

THE HAMILTON & DISTRICT SOCCER ASSOCIATION

RULES AND REGULATIONS OF THE ASSOCIATION

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The District Association shall have the following objectives:

- To promote, develop and administer the game of soccer, both indoor and outdoor, in the District.
- To represent and act on behalf of The Ontario Soccer Association, hereinafter referred to as The OSA, in the administration of OSA programs within the District.
- To represent and act on behalf of its Member organizations and assist them to develop and effectively administer soccer programs that promote the development of the mental, physical, social and leadership skills of their members.

ITEM 1. MEMBERSHIP - GENERAL

A Club which meets The OSA definition of:

- Professional Club which operates professional team(s) only,
- Club which operates both professional and amateur teams,
- Social Club,
- Service Club,
- Club operated by a municipality,
- Club operated by a facility,
- Club running a Senior Recreational league,
- for-profit Club

may apply in writing for an exemption from any minimum requirement for a Club Constitution, subject to the approval of the Board of Directors of both the District Association and The OSA.

Approval of New Members

A Club shall be accepted into Active Membership after following the process laid out in the Rules and Regulations and obtaining the approval of the District Association Board of Directors and obtaining ratification of Members at the Annual General Meeting by 2/3 majority.

An organization shall be accepted into Associate Membership after following the process laid out in the Rules and Regulations and obtaining the approval of the District Association Board of Directors, where applicable.

Duties and Privileges

Rights of Active, Affiliate and Associate Members

Active Members shall be accorded the following rights:

- a) To be governed in accordance with The OSA and the District Association's Published Rules,
- b) To register players, administrators, team officials and referees with The OSA and the District Association,
- c) To be a member of, and register their teams with OSA sanctioned Leagues
- d) To enter teams in OSA sanctioned competitions,
- e) To participate in OSA sanctioned programs such as player, coach and referee development,

- f) To participate in District Association sanctioned programs,
- g) To attend and vote at all General Meetings called by the District Association,
- h) To operate Club Leagues in accordance with The OSA Published Rules,
- i) To operate Player, Coach and Referee Development Programs, and
- j) To participate in The OSA Insurance Plan

Affiliate Members shall be accorded the following rights:

- a. To be a member of, and register their teams with, OSA and CSA sanctioned Leagues
- b. To enter teams in OSA and CSA sanctioned competitions
- c. To attend and vote at all General Meetings called by the District Association

Associate Members shall be accorded the following rights:

- a. To be governed, where applicable, in accordance with The OSA and the District Association's Published Rules,
- b. To register, where applicable, administrators and teams with The OSA and the District Association, in OSA sanctioned competitions,
- c. To participate in OSA and District Association sanctioned programs, and
- d. To attend and vote at all General Meetings called by the District Association.

a.) **Active Membership**

The District Association will consider accepting into Active membership: Clubs which met the requirements and follow the application process laid out in these Rules and Regulations.

Clubs will apply for Active Membership in one of five categories:

i) **Area Club**

A Club which provides, or has the capability to provide, full soccer services (youth, senior, recreational, competitive) within a generally defined geographical area recognized by the District Association. All Clubs operating teams at the Youth level must conform to OSA policy on the required number of teams¹.

ii) **Social Club**

An organization which runs a soccer Club as part of a broader range of programs and services provided for, or directed at, a particular cultural or ethnic group which is recognized by its municipality and by the District Association. All Clubs operating teams at the Youth level must conform to *OSA policy on the required number of teams*².

ii) Senior-Only Club

A Club which is set up to provide soccer playing opportunities for Open-Age registered players only.

iv) **Indoor-Only Club**

A Club which is set up to provide Indoor Soccer only. All Clubs operating teams at the Youth level must conform to OSA policy on the required number of teams³.

No new Clubs will be accepted into the following category:

v) **Grandfathered' Area Club**

A Club which generally meets the definition of an Area Club except that its soccer services and geographic area overlap with other Clubs.

- b) **Affiliate Membership**
The District Association will consider granting Affiliate Membership to properly constituted Professional or Semi-Pro Soccer Clubs upon proof of membership in a Division 1, 2, or 3 League as approved by the Canadian Soccer Association (CSA) or the Ontario Soccer Association (OSA).
- c) **Associate Membership**
The District Association will consider accepting into Associate membership:
District Leagues and other soccer oriented bodies which meet the requirements and follow the application process laid out in these Rules and Regulations.
- d) **Honourary Membership**
- i) Any person or organization having rendered distinguished service to the soccer community within the District is eligible for and may be nominated to Honourary membership.
 - ii) No incumbent Director of the District Association shall be eligible for nomination.
 - iii) All nominations shall be submitted in writing thirty (30) days prior to the Annual General Meeting by an Active or Associate Member, or by a Director.
 - iv) Honourary membership may be granted by the Board of Directors, and will be reviewed annually, at the Board meeting prior to the District Association's Annual General Meeting.
 - v) Honourary members shall have a voice but no vote in District Association affairs.
- e) **Life Membership**
- i) Life members shall be admitted at the discretion of the District Association.
 - a) To be eligible for Life Membership, a person must have served soccer a minimum of twenty (20) years within this District.
 - b) A nomination must include a record of service by the Nominee as rendered by the Nominator, and must reflect personal effort over and beyond the regular line of duty.
 - ii) The admission of a Life Member shall require the affirmative vote of a majority of the Board of Directors and at least two thirds (2/3) of the voting delegates present at the Annual General Meeting of the District Association.
 - iii) All Life Membership nominations shall be submitted in writing thirty (30) days prior to the Annual General Meeting. Nominations may be submitted by the Board of Directors, Active or Associate Members.
 - iv) No incumbent Director of the District Association shall be eligible for nomination to Life Membership.
 - v) No Life Member shall be eligible for nomination to elective office in the District Association.

ITEM 2. MEMBERSHIP - NEW APPLICATIONS

- a) New applicants shall apply on a form provided by the District Association prior to the start of the playing season⁴ as follows:
 - i) A member operating both indoor and outdoor soccer will be deemed an indoor club if the percent registration of indoor players exceeds 50.0% of all registrants, otherwise it is deemed an outdoor club. New clubs will be deemed as outdoor clubs for the first year.
 - ii) For Outdoor soccer, no later than December 31st, for a league starting games on or after May 1st, or
 - iii) For indoor soccer, no later than June 30th, for a league starting games on or after October 1st.

- b) The application shall contain:
 - i) The name of the organization;
 - ii) A draft copy of its Constitution/By-Laws (which must meet OSA minimum requirements) and Rules and Regulations;
 - iii) A list of founding/acting officers which must include, at a minimum, three individuals as President, Secretary, and Treasurer;
 - iv) Proof of Directors & Officers Liability Insurance;
 - v) Identification of the fields which the Club proposes to use for any soccer programs;
 - vi) The applicant's rationale as to why a new Club is needed in the District and the category of Active Membership which is being applied for;
 - vii) A projection of the number of teams involved and the Leagues/levels at which these teams expect to play; and
 - viii) Shall be accompanied by the Application Fee per Appendix 'A'.

- c) New Clubs applying for membership in the District Association shall post a bond, per Appendix 'A', to ensure financial stability. This bond will be held until the Club terminates its membership with the District Association.

- d) The Board of Directors will consult with, and seek input from all affected Clubs prior to making any determination on an application and may require the applicant to meet with the Board of Directors and affected member Clubs.

ITEM 3. MEMBERSHIP - RENEWAL

a) Application for renewal of membership to this District Association shall be made annually on a form to be provided by the District Association. The application must be accompanied by:

- the required annual affiliation fee,
- a copy of the applicant's current constitution, (for not for profit)
- a copy of Incorporation documents and by laws (for Profit organizations)
- a list of current Officers,
- Proof of Directors & Officers Liability Insurance (for not for profit)
- A copy of Liability Insurance (For Profit organizations)

For Active Members:

- financial statements per Item 3 e),
- a fee, equal to ten per cent (10%) of the previous year's registration fees (which shall be credited towards current year registration fees).

And for Associate and Affiliate Members:

- remit the total fee for the year.

b) Membership renewal applications must be received not less than seven (7) days prior to the date of the Annual General Meeting.

c) Any outstanding debts to the District Association must be paid not less than seven (7) days prior to the date of the Annual General Meeting and must be paid prior to Membership renewal being considered.

d) The Board of Directors, in their sole and absolute discretion, may require a Performance Bond to be posted as part of the Membership Renewal requirements.

e) The financial statements of the Not for Profit Club shall be:

- i) audited, as defined by the Canadian Institute of Chartered Accountants (CICA), by a public accountant, if the Club's annual gross revenue is greater than or equal to \$150,000 or the Club has greater than or equal to 1,000 registered players; or
- ii) reviewed by Public Accountant, Certified General Accountant or a Certified Management Accountant through a financial review engagement if the Club's annual gross revenue is less than \$150,000 but greater than or equal to \$100,000, or the Club has less than 1000 but greater than or equal to 500 registered players; or
- iii) signed with a Notice to Reader prepared by a Public Accountant, Certified General Accountant or a Certified Management Accountant if the Club's annual gross revenue is less than \$100,000 but greater than or equal to \$10,000; or
- iv) completed by the Treasurer or designate, if the Club's annual gross revenue is less than \$10,000.

f) For Profit organizations, a certificate of good standing from CRA must be provided.

g) Failure to comply with the requirements above will result in a fine per Appendix 'A' and

may result in suspension of membership until the requirements are met, including payment of a fee for membership reinstatement per Appendix 'A'.

- h) Existing Clubs applying to renew their membership in a different category of Active Membership will be considered as New Applications and subject to the requirements of Item 2.

ITEM 4. GENERAL MEMBERSHIP REQUIREMENTS

- a) As a condition of Membership, each Member with youth "Registrants" and Members operating Adult Leagues must provide proof that they have purchased Directors & Officers Liability Insurance.
- b) Each Member must hold its Annual General Meeting by the following date:
 - i) For Outdoor soccer, no later than November 30th of the present year, or,
 - ii) For indoor soccer, no later than May 15th, for a league operating from October to March.
 - iii) If a Club cannot meet its obligations, it must request in writing a "request for deviation" to the District Association. The request must be received by the District Association 1 month prior to the above stated dates (i.e. October 30th or April 15th respectively)⁵
- c) Each Member⁶ must file with the District Association within fourteen (14) days after its Annual General Meeting a list of its elected and appointed officers.
- d) Each Member⁷ must file with the District Association in writing within fourteen (14) days of any change of its officers or of any change of address.
- e) All members will comply with the By-Laws of the District Association⁸.
- f) Failure to comply with the above will result in a fine per Appendix 'A'.

ITEM 5. ADDITIONAL DUTIES OF DIRECTORS

a) Secretary

The Secretary shall perform directly, or as delegated to staff:

- i) Give notice of all meetings of the District Association to persons entitled thereto.
- ii) Attend all meetings of the Board of Directors and all General and Special Meetings of the District Association and shall keep a record of all minutes of the organization.
- iii) Conduct the general correspondence of the organization.
- iv) have such other duties as prescribed by the Board of Directors.

b) Treasurer

The Treasurer shall:

- i) Ensure that full and accurate records are kept of the accounts of the District Association.
- ii) Keep full and accurate accounts of receipts and disbursements in books belonging to the District Association and shall deposit all monies and other valuables in the name of, and to the credit of, the District Association, in such depositories as may be designated by the Board of Directors.
- iii) Disburse the funds of the District Association as may be ordered by the Board of Directors and shall render to the Board of Directors a financial statement quarterly, or as required by the Board of Directors.
- iv) Pay all accounts by cheque.
- v) Sign each cheque together with one other appointed signatory.
- vi) Be the custodian of the deposit and the receipt books of the District Association and shall be required to produce such books, properly balanced at all meetings of the District Association.
- vii) Prepare a Financial Statement which shall be submitted to the Annual General Meeting.
- viii) Mail copies of the Financial Statement and the Auditor's report to all members at least seven (7) days prior to the Annual General Meeting.
- ix) Prepare a budget which shall be presented to the Board of Directors prior to the Annual General Meeting.

c) Discipline Chairman

The Discipline Chairman shall:

- i) Ensure that all misconduct reports submitted to the District Association are dealt with fairly and correctly in accordance with Discipline Published Rules.

d) Director of Competitions and Events:

The Director of Competitions and Events shall:

- i) Totally manage the competitions and special events within the District.

e) Director of Player and Coaching Development:

The Director of Player and Coaching Development shall:

- i) Oversee player development, run coaches' clinics and liaison with Club Head Coaches

f) **Director-at-Large**

The Directors-at-Large shall:

- i) Have such duties as may be prescribed by the Board of Directors.

ITEM 6. DISCIPLINE

- a) All matters pertaining to Discipline shall be dealt with in accordance with OSA's Published Rules on Discipline.
- b) The District Association shall maintain its own Schedule of Fees, Fines, Bonds and Penalties as approved by the Membership at the Annual General Meeting and attached as Appendix 'A'.
- c) The player's Club shall present the player's book to the District Office within 48 hours of the hearing date. Failure to do so will result in a fine to the Club per Appendix 'A'.
- d) Jurisdiction for game-related discipline (to the extent permitted under OSA Published Rules) may be delegated to Club Leagues, to Senior District Leagues, and to Youth Level 5 and Level 6 Leagues governed by the District Association. Any such delegation shall be granted on an annual basis and may be revoked at any time by the District Association.
- e) Where jurisdiction for discipline has been delegated, the responsible Member may be required to submit a Discipline Summary report to the District Association no later than 30 days prior to the Association's AGM. Failure to comply will result in a fine per Appendix 'A'.

ITEM 7. APPEALS

- a) All Appeals to the OSA (of decisions made by the District Association) must be made in accordance with the OSA's Published Rules on Appeals.
- b) All Appeals to the District Association (of decisions made by Member Organizations) must be made in accordance with the OSA's Published Rules on Appeals with the following exceptions:
- The fee for requesting an appeal to the District Association shall be in accordance with Appendix A
- c) All Appeals heard by the District Association shall be in accordance with the OSA Published Rules on Appeals using the Appeal Hearing process.

ITEM 8. PROTESTS

- a) Protests on games shall be made according to the rules of the competition in which the game was played and shall be made to the District Association, League or Club responsible for the organization of the competition.
- b) In the absence of any other rules, Protests shall be dealt with under the OSA's Published Rules on Protests.

ITEM 9. PLAYING OUT/PLAYING IN

- a) All Appeals to the OSA (of decisions made by the District Association) must be made in accordance with the OSA's Published Rules on Appeals.
- b) Any Club desiring their team(s) to play out of the District due to League availability must annually apply to and receive playing out permission from the District Association in writing.
- c) The District Association may grant permission to play out only under the following conditions:
 - i). If no District League of the same age division, same gender, or same level of competition exists.
 - ii). In the event that an under-18 team from the previous year wishes to stay together as a team (i.e. min. 9 returning players) and play out in a U-21 League.
- d) Any Club from outside the District which desires to place a team within a District League operating under the auspices of this District Association must annually apply to and receive playing in permission from the District Association in writing.

ITEM 10. MOVEMENT OF PLAYERS

- a) Player movement shall be within OSA published operating procedure.
- b) In accordance with OSA Published Rules, the District Association limits movement of players within a Club to 9 times. It is the Club's responsibility to police this policy. Each player must be identified on team sheet as a temporary player.

ITEM 11. REGISTRATION

- a) **Invoicing and Fees¹⁰:**
 - i) New Members - Interim invoices will be issued on an estimated value by the District Association.
 - ii) Returning Members – Interim invoices will be issued to each Member for 85% of the previous year's total registration. This amount will be payable:
 - 1) For Outdoor Soccer, no later than May 1st, or,
 - 2) For Indoor Soccer, no later than November 30th.
 - iii) All Members – the balance of the fees, based on the actual registrations for the year, minus the amount paid for affiliation fees, shall be payable:
 - 1) For Outdoor soccer, no later than August 1st, or,
 - 2) For Indoor soccer, no later than February 1st

- iv) All Clubs failing to pay these amounts when due will be charged a penalty per Appendix 'A' of the Rules and Regulations and will be declared not in good standing until all amounts due are paid in full.

b) OSA Registrant Book Retention

- i) All OSA Registrant Books must be returned to the player/parent/guardian at the end of the playing season. If the player/parent/guardian is not available, books must be returned to the Club to which the player was registered.
- ii) Upon request by the player/parent/guardian, during or after the playing season, the book must be made available to them.
- iii) Failing to abide by this rule, by an organization or by any team official, will result in discipline per OSA Policy¹¹.

Note: A previously registered competitive player requesting a new Registration Book will only be issued one after investigation and upon payment of a fee per Appendix 'A'.

ITEM 12. GENERAL RULES

- a) The District Association's competitions shall take precedence over all other competitions in the Province, except those arranged by The OSA and the Canadian Soccer Association.
- b) All invoices are due 30 days from issue unless otherwise stated. The debt must be paid by cash, money order or cheque within thirty days.
- c) Whenever a postmark is a qualifying requirement it shall be construed to mean a postmark affixed by Canada Post. Metered postmarks shall not be accepted.
- d) In the event of a National or Provincial disruption of Canada Post service, all references to services normally provided by Canada Post are waived, and delivery of material which requires a receipt or postmark within these Rules and Regulations may be carried out by a recognized Delivery Service. In all such instances, time limitations shall remain in force and receipts or copies thereof must be enclosed as required.
- e) Any Club in possession of a District Association trophy must return it to the District Association prior to June 1st of the following year. Penalty for failure to do so will be a fine per Appendix 'A' or the value of the trophy, whichever is greater.
- f) All matters not covered specifically under the By-Law or Rules and Regulations of the District Association will be examined under the provisions of the OSA Published Rules.

ITEM 13. EXPENSE ALLOWANCE GUIDE

- a) Members of the Board of Directors shall be entitled to a refund of all expenses incurred during the performance of their Director duties.
- b) Committee Chairmen and Committee Members shall be entitled to a refund of all expenses incurred as members of a Committee when those expenses have been incurred directly as a result of Committee work.
- c) Receipts must be provided to support all claims.

ITEM 14. FINES, SUSPENSIONS AND BONDS

- a) The Board of Directors shall have the option of imposing a fine and/or suspension against any Club, League or affiliated soccer oriented body which is delinquent in its obligations to the District Association.
- b) To enforce a decision of the Discipline Committee or an appeal or protest hearing of the District Association, any individual, Club, League or affiliated soccer oriented body may be required to post a bond, pay a fine or be suspended. Such decisions may be appealed to The OSA.
- c) An individual or an organization declared not in good standing by a Club or League for failing to fulfill their financial responsibility shall also be declared not in good standing by the District Association until such time as the matter has been resolved.

ITEM 15. STAFF APPOINTMENTS

- a) All full time, part time and contract staff positions must have job descriptions approved by the Board of Directors before the hiring process begins.
- b) All such positions shall be fairly advertised, at a minimum on the District Association website, and hiring will be done by a Hiring Committee struck by the Board of Directors.
- c) All full time, part time and contract staff positions will have contracts approved by the Board of Directors.
- d) All such staff will have annual performance reviews conducted by a subcommittee of the Board of Directors appointed by the President, and summarized in written form.
- e) Any performance issues will be communicated in writing and a performance improvement plan will be initiated prior to any consideration of dismissal. Just cause must be shown for any dismissal and approval of the Board of Directors is required.
- f) A full time staff member may not sit as a Director of any member Club or League.
- g) Temporary/Occasional staff is exempt from the above rules and may be hired at the discretion of the Board of Directors.

ITEM 16. VOLUNTEER APPOINTMENTS

- a) Any volunteer appointments, including coach, administrator and District Referee Coordinator positions for which an honorarium and/or travel expenses may be paid, shall be made by the Board of Directors.
- b) The Board of Directors may make such appointments by its nomination of a qualified individual or through an application and interview process conducted by the Board of Directors or a Panel appointed by the Board of Directors.
- c) The Board of Directors shall consider knowledge, experience, past performance and candidate assessment from the interview process in selecting the preferred candidate.

- d) The District Association will advise all candidates and/or incumbents in writing of the outcome of the selection process.
- e) Such appointments may be for a one-year term and may be renewed, by the Board of Directors in their sole and absolute discretion. The Board of Directors have the sole and absolute discretion to revoke an appointment after a hearing.
- f) In accordance with the Constitution of this District Association, any such appointment, non-appointment, re-appointment or revocation of an appointment may not be appealed, except where the Rules & Regulations have not been followed.

ITEM 17. OTHER MATTERS

All matters not dealt with herein shall be dealt with in accordance with the Published Rules of The OSA.

APPENDIX 'A'

SCHEDULE OF FINES, FEES, BONDS AND PENALTIES

FINES

- Failure to attend a General Meeting of the Association \$100.00
- Failure to comply with Membership Renewal requirements in Item 3 \$100.00
- Failure to comply with Membership Requirements in Item 4 \$100.00

- Failure to return Association trophy prior to June 1st \$100.00
- Failure to submit Tournament Report per OSA Published Rules \$100.00
- Failure to return Player Registration book - Team Official \$100.00
- Failure to return Player Registration book - Organization \$500.00

DISCIPLINE FINES

- Failure of an organization to attend Discipline Hearing \$200.00
- Failure to present player book within 48 hrs. \$50.00
- Failure of Member to submit Discipline Summary Report on request \$100.00

FEES

- New membership application -Active \$250.00
- New membership application - Associate \$100.00
- Associate Membership renewal \$100.00
- Affiliate Membership \$2500.00
- Membership reinstatement after suspension \$100.00
- Issue of a replacement Player Registration book \$20.00

DISCIPLINE FEES

- Discipline Hearing Administrative Fee \$50.00
- Request for Hearing Fee \$50.00
- Request for Postponement Fee \$50.00
- Appeals to the District Association - Individual \$25.00
- Appeals to the District Association – Organization \$50.00

BONDS

- New Club Application \$500.00
- Affiliate Member \$2500.00

PENALTIES

- Failure to pay Registration Fees invoices 2% per month
- Overdue bills (30 days from date of issue) 2% per month
- NSF cheque \$75.00

All fines and penalties are due within 30 days

REVISION DATE – JUNE 2016