- 9. Any player or their parent/guardian may not refuse transfer from one Club team to another. Any such refusal will result in the disciplinary action being taken against the player.
- 10. Club teams must receive written consent from THE DISTRICT ASSOCIATION before entering Tournaments outside the Club's district.
- 11. Club teams must receive written consent from THE DISTRICT ASSOCIATION before playing exhibition games outside the Club's district.
- 12. Any house league team that postpones, advances, cancels or abandons in full or part any league game shall forfeit the game to the opposing team by a score of 1 to 0. Teams not ready to commence play within fifteen minutes of the stipulated kick-off time shall forfeit the game.
- 13. No team shall raise funds on their own without prior written consent of the Treasurer.
- 14. Any house league or all-star team raising funds for its own use will submit a full accounting of money raised and spent and will turn over any surplus funds to the Treasurer within 2 weeks after the last game played by respective team.
- 15. Any representative team-raising funds for its own use will submit a full accounting of money raised and spent to the Treasurer within 2 weeks after the last game is played by that team. Any surplus must be held in a bank account in the team's name and may be used in future by that team. When the team

disbands; any surplus funds must be turned over to the Club Treasurer immediately.

Article VIII – Leagues

Externally Administered Leagues

- a) Club teams playing in leagues that are not administered by the Club are bound by the Constitution, Rules and Regulations of the external league as interpreted by the external league Executive and its officials. External leagues are responsible for the administration of discipline over Club teams while playing under their authority. Any and all disciplinary action taken by such league against Club Members shall be reported to the Club.
- b) External leagues shall be held accountable to the Club for the correct use of Club facilities.
- c) All leagues using facilities mandated to the Club must post a listing of all executives of the league with the Secretary of the Club.
- d) The Club reserves the right to refuse any external league the use of its facilities for any reason for any property or building facility we hold a lease for.

Internally Administered Leagues (House Leagues)

- a) House leagues shall be organized as mixed (boys and girls) for outdoor play unless the Club decides otherwise.
- b) The Club Registrar, through the age group Conveners, shall be responsible for the administration of any house league.
- c) The Club shall decide each year, which leagues shall be competitive and which shall be non-competitive. Normally, U5, 6 and 7 divisions are non-competitive.
- d) For house leagues designated non-competitive, no statistics shall be published. Coaches in non-competitive divisions will however, call in game scores to the conveners or drop game sheets in the drop box.
- e) For house leagues designated competitive, the system for calculating team standings shall be three (3) points for a win, one (1) point for a draw. The Statistician shall maintain points, goals for and goals against totals, report league standings and publish the same to the Convener of the League. The Club has a mercy rule in effect. Where a team wins by more than five (5) goals, the official score for the winning team will only be five (5) goals more than the team that lost (i.e. 12-2 becomes 7-2). There will be a three (3) goal limit for any player for each game (under 9 and below only). Any player may score in overtime, regardless of the number of goals scored in regulation time.
- f) Home coaches are responsible for dropping off game sheets in the appropriate drop box within twenty-four (24) hours of the completion of that game. Failure to drop off the game sheet will result in the visitors report to stand (when contacted by phone). If both coaches fail to report the score, the game will be recorded as cancelled and cannot be rescheduled. As a result, no points will be awarded to either team. If a discrepancy exists between the two coaches, the score as recorded by the referee in the game report shall stand.

- g) Ties in the standings at the end of the season for first and /or second place are broken by the following formula:

Regular season record between the two teams, then

Goal differential, then

Goals for, then

Goals against, then

The winner of a special tiebreaker game to be scheduled by the Convener, after the end of the season, under the same format as a playoff game.

Ties for first and / or second must be broken so that the winner of division champion and / or runner up awards can be determined. The first four tiebreaker criteria will be applied in an attempt to break ties for other positions that may occur. If still tied, the standings will be left tied.

- h) The use of a year-end playoff or tournament shall be decided annually by the Club. Further, the Club is empowered to permit such a tournament for some age groups and not for others.
- i) Play offs and/or Cup tournaments take on two different forms, round robin and single knockout.

Round Robin (Typical for use for weekend or one day tournament. Guarantees certain number of games)

1. Teams are divided into divisions of equal number of teams. Four divisions are best if numbers warrant, but any even number will do. The placement of teams in these divisions must be done by random draw.
2. Each team play the other teams in the same division once. The scores are recorded and standings kept as in Rule (e), above. No overtime or other tiebreakers are used during round robin games, as ties are counted in the standings. Any ties in the standings are broken using rule (g) above.
3. The winners of each division or possibly the top 4 or 8 point getting teams across all divisions enter a single knockout competition.

Single Knockout Format (typically used for end of season playoffs. It is also used in round robin tournaments to determine a champion from the winners of the round robin games)

1. Teams in a league are paired up in the case of a league playoff. Pairings must be determined by random draw. Final league standings should not come into play in determining these pairings, to give weaker teams a chance to accomplish something in the playoff.
2. In the case of a round robin tournament the pairings are determined from the results of the round robin games.
3. The paired teams play each other in one game. The loser is eliminated from the playoff, unless a wildcard is needed (see below) and the winner advances to the next round. A winner must be determined for each game. The rules for deciding games, which are tied at the end of regulation time, are documented in Article VIII.
4. Rounds are played until 2 teams are left. The winner of the final game is the winner of the tournament.

| 4 teams (3 games-round robin) | 5 teams (4 games-round robin) | 6 teams (3 games each) |
|-------------------------------|-------------------------------|------------------------|
| 1 vs. 2 | 1 vs. 2 | 1 vs. A |
| 3 vs. 4 | 3 vs. 4 | 2 vs. B |
| 1 vs. 3 | 5 vs. 1 | 3 vs. C |
| 2 vs. 4 | 2 vs. 3 | 1 vs. B |
| 4 vs. 1 | 5 vs. 4 | 3 vs. A |
| 2 vs. 3 | 1 vs. 3 | 2 vs. C |
| | 4 vs. 2 | 3 vs. B |
| | 3 vs. 5 | 1 vs. C |
| | 4 vs. 1 | 2 vs. A |
| | 2 vs. 5 | |

Article IX- Games of Outdoor House Leagues and Club Tournaments

1. The Club shall take into use the Laws of the Game as established and recognized by FIFA except as shall be ordered and allowed by the OS or overridden by the rules below.
2. The duration of halves and the size of the ball to be used in games shall be according to the following table:

| Age Division | Half | Game Duration | Ball Size |
|-----------------|------------|---------------|-----------|
| Under 5 | | 25 Minutes | 3 |
| Under 6 | 20 Minutes | 40 Minutes | 3 |
| Under 7 | 20 Minutes | 40 Minutes | 3 |
| Under 8 | 25 Minutes | 50 Minutes | 4 |
| Under 9 | 25 Minutes | 50 Minutes | 4 |
| Under 10 | 30 Minutes | 60 Minutes | 4 |
| Under 11 | 30 Minutes | 60 Minutes | 4 |
| Under 12 | 30 Minutes | 60 Minutes | 4 |
| Under 13 | 35 Minutes | 70 Minutes | 4 |
| Under 14 | 35 Minutes | 70 Minutes | 5 |
| Under 15 | 40 Minutes | 80 Minutes | 5 |
| Under 16 | 40 Minutes | 80 Minutes | 5 |
| Under 17 | 45 Minutes | 90 Minutes | 5 |
| Under 18 | 45 Minutes | 90 Minutes | 5 |

3. For the U5 division each team may not play more that 4 players including the goalkeeper at a time. For the U7, U8, and U9 divisions each team may not play more than 7 players including the goalkeeper at a time. For all other divisions, each team may not play more than 11 players including the goalkeeper at a time.
4. Substitutions are allowed at the referee's discretion. They can be allowed at the following times but should be checked with the referee before the start of the game.
 - a) at goals or goal kicks, any number of times
 - b) before a throw-in
 - c) when play has stopped as a result of an injury
 - d) after a goal has been scored

e) at the beginning of the second half or any overtime periods

The exception is substitutions shall be allowed on the “fly” for Under 5 Division. For Under 5 and below, a kick-in is awarded when the whole of the ball has crossed the sideline. For mini soccer age groups, substitutions may be made at any stoppage in play.

5. No games shall be started or continued unless both teams can field at least 7 players for U10 and older and 4 players for U9 and under. Any team failing to field the required number of players within 15 minutes of the scheduled game start time shall forfeit the game to its opponent at a score of 1 to 0. A friendly game can then be played until the next scheduled game is due to start.
6. The **SUMMER RULE**, inclusive for U10 to U18 only, no youth team shall be permitted to field more players than the opposing team. The Coach of the team with the fewest players must play all of his/her players who are present, until the limits outlined in Section 3 above are met. That is, the Coach of the team with the fewest players may not keep any player on the sidelines as a substitute and expect the opposing team to play with the same number of players. The opposing Coach has every right to field as many players as the Coach with the fewest players has. If any more players arrive for the team with the fewer players after the game has started, the Coach must put those players on the field at the next available opportunity as outlined in Section 4 above. At that time, the opposing coach may send out an equal number of players. If a player on the team with fewer players is injured and cannot continue playing, the opposing coach is not obligated to take a player off to match numbers again. That team will continue to play with the same number of players on the field as it was playing before the injury occurred. This is for regular season only, not playoff games.
7. The presence of any ineligible players, coaches, or other members must be reported to the Referee who will make note of the complaint in the game report.
8. The Club, through the Convener has the authority to order a game played to its completion.
9. Games may only be cancelled by an order of:
 - The convener
 - An Executive Member
 - An Official of the Municipality of Northumberland
 - The Referee
 - The mutual consent of two coaches, only in divisions where the games are not formally refereed.
10. The Referee may cancel or abandon a game if in his/her opinion:
 - Conditions of play are unsafe
 - Damage is likely to occur to facilities
 - A serious injury has occurred resulting in a player or spectator’s need for medical attention
 - Disruptive conduct on the part of players, coaches, managers, or spectators has made the continuation of the game difficult.

11. Any game terminated within ten minutes or less of play remaining shall be deemed to be a complete game.
12. Coaches do not have authority to alter playing schedules or unilaterally withdraw from league or cup games. Doing so will result in automatic forfeiture, with the result posted as in 5 above.
13. In the absence of a Referee, the Coaches of the respective teams shall agree and appoint a Referee for the game. If no agreement can be reached then the home team shall appoint the Referee in the first half and the away team shall appoint the Referee in the second half. All such appointed Referees shall have the full power of any Referee appointed by the Club.
14. If a playoff game in a single knockout format ends regulation time in a draw then two overtime periods of 5 minutes, regardless of the age division, will be played. The FIFA "Golden Goal" rule will apply- the first goal scored in overtime ends the game.
15. Should a playoff game continue to be drawn after the overtime period then the draw shall be broken by penalty kicks.
 - Five penalty kicks shall be taken by each team alternately
 - If still drawn, then alternate kicks shall be taken until the draw is broken
 - No player shall kick a second time until all eligible players of his/her team have kicked.
 - Only players on the field at the end of the overtime period shall be eligible to take the penalty kicks.
 - Goalkeepers cannot be switched.
16. For Under 6 and Under 7 league games, only one coach from each team is allowed on the field to direct their players. Coaches on the field refereeing during games shall empower another coach or parent with the substitution decisions. All other coaches and parents must remain on the sidelines. For league games of all other divisions and for all playoff games regardless of division, only the Referee and the players are allowed on the field, and no one will be allowed behind the goal.

Article X – Fields and Gymnasiums

1. The Club reserves the right to exercise discipline over users of any field or gymnasium for which the Club holds a permit during the hours for which the permit is effective.
2. All pitches, grounds, gymnasiums or surrounding areas are to be left clean of litter and garbage.
3. The installing of nets and corner poles and their removal shall be the responsibility of the home team.
4. Users shall leave change rooms in a clean and orderly fashion.
5. Any damage to a field, gymnasium or dressing rooms must be reported immediately to the Town of Northumberland Recreation Staff.

6. Lighted Major Pitches (LMP) are not to be used for practices unless permission has been granted.
7. No Club Member shall have direct contact with the Parks and Recreation Department. Any requests for facilities or alteration of arrangements shall be through the President of the Club.
8. The Club reserves the right to stipulate the conditions of use to any organization or team using any field or gymnasium mandated to the Club.
9. It is the responsibility of any Coach or Manager to check with the President of the Club responsible for the fields to determine if a field (including LMP's) or gymnasium has been placed out of service.
10. Any person or persons who use any field or gymnasium mandated to the Club in violation of these regulations and whose use of a field or gymnasium caused damage such that the Municipality of Northumberland holds the Club financially responsible for the cost of repair, shall in turn be held responsible by the Club for whatever damages it sustains.
11. Enforcement of field/gymnasium regulations shall be as follows:
 - Referees shall be responsible for the closing of fields/gymnasiums prior to a game
 - The Convener shall have authority to close any field/gymnasium at any time
 - Coaches and Managers shall have responsibility to not use any field/gymnasium for a practice if the use is likely to result in damage to the facility.

Article XI – Discipline, Protest, Hearings and Appeals

1. Discipline will be administered as follows:
 - a) Red and Yellow cards issued during a game must be reported on Club approved forms by the Referee assigned to the game to the Referee coordinator, who will pass the report on to the Vice President.
 - b) Receiving a Red card or 2 yellow cards in one game or three yellow cards in one season will result in an automatic one game suspension. Receiving a second red card or the accumulation of six yellow cards in one season, will result in an automatic further two game suspension. Receiving three red cards or accumulating nine yellow cards in one season will result in a disciplinary hearing. All automatic suspensions are to be served in the game or games immediately following the game in which the red card or accumulation of red or yellow cards is reached.
 - c) All other incidents of gross misconduct by coaches, players, or spectators must be reported to the Referee after the game has been completed, so that it may be included in the Referee's game report. The complaint must also be made in writing to the Vice President within 48 hours of the incident occurring (except weekends and statutory Holidays). The Vice President will then decide if any further disciplinary

action is required. The Vice President shall not make any ruling until both the Referee's report and the written complaint are received and the discipline committee has been notified.

- d) Disciplinary action may be taken against a player whose parent/guardian, not directly associated with the team, conducts themselves in a manner deemed unsuitable through Item C above.
- e) Any player or coach ejected from a game must leave the area for the remainder of the game and will be suspended for the following scheduled league or playoff game as a minimum penalty. The exclusion area is at the discretion of the referee.
- f) A protest, which could affect the result of any game, must be made to the referee during said game. In addition, a written statement must be made to a member of the executive within 72 hours of the game being played.
- g) Any player who persistently infringes the rules of the game may be required to appear before the Executive.
- h) Procedures concerning the further administration of discipline shall be in accordance with the appropriate article of the Rules and Regulations of the OS.

2. Protests of games will be administered as follows:

Any objection to:

- The field of play
- The nets or the corner posts
- The ball
- The presence of ineligible players, coaches, members or non-members

can be used as the basis to protest the outcome of a game. Any protest involving the alleged misinterpretation by a Referee or other game official of the Laws of the Game as set out in these Rules and Regulations will NOT be entertained by the Club.

Protests must be made to the Referee after the game has completed, so that the complaint may be included in the Referee's Report of the game. Protests must then be made in writing to the Vice President within 48 hours of the scheduled game time(except weekends and statutory holidays) of the game protested. The coach of the team protesting must sign a written account. A\$50.00 deposit must be included with the protest. The Vice President will then refer the matter to the discipline committee. The Vice President will not make any ruling until both the Referee's report and the written complaint are received and the matter has gone before the discipline committee.

3. Hearings are held under the following circumstances:

- A. The Vice President, rather than make a direct ruling on a matter of protest or discipline, decides to hold a hearing on the matter. The request for a hearing must be made in writing to the Secretary within 5 days (not including weekends and statutory

holidays) of the occurrence of the original incident.

- B. One of the parties in a matter of protest or discipline wishes to appeal a direct ruling by the Vice President. That appeal must be heard in a hearing. The request for a hearing must be made in writing to the Secretary within 5 days (not including weekends and statutory holidays) of the ruling by the Vice President.
 - C. An appeal of a decision made on a matter of administration by an Executive or other Member of the Club must be heard in a hearing. The request for a hearing must be made in writing to the Secretary within 5 days (not including weekends and statutory holidays) of the decision being appealed.
4. Hearings shall be conducted in the following manner:
- A. The Secretary shall establish a committee of three neutral persons to hear the matter, and shall be responsible for all arrangements for the hearing, including the maintenance of disciplinary records and the publishing of the findings of the hearing.
 - B. Presence at the hearing by all parties involved is mandatory. Failure to appear will result in additional punishment being awarded in absentia.
 - C. Any parties directly involved in a hearing may be accompanied by no more than three witnesses.
 - D. All findings of the committee must be published and distributed to all parties directly involved in the hearing within 5 days (not including weekends and statutory holidays) of the completion of the hearing.
5. The decision of any hearing may be appealed to the Club Executive. The appellant must make written request for an appeal to the Secretary within 5 days (not including weekends and statutory holidays) of receiving the written findings of the hearing committee. Accompanying the request must be a certified cheque payable to the Club or cash in the amount of \$100.00, which will be fully refunded if the Club Executive decides in the appellant's favour. The appeal will be heard at the next Executive meeting. The appellant will be notified, in writing, of the decision of the Executive by the Secretary within 5 days (not including weekends and statutory holidays) of that decision.
6. The Club Executive shall reserve the right to refuse to hear any appeal.
7. Decisions of the Club Executive may only be appealed to the East Central Ontario Soccer.

**The Northumberland Soccer Club
Ontario Corporation Number
By-Laws 2019**

By-Law #1

EXECUTIVE

1. The Executive shall manage the affairs of the Club. The Executive shall consist of the following officers:

President, Vice President, Director of Development Soccer, Director of Rep Soccer, Secretary, Treasurer, Director of House League, Director of Adult Soccer, Director of Indoor Soccer, Director of Equipment, Director of Referees and 2 Directors at Large.

2. The Executive shall be voted into office, by majority vote, by those attending the annual general meeting held prior to the end of each operating year.
3. There is no limit as to how long a particular executive member may serve as an executive member.

The duties of each officer shall be as follows:

President

The President shall preside at all meetings of the Club and generally supervise the affairs of the Club.

Vice President

Act as liaison between the Executive and the Discipline Committee. Act as liaison between the Executive and the age group conveners playing mini soccer, 11 a side, select, all-star and CESL. Assist the Wind-up Convener for the House League Tournament. In the absence of the President, shall carry out his/her duties.

Secretary

The Secretary shall attend all meetings of the Executive and record all facts and minutes of such.

Treasurer

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Club. They shall also ensure that the financial records are audited once per year.

Director of Development Soccer

As a qualified coach, oversees the player development and coaching development programs and needs of the Club for the development ages only (U8 to U12 teams). Acts as a liaison between these teams and the club.

Director of Rep Soccer

As a qualified coach, oversees the player development and coaching development programs and needs of the Club for the rep ages only (U13 to U18 teams). Acts as a liaison between these teams and the club.

Remaining Executive

The remaining Executive Members shall carry out such duties as their title indicates, as well as such duties as may from time to time be determined by the Executive.

All Executive

All Executive Members shall carry out such duties as determined from time to time by the Executive.

Quorum and Meetings

1. The Executive may hold its meetings at such time, place, or places as it may from time to time determine. There are to be at least six (10) meetings per year.
2. A quorum of the Executive members must be present at a meeting of the Executive in order to transact business.

Voting

1. Questions arising at any meeting of the Executive shall be decided by majority votes with the President not having a vote. In case of a tie in votes the President shall cast the deciding vote.
2. In the absence of the President, his duties may be performed by the Vice President or such other Officer as the Executive may from time to time appoint for that purpose.
3. After approval of the minutes at the following meeting, on entry in the minutes that a resolution has been carried, it shall be admissible in evidence of prima facie proof of the fact.

Remuneration of the Executive

Members of the Executive, in December following the soccer season, would be presented with an honorarium equivalent to two regular child registrations from the previous season. To qualify for the honorarium, the individual must meet the following criteria:

1. Attend at least 75% of the executive meetings in the prior 12 months and
2. Fulfill the duties of their role, as noted in the constitution, to the satisfaction of the Executive

The Members of the Executive will be entitled to recover the costs which are incurred in performing the activities of their position provided those costs have been approved by a vote of the Executive.

Registration Fee

1. There shall be a registration fee for each person that registers with the soccer club to play soccer.
2. The Executive prior to the registration date(s) of each year shall determine the registration fee.

Operating Year

1. Unless otherwise ordered by the Executive the operating year of the Club shall commence on the first day of November each year and shall terminate on the thirty-first of October in each year.

Subordinate Authority

1. All rules and regulations of the Club shall comply with the rules and regulations of the District to which it is affiliated. In the event of dispute, the rules and regulations of the next higher governing body shall apply.

League Structure

1. Each convener must submit team lists to the registrar by May 1st of each playing year. Final team rosters are to be set by June 30th of each playing year. The Executive must approve any alteration of this.
2. In order to facilitate equality, teams within each age group shall be evenly balanced for competition.
3. The selection of representative (or select) teams shall be the responsibility of the team coach and shall be for the purposes of tournament play only unless otherwise agreed by the Executive.
4. Players carded with the Ontario Soccer will be permitted to play for a House league team, provided that the players pay full registration fees to the Club. These fees are above the fees to play for the competitive team.
5. In the event any team shall withdraw from league play all points shall be forfeited and all games declared void.

Complaints

1. Any complaint received by an Executive Member, from a parent regarding a coach, shall be handled in the following manner: The parent is to be told to first discuss the problem with the player's coach. If the problem is not resolved the parent is to discuss the situation with the age group convener. If the parent is still not satisfied the problem may be brought to the attention of the Vice President for mediation. If the problem is not resolved it will be brought before the Executive for discussion and a vote.
2. All other complaints are to be brought to the attention of the President or Vice President. If the

complaint is not resolved to the satisfaction of the complainant, the situation shall be brought before the Executive for discussion and a vote.

By-Law #2

Incorporated into Rules and Regulations (1996).

By-Law #3 Mini Soccer

Rules for Coaches

1. Coaches of the Under 7 age group are allowed onto the field during play (one coach at a time for each team) but the coach must not interfere with play.
2. Coaches of the Under 9 age group are allowed onto the field during play (one coach at a time for each team) but the coach must not interfere with play. However, no coaches will be allowed onto the field of play after July 1 of each year, unless otherwise approved by the Executive.

Interpretation

In these by-laws and all other by-laws of the Club hereafter passed unless the context otherwise requires, words importing the singular member of the masculine gender shall include the plural member of the feminine gender as the case may be, and vice versa, and reference to persons shall include Clubs and Corporations.

This Constitution amended and approved by the Executive on