



# CONSTITUTION

## Bylaws (revised A.G.M. November 4<sup>th</sup>, 2014)

### ARTICLE 1 – NAME OF ORGANIZATION

- 1.1 The name of the organization shall be the Simcoe and District Youth Soccer Club Inc., which will be affiliated with the Ontario Soccer Association.
2. The organization, hereinafter, will be referred to as “the Club”.

### ARTICLE 2 – MANDATE AND MISSION STATEMENT

#### 2.1 Our Mandate:

"The Simcoe and District Youth Soccer Club Inc. is a not-for-profit community organization, which provides opportunities for youth and adults in Simcoe, Waterford, Port Dover and surrounding areas, regardless of financial, physical or mental ability, gender, or cultural background, to play recreational soccer."

#### 2.2 Our Mission Statement:

"Our mission is to offer the best possible recreational youth and adult soccer development opportunities in our community, and to promote local soccer through recreational and competitive play, tournaments, sponsorships and local media. We promote healthy activity, good sportsmanship and team play, and we strive to make the game of soccer a fun and enjoyable experience for our players, parents, and coaches."

### ARTICLE 3– ORGANIZATION

- 3.1 The Club shall be managed by the Board of Directors, and will consist of the following: President, Vice President, Treasurer, Secretary and 4 Directors-at-Large.
- 3.2 The Club will also have A Head Coach, Club Manager (employee), Referee Coordinator (paid contract), Field Maintenance Manager (paid contract), and Convenors for each house league division and for representative teams.

### ARTICLE 4 – HEAD OFFICE

1. The head office of the Club shall be in Norfolk County.

## ARTICLE 5 – MEMBERS OF THE EXECUTIVE COMMITTEE

- 5.1 The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.
- 5.2 The President shall preside at all meetings of the club. He/she shall have a deciding vote only.
- 5.3 The Vice-President shall be senior officer next to the President. He/she shall preside at all meetings in the President's absence.
- 5.4 The Secretary shall be responsible for the recording of minutes and any/all correspondence required on behalf of the club.
- 5.5 The Treasurer shall be responsible for the fiscal affairs of the Club.

## ARTICLE 6 – ELECTION OF THE BOARD OF DIRECTORS

1. The election of the Board of Directors shall be at the Club's AGM.
2. Directors will serve 2-year terms.
3. Four (4) Directors will be elected each year for a two year term.
  - 3.1. The Board of Directors will vote a President, Treasurer on even years.
  - 3.2. The Board of Directors will vote a Vice President and Secretary on odd years, at the first meeting of the Board of Directors after the AGM

## ARTICLE 7 – ANNUAL GENERAL MEETING

- 7.1 The Annual General Meeting (AGM) of the Club will be held on or before November 30<sup>th</sup> of each year. The Board of Directors and the general public shall receive fourteen (14) days notice of the time and location of the meeting, which shall be advertised as such.
- 7.2 Order of business at the AGM shall be as follows:
- Welcome
  - Introduction of guests and tributes
  - Minutes of previous AGM
  - Treasurer's report
  - Club Manager's report
  - President's report
  - Unfinished business and correspondence from the previous AGM
  - Bylaw amendments
  - Recess
  - Election of Board of Directors
  - New Business
  - Adjournment
- 7.3 At the AGM all Club Members are eligible to ratify amendments to the By-Laws and vote on motions.
- 7.4 "Club Members" are defined as:
- a) One parent/guardian per registered player under the age of 16, and registered players aged 16 or over as of the date of AGM.
  - b) Members of the Board of Directors, the Referee Coordinator, Head Coach, and Convenors.
  - c) All coaches and referees registered by SDYSC Inc., aged 16 and over.
  - d) "Registered" for the purpose of voting, shall be defined as those considered in good standing for the previous year's outdoor or indoor season. (For example, at the 2014 AGM, members will include those registered and in good standing for the 2013/2014 Indoor season and the 2014 Outdoor season).

## ARTICLE 8 – BUSINESS OF THE BOARD OF DIRECTORS

- 8.1 The Board of Directors shall meet, at minimum, four (4) times per year, but as required otherwise at the call of the President.
- 8.2 All meetings of the club shall be conducted in accordance with Roberts Rules of Order in-so-far as they may apply.
- 8.3 The President shall preside at all Board meetings and in his/her absence the Vice President shall take the chair. The absence of these officers shall require the selection by the Board of Directors of a pro-tem presiding officer.
- 8.4 A Parliamentarian may be appointed to assist the presiding officer at any Board of Directors meeting.
5. A minimum of 5 Directors shall form a quorum at all meetings.
- 8.6 At all meetings of the Club, voting shall be by a show of hands, unless a secret Ballot is requested. A simple majority (50%) shall reach decisions unless otherwise required by the Bylaws of the Club.
- 8.7 No individual shall have more than one (1) vote.
8. If a secret ballot is required, appointed scrutinizers shall total the votes and report back to the presiding officer, who shall announce the results to the assembly for the record.
9. A director shall vacate his/her seat temporarily and declare a conflict of interest when matters pertaining to him/her are being discussed.
10. Any two (2) of the President, Vice-President, and Treasurer shall sign deeds, transfers, licenses, contracts and agreements on behalf of the Club.
11. Directors-at-Large will conduct various duties as pertaining to the Club.
12. Convenors will be appointed annually by the Board of Directors

## ARTICLE 9 – SPECIAL MEETINGS

- 9.1 A special meeting may be called by the Board of Directors via its own motion.
- 9.2 A special general meeting shall be called within thirty (30) days following receipt of a written request signed by members representing not less than one third (1/3) of the eligible votes.
3. Directors shall receive a minimum of seven (7) days notice of the date, time and location of any special meetings.
4. Only business for which the special meeting was called for will be dealt with, except with the unanimous consent of those present

## ARTICLE 10 – VACANCIES

- 10.1 The office of a Director shall be vacated:
- a) Upon his/her resignation in writing.
  - b) If he/she becomes incapable of performing the business of the club.
  - c) If he/she absents himself/herself from 3 consecutive meetings of the club, at the pleasure of the Board of Directors.
  - d) If he/she is removed by resolution of the club for good sufficient cause.
- 10.2 When a Director ceases to function as a part of the Board, they can be removed from the Board of Directors. The quorum and majority vote will be adjusted accordingly.
- 10.3 Should a vacancy occur, the Board of Directors may appoint a person to fill the vacancy for the duration of the term of the Director

## ARTICLE 11 – AUDITOR

- 11.1 The accounts of the Club shall be audited annually, following the end of the fiscal year end (September 30<sup>th</sup>), by an external auditor approved by the Board of Directors.
- 11.2 The audited annual financial statement will be presented at the AGM.

## ARTICLE 12 – STANDING COMMITTEES

1. The Board of Directors may constitute such committees as it deems necessary to ensure the efficient administration of its affairs.
- 12.2 The President shall be an ex-officio member of all ad-hoc and standing committees.

## ARTICLE 13 – DISCIPLINE

- 13.1 All discipline of players, coaches, parents and spectators shall be dealt with by a Disciplinary Panel of the Club, except as otherwise stipulated.
- 13.2 The Disciplinary Panel will consist of three (3) members of the Board of Directors.
- 13.3 An individual certified by OSA and having completed the OSA Discipline course shall preside at any/all discipline hearings. The individual may be a member of the Board of Directors if applicable or may be an additional attendee at a meeting if required to fulfil the requirements.

## ARTICLE 14 – LAWS OF THE GAME

- 14.1 The club shall support and maintain the principles and laws of the game as established the International Football Association and recognized by F.I.F.A., except to accommodate differences in climatic conditions or player age.

## ARTICLE 15 – OTHER REGULATIONS

- 15.1 The Club may make such miscellaneous rules and regulations as may be deemed necessary to promote, development, and govern the game of soccer. Any changes to the rules and regulations that have the potential to impact the standings in a current season shall not be brought into force until the following playing season.
- 15.2 No such regulation may violate the individual's rights and freedoms of any individual, and to ensure the stability of the basic structure of the game.

## ARTICLE 16 – AMENDMENTS OF THE CONSTITUTION

- 16.1 All proposed amendments to the Bylaws shall be forwarded, in writing, to the Club no later than thirty (30) days prior to the AGM, or at a special general meeting called for that purpose.
2. Amendments to the Bylaws requires a two-thirds (2/3) majority vote of Club Members in attendance at the AGM, unless otherwise required by corporate law.



## SDYSC Inc. RULES AND REGULATIONS

(Current as of April, 2017)

Simcoe and District Youth Soccer Club Inc. is a member of the Elgin-Middlesex Soccer Association (EMSA) is governed by the Ontario Soccer (OS). Contact information and website addresses are provided below:

Simcoe & District Youth Soccer Club Inc. (SDYSC Inc.)  
P.O. Box 1012, Simcoe, Ontario, N3Y 5B3  
519-420-9674,  
[clubmanager@simcoesoccer.ca](mailto:clubmanager@simcoesoccer.ca)  
[www.simcoesoccer.ca](http://www.simcoesoccer.ca)

Elgin-Middlesex Soccer Association (EMSA)  
BMO Centre, 295 Rectory St., London N5Z 0A3  
519-668-2391  
[emsada@rogers.com](mailto:emsada@rogers.com)  
[www.emsadistrict.com](http://www.emsadistrict.com)

Ontario Soccer (OS)  
7601 Martin Grove Road, Vaughn, ON L4L 9E4  
905-264-9390,  
[ask@ontariosoccer.net](mailto:ask@ontariosoccer.net)  
[www.ontariosoccer.net](http://www.ontariosoccer.net)

Canadian Soccer Association (CSA)  
**Canadian Soccer Association Head Office**  
Place Soccer Canada  
237 Metcalfe Street  
Ottawa, ON K2P 1R2  
613-237-7678  
[www.canadasoccer.com](http://www.canadasoccer.com)

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## **RULE 1 - PLAYER REGISTRATION**

- 1.0 The Club Manager shall administer player registration, transfers and permits in accordance with current Ontario Soccer rules & regulations.
- 1.1 SDYSC shall schedule a minimum of one (1) physical registration in conjunction with online starting February 1<sup>st</sup> (outdoor) and October 1<sup>st</sup> (indoor).
- 1.2 The Club Manager, together with the Board of Directors, will administer scheduled registration dates. All other registrations, between and after set dates, shall only be processed by the Club Manager.
- 1.3 After the cut-off date, as specified by EMSA, the Club Manager will only register players with the concurrence of the Board of Directors where openings exist.
- 1.4 All information regarding pre-season registration shall be published well in advance by way of media, newspapers, radio, posters and/or any other methods so deemed appropriate by the SDYSC Board of Directors.
1. All first time registrants must provide proof of age.
- 1.6 An administration fee of \$10.00 will be applied to all N.S.F. cheques and/or refunds.
- 1.7 All players shall be registered with the Simcoe & District Youth Soccer Club Inc. and have fees paid in full prior to being allowed to participate in any scheduled game within the jurisdiction of SDYSC Inc.
- 1.8 Refunds will be provided as follows:
  - a. Refunds will be given on or before November 1<sup>st</sup> for Indoor and April 1<sup>st</sup> for Outdoor soccer minus \$10 administration fee.
  - b. After the dates outlined in 1.8 (a) refunds will be at the discretion of the Board of Directors minus EMSA (insurance) fees and a \$10 administration fee.
  - c. House League and Rep player, uniforms must be returned to Division Convenor or coach or the cost of the uniform will deducted from refund.
  - d. All refunds will be processed within a 45 day period.
- 1.9 N.S.F. cheque will be charge a fee of \$20 plus administration fee of \$10  
**Note:** Any Member that fails to pay his or her registration fee is a **Member not in good standing** with SDYSC

## RULE 2 – PLAYER AGES AND DIVISIONS

2.1 Age groupings shall be under the jurisdiction of E.M.S.A.

### Outdoor

Division Name	Division	Player Age in Year of Play
U4 Mini Mites	U4 Co-Ed	3 and 4 year olds (3 year olds on or before start of season)
U6 Mighty Mites	U6 Co-Ed	5 and 6 year olds
U8 Squirt	U8 Co-Ed	7 and 8 year olds
U10 Mosquito	U10 Co-Ed	9 and 10 year olds
U12 Atom	U12 Co-Ed	11 and 12 year olds
U16 Girls	U16 Girls	13, 14, 15, and 16 year olds
U16 Boys	U16 Boys	13,14, 15 and 16 year olds
U18 Boys/Girls	U18 Boys/Girls	17, and 18 year olds
Women	Women	18 and older

### Indoor

Division	Player Age in Year of Play
U10 Co-Ed	8, 9 and 10 year olds
U12 Co-Ed	11 and 12 year olds
U15 Co-Ed	13, 14 and 15 year olds
U18 Co-Ed	16, 17 and 18 year olds

- 2.2 Players in the senior year of their Division shall be allowed to request, in writing, to play up in the next Division, provided a waiver has been signed by parent/guardian at the time of registration for 13 years old or older division. If child is in 12 or younger, an OS assessment form must be completed by Club Head Coach before child can play up division. Placement is subject to available space.
- 2.3 Other than designated in 2.1, placement of a player in a Division different from the one for which he/she qualifies, shall only be made on an exception basis (i.e. special needs), and only at the discretion of the Board of Directors and approval of EMSA.

### **RULE 3– PHOTOGRAPHY**

- 3.1 No unauthorized photography or video is allowed

### **RULE 4 – TEAMS**

- 4.1 Mini Mites division will be limited to ten (10) players per team. Mighty Mites and Squirts will be limited to twelve (12) players per team. Mosquito and Atoms will be limited to fourteen (14) players per team. All other house league divisions will be limited to eighteen (18) players, except by the Board of Director's decision. Indoor teams will be limited to twelve (12) players per team, except by the Board of Director's decision
- 4.2 All registered house league players will be divided into equal teams, based on age, gender and if available, skills rating by the coaches, at the team selection meeting, Mite players are not included in this process.
- 4.3 Prior to the commencement of each season, the team selections shall be reviewed for equal distribution of players and relative team parity by the Board of Directors. If deemed necessary, the Board of Directors has power to transfer players to achieve such parity.
- 4.4 Immediate family members (siblings) of the same divisional age will be placed on the same team except where leagues are split into boys and girls. Coaches and their children will automatically be placed on the same team.

### **RULE 5 – PLAYER MOVEMENT**

- 5.1 Movement of players, instigated at the request of the player or parent/guardian prior to first scheduled league game, shall require the consent of both coaches and the prior approval of Board of Directors.
2. Movement of players after the first scheduled regular season game are subject to approval by BOD

## RULE 6 - GAMES

- 6.1 All house league and Rep games will be played at fields assigned by Club Manager with the approval of the Board of Directors.
- 6.2 The Mini Mites (U4), Mighty Mite (U6), Squirt (U8), Mosquito U10 and Atom U12 Divisions will play by Ontario Soccer - LTPD. All other House league games will follow FIFA rules.
- 6.3 All games must be sanctioned by the Club Manager or the designate. Any unsanctioned game will be recorded as null and void.
- 6.4 A game shall be declared forfeit if a team cannot start the game with a minimum of seven (7) players within a grace period of fifteen (15) minutes past scheduled game time for 11 v 11 games; and the game shall be awarded to their opponents by a score of 1-0. If both teams cannot field the minimum of seven (7) players, the game shall be double defaulted and no points will be awarded.  
Indoor games will be forfeited by a score of 1-0 if a team can not field a minimum of 4 players within a grace period of ten (10) minutes past scheduled game time.
- 6.5 All games have field priority over practices; all practicing coaches and players must leave the field at least twenty (20) minutes prior to a scheduled game commencing on that field.
- 6.6 All coaches are to coach their teams from the designated Coaches box. The only exceptions:  
a. The Squirts Division, where one coach will be allowed to coach from the opposite side of the field.  
b. The Mini-Mite and Mighty Mite Divisions where one coach from each team can be on the field with his/her players.
- 6.7 In order to promote fair play and sportsmanship, all league, tournament, play-off, in both outdoor and indoor scores will be recorded with no more than a 5 goal differential, i.e. if a game finishes with a score of 8-1, that game will be recorded as a score of 8-3.
- 6.8 Ball sizes and game durations are as follows:

### OUTDOOR

AGE DIVISION	BALL SIZE	STANDARD	OVERTIME
U4 Mini Mites	3	2 x 10 minutes ( score not recorded)	N/A
U6 Mighty Mites	3	2 x 15 minutes (score not recorded)	N/A
U8 Squirt	3	2 x 20 minutes (score not recorded)	N/A
U10 Mosquito	4	2 x 25 minutes (score not recorded)	N/A
U12 Atom	4	2 x 25 minutes (score not recorded)	N/A
U16 Girls	5	2 x 40 minutes	2 x 10 minutes
U16 Boys	5	2 x 40 minutes	2 x 10 minutes
U18 Girls/Boys	5	2 x 45 minutes	2 x 15 minutes
Women	5	2 x 45 minutes	2 x 15 minutes

## INDOOR

AGE DIVISION	BALL SIZE	STANDARD	OVERTIME
U10	4	2 x 20 minutes	N/A
U12	4	2 x 20 minutes	N/A
U15	5	2 x 25 minutes	2 x 5 minutes
U18	5	2 x 25 minutes	2 x 5 minutes

### RULE 7 - PLAYING TIME

- 7.1 All house league indoor and outdoor players shall play at least half (50%) of all scheduled game. This includes festivals, tournaments, playoffs & championship games, except by reason of injury preventing 50% minimum participation. A coach may "sit out" a player for disciplinary purposes, but must report action on the game sheet.
- 7.2 All players playing house league listed on the game sheet before the game starts are entitled to play, whenever they arrive at the field, for the remaining duration of the game.

### RULE 8 - SUBSTITUTIONS

- 8.1 Substitutions will be allowed at the following stoppages of play:
- a) When a goal is scored
  - b) At a goal kick
  - c) At the start of the second half
  - d) At the start of the first & second halves of overtime
  - f) When a player is injured (at the Referee's discretion)
  - g) At either teams throw-in or kick in (Mighty Mites, Squirt, Mosquito & Atom Divisions only)
  - h) All other house league teams at their own throw-ins.
- 8.2 In extreme cases of heat, substitutions and water breaks will be made on any stoppage of Play, also midway through the half.

### RULE 9 - ABANDONED GAMES

- 9.1 When a game is abandoned (for reasons other than default) with the second half **NOT** started The game will be replayed, unless in a LTPD divisions (U4, U6, U8, U10 & U12. If the second half **HAS** kicked off then the score stands as the final result.
- 9.2 In the event of an abandoned game and the second half has not started, coaches are required to notify the Division Convenor of the abandoned game within 48 hours (no rescheduled games for LTPD divisions U4, U6, U8, U10 & U12), who will then make arrangements with the Club Manager to reschedule the game. Failure to contact the Division Convenor within 48 hours will mean the game is forfeited, with no points awarded.

## RULE 10 - CHANGES IN SCHEDULES

- 10.1 **No Rescheduling** requests by coaches can be made for House League.
- 10.2 There shall be no postponed games except as follows:
- When ordered by the Referee for reason of unsafe field, unsafe weather, crowd control
  - When ordered by the Board of Directors for good & sufficient cause e.g. extreme weather conditions.

## RULE 11 - GAME POINTS

- 11.1 In all games, three (3) points shall be awarded for a win, and one (1) point each for a tie.
- 11.2 Final Regular season, Play-Off Outdoor also Tournament and Indoor shall be determined by the charts below:

Outdoor League/Playoff	Tournament and Indoor
1.* Total Points	1.* Total Points
2. Goal Difference (Goals for minus goals against result maybe a positive or negative number)	2.Goal Difference (Goals for minus goals against result maybe a positive or negative number)
3. Least Goals Against	3.Least Goals Against
4. Most Goals For	4. Most Goals For
5. Decisions between the teams during Regular season games.	5. <b>Should two or more teams</b> finish with the equal number of points (bullets 1 thru 4 above shall apply) If still tied a shootout will determine the outcome, following FIFA rule: five (5) shots, five (5) shots, one (1) shot until winner is declared.
6. Should two or more teams finish with an equal total number of points <b>for first place only in the league or in play-off standings</b> (bullets 1 thru 4 above shall apply) If still tied, a tie-breaking game will determine <b>first place only</b> .	
7. <b>For Second place or lower positions</b> - Should two or more teams finish with the equal number of points (bullets 1 thru 4 above shall apply) If still tied a shootout will determine the outcome, following FIFA rule: five (5) shots, five (5) shots, one (1) shot until winner is declared.	

- 11.3 If the score remains tied at the end of a playoff game requiring overtime, a winner shall be decided by penalty kicks, according to the FIFA Laws of the Game: five (5) shots, five (5) shots, one (1) shot until winner declared.

## **RULE 12 – PLAYERS’ DRESS CODE**

12.1 All players will wear current season soccer uniform (shirt, shorts, socks) as provided by SDYSC as well as Mandatory shin pads and soccer cleats, in all games.

Exceptions to this rule are:

- a. Mini and Mighty Mites do not need to wear soccer cleats, but need to wear running shoes.
- b. Goalkeepers may wear track pants and a soft brim cap.
- c. Indoor soccer players will wear a team shirt as provided by SDYSC, as well as shin guards, soccer socks, and either non-skid running shoes or indoor soccer shoes.

12.2 No two players on the same team will wear the same number.

## **RULE 13 – INELIGIBLE PLAYERS AND CALL-UPS**

13.1 In the event a team plays an ineligible player or players, the game shall automatically be awarded to their opponents by a score of 1-0.

13.2 A coach may call up no more than three (3) players per game to bring team roster to no more than twelve (12) players in total for **all house league teams not playing in LTPD**. A coach may not call up players (cannot play down a division) playing in an older division, no lateral movement.

The following directions must be followed by coaches:

- a. Request permission from the parent/guardian of the player
- b. Inform both Division Convenors & Club Manager.
- c. Identify the players name and date of birth hand written on the appropriate area on the game sheet.

**Note:** Requests **must not** interfere with the player’s own team scheduled games

13.3 A player may be called up to the division above his/her own to play no more than three (3) regular games in house league.

13.4 Players **cannot** be called up for **tournaments** and/or **play-off** games;

13.5 A house League coach can call up players provided they follow directions set out by 13.2

13.6 A house league coach can **NOT** call up any player that is on a Rep/Travel team

13.7 No coach can call up players from a division that plays in the LTPD divisions (U6, U8, U10 and U12)

## **RULE 14 – TOURNAMENTS**

**See: 11.2 chart for tournament game points**

- 14.1 All tournaments and exhibition games involving SDYSC teams must have prior Approval from Board of Directors
- 14.2 All teams will play a minimum of three (3) games in house league tournaments both outdoor and indoor, unless there is an odd number of teams' in which case one team may receive "bye".
- 14.3 Teams that receive a "bye" will be awarded a 1–0 win.
- 14.4 Game duration, including finals, may be reduced from lengths of normally scheduled games during the season. Game duration will be provided with tournament schedules.
- 14.5 All other game rules will be consistent with those already described herein and those of FIFA.
- 14.6 Teams will **not** be allowed to bring up under-age or over-age (**no call up**) players for house league outdoor/indoor Tournaments or Play Offs
- 14.7 All LTPD Divisions will have Festivals set out by Ontario Soccer a maximum of 2 games per team



## **RULE 15 - SELECT AND REPRESENTATIVE TEAMS**

- 15.1 A minimum of three (3) tryouts are to be held for select and representative teams, with all Try outs being open to all interested players.
- 15.2 All Select and Representative will have a minimum of sixteen (16) players and a maximum of eighteen (18) per team. Prior approval by Board of Directors required for smaller numbers. All teams playing LTPD will be as set out by OS.
- 15.3 In all cases, preference shall be given to house league operation over Select team requirements.
- 15.4 Any player chosen for a Select team, who does not show up for house division games, will be **Removed** from the Select team by order of the Board of Directors
5. Parents of Select and Rep team players must be prepared to travel out of town for games.
- 15.6 Select coaches must provide the Board of Directors with a team list, and proposed Tournament dates and locations, before attending tournaments.
- 15.7 Representative Coaches must provide the Board of Directors with a team list, game schedule. Tournament dates and locations before attending tournaments. Prior to teams been registered with District all Coaching Staff must have Certification required for team they are coaching.
- 15.8 Select teams attending tournaments outside the area, and representative teams playing in Out of Town leagues, will be governed by the constitution of the league in which they are participating.
- Note:**  
Players representing SDYSC Inc. may be subject to further disciplinary action by SDYSC Discipline Panel if they bring the game into disrepute.
- 15.9 Representative Coaches must provide a written report to the Board of Directors after the completion of their season.
- 15.10 Representative Teams must pay a \$300 Bond to Club by April 30. Representative Coaches will be refunded team bond, minus fines, fees, etc. at the end of each season.
- 15.11 Representative and Select teams must keep a record of fundraising and have prior approval of any fundraising from the Board of Directors.
- 15.12 Representative and Select Teams Officials are responsible for all try out fees, tournament fees, fines occurred by their team.
- 15.13 Representative and Select Coach and Assistant Coaches must obtain all required coaching certification as set out by Ontario Soccer. Managers must obtain Respect in Soccer and Making Headway. All coaching staff must obtain a yearly Police Screening Record Check. Club Manager requires a police check and transcript from NCCP for all coaching staff.
- 15.14 All Coaching Staff and players for Select and Representative must obtain an ID Card. Club Manager requires a passport photograph with name and OS number on back of photo.

## RULE 16 - DISCIPLINE

- 16.1 All discipline of players, team officials and club officials reported for misconduct shall be under the jurisdiction of SDYSC, EMSA and Ontario Soccer
- 16.2 All game related suspensions are automatic and are from all organized soccer activities. The listed suspensions will start on the day following the hearing/review and if not increased, the player may resume activity on the day following the end of any suspension. The following is an example of OS standard penalty See Appendix A.

### Red card:

**1<sup>st</sup> Red Card as set by Ontario Soccer Standard penalty in Discipline Policies Section 9 (nine).**  
**2<sup>nd</sup> Red Card as set by Ontario Soccer Standard penalty in Discipline Policies Section 9 (nine)**  
**Suspensions will follow a D.B.H. or a D.B.R. hearing**

### Yellow card (caution):

All Yellow cards as set by Ontario Soccer Standard penalty in Discipline Policies

### Note:

- a. Any Misconduct Type with a “**specific set penalty**” will be handled by **D.B.R.** (Discipline by Review). See Appendix A.
- b. Any Misconduct Type with a “**range**” **must be handled by a D.B.H.** (Discipline by Hearing) See Appendix B.
- c. Game Suspension Automatic 1(One) game is defined as the next game.
- d. The player **may not** play for any other clubs teams by using a Temporary Registration or be a call up player.
- e. A Suspension received during a Tournament or Exhibition games **will carry** over to next game in Division or Play-off game.

### In addition to the foregoing:

**Players:** Should a player take part in any soccer activity during a period of suspension, that player will be further suspended for a period of six (6) months to one (1) full calendar year.

**Substitutes:** A player named on the team sheet but not on the field of play, committing any offence warranting a caution or sending off, shall be treated as if they were actually playing.

All misconduct reports will be reviewed by the Club Discipline Panel and further action may be taken against any player judged to have committed a serious offence, or against a player who is a persistent offender. Ontario Soccer Discipline Policies Section 9 (nine). See Appendix C or D

- 16.3 When cards are handed out, the Referee must indicate the player(s) name and number on the game sheet. Referee must submit Report and game sheet to the Referee Coordinator within 24 hours. The Referee Coordinator, in turn, must inform the Club Manager and submit a copy of Report and game sheet. The Division Convenor, Coach of Disciplined player and player will be informed of Report. All involved parties must be informed of the suspension and given the Right to Appeal process.
- 16.4 Suspended players must be identified on game sheets, when the suspension is being served.
- 16.5 Team Officials disciplined or ejected from a game shall receive suspensions as outlined in Ontario Soccer Discipline Policies Section 9 (nine). See Appendix C or D.

- 16.6 When Team Officials are disciplined or ejected from a game (when **NO** Referee Assault Form is completed) the Referee will complete a Referee Special Incident Report and forward to the Referee Coordinator within 24 hours whom will forward to Club Manager a copy of form and game sheet. The Club manager will forward to Discipline Panel for further review as to whether the Team Official behavior warrants further action under the SDYSC Zero Tolerance Policy and/or Ontario Soccer Discipline Policies. The Discipline Panel will inform all parties involved of their decision and will include Right of Appeal.
- 16.7 **Referee Assault**, Referee **must** complete a Referee Assault form and send directly to **EMSA** with Game Sheet within 24 hours. A copy should be submitted to Club Ref Coordinator. **Referee Assaults are dealt with by District/Ontario Soccer**
- 16.8 It should be noted that all Players/Team Official/ Volunteers who fail to abide by the Constitution Bylaws, Rules and Regulations, Policies and Procedures they shall be liable for disciplinary action. Any Member acting in a manner detrimental to the Clubs Constitution Bylaws, Rules and Regulations, Policies and Procedures shall also be subject to disciplinary action by the Club Discipline Panel.
- 16.9 Club Discipline Panel as defined by Article 13.2 in Constitution Bylaws will consist of 3 (three) Committee members.
- 16.10 Anyone wishing to have his or her automatic suspension reviewed and have a DBH (Discipline by hearing) must put in written request to Club Manager within 3 (three) days of receiving the dismissal and pay the correct (non Refundable) "Request for Hearing" fee of \$15.
- 16.11 A Discipline Panel will be convened for the purpose of reviewing any automatic suspension. Upon request of a DBH the Club Manager must receive in writing such request. SDYSC will post on website Discipline Hearing Dates. If Discipline Panel does not have a regularly scheduled Discipline Hearing date one will be arranged with the 15 days of Club Manager receiving written request. The individual who is the subject of the suspension is entitled to attend a DBH if he or she wishes to bring witnesses (witnesses must attend in person) to DBH they can.  
Individual is also entitled to bring an Advisor (a player 18 years or younger must have an Adult Advisor or parent present). Probationary or suspended sentences are not permitted as stated in Ontario Soccer Discipline Policy Section 9 (nine) see Appendix D.
- 16.12 All cautions, suspensions and reprimands will be noted in the discipline record of the Club. The Office shall make available to the Chair of the Discipline Panel, the discipline record of any player/coach or member who has appeared before the Discipline Panel.
- 16.13 Discipline Panel will notify all directly affected parties of their decision within 15 (fifteen) days in writing. **Right of Appeal will also be sent.**
- 16.14 **The decision of the Discipline Panel is binding and final.**
- 16.15 All further appeals are under the jurisdiction of EMSA and Ontario Soccer. See OS Discipline for Section 9 Appendix D.

## **RULE 17 – PROTESTS**

- 17.1 Protests of Referee's decisions **will not** be entertained.
- 17.2 All game related protests must be written and sent by email within 72 hours of game to the Club Manager. The Club Manager will forward all protests to Club Discipline Chair.
- 17.3 A copy of the protest will be provided, by the Club Manager to the Coach of the team against which the protest is lodged, within 3 (days) of receipt of the protest.
- 17.4 All other protests shall be dealt with by the Club Discipline Panel, as per Rule 16.

## **RULE 18 - RULES PERTAINING TO OFFICIATING**

1. Coaches/players cannot referee in the Division in which they coach/play.
2. Referees must be at least two (2) years older than the players, or eighteen (18) or older.
3. Younger less experienced Referee's registered as a small sided game official are able to Officiate Mighty Mite, Squirt, Mosquito and Atom leagues.
4. The minimum age for Referees will be fourteen (14) years and for Assistant Referees twelve (12) years old on or before March 31<sup>st</sup>
5. All officials must wear the proper uniform. **NO CAPS/HATS**. In cold weather officials will be allowed suitable black clothing underneath their referee uniform.
- 18.6 All officials should arrive at the field at least fifteen (15) minutes to ensure game starts promptly
7. All officials must either produce a valid Ontario Referee Association registration or have attended a Referee/ Assistant Referees clinic before the start of the season.
8. Equipment: uniform, flags, cards, whistles, pen, notebook, coin and watch must be provided by Referee.
9. Three officials will be scheduled for all games, with the exception of divisions playing in LTPD.
10. All games will be refereed by a **Registered Referee** assistant referee may be used for those divisions with the exception of the Mighty Mite, Squirt, Mosquito, Atom (LTPD) divisions no assistant referees.
11. All spectators to be two (2) meters, coaches to be one (1) meter from the sidelines. This is to allow the officials a clear view of the lines.
12. Referee will, within forty eight (48) hours of the conclusion of the game, or such other time as may be stipulated in the rules of the competition, must submit game sheet to Ref Coordinator.  
On-line reports for all house league game are required (payment generated by report). All Reports of Yellow or Red Cards must be sent to Ref Coordinator 24 hours within the completion of game. Any Report of attempted physical or actual physical assault of a game official shall be reported on a **Referee Assault form** and sent directly to **EMSA** and game sheet. A copy of Referee Assault form and game sheet must be also given to Ref Coordinator. Failure to report within the stipulated time may lead to disciplinary action being taken against the official by the Ontario Soccer.
13. Referee's Special Incident Reports and game sheet must be sent to Referee Coordinator within 24 hours of the conclusion of the game.

## **RULE 19 – GAME OFFICIALS**

### **19.1 Scheduling**

- Officials will provide Referee Coordinator with days or dates they are unavailable before monthly schedules are made
- Schedules for officials will be issued monthly by the 1st of each month. Officials will be given forty eight (48) hours to notify Referee Coordinator of changes; thereafter, the official will notify the Referee Coordinator and be expected to find a replacement. The Referee Coordinator will waive this requirement on a request from an official. *Individuals may be removed from the list of officials for not complying with the scheduling rules*
- Officials selected for tournaments will be provided with 10 days notice.
- For all rescheduled games, officials will be provided with 48 hours notice.
- Officials who miss two (2) consecutive scheduled games without notifying the Referee Coordinator may face suspension and no longer be called on to officiate.

### **19.2 Fees**

- Official's fees will be set by the Boards of Directors prior to the beginning of season and distributed in official's schedules each month.
- Payment of officials will be made at the Officials meeting, each last Friday of the month
- To check that officials are present at games, all original game sheets will be handed into Referee Coordinator with claim sheet

## **Rule 20 - AMENDMENTS TO THE RULES AND REGULATIONS**

- 20.1 The Rules and Regulations of this club may be changed at any time by Board of Directors with a majority of votes of the Board of Directors at a Board meeting of the club. As stated in the Club's By-laws, any changes to the Rules and Regulations that have the potential to impact the standings in a current season shall not be brought into force until the following playing season.
- 20.2 All matters not included in these Rules and Regulations shall be judged in accordance with the Elgin-Middlesex Soccer Association (EMSA) Constitution and the Ontario Soccer (OS) Policies

## **RULE 21 - POLICE SCREENING RECORD CHECK**

- 21.1 All Board members, Convenors, Coaches, Volunteers, Employees and Contractors must submit to the Club Manager a completed Mandatory Police Screening search. The Police Record will be considered valid for two years with the exception of Select & Rep Coaching staff which is a yearly police screening search, as mandated by Ontario Soccer policy.

## **RULE 22 - CONFIDENTIALITY**

- 22.1 All Board members and employees must sign Oath of Confidentiality form after every Annual General Meeting

## **RULE 23 - MISCELLANEOUS**

- 23.1 All championship trophies/Plaques presented each year shall remain the property of SDYSC
- 23.2 The club will retain all Club minutes and records. The President is authorized to Destroy records after 7 years.

<b>APPENDIX</b>	<b>A</b>
<b>APPENDIX</b>	<b>B</b>
<b>APPENDIX</b>	<b>C</b>
<b>APPENDIX</b>	<b>D</b>

## **POLICIES AND PROCEDURES**

### **POLICY #1**

#### **ROLES AND RESPONSIBILITIES**

##### **Executive Members**

###### **President**

- Responsible for all phases of the club's business and accountable to the Board of Directors, membership, EMSA and Ontario Soccer
- Preside at all meetings of the Board of Directors and all other committee meetings of the Club
- Act as spokesperson for the club unless he/she otherwise delegates responsibility
- Signing officer.

###### **Vice-President(s)**

- Assume the Presidential powers in the absence of or by instruction of the President
- Undertake other duties as assigned by the Board of Directors
- Signing officer

###### **Secretary**

- Receive and respond to the Club's correspondence as directed by the Board of Directors
- Records and distributes Minutes of all business conducted at the Board of Directors, general and annual meetings accurately
- Undertake other duties as assigned by the Board of Directors

###### **Treasurer**

- Record accurately the financial transactions of the club and report the same at the Board of Directors monthly meetings and annual general meeting
- Provide annual financial statements to the accountant and auditor
- Disburse funds of SDYSC Inc. as directed by the Board of Directors
- Prepare a proposed budget for the following season, to be presented at the first Board of Directors meeting following the annual general meeting
- Signing officer

##### **Members of the Board of Directors**

###### **Director-at-Large**

- Come to all monthly Board of Directors meetings
- Help with Registration, Tournaments Festivals and other duties that may be assigned by Board of Directors

###### **Field Maintenance Coordinator (paid contract position)**

- Ensure that all fields are properly lined for all club games
- Purchase field lining materials
- Install and take down nets at the appropriate time

**Club Manager (employee)**

- This is a part time position
- Coordinate and oversee registration
- Set up power up sports for registration and Convenor system
- Set up Ontario Soccer AIMS for registration – register board members, coaches & players
- Apply for Insurance for each location used for meetings and field use
- Apply for permits for practice fields and indoor clinics
- Remind BOD of annually Club liability and directors insurance policies
- Register all rep teams in leagues
- Coordinate with the Board of Directors Recruit coaches for house league divisions
- Coordinate coach registrations and police checks.
- Check convenor site, approve coaches to system and add to teams
- Prepare with assistance from Board of Directors information packages and equipment for all coaches
- Coordinate Team Select Night and Coaches Night
- Order uniforms, trophies and equipment
- Secure sponsors and coordinate with uniform supplier
- Arrange photographer and schedule Club's Photo Day
- Schedule regular season and play-off games, and tournaments
- Coordinate bookings for monthly meeting locations, team selection/coaches meetings, registration locations
- Recruit and Coordinate volunteers (e.g. for registration, ordering and delivering trophies, assist at tournaments, etc.) with assistance from BOD
- Liaise and provide updates to Webmaster
- Respond to e-mails and phone messages
- Check club mail box and pass on mail to Board members
- Attend Board of Director meetings and provide a monthly written report to the Board of Directors

**Referee Coordinator (paid contract position)**

- Organize a Referees clinic annually
- Deal with any complaints against officials and report same to the Board of Directors
- Deal with any other problems relating to officials and officiating
- Hold an information meeting for Referees and Assistant Referee at the beginning of the season so that each official is aware of their responsibilities as officials
- Hold monthly meetings for all Referees and Assistant Referees
- Provide a list of all game officials to the Treasurer
- Provide a monthly report to the Board of Directors and Attend monthly Board of Directors meetings
- Schedules all officials for all house league and rep teams
- Responsible for pay roll and submit to Treasurer at the end of every month.
- Contact convenor and coach of any suspensions issued to a house league player and report to BOD in monthly report

**Referees and Assistant Referees (paid position)**

- Officiate at games assigned by the Referee Coordinator in accordance with FIFA rules
- Officials must provide at least 7 days notice, except in the case of an emergency, if he/she cannot officiate a game
- Provide to the Referee Coordinator, at least one month in advance, a list of available days to officiate
- Record goals scored and goal scorers on the game sheet, and sign it at the end of each game.
- Submit game reports, on-line within 48 hours of the game to Ref Coordinator.
- Referees must submit all incident reports and the game sheet for Cautions (yellow) or Dismissals (red) to the Referee Coordinator within 24 hours of the game.
- All Referee Assault Forms must be submitted with the game sheet to EMSA within 24 hours of the game.
- Attend monthly Game Officials meeting

## **Volunteer Positions within the Club**

### **Equipment Coordinator**

- Purchase soccer balls, nets and other field equipment for the club
- Distribute all equipment to team coaches
- Collect all equipment from team coaches at the end of the indoor and outdoor season
- Complete a police record search and hand in to Club Manager

### **Camp Coordinator**

- Report to the Board of Directors
- Liaison with Challenger Sports to set up dates, fees and provide them with information in order to develop the website and on-line registration
- Answer questions from parents about the camps
- Book the fields at the soccer park
- Arrange for families to host the British Soccer Coaches during camp
- Be available during camp to answer questions and help the coaches as required
- Complete a police record search and hand in to Club Manager

### **Cleat Exchange Coordinator**

- Collect, inspect, store, organize and promote the exchange or sales of outdoor cleats.
- Be available to sell and promote cleats during outdoor physical registration dates
- Collect and report total funds to Board of Directors and Treasurer
- Present Bursary Award to recipient by finals day in July
- Complete a police record search and hand in to Club Manager

### **Trophy Coordinator**

- Purchase and distribute league, tournament and play-off trophies, medals to Division Convenors
- Complete a police record search and hand in to Club Manager

### **Convenors**

- With input from coaches create equal balanced teams at Team Selection Meeting
- Distribute equipment, schedules, newsletters and all league-related information, by way of coaches, to all players
- Handle disputes between coaches/teams or refer them to the Club Manager or Board of Directors, as necessary. Be responsible for all communications between coaches and Club Manager/Board of Directors
- Oversee Division Festival or Tournament and keep an accurate record of Tournament standings
- Provide regular reports to the Board of Directors
- Present trophies to winning teams and (if applicable) runner-ups. Distribute medallions to all other teams for tournaments/festivals, league and play offs.
- Ensure that all coaches rank their players and submit on-line, in the player's ratings or hand deliver the rating to the Convenor by the last game of the season.
- Complete a police record search and hand in to Club Manager

### **Coaches**

- Complete a police record search and hand in to Club Manager every two years, yearly if Rep/travel team coaching staff.
- If the Club Manager has not already done so, each coach may appoint one assistant prior to the selection of the team. Other assistants may be appointed only after the teams have been formed
- Provide game schedule to players
- Organize weekly practices for the team, exception Mini-Mite and Mighty Mites
- Give all players equal opportunity to play during games regardless of ability
- The referee's game sheet must list all player's names and numbers. Report any problems or complaints to the Division Convenors



## **POLICY #2**

### **ZERO TOLERANCE POLICY AND ONTARIO SOCCER HARASSMENT POLICY**

#### **PURPOSE**

- To ensure fair, equitable and effective practices in the delivery of the sport of soccer
- To outline Board and staff roles and responsibilities related to the effective implementation of this policy
- To comply with the requirements and minimum standards of the Canadian Human Rights Act
- To comply with the requirements and minimum standards of Ontario Soccer (OS) and Elgin Middlesex Soccer Association (EMSA)
- To establish the Simcoe and District Youth Soccer Club (SDYSC) sport delivery standards

#### **DEFINITIONS**

**Abuse:** To mistreat.

**Discipline Panel:** Is comprised of no less than 3 members of the Executive Board as per Article 13.2 of the Constitution Bylaws.

**Harassment:** Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

#### **POLICY**

SDYSC is committed to providing an environment where everyone is treated fairly and with respect. The SDYSC Board of Directors will communicate openly and make decisions in a transparent manner with respect to all aspects of this policy. As a result, individuals participating in any SDYSC sanctioned activity will be expected to comply with any/all Constitution Bylaws, Rules and Regulations, and Policies and procedures.

In compliance with the Human Rights Act of Canada, SDYSC will not allow board members, club members, participants, parents, staff, volunteers, or visitors to violate any other individual's right to peaceful participation or spectate of the sport of soccer or any of its related activities within the clubs control. There will be no discrimination based on prohibited grounds and/or harassment or abuse of any kind to any individual partaking in any SDYSC sanctioned activity.

The Board may impose sanctions and disciplinary action against any individual in violation of any act, bylaw, rule, regulation, or policy as may exist from time to time, at their sole discretion and authority and in compliance with its constitution bylaws, rules and regulations, and policies and procedures.

If it is the experience of any person that they have been unjustly treated in any SDYSC activity, they may complete a written complaint, and forward to the Club Manager within 72 hours of any incident. The Club Manager will forward any such written complaint to the residing Club President who will convene a Discipline Panel to investigate and review any reported incident.

The Discipline Panel will investigate any complaint received and if required, a DBH (Discipline By Hearing) may be convened within fifteen (15) days of receipt of the complaint by the Discipline Panel. At such meeting both the complainant and the respondent may have the opportunity to address the Discipline Panel with witnesses to address any allegations lodged. The Discipline Panel will make a decision regarding discipline or sanctions within fifteen (15) days of the DBH and notify all parties directly affected of the final decision. Right of Appeal will be included.

Any decision made by the Discipline Panel will be binding and final. All complaints and subsequent investigation will be kept in a labeled complaint file and stored for no less than seven (7) years. Further appeal of any matter reviewed under the Zero Tolerance Policy should be forwarded to EMSA.

## PROCEDURE

### *Any person:*

- In the instance any individual is being discriminated against, abused or mistreated, physically or verbally, at any SDYSC sanctioned activity, inform the referee, coach of any team, the Club Manager, or a member of the Board immediately.

### *Any person in receipt of a verbal complaint:*

- Assess whether intervention is required and what type. For example, should mediation be attempted, police called, game stopped, etc.
- At the conclusion of any intervention confirm whether any further action is required or whether all parties involved have had a satisfactory outcome.
- If any party wishes to file a formal written complaint, direct the individuals to review the Zero Tolerance Policy and retrieve a complaint form from Club Manager ([clubmanager@simcoesoccer.ca](mailto:clubmanager@simcoesoccer.ca)) and re submit to the club manager within 72 hours.
- If no party wishes to file a formal complaint, forward an update communication to the Club Manager including the date and location of any incident and subsequent resolution in writing.

### *Club Manager:*

- Upon receipt of a written complaint about any persons conduct, forward to the residing President to DBR (Discipline by Review) or a DBH (Discipline by Hearing) may be called.

### *Club President:*

- Upon receipt of a written complaint from the Club Manager, convene a Discipline Panel consisting of no less than 3 current members of the Board of Directors.
- A person certified in Ontario Soccer Discipline Course must be present at any Club Discipline Panel.

### *Discipline Panel:*

- Review (DBR) any complaint received.
- Will assign a BOD or Club Manager to contact and speak with any/all parties involved to fully investigate the incident and consequent outcome and impact.
- If able, mediate a mutually agreeable resolution between any disagreeing parties.
- If unable to reach an amicable outcome to any complaint, call DBH within fifteen (15) days of receipt of the complaint.
- Inform all directly affected parties involved of the date, time, and location of DBH and advise them to bring any evidence and/or witnesses, relevant to the complaint.
- Make a decision based on Ontario Soccer Polices.
- Advise in writing, all directly affected parties of the decision within fifteen (15) days and include Right to Appeal.

## **ONTARIO SOCCER - SECTION 16.0 – SCREENING & HARASSMENT**

### **Procedure 1.0 – Screening**

1.1 As part of the Ontario Soccer's Volunteer Screening policy to provide a safe sporting environment, the Volunteer Screening guidelines can be found in the Ontario Soccer Volunteer Screening Handbook (Updated May 2015) as developed and updated by the Ontario Soccer.

### **OS: Procedure 2.0 – Harassment General**

**2.1 DEFINITIONS:** The following terms have these meanings in this

Policy: a) "Complainant" – The Party alleging an infraction

b) "Respondent" – The alleged infracting Party

c) "Days" – Days including weekend and holidays

**2.2** Harassment can generally be defined as a comment or conduct, directed towards an individual, group of individuals or Ontario Soccer organization as a whole, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Types of behavior which constitute harassment include, but are not limited to:

a) Written or verbal abuse or threats; b) A display or the display of visual material which is offensive or which one ought to know is offensive;

c) Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, ability, gender or sexual orientation;

d) Leering or other suggestive or obscene gestures;

e) Condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;

f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;

g) Any form of hazing;

h) Unwanted physical contact including touching, petting, pinching or kissing;

i) Unwelcome sexual flirtations, advances, requests or invitations;

j) Physical or sexual assault;

k) Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment;

l) Retaliation or threats of retaliation against an individual who reports harassment; or m) Retaliation or threats against an individual based on difference of opinion.

**2.3** For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

a) Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;

b) Such conduct has the purpose or effect of interfering with an individual's performance; or

c) Such conduct creates an intimidating, hostile or offensive environment.

### **Procedure 3.0 – Application**

**3.1** This policy applies to all categories of members in the Ontario Soccer as well as to all Ontario Soccer, directors, officers, committee members, volunteers, coaches, team officials, players, game officials, and registrants of the Ontario Soccer.

**3.2** This policy applies to harassment that may occur during the course of all Ontario Soccer business, activities, and events and when such harassment adversely affects relationships within the Ontario Soccer's work and sport environment.

**3.3** Harassment complaints arising within the business, activities, or events organized by entities other than the Ontario Soccer will be dealt with pursuant to the policies of these other entities unless accepted by the Ontario Soccer at its sole discretion.

**3.4** This policy will not prevent a person in authority to take immediate, informal correct disciplinary action in response to behavior that, in their view, constitutes harassment.

#### **Procedure 4.0 – Confidentiality**

**4.1 Confidentiality:** The Ontario Soccer recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The Ontario Soccer recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential, except where such disclosure is required by law, upon the conclusion of the matter or is in the best interest of the public.

#### **Procedure 5.0 – Harassment Complaint Procedure**

**5.1** Any individual may report any complaint of harassment to the Ontario Soccer. Such a complaint must be in writing and signed, and must be filed within sixty (60) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Ontario Soccer.

**5.2** A Complainant wishing to file a complaint outside of the sixty (60) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the sixty (60) day period will be at the sole discretion of the Ontario Soccer Harassment Administrator. This decision may not be appealed.

**5.3** At the Ontario Soccer's discretion, the Ontario Soccer may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Ontario Soccer will identify an individual to represent the Ontario Soccer.

**5.4** Prior to filing a complaint, a person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive and contrary to this policy. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the Complainant can request a meeting with an Ontario Soccer Harassment Administrator. Once contacted by a Complainant, the role of the Harassment Administrator is to receive the complaint. If the Harassment Administrator considers that he or she is unable to act in this capacity, the Complainant will be referred to another Ontario Soccer staff person.

**5.5** There are three possible outcomes of the Harassment Administrator's review of the complaint:

- a) It may be determined by the Harassment Administrator that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed or referred to another governing organization; or
- b) The Complainant may decide to pursue an informal resolution of the complaint, in which case the Harassment Administrator will assist the complainant and respondent to negotiate an acceptable resolution of the complaint.
- c) It may be determined that the harassment complaint put forth warrants a hearing to further investigate the issue

**5.6** The Harassment Administrator may determine that the alleged conduct is of such seriousness as to warrant suspension of the individual from Ontario Soccer pending the hearing and decision, or the completion of a criminal process.

**5.7** Harassment complaints occurring within competitions may be dealt with immediately, if necessary, by an Ontario Soccer representative is in a position of authority, provided the individual being disciplined is told the nature of the infraction, and has an opportunity to provide information concerning the incident. In such situations, sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy.

### **Procedure 6.0 – Harassment Hearing**

**6.1** If the harassment complaint warrants a hearing as per Operational Procedure 4.5(c), the Harassment Administrator will establish a Panel consisting of 1-3 Adjudicators to hear the complaint.

**6.2** The Harassment Administrator, in consultation with the Panel (if necessary), will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Harassment Administrator and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within the appropriate timeline determined by the Harassment Administrator.
- b) The Parties will be given appropriate notice of the day, time and place of the hearing.
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
- d) Both Parties may be accompanied by a representative or adviser, including legal counsel at their own expense.
- e) The Panel may request that any other individual participate and give evidence at the hearing.
- f) The decision will be by a majority vote of Panel members

### **Procedure 7.0 – Decision**

**7.1** After hearing the matter, the Panel will determine whether harassment has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Harassment Administrator and the Ontario Soccer within fourteen (14) days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the Panel.

**7.2** Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

**7.3** If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.

**7.4** In fulfilling its duties, the Panel may obtain independent advice.

**Procedure 8.0 – Sanctions 8.0** The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Verbal or written warning;
- b) Verbal or written apology;
- c) Service or other voluntary contribution;
- d) Removal of certain privileges;
- e) Suspension from certain teams, events and/or activities;
- f) Suspension from all activities for a designated period of time;
- g) Expulsion;
- h) Other sanctions as may be considered appropriate for the offense.

**8.1** Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

**8.2** A written record will be maintained by the Ontario Soccer at their head office.

### **Procedure 9.0 – Timelines**

**9.1** If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such that the complaint cannot be concluded within the timelines dictated in this Policy, the Panel may direct that these timelines be revised.

### **Procedure 10.0 – Appeals**

**10.1** The decision of the Panel may be appealed in accordance with the Canada Soccer Association's Appeal Policy.

### **AUDIT REQUIREMENTS**

- Annual review of this policy and subsequent application to ensure compliance with Ontario Soccer Policies and Procedures
- Review of all complaints and sanctions to ensure fair and equitable application of Ontario Soccer Policy and Procedures

## **POLICY #3**

### **TOBACCO FREE POLICY (Effective March 2011)**

#### **COMMITMENT**

Simcoe and District Youth Soccer Club Inc. understands and recognizes that there are health hazards associated with the use of tobacco products which includes the breathing of second hand smoke. One of the purposes of our club is to promote healthy and active way of living to our members and players so it is our responsibility to model and encourage tobacco-free lifestyles.

#### **POLICY**

All games, activities, tournaments, competitions, sponsored events, and other performances sanctioned by our organization will be tobacco-free. Tobacco free means no smoking, snuffing, dipping, or chewing tobacco by players/ participants, coaches/leaders, parents, spectators, players and officials.

#### **We will promote the tobacco-free policy at all our activities by:**

- Having coaches or organizers explain the policy to their players, and ask them to explain the policy to player's parents and others who may come to practices, games and tournaments.
- Including the policy on our website so it is readily available to all players, their parents/guardians, coaches, managers and officials.
- Making the policy visible throughout the year using various messages, including "TOBACCO FREE" signage at events, and encouraging coaches and older players to promote active, healthy, tobacco-free lifestyles.

#### **We will reinforce the tobacco-free policy at all our activities by:**

- Encouraging all coaches, managers, officials, parents/guardians, and other adult spectators to respectfully remind someone using tobacco about the tobacco-free policy.

APPENDIX A

**APPENDIX A** Table 5: Standard Penalties for Misconduct by a Player

Type #	Description of Misconduct	Playing Seasonal Offences		
		1st	2nd	3rd or more
1.1	First Caution.	no action		
1.2	Second Caution.	no action		
1.3	Third Caution.	1 game sus.		
1.4	Fourth Caution.	no action		
1.5	Fifth Caution.	2 game sus.		
1.6	Sixth Caution & any subsequent caution.	3 game sus.		
1.13	Dismissed for "Receiving a second caution in the same game" for which neither of the caution was directed at the game official(s).	1 game suspension	3 game suspension	See Misconduct 1.22
1.14	Dismissed for "Receiving a second caution in the same game" for which at least one of the cautions was directed at the game official(s).	2 game suspension	4 game suspension	See Misconduct 1.22
1.15	Dismissed or reported by game official for "using offensive, insulting or abusive language and/or gestures" directed at anyone other than the game official(s). If racist or sexual comments - please see 1.73.	1 game suspension	3 game suspension	See Misconduct 1.22
1.16	Dismissed or reported by game official for "using offensive, insulting or abusive language and/or gestures" directed at the game official(s). If racist or sexual comments - please see 1.73.	3 game suspension	8 game suspension	See Misconduct 1.22
1.16A	Dismissed or reported for "using offensive, insulting or abusive language and/or gestures" directed at any game official(s) after having been previously dismissed or reported.	6-8 game suspension	8-12 game suspension	See Misconduct 1.22
1.17	Dismissed for "Denying an opponent a goal or an obvious goal-scoring opportunity by deliberately handling the ball".	1 game suspension	2 game suspension	See Mis. 1.22
1.18	Dismissed for "Denying an opponent a goal or an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or penalty kick".	2 game suspension	4 game suspension	See Misconduct 1.22
1.19	Dismissed for "Serious Foul Play". (Must occur on the field of play, against an opponent when challenging for the ball, while the ball is in play). Otherwise see 1.21.	2 game suspension	4 game suspension	See Misconduct 1.22
1.19A	Dismissed for "Serious Foul Play" where in the opinion of the Discipline Hearing Panel there was an obvious "attempt to injure or "a complete disregard for the safety of an opponent" (Must occur on the field of play, against an opponent while the ball is in play). otherwise see 1.21A	4-8 game suspension	8-12 game suspension	See Misconduct 1.22
1.20	Dismissed or reported for "Spitting at an opponent or any other person" other than a game official. NOTE: Spitting at a game official is Misconduct Type 1.52.	4 game suspension	8 game suspension	See Misconduct 1.22
1.21	Dismissed or reported for "Violent Conduct".	3 game sus.	6 game sus.	See M. 1.22
1.21A	Dismissed or reported for "Violent Conduct" where in the opinion of the Discipline Hearing Panel there was an obvious attempt to seriously injure a registrant or non-registrant.	8-10 game suspension	10-15 game suspension	See Misconduct 1.22
1.22	Received and found guilty of a third dismissal in a playing season within that league or competition.	1 - 11 month suspension		
1.23	Senior player as an ineligible player except for a player who played while under suspension in which case Misconduct Type 1.64 shall apply.	2 game suspension	4 game suspension	See Misconduct 1.22
1.25	Re-enters the field of play or player bench area after having been dismissed from the game by the game official.	2 game suspension	5 game suspension	See Mis. 1.22

APPENDIX B

Table 6: Standard Penalties for Misconduct by a Player

Type #	Description of Misconduct	First Lifetime Offense	Second Lifetime Offense	Third or More Lifetime Offense
1.51	Game Official Assault for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening".	6-12 month suspension + \$200.00 fine	1-3 year suspension + \$200.00 fine	Minimum 5 year suspension
1.52	Game Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct".	2-5 year suspension + \$400.00 fine	5-10 year suspension + \$400.00 fine	Minimum 10 year suspension
1.53	Failed to attend a discipline hearing at which he/she was accused of game official assault	player is fined \$100.00 and remains suspended until he/she requests and attends a subsequent discipline hearing		
1.54	Participated in a soccer activity from which he/she was suspended	6-12 month suspension	1-3 year suspension	2-5 year suspension
1.55	Instigated and/or participated in a brawl between two teams either before, during, or after a game.	1-3 month suspension	3-12 month suspension	1-3 year suspension
1.56	Senior player acted in contravention of, or failed to act in accordance with, a "Published Rule". (see restrictions in policy 9.14)	1-3 month suspension	3-12 month suspension	1-12 month suspension
1.57	Voted in a manner deemed to be detrimental to the game. (see restrictions in policy 9.14)	3-12 month suspension	1-3 year suspension	2-5 year suspension
1.58	a) Changed any information on a registration form without the consent of the person being registered on such form b) Provided false or inaccurate information on a registration form c) Provided an invalid photograph for registration purposes.	3-12 month suspension	1-3 year suspension	2-5 year suspension
1.59	Provided false information or withheld information (including date of birth; Club, country, and year last registered; etc.) on a player registration form.	3-6 month suspension	6-12 month suspension	1-3 year suspension
1.60	Provided a false address on the player registration form.	1-3 month suspension	6-12 month suspension	1-3 year suspension
1.71	Participated in any soccer related activity under a false name.	3-12 month suspension	1-3 year suspension	2-5 year suspension
1.73	Dismissed or reported by a game official or other registrant for racist or sexist comments made during the game or in the vicinity of the playing field either during or after the game	1-3 month suspension	4-6 month suspension	7-12 month suspension
1.74	Reported for "using offensive, insulting or abusive language and/or gestures" directed at a discipline or appeal hearing panel member(s)	3-12 month suspension	1-3 year suspension	2-5 year suspension
1.76	directly or indirectly encouraged or assisted in the establishment or operation of a soccer organization or competition unless that soccer organization is an affiliated governing organization of The CSA or the Player is only acting as a player or team official	6-12 month suspension	18-24 month suspension	3-5 year suspension



APPENDIX C

Table 7: Standard Penalties for Misconduct by Team Officials

Type # Team (Officer)	Description of Misconduct	First playing seasonal Offense	Second playing seasonal Offense	Third or More playing seasonal Offense
2.13	Dismissed or reported for persisting in misconduct after receiving a warning for misconduct from the game official for which neither of the officers was directed at the game official(s).	1 game suspension	3 game suspension	800 misconduct 2.22
2.14	Dismissed or reported for persistent misconduct after receiving a warning for misconduct from the game official for which at least one of the officers was directed at the game official(s).	2 game suspension	6 game suspension	800 misconduct 2.22
2.16	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at anyone other than the game official(s).	2 game suspension	6 game suspension	800 misconduct 2.22
2.18	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at the game official(s).	4 game suspension	6 game suspension	See misconduct 2.22
2.10A	Dismissed or reported for using "Offensive, insulting or abusive language and/or gestures" directed at a game official(s) after having been previously	7 to 9 game suspension	9 to 6 months suspension	See misconduct 2.22
	dismissed or reported			
2.22	Dismissed and found guilty of a first dismissal in a playing season within that league or competition	3-11 month suspension		
2.26	Re-enter the field of play or player's bench area after having been dismissed from the game by the game official	3 game suspension	6 game suspension	Ann misconduct 2.22
		<b>First Lifetime Offense</b>	<b>Second Lifetime Offense</b>	<b>Third Lifetime Offense</b>
2.41	Physical Assault or Attempted Physical Assault of a mini-youth registered player or youth registered player	3-12 month suspension + \$200.00 fine	1-3 year suspension + \$400.00 fine	Minimum 5 year suspension + \$500.00 fine
2.51	Game Official Assault for "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening".	6-12 month suspension + \$200.00 fine	1-3 year suspension + \$400.00 fine	Minimum 5 year suspension + \$600.00 fine
2.52	Game Official Assault for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct"	3-6 year suspension + \$300.00 fine	3-10 year suspension + \$400.00 fine	Minimum 10 year suspension + \$500.00 fine
2.53	Made deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact with, or threatens, a registered or non-registered of the O.S.A. (excluding a Game Official, or a mini/youth registered player).	6-12 month suspension	1-3 year suspension	3 year suspension
2.54	Struck, spat on, kicked, or committed any form of violent conduct, or attempted violent conduct, against a registered or non-registered of the O.S.A. (excluding a Game Official, or a mini/youth registered player).	2-6 year suspension	6-10 year suspension	10 year suspension
2.58	When required by a player, refused to give the player his/her registration book within 5 days.	\$100.00 fine	\$200.00 fine	\$400.00 fine
2.61	Failed to attend a discipline hearing at which he/she was accused of game official assault.	Accused to fined \$100.00 and remains suspended until he/she requests and attends a subsequent discipline hearing.		
2.68	Played an ineligible or suspended player in a sanctioned game or permitted a suspended player into a sanctioned activity.	6-12 month suspension	1-3 year suspension	2-6 year suspension
2.64	Participated in a soccer activity from which he/she was suspended.	6-12 month suspension	1-3 year suspension	2-6 year suspension
2.65	Participated and/or participated in a brawl between two teams within before, during, or after a game.	6-12 month suspension	1-3 year suspension	2-6 year suspension
2.66	Acted in contravention of, or failed to act in accordance with, a "Established Rule" (see restrictions in Policy 3.14)	1-6 month suspension	6-12 month suspension	1-1 year suspension
2.67	Acted in a manner deemed to be detrimental to the game. (see restrictions in Policy 3.14)	1-12 month suspension	1-3 year suspension	2-6 year suspension
2.68	a) Changed any information on a registration form without the consent of the person being registered on such form. b) Provided false or inaccurate information on a registration form. c) I altered a signature on a registration form. d) Knowingly provided an invalid photograph of a person for the purpose of registering that person.	3-12 month suspension	1-3 year suspension	2-6 year suspension
2.70	Provided a false address on the player registration form.	1-3 month suspension	6-12 month suspension	1-3 year suspension
2.71	Participated in a soccer related activity under a false name.	6-12 month suspension	1-3 year suspension	2-6 year suspension
2.72	Induced or attempted to induce a registered player to leave his/her team before the end of that team's current playing season.	6-12 month suspension	1-3 year suspension	2-6 year suspension
2.73	Dismissed or reported by a game official or other registrant for racial or sexual comments made during a game or at the vicinity of the playing field either during or after the game.	6-12 month suspension	1-3 year suspension	2-6 year suspension
2.74	Reported for "using offensive, insulting or abusive language and/or gestures" directed at a discipline or appeal hearing panel member(s)	3-12 month suspension	1-3 year suspension	2-6 year suspension
2.75	Directly or indirectly encouraged or assisted in the establishment or operation of a soccer organization or competition unless that soccer organization is an affiliated governing organization of The O.S.A. or the Team Official is only acting as a player or team official.	6-12 month suspension	11-24 month suspension	3-6 year suspension

## APPENDIX D

Ontario Soccer Policy 1.0 to 14.0 Section 9.0 – Discipline: see PDF on Club website [www.simcoesoccer.ca](http://www.simcoesoccer.ca) under Policy or Ontario Soccer website: [www.ontariosoccer.net](http://www.ontariosoccer.net) for full Discipline policy