

# **WESTERN COUNTIES SOCCER ASSOCIATION**

## **Constitution, Rules & Regulations**

**This document, having been approved by the Western Counties Soccer Association Membership at its Annual General Meeting held on November 16, 2003, shall supercede any previous versions of the Western Counties Soccer Association Constitution issued since its inception in the year 2000.**

### **CONSTITUTION ARTICLES**

#### **ARTICLE 1    NAME**

The name of this organization shall be the Western Counties Soccer Association, hereinafter referred to as the Association.

#### **ARTICLE 2    OBJECTIVES**

To develop and provide technical support and training, to assist and guide the membership in matters of operation, to arrange and provide group insurance coverage, and to promote the game of soccer both indoor and outdoor for recreational players in the Counties of Western Ontario.

#### **ARTICLE 3    HEAD OFFICE**

The Head Office will be in the City of London, in the Province of Ontario.

#### **ARTICLE 4    ORGANIZATION**

The Association will be an independent organization, not affiliated to any other soccer governing body in Ontario, and shall be composed of clubs and leagues hereinafter set out. The Association will be managed by an elected Board of Directors, who shall employ an administrator to assist in such management.

#### **ARTICLE 5    BOARD OF DIRECTORS**

The business of the Association shall be conducted by an elected Board of Directors, designated as follows:

- a) The President, who shall preside at all general meetings, and be ex-officio of all committees, and shall be the spokesperson for the Association.
- b) The Treasurer, who should ensure that full and accurate records are kept of the accounts of the Association; shall report to the Board of Directors at least once per quarter; shall be a signing officer for the Association accounts and shall submit the Annual Report at the Annual General Meeting.
- c) The Secretary, whose duties shall be or cause to be; to keep a record of all minutes of the organization, copies of all committee reports, notify committee members of their election or appointment; furnish committees with those documents required to perform their duties; maintain record books in which bylaws, published rules and minutes are entered and to have the current record books available at each meeting; to be a signing officer for the Association accounts; to send out to the membership a notice of each general meeting; to send out to the board notice of each meeting; conduct the general correspondence of the organization; prepare prior to each meeting an order of business (agenda); and in the absence of the president, to preside at all meetings.  
\*Note: The Administrator, under the direction of the Secretary, shall perform the duties necessary for the day-to-day operation of the Association and shall also act as Registrar for the Association.
- d) The Director-at-Large, shall balance the board in the absence of a member and perform other duties as needed.
- e) The term of a director will be for a period of two (2) years and elections will take place at the Annual General Meeting. The President and Secretary will be elected in even numbered years. The Treasurer and Director-at-Large will be elected in odd numbered years.

- f) The office of a member of the Board of Directors may be vacated by resignation in writing, or if a member is deceased or removed for sufficient cause. Should a vacancy occur, the Board may appoint another member to fill the vacancy until the next Annual General Meeting.
- g) The Board shall meet quarterly or at the call of the President and a majority of board members in attendance shall form a quorum for a meeting.

**ARTICLE 6 INDEMNITY**

Members of the Board of Directors or their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times 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 willful neglect or default.

**ARTICLE 7 FINANCES**

- a) The end of the fiscal year for the Association shall be **October 31 annually**.
- b) The Board of Directors may appoint a member, outside of the board, to examine and reconcile the books of the Association before the Annual General Meeting.

**ARTICLE 8 TYPES OF MEMBERSHIP**

The categories of membership will be as follows:

- a) Active Membership – will be open to all clubs and leagues offering recreational soccer, within the boundaries of the Association.
- b) Associate Membership – will be open to referees' and coaches organizations.
- c) Life Membership – an individual may be granted Life member status.
- d) The Board of Directors shall approve or deny all applications for Membership and Membership Renewal.

**ARTICLE 9 MEMBERSHIP FEES**

Membership Fees shall:

- a) be set annually by the Board of Directors;
- b) consist of a levy on each player registered with a Member Club, **to be paid by April 15 annually** or before the first game of the season is played (whichever comes first).

**ARTICLE 10 TERMINATION OF MEMBERSHIP**

A Membership shall be deemed to have terminated:

- a) If the Member submits a signed letter of resignation to the Association.
- b) If the Member is expelled by the Association.
- c) If the Member is no longer in good standing with the Association.

**ARTICLE 11 TERMINATION OF THE ASSOCIATION**

The Association may be terminated under the following circumstance;

- a) by a vote of one-hundred percent (100%) in favour, by the current Active Members whose delegate must be in attendance, at a Special General Meeting called for the purpose of terminating the Association.
- b) In the event of a decision to terminate; after all assets have been disposed of and the current accounts payable have been settled, 100% of all monies remaining in accounts shall be refunded and distributed to each current Active Member, in proportion to the number of players registered by that member in the year of termination.

**ARTICLE 12 ANNUAL GENERAL MEETINGS**

- a) Meetings shall be conducted in accordance with Robert's Rules of Order insofar as they apply.
- b) The Annual General Meeting of the Association shall be held on the fourth (4th) Saturday or Sunday of November in each year.
- c) All Active members shall receive fourteen (14) days clear notice of the date, time and location of the Annual General Meeting.
- d) Order of Business:
  - Roll Call
  - Minutes of previous Annual General Meeting
  - Management Reports
  - Financial and/or Auditor's Reports
  - Registration and Membership Fees
  - Unfinished Business and Correspondence
  - Constitutional Amendments
  - Appointment of Auditors/Examiner
  - New Business
  - Adjournment

**ARTICLE 13 QUORUM**

One-third (1/3) of the membership shall form a quorum at all General meetings, except for a meeting called to terminate the Association where 100% of the delegates representing the membership must be in attendance.

**ARTICLE 14 GENERAL MEETINGS**

At General Meetings:

- a) each Active membership in good standing, shall be entitled to one vote;
- b) each Active membership in good standing, shall have its vote cast by its appointed delegate who must be present at the meeting;
- c) proxy votes shall not be valid; an Active member shall only appoint a person to act as their delegate, that is from within their own club and not from another membership.
- d) an Associate Member shall be entitled to one vote;
- e) a Life Member shall be entitled to speak, but may not vote or sit as a delegate of any member.

**ARTICLE 15 SPECIAL GENERAL MEETING**

- a) A Special General Meeting may be held to consider urgent or important issues for the overall membership.
- b) A Special General Meeting may be called by the Board of Directors.

- c) A Special General meeting may be called by written request to the Board, signed by not less than one third (1/3) of the Active Membership and must be held within 45 days of receipt of the request.
- d) All Members shall receive fourteen (14) days clear notice of the date, time and location of any Special General Meeting.
- e) Only the business for which the Special General Meeting has been called may be dealt with.

#### **ARTICLE 16 CLUB**

A Club is an organization that:

- a) is immediately subordinate to the Association;
- b) organizes teams in accordance with published rules; and
- c) may operate house-leagues in accordance with its published rules.

#### **ARTICLE 17 LEAGUE**

A League is an organization that;

- a) is immediately subordinate to the Association;
- b) controls its teams for league operation in accordance with its published rules.

#### **ARTICLE 18 LAWS OF THE GAME**

- a) The Association shall support the principles of The Laws of the Game as established by the International Football Association and recognized by FIFA, except as provided herein to accommodate differences in climatic condition, genders or age division.
- b) The Rules of Mini-Soccer shall apply to Players under the age of 10.
- c) Changes shall come into effect immediately following their adoption by the Association.

#### **ARTICLE 19 OTHER REGULATIONS**

- a) The Association may make other miscellaneous Rules and Regulations as may be deemed necessary to promote, develop, and govern the game of soccer.
- b) No such regulation may violate the rights and freedom of any other individual and must ensure the basic structure of the game.

#### **ARTICLE 20 AMENDMENTS**

- a) All proposed amendments to the Constitution or Rules must be received by the Association in writing not less than thirty days prior to the Annual General Meeting or a Special Meeting called for that purpose.
- b) Copies of such proposed amendments shall be sent to the Membership not less than fourteen days prior to the General Meeting at which they are to be considered for approval.
- c) Amendments shall become effective upon obtaining a majority of the votes cast by the delegates present at the General Meeting for which they were to be considered for approval.

## PUBLISHED RULES AND REGULATIONS

### **RULE 1          MEMBERSHIP**

To remain in good standing all Members shall comply with the following:

- 1.1 A Member of The Association is required to renew its membership annually, on or before the Annual General Meeting. Any Member which has not submitted its renewal application on the form provided by the Association, by the AGM deadline, will be required to re-apply for Membership.
- 1.2 The Board of Directors shall approve or deny all membership applications and renewals.
- 1.3 All Members shall comply with the Constitution and Published Rules and Regulations of the Association.
- 1.4 Each Member shall, within fourteen days of its Annual General Meeting provide a list of the names, addresses and telephone numbers of its elected and appointed officers to the Association.
- 1.5 Members must notify the Association within seven days, of any changes to their list of officers.
- 1.6 Each member must submit a copy of its published rules and/or any amendments thereto, to the association annually.
- 1.7 Members failing to honour financial obligations to the Association, within the stipulated time frame shall be considered not to be in good standing and its membership shall cease.

### **RULE 2          CLUBS**

- 2.1 A Club is an organization operating one or more teams under a common executive.
- 2.2 A club may operate house leagues for its players and/or enter its teams in a member league.
- 2.3 The Club shall pay to the Association, a levy on each player registered, **to be paid by April 15 annually** or before the first game of the season is played (whichever comes first).
- 2.4 The Club shall submit to the Association annually, a copy of its published rules and/or any amendments thereto.
- 2.5 Clubs are responsible for the actions of their players, officials, and spectators. A Club is required to take all precautions necessary to prevent its players, officials and spectators from threatening or assaulting anyone present at a game, especially game officials. Failure to do so will result in suspension or loss of membership.
- 2.6 Clubs shall register players in accordance with the **recommendations** in the chart below:

TEAM CLASSIFICATION	TEAM SEASON	MAXIMUM LIMIT	MINIMUM LIMIT
Mini Soccer	Outdoor	14 Players	7 Players
Mini-Soccer	Indoor	14 Players	7 Players
Youth	Outdoor	25 Players	11 Players
Youth	Indoor	18 Players	7 Players
Senior	Outdoor	25 Players	11 Players
Senior	Indoor	25 Players	7 Players

### **RULE 3            REGISTRATION REGULATIONS**

- 3.1     The Association shall administer the registration, transfers and de-registrations of players.
- 3.2     All players must be registered before taking part in any games.
- 3.3     Age Divisions shall be in accordance with the annual chart provided by WCSA.

### **RULE 4            PLAYER IDENTIFICATION & SUBSTITUTION**

Only those players whose names appear on the team sheet are eligible to take part in the game. Players whose names are listed on the team sheet shall be considered as having taken part in the game.

### **RULE 5            PLAYER MOVEMENT**

- 5.1     Player registrations, transfers or de-registration of players surplus to requirements must be completed **on or before July 31<sup>st</sup> annually.**
- 5.2     A player who is registered to play in a higher age division is classed as belonging to that age group and **may not play down** with a team in a lower age division, at any time.
- 5.3     **No OSA registered Competitive or Intermediate player (ie., LDYSL, SRSL, OYSL)** is eligible to play down on any members' club team, while playing in a WCSA sanctioned tournament.
- 5.4     Any WCSA registered player wishing to "play up" on an LDYSL, OYSL, or SRSL team must do so on a Trial Permit, only. A player may have up to two (2) Trial permits in any season, after which the player must decide to continue to play house-league or be registered to the higher level team. No member shall restrict its players from moving up to a higher level of play.

### **RULE 6            LEAGUES**

- 6.1     A League operates to provide competition for teams of registered players belonging to member Clubs. WCSA recognizes the diversity among its clubs and leagues and the need to have rules in place. WCSA subscribes to the rules and regulations governing soccer, as set out by FIFA. (Per Article 18)
- 6.2     A league may not accept any new teams into playing membership without first verifying that the team is part of a member Club.
- 6.3     The League shall submit to the Association annually, a copy of its published rules and/or any amendments thereto.
- 6.4     A League failing to comply with the foregoing will result in suspension or loss of membership.

### **RULE 7            DURATION OF PLAY - OUTDOOR**

All games shall be composed of two (2) equal halves. **Recommended duration and ball sizes** as below:

<b>Age</b>	<b>Regulation Time</b>	<b>Overtime</b>	<b>Ball Size</b>
up to 10 years of age	2 x 35 minutes	2 x 10 minutes	3 or 4
11 to 14 years of age	2 x 40 minutes	2 x 10 minutes	4 or 5
15 years of age and older	2 x 45 minutes	2 x 15 minutes	5

**RULE 8            DISCIPLINE**

All discipline of players, club or team officials reported for misconduct shall be under the jurisdiction of the club or league where the game is played.

**RULE 9            PROTESTS**

The decision of the Club/League Hearing Panel shall be made in writing and is subject to no further discussion with the Discipline Committee.

**RULE 10          APPEALS**

- 10.1    Decisions made by the Discipline Committees of leagues, clubs or associate members shall be final and binding on all parties and subject to no further appeal to the Association.
- 10.2    Members can appeal to the Association for an independent board to provide guidance in matters of discipline.
- 10.3    A request for assistance shall be made in writing to the Association and be accompanied by the fee. All requests will be examined by the board within 14 days of receipt of such request and if the request is accepted, a hearing will be held in the next 14 days. Decisions made by the board will be in accordance with the Club/League rules supplied by each member by April 15 annually.
- 10.4    A fee of \$50.00 shall apply.
- 10.5    The Association does not have the ability to assess fines and all decisions shall be final.

**RULE 11          FINES and PENALTIES**

A Club or League may set standard fines, bonds or penalties. Such fines, bonds or penalties must be published and circulated to its members no less than 30 days prior to the start of a playing season.

**RULE 12          REFEREES**

- 12.1    An Association certified referee may officiate in Youth or Mini games only and must be at least two (2) years older than the age division that they are officiating.
- 12.2    A registered player who is on the List of Referees, shall not take part as an official in any game in which his/her team is entered.
- 12.3    The appointing of referees to games and competitions is the responsibility of the organization under whose jurisdiction the game is played.
- 12.4    Reports of attempted physical or actual physical assault of a game official shall be made directly to the appointing body.

**RULE 13          TOURNAMENTS**

- 13.1    In order to control tournaments for the benefit of all members, applications for the hosting of tournaments or exhibition games must be obtained from and submitted to the Association.
- 13.2    Permission to hold a tournament will not be granted if the dates and team categories are the same as those for which a tournament has already been granted.
- 13.3    Tournaments shall be open to all Association members having registered players in the applicable team categories.