



# CONSTITUTION

By-Laws &

Rules and Regulations

Ratified at YRSA SGM

Oct 24, 2023

## **Preamble**

The York Region Soccer Association is a company incorporated in Ontario without Share Capital (often referred to as “Not-for-Profit”) as company number 001220962.

## **Mission**

To provide direction, governance and administration for the members within the York Region District, as defined by Ontario Soccer. To promote the development and effective administration of the game of soccer for everyone involved; including players, coaches, referees, administrators, volunteers and Board Members.

## **Order of Precedence**

These documents are organized using a hierarchical approach. The order of precedence is:

1. Articles
2. By-Laws
3. Rules and Regulations

In any situation where there is an apparent conflict between the documents, the higher-level document shall take precedence.

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**ARTICLES**

**ARTICLE 1                    NAME, LOCATION AND OBJECTIVES**

The name of the organization shall be “THE YORK REGION SOCCER ASSOCIATION” hereinafter referred to as “the District Association” or “the YRSA”.

The Association shall locate its head office in the Regional Municipality of York.

The objective of the Association shall be to promote, develop, govern and administer the game of soccer, both indoor/futsal and outdoor, in the Regional Municipality of York.

**ARTICLE 2                    MEMBERSHIP**

The Association shall have membership classes as defined in sections 2.1 – 2.3.

**2.1                    ACTIVE MEMBERS**

This includes all properly constituted Not-for-Profit and For-Profit clubs based and operating in the Regional Municipality of York that have met the requirements for Active membership as defined in the By-Laws.

**2.2                    ASSOCIATE MEMBERS**

This includes all competitive and recreational District, Inter-District or Multi-Jurisdictional Leagues, Professional teams, Referees’ Associations, Coaches’ Associations, Schools, Colleges, Universities, Camps and other Soccer Entities operating within the Regional Municipality of York that have met the requirements for Associate membership as defined in the By-Laws.

**2.3                    HONORARY LIFE MEMBERS**

This includes individuals who have made a notable contribution to the Association over an extended period of time and have been formally recognized for this contribution as per the Honorary Life membership section of the By-Laws.

**ARTICLE 3                    OFFICERS, BOARD OF DIRECTORS AND ELECTION**

**3.1 OFFICERS AND EXECUTIVE COMMITTEE**

## YORK REGION SOCCER ASSOCIATION

The Officers of the District Association with the authority to sign cheques and other legal documents and commitments on behalf of the District Association shall be as follows:

- The President
- The Vice-President
- The Treasurer
- The Secretary

These four positions shall comprise the Executive Committee and, as such, they shall act as an advisory and steering committee of the Board as a whole. The Executive Committee must refer proposals and decisions to the Board as a whole, except where the Board has specifically empowered the Executive committee to make the decision in question.

In the event that an Executive Committee member resigns and is not immediately replaced or, if an Executive Committee member is expected to be unavailable for an extended period, the Board may appoint one of the other Directors as an additional Signing Officer. Such appointment is only until such time as the Executive committee member becomes available or until that Executive Committee position is filled.

### 3.2 Board of Directors

The Board of Directors of the District Association shall include the Officers of the Association and four additional members who shall have specific roles as follows:

- Director of Development Programs
- Director of League Operations
- Two Directors-at-Large

#### 3.2.1 Positions to be Elected and Term

Officers and other Board members shall be elected for a two-year term at a General Meeting as detailed below.

To be elected in the even numbered years:

- 1) President
- 2) Secretary
- 3) Director of League Operations
- 4) One Director-at-Large

To be elected in the uneven numbered years:

- 5) Vice-President
- 6) Treasurer
- 7) Director of Development Programs
- 8) One Director-at-Large

#### 3.2.2 NOMINATIONS FOR BOARD POSITIONS

## YORK REGION SOCCER ASSOCIATION

- 1) The YRSA Board shall appoint a Nominating Committee Chairperson and Nominating Committee Members to accept nominations for positions up for election at a Members Meeting.
  - 2) An individual must be nominated by an Active Member of the YRSA.
  - 3) In order to be nominated for election, an individual must meet the following requirements:
    - a. Have reached the age of majority and may not be an undischarged bankrupt.
    - b. Must be a resident of York Region.
    - c. Cannot be serving on any other Board of any other member of the YRSA, Canada Soccer, Ontario Soccer, its clubs or affiliates.
    - d. In order to be nominated for the position of President, an individual must possess previous Board experience on other Corporate or Soccer Boards, must be nominated by 2 Active members and satisfy the other requirements in this section.
5. No nominations will be accepted from the floor for any position.

### 3.2.3 ELECTIONS – NOMINATIONS FOR POSITIONS ON THE BOARD OF DIRECTORS

Notification shall include a notice of the current nomination process.

Nominations for positions, on the YRSA Board of Directors must be made at least 14 days before the Annual General Meeting.

Elections shall be held in the order of the positions listed in 3.2.1 of the Constitution.

Elections for positions will be decided by Ordinary Resolution of the Members in accordance with the following:

- a) One valid nomination – Winner elected by Ordinary Resolution.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes and an Ordinary Resolution will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared..

A person may only be elected for one position and cannot hold more than one position during a single term.

## ARTICLE 4

### MEETINGS

#### MEMBERS MEETINGS

##### 4.1.1 ANNUAL MEMBERS MEETING

The Annual Members Meeting of the District Association shall be held in the month of November. All members shall receive fourteen (14) days clear notice of the time and location of the Annual Members Meeting. Notification may be by any one or combination of: email, or posting to the District web site. The agenda shall be as defined in By-Law 5, including the presentation of Financial Statements and the Auditors report.

#### 4.1.2 SPECIAL MEMBERS MEETINGS

- A Special Members Meeting may be called by the Board of Directors by its own motion.
- A Special Members Meeting shall be called within fourteen (14) days and held within thirty (30) days following the receipt of a written request signed by not less than one-third (1/3) of the Active and Associate Members.
- All Members shall receive fourteen (14) days clear notice of the date, time and location of any Special Members Meeting and business to be dealt with.
- Only the business for which a Special Members Meeting has been called will be dealt with, except with unanimous consent of those present.

#### 4.1.3 QUORUM

A majority of Active and Associate Members votes shall form a quorum at all Members Meetings.

#### 4.1.4 VOTING AT MEMBERS MEETINGS

##### 1. General

- a) Only pre-registered accredited delegates of the Members shall be eligible to attend and vote.
- b) There shall be NO voting by proxy.
- c) A simple majority of votes shall carry on any issue except where a specific majority requirement is defined in the Constitution or the By-Laws.
- d) Voting for Board positions shall be by secret ballot conducted using ballots for each member that indicate the number of votes being cast.
- e) The Chairperson shall appoint scrutineers to collect and count ballots.
- f) Voting for any other topic shall be by show-of-hands unless a member requests a secret ballot.

##### 2. Eligibility and Right to be Heard

A Member of the District Association shall be entitled to the following representation and voting rights at all Members Meetings of the District Association:

##### a) Active Member

An Active Member Not-for Profit Club shall be entitled to one (1) vote for every registered member as per the current OS registration system.

An Active Member For-Profit Club shall be entitled to one (1) vote.

##### b) Associate Member

An Associate Member shall be entitled to speak and be heard and shall have NO vote.

##### c) Board Members and Honorary Life Members

## YORK REGION SOCCER ASSOCIATION

The Board of Directors and Honorary Life Members shall have a voice but no vote at General Meetings.

### 4.2 MEETINGS OF THE BOARD OF DIRECTORS

- The Board shall meet a minimum of nine times per year.
- A majority of Directors from the Board shall form a quorum.
- Every Director present shall have one vote on every motion.
- Directors shall be bound by the Conflict of Interest policy defined in the Rules and Regulations.
- No Director shall be present at discussions concerning appeals that involve his/her own club.

### 4.3 ELECTRONIC VOTING

#### 4.3.1 Definition

- 4.3.1.1 Electronic voting is a meeting held electronically over a period of time whereupon members of the YRSA Board may vote on motions via email, or telephone conference.
- 4.3.1.2 Electronic voting often utilizes electronic mail or similar messaging systems whereupon board members are polled as to their responses to a motion;
- 4.3.1.3 Electronic voting does not include meetings held via electronic instantaneous message system (electronic meeting) or those held over the telephone (teleconference) which involve real-time exchange of information, debate, and voting;
- 4.3.1.4 Motions passed by use of electronic voting have the full force and effect of motions passed at a fully constituted board meeting.

#### 4.3.2 Use of Electronic Voting

- 4.3.2.1 Electronic voting shall only be used if members of the Board or a Committee (as the case requires) consent thereto at a previous scheduled board or committee meeting in respect of a particular issue that could not be voted on at such meeting.
- 4.3.2.2 Notice shall be given at the previous meeting along with the specific particulars which shall be handled via electronic vote.
- 4.3.2.3 Only the specific particulars defined at the previous meeting shall be voted upon

#### 4.3.3 Authorization

A majority vote of the members present at a Board meeting may authorize an electronic vote on the request of any member of the Board.

##### 4.3.3.1 The minimum qualifications for an electronic vote are:

- 1) The quorum of an electronic vote is as defined in the Constitution as for regular board meetings.
- 2) A majority of this quorum must vote in the affirmative (50 + 1) for the electronic vote to pass.
- 3) The same rules that apply to the voting process during in-person Board meetings shall apply.



- 4) The vote must run for at least (48) hours to allow all members opportunity to access and vote on the particular. As such the vote shall have an end date and time.
- 5) The voting process must involve the verification of votes be possible such that the identity of the voter can be confirmed.
- 6) No proxies may be used during electronic voting.
- 7) Notice of the electronic vote must be sent to all members at the electronic mail address provided.
- 8) No electronic vote may be for less than 24 hours.

#### 4.3.4 Secondary Motions

4.3.4.1 No secondary motions related to the main motion may be entered during an electronic vote.

4.3.4.2 Motions distributed in electronic voting may not be amended, because of this members are advised that they should vote against the motion if they feel that it needs to be amended before it is passed.

#### 4.3.5 Results

4.3.5.1 The results of an electronic vote showing all members and their cast vote must be sent to all members within 24 hours of the vote closing;

4.3.5.2 The results of an electronic vote are binding, and of equal power to a physical vote, from the time when the results are announced to the Board.

The results shall be presented at the next board meeting and entered into the minutes.

#### 4.3.6 Legal

Emails that are sent (including attachments) concerning district business and not as private communication from one person to another, are considered to be legal documents that can be subpoenaed.

## ARTICLE 5 AMENDMENTS TO THE ARTICLES BY-LAWS & RULES AND REGULATIONS

Amendments to the Articles and/or By-Laws may only be made at a Members Meeting.

- All proposed amendments to the Articles and / or By-Laws shall be forwarded, in writing, to the District Association no later than thirty (30) days prior to a Members Meeting.
- Copies of the proposed amendments to the Articles and/or By-Laws shall be sent to all Members not less than fourteen (14) days prior to a General Meeting at which they will be considered.
- Amendments to the Articles and / or By-Laws shall require a two-thirds (2/3) majority vote of those delegates present and voting at a General Meeting unless otherwise required by law.
- Amendments to the Articles or By-Laws become effective immediately upon approval at a Members Meeting, unless otherwise stipulated.

- Amendments to the Rules and Regulations shall require a simple majority of those delegates present and voting at a Members Meeting unless otherwise required by law. Rules and Regulations may also be adopted, changed or suspended by the Board of Directors by a simple majority vote of all of the Directors (present or not).
- Changes to the Articles, By-Laws or Rules and Regulations shall be published to members within 45 days of approval of such changes.

## BY-LAWS

### BY-LAW 1 HEAD OFFICE

The District Association shall locate its Head Office in the Regional Municipality of York.

### BY-LAW 2 AFFILIATION

The District Association shall be affiliated with the Provincial Soccer Association as specified in the Rules and Regulations.

### BY-LAW 3 CONDUCT OF MEETINGS

#### 3.1 RULES OF ORDER

All meetings of the District Association shall be conducted in accordance with Roberts' Rules of Order (current edition) insofar as they may apply.

#### 3.2 PRESIDING OFFICER

The President shall preside at all General Meetings of the District Association, and in his/her absence, the Vice-President shall take the chair.

The absence of both of these officers shall require the selection, by the members present, there being a quorum, of a pro-tem Presiding Officer.

#### 3.3 QUORUM

A majority of Active and Associate Members votes shall form a quorum at all Members Meetings.

### BY-LAW 4 MEMBERSHIP

The District Association shall be composed of Members as hereinafter set out, and it shall be managed by a Board of Directors constituted as stated in these By-Laws.

#### 4.1 MEMBERSHIP CLASSES

The District Association shall be composed of the following classes of members:

1. Active Membership which shall be open to all properly constituted Not-for-Profit and For-Profit clubs based and operating in the Regional Municipality of York;
2. Associate Membership: All soccer organizations defined in Article 2.2,
3. Associate Membership – Professional Teams: Professional teams that have franchises within York Region and are operated as independent, entrepreneurial entities may register with the District Soccer Association as an Associate member. Within the prevailing Policies and Procedures of Ontario Soccer, the YRSA will provide such teams with basic services such as registration on behalf of Ontario Soccer. In doing so, the YRSA shall not assume legal or operational responsibility for such clubs/teams/players or play any governance role for these organizations, who shall indemnify and save the District, its officers, directors and members harmless from all claims arising from their activities. It should be noted that a professional or semi-professional team may be part of a club that is an active member of the YRSA. In such a case, the YRSA role with respect to governance of such a team, it's players and those directly involved in operating the franchise will be the same as for any other players, teams, coaches or administrators, but limited by any specific rules or policies defined by the Ontario Soccer for professional teams.

#### 4.2 Classes of Active Members

The District Association shall include as Active Members, Not-for-Profit and For-Profit Clubs that are subject to their own Articles, By-Laws and the Policies, Procedures and By-Law requirements of the District Association and Ontario Soccer. They represent their Club League(s), teams, players and other personnel involved in their programs at meetings of the District Association and are formed and operated under three major categories:

1. Not-for-Profit Full-Service Clubs shall have the right to operate recreational programs, teams with different types of team status, team classification, team season, team gender, and team age divisions (including youth and seniors).
  - a) The Youth Divisions of a Full-Service Club must be community based and the concept of 'Boundaries' (per By-Law 10) applies.
  - b) The teams in the Senior Division of a Full-Service Club will be registered in a Senior Age Division as defined by the Ontario Soccer. The Senior Division of a Full-Service Club is not required to be community based, and the concept of 'Boundaries' (per By-Law 10) does not apply.
  - c) Professional or Semi-Professional teams within a Full-Service Club will be registered as such with the appropriate governing body (as per the Policies and Procedures of Canada Soccer and Ontario Soccer).
2. For-Profit Clubs shall have the right to operate teams with different types of team status, team classification, team season, team gender, and team age divisions (including youth and seniors).

- d) The Youth Divisions of a For profit Club must adhere to the concept of 'Boundaries' (per By-Law 10) applies;
  - e) The teams in the Senior Division of a For profit Club will be registered in a Senior Age Division as defined by Ontario Soccer. The Senior Division of a For Profit Club is not required to be community based, and the concept of 'Boundaries' (per By-Law 10) does not apply.
  - f) Professional or Semi-Professional teams within a For Profit Club will be registered as such with the appropriate governing body (as per the Policies and Procedures of Canada Soccer and Ontario Soccer).
3. Senior-Only Clubs shall have the right to operate teams with different types of team status, team classification, team season and team gender. Teams must be registered in a Senior age division as defined by the Ontario Soccer. Senior-Only Clubs are not required to be community based, and the concept of 'Boundaries' (per By-Law 10) does not apply.

Senior-Only Clubs may also operate a Professional or Semi-Professional team. In that case, the team will be registered as such with the appropriate governing body (as per the Policies and Procedures of the Canada Soccer and the Ontario Soccer).

### 4.3 MEMBERSHIP REQUIREMENTS – ACTIVE MEMBERS

**4.3.1.** In order to qualify for (and retain) Active membership in the YRSA, a Not-for-Profit club must meet the following requirements:

- 1. Be registered as a “Not-for-Profit” numbered company with the Ontario Government
- 2. Have a club By-Law that includes the following provisions:
  - a) An Annual Members Meeting must be held with notice going to all members.
  - b) A year-end financial statement must be available to those present at the Annual General Meeting or to any member requesting it subsequent to the Annual General Meeting.
  - c) An election of officers, by its members, must be held at the Annual General Meeting.
  - d) Members must have the right to call a Special Members Meeting. All members must be informed and notice of the Special Members Meeting must be provided.
  - e) A definition of voting members that includes as members those who pay registration fees to the club. In the case of members under the age of majority, a parent or guardian is to be allowed to vote on behalf of such a member.
- 3. Sign a membership agreement in which the officers of the organization, on behalf of that organization, agree to be bound by the constitution, policies and procedures of the Ontario Soccer and the District Soccer Association.
- 4. Meet all financial and filing obligations to the YRSA.

**4.3.2.** In order to qualify for (and retain) Active membership in the YRSA, a For-Profit Club must meet the following requirements:

1. Be a registered Corporation with the Ontario Government
2. Have a club By-Law as required by the Act.
3. Sign a membership agreement in which the officers of the organization, on behalf of that organization, agree to be bound by the By-Laws, policies and procedures of the YRSA and Ontario Soccer.
4. Meet all financial and filing obligations to the YRSA.

#### 4.4 ACTIVE MEMBER – CLUB LEAGUE REQUIREMENTS

Both Not-for-Profit Full-Service and Senior-Only Clubs may operate Recreational CLUB LEAGUES that are subject to the By-Laws of that Club. A Recreational CLUB LEAGUE shall:

1. Be formed and operated by its Club;
2. Permit the participation of players who have been registered by the Club in a classification that is appropriate for Club League participation, as per the published rules of the YRSA and Ontario Soccer.
3. Have a maximum and minimum number of teams in accordance with the published rules of the YRSA, Ontario Soccer and its Governing Bodies.
4. If delegated by the District Association, control the discipline of its teams, players, team staff, and its club officials, involved in league activities only; and,
5. If delegated by the District Association, appoint referees to officiate games under its jurisdiction.

#### 4.5 ASSOCIATE MEMBER LEAGUES

As a requirement for membership in the Provincial Association, The District Association must affiliate at least one Youth League and one Senior League.

Each of those Leagues must register at least six teams; and at least one of those Leagues must be a level 4 District League or Multi-Jurisdictional District League in which at least six of the District's teams are registered.

#### 4.6 MEMBERSHIP FEES

Annual membership fees for each class of membership shall be established by the Board of Directors and presented to the Membership for approval at a Members Meeting of the District Association. They shall be based on the following criteria:

1. Active Membership Not-for-Profit Clubs: A levy on each player over and above the levy applied by Ontario Soccer and its Governing Bodies.
2. Active Membership For-Profit Clubs: An annual For Profit Club Fee, and a levy on each player over and above the levy applied by Ontario Soccer and its Governing Bodies
3. Associate Membership: A flat fee as determined from time to time.

#### 4.7 MEMBERSHIP RENEWALS

##### 4.7.1 Active Membership

Active Members wishing to renew their status for the coming year shall, prior to the Annual Members Meeting:

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1. Pay any and all outstanding balances
2. Meet all filing requirements, as outlined in "Rules and Regulations Section 3. Filing Requirements".
3. Sign a membership agreement in which the officers of the organization, on behalf of that organization, agree to be bound by the By-Laws policies and procedures of the District Soccer Association and its Governing Bodies.

Members failing to satisfy these requirements will not be in good standing with the Association until the requirements have been satisfied. A member not in good standing:

1. Will forfeit voting rights at Association Meetings;
2. At the direction of the Board, may be refused services by the Association, including but not limited to the registration of players, coaches, administrators, playing privileges and the club itself;
3. At the direction of the Board, may have its access to the computerized registration system terminated; At the discretion of the membership, may be de-registered as a club. At the discretion of the Board, for any filing requirements that a member cannot meet due to limitations in its own constitution, the member may be granted an extension of up to one year, without penalty, in order to correct such a constitutional limitation.

### 4.7.2 Associate Membership

Associate Members wishing to renew their status for the coming year shall pay the entire fee required for that year prior to the Annual General Meeting.

Associate members must satisfy all Associate member requirements, as defined in the Rules and Regulations, in order to apply for, or renew, their Associate Member status.

## 4.8 RIGHTS OF ACTIVE MEMBERS

**4.8.1** Not-for-Profit active members in good standing shall have rights as follows:

1. To be governed in accordance with the District Association Bylaws, Rules and Regulations.
2. To attend and vote at all general meetings of the District Association.
3. To operate Recreational Club Leagues as per District Association requirements.
4. To participate in programs sanctioned by the District Association.
5. To operate development programs including, but not limited to player, coach and referee development programs.

**4.8.2** For-Profit active members in good standing shall have rights as follows:

1. To be governed in accordance with the District Association, Bylaws, Rules and Regulations.
2. To attend and vote at all general meetings of the District Association.
3. To participate in programs sanctioned by the District Association.

4. To operate development programs including, but not limited to player, coach and referee development programs.

#### 4.9 RIGHTS OF ASSOCIATE MEMBERS

Associate members in good standing shall have rights as follows:

1. To be governed in accordance with the District Association Constitution, Bylaws, Rules and Regulations, in-so-far as they apply.
2. To attend all general meetings of the District Association.

#### 4.10 DISCIPLINE OF A MEMBER

A Member may be fined, censured, suspended or expelled from Membership for cause after charges have been laid in accordance with the District Association's By-Laws and a hearing held in accordance with the District Association's By-Laws; and, applicable published rules of the Provincial Association and its Governing Bodies. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been completed.

#### 4.11 TERMINATION OF MEMBERSHIP

Membership in the District Association shall be deemed to have been terminated:

1. If the Member submits a signed letter of withdrawal to the District Association.
2. If the Member is expelled by the District Association.
3. If the Member fails to renew Membership in accordance with the requirements of this By-Law.

#### 4.12 MEETING BY ELECTRONIC MEANS, MEMBERS, DIRECTORS, COMMITTEES, (VIRTUAL MEETINGS)

##### 4.12.1 Definition

A meeting by electronic means may be held by such telephone, electronic or other communication facilities as to permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Member, Director, Committee, Guest, or participant who, through those means, establishes a communications link to the meeting and or votes at the meeting is deemed to be present at the meeting. The results of a Meeting by Electronic means are binding and of equal power to a physical vote.

##### Authorization

- 4.12.2 At the discretion of the Board, Board meetings, AMM, SMM, may be held online using electronic/telephonic platforms.
- 4.12.3 At the discretion of the Director of Soccer and or committee Chair where applicable, TD meetings, ED meetings and or other meetings may be held online using electronic/telephonic platforms.

**BY-LAW 5**

**MEMBERS MEETINGS**

**5.1 ANNUAL MEMBERS MEETING**

- a) The Annual Members Meeting of the District Association shall be held in the month of November.
- b) All members shall receive fourteen (14) days clear notice of the time and location of the Annual Members Meeting.
- c) Order of Business at the Annual Members Meeting:
  - 1. Roll Call and report of Credentials Committee.
  - 2. Period of Remembrance.
  - 3. Tributes and Introduction of Guests.
  - 4. Minutes of the previous Annual General Meeting
  - 5. President's Address.
  - 6. Board of Director's Reports.
  - 7. Executive Director's Report.
  - 8. Financial Statement.
  - 9. Auditor's Report.
  - 10. Appointment of Auditor(s).
  - 11. Other Reports.
  - 12. Unfinished Business.
  - 13. Amendments to the Constitution.
  - 14. Roll Call and Report of Credentials Committee.
  - 15. Election of Officers and Directors.
  - 16. Any Other Business.
  - 17. Adjournment

**5.2 SPECIAL MEMBERS MEETING**

- a) A Special Members Meeting may be called by the Board of Directors by its own motion.
- b) A Special Members Meeting shall be called within fourteen (14) days and held within thirty (30) days following the receipt of a written request signed by not less than one-third (1/3) of the Active and Associate Members.
- c) All Members shall receive fourteen (14) days clear notice of the date, time and location of any Special Members Meeting and business to be dealt with.
- d) Only the business for which a Special Members Meeting has been called will be dealt with, except with unanimous consent of those present.

**5.3 VOTING AT MEMBERS MEETINGS**

A Member of the District Association shall be entitled to the following representation at all Members Meetings.

- a) An Active Member Not-for-Profit Club shall be entitled to one (1) vote for every registered member as per the current OS registration system.



- b) An Active Member For-Profit Club shall be entitled to one (1) vote.
- c) Associate Member: Right to speak and be heard, and shall have NO vote.
- d) Only pre-registered delegates of the Members shall be eligible to vote.
- e) The Board of Directors shall have a voice but no vote at all such Members Meetings.
- f) A simple majority of votes shall carry on any issue except for Amendments to the Bylaws which require a 2/3 majority.
- g) There shall be NO voting by proxy.

## BY-LAW 6

### BOARD OF DIRECTORS

#### 6.1 GENERAL

The business of the District Association shall be conducted by the Board of Directors.

- 1. With the prior approval of the YRSA Board and an ordinary resolution by the members at an AMM or SMM a YRSA Board Member may be compensated or awarded an honorarium for special duties and/or assignments by the YRSA Board.
- 2. No paid employee of any OS affiliated Association, League, Club or the YRSA, shall sit as an elected or appointed member of the Board of Directors.
- 3. No member of any OS affiliated Association, League or club, shall sit as an elected or appointed member of the Board of Director.
- 4. The position of Director shall be vacated if the Director becomes an employee or member of an affiliated Association, League or Club or if the Director becomes an employee of the YRSA.

#### 6.2 MEMBERS OF THE BOARD OF DIRECTORS

##### PRESIDENT

The President shall:

- a) Preside at all meetings of the Executive Committee and the Board;
- b) Direct the activities of the District Association;
- c) Represent the District Association and act as spokesman for the District Association at all times unless he/she otherwise delegates such responsibility;
- d) Co-ordinate the activities of all the members of the Executive Committee and the Board;

##### VICE-PRESIDENT

The Vice-President shall:

- a) Assume the duties of the President either in the absence of, or under the instruction of the President;
- b) Undertake those duties assigned by the Executive Committee;

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### SECRETARY

The Secretary shall:

- a) Direct staff to issue a notice of all meetings of the Executive Committee, and Board of Directors, to persons entitled to such notice;
- b) Attend all General, Special and other Executive Committee and Board of Directors meetings and shall record minutes of such meetings in a permanent minute book or file;
- c) Issue copies of approved minutes of all meetings to all relevant persons within ten (10) days after the meeting;
- d) Be custodian and direct staff to maintain all minute books, files, correspondence files and the District Association's seal;
- e) Keep the President and Board of Directors informed as to the business at hand and as to its disposition for action;
- f) Direct staff for filing with Ontario Soccer by the posted deadline on the following:
  1. A copy of the Annual General Meeting minutes.
  2. Audited Financial Statement
  3. Treasurer's Report
  4. Report on registrations.
  5. Names, Addresses and Telephone numbers of the Board of Directors
  6. Other information, as required.
- g) Annual filing of incorporation "Notice of Change" to the Government.
- h) Undertake those duties assigned by the Executive Committee.

### TREASURER

The Treasurer shall:

- a) Be custodian of the financial books of the District Association;
- b) Keep full and accurate records of all revenues and expenditures in the books of the District Association.
- c) Task Bookkeeper to receive and deposit all monies, or other valuable effects, in the name of the District Association, in such depositories as may be designated by the Board;
- d) Account for all monies or valuable effects received;
- e) Present all statements of income and expenses at least bimonthly to the Board;
- f) Pay all accounts that are due. Cheques drawn on the District Association's Bank Account shall be signed by any two of: President, Vice-President, Treasurer or Secretary;
- g) Manage the District Association's accounts receivable and payables;
- h) Present an annual Budget to the Board for approval as soon as possible after the Annual General Meeting of the District Association and the Ontario Soccer;
- i) Render a current financial statement as requested by the President or the Board;
- j) Reconcile the bank account(s) monthly;
- k) Prepare an annual report and set of financial statements for presentation at the Annual General Meeting;
- l) Advise the Executive Committee and Board of Directors on matters of finance;
- m) Undertake such other duties as may be assigned by the Executive Committee.

#### DIRECTOR OF LEAGUE OPERATIONS

The Director of League Operations shall:

- a) Be responsible for directing and overseeing the operation of any leagues that may be operated directly by the District Association.
- b) Chair the Standing Committee for League Operations.
- c) Keep the Board informed on the status of any Leagues for which he/she is responsible.
- d) Present plans and proposals to the Board for approval.
- e) Undertake duties as assigned by the Board.

#### DIRECTOR OF DEVELOPMENT PROGRAMS

The Director of Development Programs shall:

- a) Promote the development of all registered individuals who are members of clubs and leagues within the district.
- b) Keep the Board informed with respect to Development issues plans proposals and results.
- c) Be responsible for the formation and operation of any teams selected to represent the District; and, all associated plans, personnel and communication, subject to specific approvals by the Board of Directors:
- d) Undertake duties as assigned by the President or the Board.

#### DIRECTOR-AT-LARGE (2 Positions)

The Director-at-Large shall:

- a) Undertake duties assigned by the Board.

### 6.3 VACANCIES

The office of a Member of the Board of Directors shall be vacated:

- a) Upon resignation in writing;
- b) If a member of the Board of Directors is deemed by the Board to be performing the duties of their position in a less than satisfactory manner, the Board may by a 2/3 majority vote, remove that Board member from the Board;
- c) If he/she absents himself/herself from two (2) consecutive meetings of the Board without satisfactory notice or reason.

### 6.4 MEETINGS OF THE BOARD OF DIRECTORS

- a) The Board shall meet a minimum of nine times per year.
- b) A majority of Directors from the Board shall form a quorum.
- c) No Director shall be present at discussions concerning appeals that involve his/her own club.

### 6.5 REMOVAL OF A DIRECTOR

A Director may be removed for cause by a 2/3-majority vote of the Directors.

## 6.6 VACANCIES ON THE BOARD OF DIRECTORS

Vacancies on the Board that occur between Annual Members Meetings may be filled through appointment by a motion passed by a simple majority in any Board Meeting. Those appointed serve until the next Annual General Meeting at which point the position must be put up for election.

## 6.7 INDEMNITY

Members of the Board of Directors or other servants to the District Association, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the District Association 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.

### BY-LAW 7 IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- a) Act as an advisory to the Board of Directors on invitation only.

### BY-LAW 8 STAFF

- a) The Board of Directors shall have the authority to select and hire staff as required;
- b) Staff shall be paid such remuneration as is determined by the Board of Directors and shall have duties as prescribed by the Board.

### BY-LAW 9 COMMITTEES

## 9.1 STANDING COMMITTEES

There shall be established the following Standing Committees, which shall be appointed by the Board to hold office during the pleasure of the Board and shall have such duties and responsibilities as the Board may determine.

The President shall be an ex-officio member of all Standing Committees. All Standing Committees shall be chaired by a Board Member.

1. Standing Committee on Discipline and Appeals
  - a) It shall be the duty of this committee to investigate complaints made respecting any Member of the District Association who is alleged to be guilty of unethical practice;
  - b) It shall be the duty of this committee to assist Active and Associate Members with matters regarding discipline.
  - c) Chair of this committee shall be assigned by the Board.
2. Standing Committee on Referee Development
  - a) It shall be the duty of this committee to co-ordinate all matters regarding referee development between the Provincial Soccer Association's Director for Referee Development, the York Region

## YORK REGION SOCCER ASSOCIATION

Branch of the Provincial Soccer Referees' Association and other members of the District Association.

- b) Chair to be appointed by the board.
3. Standing Committee on Finance
- a) It shall be the duty of this committee to oversee the fiscal involvements of the District Association.
  - b) This Committee shall be chaired by the Treasurer.

4. Standing Committee on Nominations

The role of the Nominating Committee is:

- a) To receive, identify and report to the Board candidates who meet qualifications for nomination to stand for election or re-election as directors of the Board.
  - b) To receive, identify and report to the Board candidates who qualify for nomination to the YRSA Hall of Fame.
  - c) To receive, identify and report to the Board candidates who qualify for various awards presented annually.
  - d) Chair of this committee shall be assigned by the Board.
5. Standing Committee on the Constitution
- a) It shall be the duty of this committee to oversee all matters relating to the Constitution of the District Association.
  - b) It shall review and recommend amendments to the Constitution to the Board of Directors.
  - c) It shall review all proposed amendments to the Constitution submitted by the Members and the Board of Directors.
  - d) It shall ensure proper procedure is followed with respect to proposed amendments to the By-Laws.
  - e) It shall act as an advisory body on all matters relating to the Constitution and Members' constitutions.
  - f) Chairman of this committee shall be assigned by the Board.
6. Standing Committee on League Operations
- a) It shall be the duty of this committee to oversee all matters relating to Leagues directly operated by the District Association.
  - b) It shall prepare plans for league operations for approval by the Board.
  - c) This committee shall be chaired by the Director of League Operations.

### 9.2 AD-HOC COMMITTEES

The Board of Directors may establish ad-hoc committees to address specific topics. The appointment of the Chair and the Members and the mandate of each committee shall be at the discretion of the Board.

**10.1** Active member Not-for-Profit Full-Service Clubs shall be provided with protection of their interests when they operate recreational youth leagues or other youth programs within their defined boundaries (where they are designated to be the Resident Club). This does not preclude allowing other Full-Service Clubs to operate youth leagues or other youth programs within those boundaries under certain specific and limited conditions. This section defines how these exception situations are to be addressed.

- a) Active member Not-for-Profit Full-Service Clubs shall operate in a designated boundary as approved by the District Association. Within its boundaries, an Active member Not-for-Profit Full-Service Club is free to initiate and run recreational in-house programs for players in age categories U18 and below without any specific District permission other the standard approval required to run the league. Within its boundaries, an Active member Not-for-Profit Full-Service Club shall be designated as the Resident Club.

Active member Not-for-Profit Full-Service Clubs and Member Senior-Only Clubs may initiate and run in-house Senior Leagues within the District without any specific District permission other than overall approval to run the League.

- b) No Active member Not-for-Profit Full-Service Club shall actively solicit or entice registration from outside its Designated boundary. This shall not preclude Clubs from advertising in publications distributed within their own area even if these same publications are also distributed within the boundaries of another club. In no case may a Club publish (or allow others to publish on their behalf) physical ads outside their boundaries that expressly encourages members of another Club (or Clubs) to register with them instead.

**10.2** Active member For-Profit Clubs shall be provided with protection of their interests when they operate youth programs within their defined boundaries. This does not preclude allowing other Clubs to operate other youth programs within those boundaries under certain specific and limited conditions. This section defines how these exception situations are to be addressed.

- a) Active member For-Profit Clubs shall operate in a designated boundary as approved by the District Association. Within its boundaries, an Active member For-Profit is NOT allowed to run recreational in-house programs, but is free to initiate and run programs for players in age categories U18 and below without any specific District permission other the standard approval required.
- b) No Active member For-Profit Club shall actively solicit or entice registration from outside its Designated boundary. This shall not preclude Clubs from advertising in publications distributed within their own area even if these same publications are also distributed within the boundaries of another club. In no case may a Club publish (or allow others to publish on their behalf) physical ads outside their boundaries that expressly encourages members of another Club (or Clubs) to register with them instead.

## 10.1 INDOOR CLUBS AND LEAGUE

INDOOR CLUBS/LEAGUES MAY REFER TO EITHER INDOOR SOCCER OR FUTSAL.

### 10.1.1 Indoor Only Clubs

- a) Active member Not-for-Profit Full-Service Clubs have the right to run an indoor league within its' own designated boundary. If it does not exercise that right or does not offer a league for all age groups and both genders, an existing or new organization may apply to run an indoor league within

the existing club's boundary. The "Indoor-Only" Club that is created by the approval of such an application will only be authorized to operate for the one Indoor season in question and may only operate divisions for age group / gender categories not addressed by the Active member Not-for-Profit Full-Service Club. It may reapply for a subsequent Indoor season.

- b) An organization wishing to create a new indoor league within an existing Full-Service Club's boundary will be encouraged to affiliate with the existing club. If an affiliation is not possible or desirable, then:
1. The organization wishing to apply for such status must submit an application as well as the annual filing requirements for a club and by the deadline defined for this purpose by the District Association.
  2. Once a formal application has been received from such an organization by the District Association, a written submission will be invited from the existing club and used by the Credentials Committee in reviewing the application for the new league;
  3. The Application will only be considered if the existing Resident Club does not have an Indoor Program in place for the age/gender categories in question; or it has declared an intent not to run those age groups in the next Indoor season;
  4. An organization approved as an Indoor-Only Club shall have all of the rights and privileges of a Resident Club for the age divisions that it is authorized to operate. Once the "Indoor-only" Club has been approved, the existing (Resident) Club in that area shall lose the right to operate the indoor age categories that have been approved for the "Indoor-Only" club for the indoor season in question. The Resident Full-Service Club would still retain the opportunity to operate such categories in subsequent indoor seasons.

#### 10.1.2 Full-Service Clubs Operating Indoor Leagues/Programs Within the Boundaries of Another Full-Service Club

Given that Indoor Facilities may not be distributed across the District and across individual municipalities according to need or according to Club boundaries, there may be a legitimate need for a Club to run a program in a facility that is within the boundaries of another Club. In such a situation, the actions of the Clubs involved and of the District Association shall be governed by this By-Law and applicable sections of the Rules and Regulations.

##### 10.1.2.1 Applicability

This section is intended to address situations where a Full-Service Club (or clubs) may wish to establish / use Indoor Facilities outside its own designated boundaries. This includes a situation where a facility is being built / established as a private initiative by the non-resident club and / or an entrepreneur. It also applies if it is an existing facility that is now proposing to provide time to a nonresident club for leagues, clinics and other such programs.

Three situations are specifically exempted from the application of these guidelines. These are:

1. A municipality has allocated time at a particular facility to the Non-Resident club in order to meet the needs of that club.
2. A facility such as the Soccer Centre that has been built by a government or soccer governing body to serve a broader area than one club (or District)
3. Time that may be rented on a year-to-year basis for practices by teams or clubs in gyms and other such facilities.

In these situations, the non-Resident Club must still respect the spirit of the rules on Boundaries. This means that such a club cannot use this situation to directly compete with the Resident Club's programs or to solicit its players. Acting in such a manner would still be considered a violation of this By-Law and could result in penalties, including possible restrictions on the program.

#### 10.1.2.2 Procedure

Boundaries are not intended to prevent players from playing or to put unnecessary business restrictions on Facility Operators. They are intended to provide stability and some protection for Full-Service Clubs. A Full-Service Club wishing to operate an Indoor league/program within the boundaries of another Club must:

- a) Apply annually to operate such a league/program: on the form provided by the District Association and by the deadline specified by the Association.
- b) Only publicize such a league / program and start accepting registrations after the operation of such a league has been approved by the District Association.
- c) Ensure that the Resident Club has been given an appropriate opportunity to book time in the Facility before they make any agreement for time with the Facility Operator.
- d) Ensure that any leagues that it proposes to operate in that location do not compete with leagues operated by the Resident Club. The District Association may set restrictions on any proposed leagues or programs to ensure that the rights of the Resident Club are not compromised.
- e) The Board of Directors shall have the discretion to accept a late application but they may impose a fine or refuse to accept the application, at their discretion.

Failure to follow this procedure, as defined above, may make the Club subject to a penalty and/or restriction on the league or program.

### 10.2 Full-Service Clubs Operating Outdoor Leagues/Programs Within the Boundaries of Another Full-Service Club

Given that Indoor Facilities may not be distributed across the District and across individual municipalities according to need or according to Club boundaries, there may be a legitimate need for a Club to run a program using a field or fields within the boundaries of another Club. In such a situation, the actions of the Clubs involved and of the District Association shall be governed by this By-Law and applicable sections of the Rules and Regulations.

#### 10.2.1 Applicability

This section is intended to address situations where a Full-Service Club (or clubs) may wish to establish / use Outdoor fields outside its own designated boundaries. This includes a situation where a facility is being built / established as a private initiative by the nonresident club and / or an entrepreneur. It also applies if it is an existing facility that is now proposing to provide time to a nonresident club for leagues, clinics and other such programs.

Three situations are specifically exempted from the application of these guidelines. These are:



1. A municipality has allocated time at a particular field to the Non-Resident club in order to meet the needs of that club.
2. A facility such as the Soccer Centre that has been built by a government or soccer governing body to serve a broader area than one club (or District)
3. Time that may be rented on a year-to-year basis for practices by teams or clubs in gyms and other such facilities.

In these situations, the non-Resident Club must still respect the spirit of the rules on Boundaries. This means that such a club cannot use this situation to directly compete with the Resident Club's programs or to solicit its players. Acting in such a manner would still be considered a violation of this By-Law and could result in penalties, including possible restrictions on the program.

#### 10.2.2 Procedure

Boundaries are not intended to prevent players from playing or to put unnecessary business restrictions on Field Owners / Facility Operators. They are intended to provide stability and some protection for Full-Service Clubs. A Full-Service Club wishing to operate an outdoor league/program within the boundaries of another Club must:

- a) Apply annually to operate such a league/program: on the form provided by the District Association and by the deadline specified by the Association.
- b) Only publicize such a league / program and start accepting registrations after the operation of such a league has been approved by the District Association.
- c) Ensure that the Resident Club has been made aware of the intent to use the fields within its boundary. Depending on the situation, it may be appropriate to offer the Resident Club with the opportunity to use the field as well (this must be addressed in the application to the Association).
- d) Ensure that any leagues/programs that it proposes to operate in that location do not compete with leagues/programs operated by the Resident Club. The District Association may set restrictions on any proposed leagues or programs to ensure that the rights of the Resident Club are not compromised.
- e) The Board of Directors shall have the discretion to accept a late application but they may impose a fine or refuse to accept the application, at their discretion.

Failure to follow this procedure, as defined above, may make the Club subject to a penalty and/or restriction on the league or program.

### 10.3 DISPUTES AND NON-COMPLIANCE

- a) The Board of Directors shall act as mediator in cases of dispute and its' decision shall be binding on all Member Clubs.
- b) The Board of Directors may impose a fine of up to \$5000 per violation on Clubs that violate the provisions of this By-Law and/or associated sections of the Rules and Regulations.
- c) A Club or Indoor-Only Club (applicant) may be refused approval for an application under section 9.1.1 or 9.1.2 of this By-Law for a serious violation of the applicable requirements in the preceding Indoor season.

**BY-LAW 11** APPOINTMENT OF AUDITOR

- a) The accounts of the District Association shall be audited annually, and the correctness of the financial statement ascertained by the Auditor, who shall be an accredited Accountant.
- b) The Auditor shall be appointed by the members at a General Meeting.

**BY-LAW 12** FINANCIAL

12.1 Monies Owing

- a) All monies owing to the District Association shall be due and payable within thirty (30) days of invoicing (unless otherwise stipulated);
- b) Penalties for late payment or non-payment of monies shall be established by the Board.

**BY-LAW 13** LAWS OF THE GAME

The District Association shall support and maintain the principles of The Laws of the Game as established by the International Football Association Board and recognized by FIFA, except as provided herein to accommodate differences in age and climatic conditions.

**BY-LAW 14** RULES AND REGULATIONS

- a) The District Association may make such miscellaneous Rules and Regulations as may be deemed necessary to promote, develop and govern the game of soccer;
- b) The District Association may impose such other regulatory measures as it deems necessary for the efficient administration of the playing structure of the game within its jurisdiction;
- c) No such regulation may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the game.

**BY-LAW 15** DISSOLUTION

In the event of dissolution of the District Association, and after payment of all debts and liabilities, its remaining property shall be returned to the member clubs on a proportional basis, based on registration numbers of the previous year.

## BY-LAWS – APPENDIX A

### APPEALS PROCEDURE

1. Appeals against decisions made by a District League shall be submitted, in writing, by electronic mail, to the District Soccer Association and a copy of the letter of appeal shall be sent by electronic mail, to the League.
2. Appeals against decisions made by clubs affecting their member teams, officials and/or players, may follow the same procedure as in 1) above, with copies to the club that has made the decision and to the District Soccer Association.
3. The letter of appeal shall be accompanied by the correct fee, in the form of a certified cheque money order, e-transfer or PayPal payment, together with a copy of the date-stamped electronic mail, and a copy of the decision being appealed.
4. The letter of appeal and the copy shall be electronically date-stamped no more than five (5) days, Saturdays, Sundays and legal holidays excepted, from the date of receipt, in writing, of the decision being appealed within five business days.
5. Every appeal against a decision involving an individual over the age of eighteen (18) shall be made by that individual, and each individual making such an appeal shall submit an appeal fee of five hundred dollars (\$500).
6. Every appeal against a decision involving a club or a team shall be made by at least two (2) members of the Club executive and shall be accompanied by an appeal fee of five hundred (\$500).
7. Any appeal which is not submitted in compliance with all preceding regulations shall be ruled out of order and will not be heard.
8. A correctly submitted appeal shall be heard within ten (10) days, Saturdays, Sundays and legal holidays excepted, of its receipt by the District Soccer Association.
9. The lodging of an appeal shall not affect prior decisions made by Leagues or Clubs and suspensions shall remain in effect until the decision of the appeal hearing has been released by the District Soccer Association.
10. An appeal, once lodged, may only be withdrawn by permission of the District Soccer Association's Discipline and Appeals Committee and on such terms as it may determine.
11. If an appeal is upheld, the appeal fee shall be returned.
12. Any league, club or individual aggrieved by a decision of the District Soccer Association may appeal such decision to the Ontario Soccer in accordance with its Rules and Regulations.

## BY-LAWS – APPENDIX B

### Criteria for an Organization Wishing to Become a Registered Club Within York Region; and, Procedure for an Existing Club to Change its Status

#### **1. Application to Form a New Club**

The Regional Municipality of York has been divided into 15 territories based on Active member Not-for Profit Full-Service Club boundaries. In each territory, a single community based Full-Service club has been given an exclusive franchise to operate within its boundaries and to promote the development of youth soccer for the benefit of all the residents of that community. Such a club must offer a full range of youth programs to the limit of the demand and its ability to organize such programs. Each such club must be constituted as a democratic organization open equally to all residents of the community, independent of special interest groups; or, groups of specific national origin.

For purposes of this section, the term “Full-Service Club” refers to any existing or proposed organization that offers or proposes to operate youth programs. Such a club may also have senior teams / programs.

The YRSA strongly encourages any prospective new Club to consider joining with one of the existing Full-Service Clubs. The community club approach is a mandatory requirement for York Region Full-Service Clubs. Division of an existing territory will only be considered if it is democratically approved by the existing club in that area; and, subsequently approved by the YRSA Board.

#### **1.1 Application Procedure**

If a prospective Club wants to exist independently, it must establish itself in a new community and within a boundary designated by the District Association. An application to form a new Club must be made, in writing, to the District Association at least 6 months prior to the date on which the new organization proposes to start operating. Application Appendix B as approved by the Board of Directors shall be used.

1.2 The prospective club may be required to make a presentation to the Board of Directors of the District Association within 60 days following the receipt of the written application, on a date, and at a time, established by the Board. The prospective club shall be notified, in writing, of the presentation date by the District Association.

1.3 If all application requirements are met, the District Association shall inform all member clubs, by electronic mail, of the application and shall maintain a roster of applicants on the YRSA website for reference by Members of the current applications before the YRSA Board. This shall be done within seven (7) days after the prospective club’s presentation to the District Association.

1.4 A member club wanting to object to the application must submit its’ objection, in writing, by electronic mail, to the District Association within twenty-one (21) days of the new applicant member notification date.

1.5 Should any objections be received by the District Association, then, the prospective club, and all objecting clubs, must attend the next District Association’s Board meeting following the twenty-one (21) day objection period. All parties required to attend shall be invited, in writing, by the District Association and must be represented by two (2) club executives.

- 1.6 The District Association will inform the prospective club and all member clubs, in writing, and by electronic mail, of its decision to accept or reject the application. This will be done within seven (7) days of the decision being made.

## 2. Senior-Only Club Application

An organization wishing to become an independent Senior-Only Club within York Region must apply to the District Association at least 6 months prior to the date on which the new organization proposes to start operating. Please note that a senior recreational league that does not intend to operate under an existing club, must first obtain club status, as outlined in this section.

The District Association encourages any group considering an application for Senior-Only Club status, to first consider joining with an existing (Full-Service or Senior-Only) Club; or, associate with an existing Senior-Only Club; and, to register its players and the team through that club. Registering as an independent club, results in obligations and expectations, which may be hard for a small organization to meet. These include:

- Having a bona fide Board of Directors that meets regularly and minutes its meetings.
- Having a constitution
- Holding an annual meeting of members and holding elections for the Board of Directors.
- Attending all District Association Annual and Special General Meetings
- Meeting other YRSA annual requirements to maintain good standing

### 2.1 APPLICATION PROCEDURE

A written application to form a new Senior-Only Club must contain:

- a) A list of the founding/acting officers. This must include, at a minimum, a President, a Treasurer, a Secretary and 2 Directors-at-Large.
- b) A draft copy of the proposed Constitution, including By-Laws and Playing Rules, if applicable;
- c) The Club name. This cannot be the same as, or so similar to, another club's name, such that it could lead to confusion. Names that are in any way offensive, or inappropriate; and, any name which identifies a specific ethnic group, will not be accepted.
- d) Identification of the fields which the club will use, with written confirmation from the Parks Department in that area, that the field requirements can be satisfied.
- e) Club colors.
- f) A letter from each of the proposed Board members affirming their willingness to fill the position indicated. These letters must also provide an outline of this individual's background and at least three personal references.
- g) A written rationale for the creation of this new club, with reference to the YRSA expectations of a club; and, the ability of this proposed club to meet those expectations.

- 2.2 The prospective club may be required to make a presentation to the Board of Directors of the District Association within 60 days following the receipt of the written application, on a date, and at a time, established by the Board. The prospective club shall be notified, in writing, of the presentation date by the District Association.

- 2.3 If all application requirements are met, the District Association shall inform all member clubs, by electronic mail, of the application and shall maintain a roster of applicants on the YRSA website for reference by Members of the current applications before the YRSA Board. This shall be done within seven (7) days after the prospective club's presentation to the District Association.
- 2.4 Any member club wanting to object to the application must submit its' objection, in writing, by electronic mail, to the District Association within twenty-one (21) days of the new applicant member notification date.
- 2.5 Should any objections be received by the District Association, then, the prospective club, and all objecting clubs, must attend the next District Association's Board meeting following the twenty-one (21) day objection period. All parties required to attend shall be invited, in writing, by the District Association and must be represented by two (2) club executives.
- 2.6 The District Association will inform the prospective club, and all member clubs in writing, by electronic mail, of its decision to accept or reject the application. This will be done within seven (7) days of the decision being made.

### **3. Application to Change the Status or Name of an Existing Club**

Any club which wishes to change its status in one of the ways listed below must make a written application to the YRSA outlining the scope of the changes and the rationale for them. The types of changes included in this are:

- Dissolving an existing club
- Subdividing an existing Full-Service Club into two or more distinct parts. This could be the partition of an existing territory or it could be a division along the lines of gender, level of competition, age or season within the same territory.
- Merger or partial merger of existing Full-Service or Senior-Only clubs.

In conjunction with such a change or as a totally independent act, a club may wish to make a change to its club name or adopt a totally new name. A club must make a written application to the YRSA for a name change outlining the rationale and clearly defining the new name that it wishes to use. The YRSA will use Appendix B 2.1 as its guideline in determining the acceptability of a new name. All clubs in the District will be notified of any proposed change and they will be given 14 days to provide comments in writing. It will be at the discretion of the committee if it chooses to allow any presentations by the applicant or any other interested parties.

In response to such applications, the YRSA will convene a committee to investigate the merits of such action and make recommendations to the Board of Directors. Clubs may not proceed with any changes prior to approval by the YRSA Board of Directors.

## RULES AND REGULATIONS

### 1. REGISTRATION DEADLINES

Deadlines for registrations will be established as required by the Board and published to the membership.

### 2. PLAYING OUT REQUESTS

Requests for permission to play out of the District shall be made on the appropriate form and submitted to the District Association office by the posted deadline.

All requests will be judged using the "Team Playing Out Criteria" (see Appendix "A") and, therefore, any supporting information which you feel will aid your case should be attached to the form.

### 3. ANNUAL FILING REQUIREMENTS

On an annual basis, Active Member clubs must meet the following filing requirements in order to retain their position of active membership in the YRSA:

- Will provide and maintain annual proof of Directors and Officers insurance that will extend coverage for their Board of Directors with a minimum coverage of one million dollars.
- Will file year-end financial statements: as presented at the most recent Annual Members Meeting (AMM); and, for the most recently completed fiscal year, if different... The required level of audit / review for financial statements and the associated income thresholds shall be as established by the Provincial Association and current Government regulations. Financial statements must clearly disclose income from player registrations as a separate line item.
- Will submit a copy of its constitution (including any changes passed at its most recent AMM. Will submit a copy of the approved minutes of the prior year's AMM along with a draft of the Minutes from the most recent AMM, including reports from Directors; and, the names, addresses and positions of its Directors, Discipline Committee chair and members and Chief Referee (where applicable).
- Will submit a fully completed and properly signed Annual Membership Agreement.
- Will submit a properly signed and completed copy of the Total Player Registration form.
- A copy of the most recent board approved Volunteer Screening Policy A properly signed and completed Volunteer Screening Policy Form
- Copy of the AMM attendance list with membership signatures for proof of accomplished quorum requirements.

These must be filed with the District Association office no later than January 31st of each year. The deadline is May 31st for organizations operating indoor leagues only. Failure to do so will result in the member being fined \$1000/month for each month of delay in filing. It may also result in the withdrawal of all services of the District Association until filing requirements are fulfilled. Club(s) will be advised by electronic mail if the Board of Directors adopt a motion to withdraw the services of the District Association if filing is not submitted by the deadline date.

#### 4. APPLICATIONS TO COMPETE IN THE ONTARIO CUP TOURNAMENT

All applications to compete in the Ontario Cup Tournament must be made on the appropriate and received in the District Association office by the posted deadline. The entry fee is to be sent directly to Ontario Soccer by the application deadline. Entry forms and fees received after the set due date are not guaranteed to be accepted by Ontario Soccer.

#### 5. DELEGATION OF RESPONSIBILITY FOR DISCIPLINE

The District Association delegates its responsibility for maintaining discipline to its affiliated leagues. If any affiliated league is unable or unwilling to handle discipline cases, the District Association shall administer the hearings and a cost \$100 shall be charged to the league for each session administered.

#### 6. BOARD MEMBERS' ABSENCE FROM MONTHLY MEETINGS

Any member of the Board shall be considered absent from a meeting if he/she is not in attendance within twenty (20) minutes from the start of the meeting.

#### 7. COACHING LEVELS OF QUALIFICATION

All coaches must meet LTPD coach certification requirements defined by the Ontario Soccer.

In addition:

- a) Development and Competitive team coaches must successfully complete a YRSA laws of the game course.

#### 8. ASSOCIATE MEMBERSHIP

- a) **Fees**

Associate membership fees shall be \$500.00 for recreational leagues and other Associate Members and \$1,000.00 for competitive leagues.

- b) **Application and Renewal Requirements**

Leagues applying for, or renewing, Associate Member status in the District Association must meet Constitutional requirements defined by the Ontario Soccer.

#### 9. TOURNAMENT APPLICATION REQUIREMENTS

- 1) All tournaments must be approved at the appropriate highest level of governance prior to any advertising or acceptance of team applications in accordance with the YRSA tournament policy.
- 2) A refundable bond of \$500 must be submitted with every tournament application to be returned upon the tournament reporting requirements being met appropriately.  
(See Appendix B Tournament Report)
- 3) All applications, fees, bonds and OS requirements must be submitted to the District by December 15<sup>th</sup> at the latest to be considered for the upcoming season. Requests after this date are not guaranteed to be approved. Incomplete applications will be rejected in the system until they have been properly completed.



## 10. LIST OF REFEREE APPOINTMENTS

Referee appointers for Club Leagues, District Leagues and Tournaments shall be required, on written request from the District Association, to submit a list of officials appointed to games. Failure to provide a list, when so requested, within two (2) weeks shall result in a fine of \$100 and may be subject to further disciplinary action.

## 11. Movement of Coaches Between Clubs

A Development or Competitive team coach or assistant coach is not allowed to register at another member club to coach, assistant coach, or appear as a team official of the same age division or at the next older division. The following exceptions to this rule apply:

- a) has not actively coached any competitive or developmental team with any York Region development and competitive structure in the defined age division for a period of two (2) years prior;
- b) coach's permanent place of residence is within the boundary of the club being moved to; and, the coach has moved to that location from outside the boundaries of that club, within the preceding year.
- c) the club from which the coach intends to move provides a written statement of agreement to the move, on club letterhead and signed by a club director;
- d) no written complaint of violation of this rule is received by the District Soccer Association thirty (30) days after the normal commencement of the season, within the same year the move was made.
- e) once the club has advised in writing to the Coach/Assistant Coach that he/she is no longer the Coach or Assistant Coach of that current team or that his/her services are no longer required for that team.

Should a written complaint be lodged, within the time period stipulated in d), the Discipline and Appeals Committee of the District Soccer Association will convene a hearing, at the earliest possible time, to decide on the validity of the complaint. If the accused is found guilty, both the coach and club will be subject to suspension and fines as per OSA Section 9.0 Discipline, Policy 9.0 – Standard penalties for misconduct.

## 12. MOVEMENT OF “MINI-COMPETITIVE” PLAYERS BETWEEN CLUBS

Players participating in a York Region inter-club “mini-competitive” league who wish to move from their existing team to another team must adhere to the same District and Ontario Soccer player movement policies, procedures and constitutional requirements that apply to players who are registered in the “youth competitive” player category

## 13. MOVEMENT OF YOUTH COMPETITIVE PLAYERS BETWEEN CLUBS

Except where legislated, within the Published Rules of the District and Ontario Soccer, players are free to move to their club of choice.

A player who is registered in the current OS database can be transferred to another club using the OS Player Transfer form, subject to the OS Operational Procedures governing player transfers. It may be considered poaching if a player moves to another club without the Player Transfer form being used.

A club losing a player, having confirmed registration and not being consulted by use of the Player Transfer form, may file a grievance with the District Soccer Association.

Should a discipline hearing be called, a representative from each club will be required to attend, bringing with him/her any written evidence or a parent or legal guardian of the player concerned. The hearing may result in the club gaining the player being found guilty of poaching and being fined a minimum sum of \$500. Repeated offences will result in a doubling of the previous fine to a maximum of \$5,000. Each player will be treated as a separate case.

#### 14. RESPONSIBILITIES OF CLUBS TO ENSURE THAT LEAGUES AND TOURNAMENTS ARE SANCTIONED BY THE ONTARIO SOCCER

It shall be the responsibility of members to check with the District Association before entering a team in a league or tournament which is not on the current sanctioned list.

#### 15. NOMINATION AND APPOINTMENT OF DISTRICT REFEREE COORDINATOR / DISCIPLINE AND APPEALS CHAIR

- a) The YRSA Board, subsequent to the YRSA Annual Members Meeting, shall appoint the District Referee Coordinator (DRC) for a term that will last until the next YRSA AGM.
- b) The YRSA Board, subsequent to the YRSA Annual Members Meeting, shall appoint the Discipline and Appeals Chair for a term that will last until the next YRSA AGM
- c) This appointed position is responsible to the Board of Directors through the President.

#### 16. USE OF THE TERM "YORK"

YRSA members may not use the terms "York", "York Region", "Region of York", "District of York" or any similar names to identify any organizational entity including, but not limited to, the club, divisions, teams, leagues or tournaments without explicit permission from the District Association.

#### 17. AFFILIATION

District Association has chosen to be a member of Ontario soccer (also referred to as OS). In order to maintain good standing in that organization, the District Association agrees to meet certain Provincial Association requirements as follows:

**Published Rules**

The District Association agrees to abide by the Published Rules of the Ontario Soccer and its Governing Bodies.

**Dispute Resolution**

The District Association shall adhere to the Dispute Resolution process as published and approved by the Provincial Soccer Association.

Any Member of the District Association may initiate the Dispute Resolution process by communicating in writing to Ontario Soccer, with a copy to the District Association, the nature and facts of the dispute. Ontario Soccer, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not to be used for game discipline that follows the normal discipline and appeals process.

The District Association shall make available to any Member the Dispute Resolution process when requested.

**Harassment**

The District Association shall adhere to the Harassment Policy as published and approved by the Ontario Soccer.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the District Association.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.

The District Association shall make available to any Member the Harassment Policy when requested.

**Appeals**

Any Member or registrant of the District Association directly affected by a decision of the District Association may appeal such decision.

A decision of the District Association may be appealed to Ontario Soccer. The appeal shall be conducted in accordance with the published rules of Ontario Soccer.

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

**Conflict-of-Interest Policy**

The District Association shall adhere to the Conflict of Interest policy established by Ontario Soccer.

## 18. AFFILIATION-RELATED RIGHTS OF MEMBERS

Members in good standing will have certain rights as a result of the affiliation of the District Association with Ontario Soccer:

**1) Active Members – Rights**

- a) To register players, administrators, team officials and referees in the official registration system managed by Ontario Soccer.
- b) To be a member of, and to register teams with leagues sanctioned by the YRSA and Ontario Soccer.
- c) To enter teams into leagues sanctioned by the YRSA and Ontario Soccer.

- d) To participate in programs and competitions sanctioned by the YRSA and Ontario Soccer.
- e) To participate in the insurance plan sanctioned by the Ontario Soccer.

## 19. LEAGUE OPERATIONS

The District Association shall directly operate a Youth League known as The York Region Soccer League. This League shall have three streams:

1. Development (U8 to U12)
2. Competitive (U13 to U18)
3. Senior

This league may also offer recreational soccer programs according to the demand for such a league.

As a league operated by the District Association, this League shall be accountable to the members of the District Association. The League will not have a membership that is distinct or separate from the membership of the District Association. In those cases where a team plays-in to this League from another District, that team and its parent club will be provided with the services of the League, but they will not be granted any membership status. Such a team / club will however; retain the right to appeal decisions taken by the league which directly affect that club/team. Such an appeal, if it is in order, will be heard by the Discipline and Appeals Committee of the District Association). The appellant may appeal to the Ontario Soccer if he/she/they are not satisfied with the decision of the District Discipline and Appeals Committee.

## 20. LEAGUE RULES

The League Rules are contained in Appendix C of these Rules and Regulations. Changes to these Rules may be made in the same way as changes to the main section of the Rules and Regulations.

## 21. DISCIPLINE

The York Region Soccer Association follows the Ontario Soccer Published Policies and Procedures and will adhere to the Discipline Policies in Section 12 – Discipline Appeals

## RULES AND REGULATIONS – APPENDIX A

### PLAYING-OUT RULES

#### 1. SCOPE

This document applies to all member Clubs with teams that wish to play in a league outside their normal jurisdiction.

#### 2. OBJECTIVES

Playing-out rules are intended to address the need to manage the movement of York Region teams to and from leagues outside this region. The key objectives which the rules are intended to implement are as follows:

- To offer the opportunity for well-qualified teams from York Region to move to higher level leagues within the “Pyramid for Play” as per guidelines of the Ontario Soccer.
- To permit York Region teams, for which there is no appropriate league division at their age level in this district, to play in a league at an appropriate level in a league outside this district.
- To ensure that we will continue to maintain our ability to offer an appropriate level of competition and size of leagues within York Region and satisfy the needs of the various geographic areas in this district.
- To respect long-standing playing-out agreements with some senior teams.

#### 3. TERMS

As these rules apply to a broad scope of situations, it is important to read these rules using the following specific interpretation:

##### **SEASON**

When used with respect to a team and playing-out permission, this must be interpreted as Outdoor or Indoor. Even if it contains the same players, a summer team and an indoor team will be considered to be two separate teams and playing-out permission for one will have no bearing on the granting of playing-out permission for the other.

##### **APPROPRIATE LEAGUE DIVISION**

In general, an appropriate league division will be one which is at a level of play commensurate with a team’s record; of the same age level and gender as the team in question; and, operates in the season (outdoor or indoor) which is applicable to the team.

##### **REGULAR SEASON**

This is generally the initial, and longest, portion of the schedule for a league. Generally, precedes playoffs.

## 4. RULES

Teams may request playing-out permission in one of three (3) situations:

- 1) The team meets the defined criteria for playing-out eligibility if approved to be promoted as a result of their record in a York Region league.
- 2) The team's age group is not operated under the mandate of the York Region Soccer League.
- 3) A long-standing arrangement has existed with a senior team. Further details are provided in the sub-sections that follow.

### 4.1 GENERAL RULES

These apply to all teams for whom playing-out permission is being requested:

#### 4.1.1 **Conduct:**

In general, a Club's team will NOT be given playing-out permission unless it has demonstrated that it is a suitable ambassador for the district based upon, but not limited to, the following criteria:

- The team has a satisfactory discipline record.
- While away e.g., in tournaments, the team has behaved as a guest should, both on and off the field. It has not acted in any way which would serve to bring the District into disrepute.

#### 4.1.2 **Financial:**

The Club and the team in question have consistently met their financial obligations in a timely manner.

#### 4.1.3 **Commitments:**

The team has a record of honoring its commitments as evidenced by a lack of forfeited games; and, by the completion of League and Cup competitions and tournaments in which it has been entered.

### 4.2 INITIAL REQUESTS FOR PLAYING-OUT PERMISSION

ALL NOTIFICATIONS MUST BE MADE BY A CLUB as per section 5.

#### 4.2.1 **Outdoor season:**

- 4.2.1.1 Outdoor Youth and Senior teams that have been approved by YRSA to be promoted to play regionally or provincially are not required to request playing out permission.
- 4.2.1.2 Outdoor Youth District teams whose divisions are being scheduled through another District Association are not required to request playing out permission.
- 4.2.1.3 If a viable league is not available within the York Region for the age group, gender, and level of play at which a team has been playing, permission may be requested to play out

in an appropriate league division. Approval will be granted provided all applicable requirements are met.

**4.2.2 Indoor/futsal season:**

- 4.2.2.1 Indoor Development teams U9 – U12 may submit requests for subsequent squad(s) to play out of District once they have registered at least one squad in the YRSL Indoor District league.
- 4.2.2.2 If a viable league is not available within the York Region for the age group, gender, and level of play at which a team has been playing, permission may be requested to play out in an appropriate league division. Approval will be granted provided all applicable requirements are met.

**4.3 RE-APPLICATION FOR PLAYING-OUT PERMISSION**

This applies to all teams which have had playing-out permission in the immediately preceding season and wish to apply again for the coming season. Notification to continue to play out must be made by a Club.

- 4.3.1 Playing-out permission only applies for the single season for which it was approved. Teams must re-apply for each season they wish to play out. The granting or denial of playing-out permission for one season will not be considered as setting a precedent for any subsequent season.

## 5. PROCEDURE

The following procedure must be followed for any team which wishes to apply for playing-out permission:

- Application must be made using the appropriate form, to the District Soccer Association. This must be submitted by the deadline published by this Association.

**RULES AND REGULATIONS – APPENDIX B**

**YRSA POLICY RE: TOURNAMENTS & ONTARIO CUP HOSTING**

**POLICY AND PROCEDURE**

York Region Soccer Association follows Ontario Soccer published policies and procedures for club tournament/festival and Ontario Cup hosting.

1. Clubs require sanctioning from the district to host weekend club events involving referees including tournaments, showcases and Ontario Cup hosting when clubs outside the host club are involved. (According to OS Operational Procedures)
2. All applications, to compete in the Ontario Cup Tournament must be made on the appropriate form and received in the District the District by the latest posted deadline. The entry fee is to be sent directly to Ontario Soccer by the application deadline. Entry forms and fees received after the set due date are not guaranteed to be accepted by Ontario Soccer.
3. An application fee of \$25 plus a \$500 refundable bond must be submitted for tournaments with an inter-district jurisdiction. For tournaments with North American or Inter Provincial jurisdiction, there is an additional \$25 OS fee and for International tournaments, there is an additional \$125 fee. Fees are payable to the district at the time of application together with the following:
  - A copy of the tournament or festival rules must be submitted and be acceptable to the district otherwise the tournament will not be approved by the District.
  - In instances when the tournament host's tournament rules conflict with the OS tournament rules, the OS rules shall apply. (According to OS Operational Procedures)
  - The District will forward tournament rules to the OS for approval for Inter Provincial, North American, and International jurisdiction tournaments.
  - The OS will forward tournament rules to the CS for approval for as appropriate.
  - Tournament host must indicate in writing on the "TAF\*" that it will comply with all of the OS rules, policies and procedures governing tournaments. (According to OS Operational Procedures) \*TAF = tournament application form.
4. Any club hosting without prior permission will be subject to a fine of a minimum of \$500 up to a maximum of \$2,000, may not be approved for hosting the following year or may have their events restricted or reduced in the following year. Decision of the board will be final.
5. All referees required for Ontario Cup hosting and competitive tournament hosting will be assigned by the District. The District may delegate the responsibility of assigning referees to the CHR (Club Head Referee) at its discretion. In the case of recreational tournaments, The Club Head Referee will be responsible in assigning referees following the pyramid of officiating (for referees).
  - (in the event that the Tournament Host has been delegated to assign referees, a complete list of referees assigned to the tournament must be submitted to the District at least 72 hours prior to the commencement of the tournament.)



6. The District shall appoint or delegate the appointment of a discipline committee to act at the tournament for Ontario Cup tournament hosting
7. The maximum number of club hosted tournaments in the district is restricted to one on any given weekend notwithstanding existing tournament dates unless there is no conflict of tournament type (i.e competition level or age division).
8. District events or tournaments involving more than one club will require one club to declare themselves as the host and be subject to the District's hosting policy.
9. Clubs wishing to accommodate non District tournaments will be allowed to do so, subject to District hosting policy, availability of date and acknowledgment and sponsorship of host club and district.

FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN FORFEITURE OF BOND AND MAY RESULT IN A FINE TO THE HOSTING CLUB.

10. Ontario Cup will be limited to a maximum of eight (8) hosting in a calendar year within the District. Individual clubs will be limited to a maximum of one (1) Ontario Cup hosting (see club restrictions).
  - Applications must be made, and approval obtained from the District director in charge of tournaments by the club administrator or board member of the club prior to the club registering on-line at the OS.
  - Deadline for District application is December 15<sup>th</sup>.
  - Deadline for OS registration is January 15<sup>th</sup>.
  - Failure to follow this procedure will result in the Ontario Cup hosting not being approved and subject the club to a fine of up to \$1,000.00.

CLUB RESTRICTIONS - the maximum number of events a club may host in a calendar year is three (3) in any combination.

11. Consequences of not following District and OS policy re Tournaments & Ontario Cup hosting:
  - Hosting Ontario Cup without request and approval from the district will result in a fine of up to \$1,000 and no hosting the following year.
  - Not following referee assignment procedure will result in forfeiture of hosting bond and a fine of up to \$500.
  - Failure to submit tournament game sheets, misconduct reports, discipline summary within 72 hours of the tournament conclusion or of submitting hosting report with all required information within 30 days after event will result in forfeiture of bond, plus 1<sup>st</sup> offense \$1000 fine, 2<sup>nd</sup> offense \$1000 fine plus disqualification the following year.
  - Incorrect or incomplete application to host will result in the application being rejected in the system. The Club may re-submit the application once it has been corrected.
  - Failure to provide the Ontario Soccer the Ontario Cup report is subject to Ontario Soccer Discipline. (See OS policy.)

### **Tournament Reporting**

Member Leagues and Clubs that host a tournament must file a report with the District Soccer Association within thirty (30) days of completion of the event. The report must contain the following information:

- A list of participating teams identified by team name and team registration number.
- A list of teams failing to show up, identified by team name and team registration number.
- A list of teams which failed to play all their games, identified by team name and team registration number.
- A summary report of serious injuries.
- Discipline summary report.
- The tournament schedule and results of each game.
- Any other relevant comments.
- In the event that the tournament host assigns referees, a complete list of referees assigned must be submitted to the District at least 72 hours prior to the commencement of the tournament.

**RULES AND REGULATIONS – APPENDIX C**  
**LEAGUE RULES**

This section contains the rules to be used in the operation of the League.

Due to the size of this section, it will be kept as a separate document however, the rules applicable to changes and applicability of the Rules and Regulations section will apply to this Appendix / document as well.

**RULES AND REGULATIONS – APPENDIX D**  
**FEES & FINES**

Fees and fines as published by the YRSA.

REVISIONS HISTORY – APPENDIX E