



CONSTITUTION AND CLUB BYLAWS

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Table of Contents

CONSTITUTION

ARTICLE 1:	NAME	4
ARTICLE 2:	OBJECTS.....	4
ARTICLE 3:	AFFILIATIONS	4
ARTICLE 4:	MEMBERSHIP.....	4
ARTICLE 5:	MANAGEMENT STRUCTURE	6
ARTICLE 6:	MEETINGS.....	9
ARTICLE 7:	COMMITTEES	11
ARTICLE 8:	PROCEDURES GOVERNING MEETINGS	11
ARTICLE 9:	BY-LAWS AND AMENDMENTS	11
ARTICLE 10:	RULES AND REGULATIONS.....	11
ARTICLE 11:	INDEMNITY	12
ARTICLE 12:	FINANCE	12
ARTICLE 13:	DISPUTE RESOLUTION	12
ARTICLE 14:	HARASSMENT	12
ARTICLE 15:	DISCIPLINE POLICY	13
ARTICLE 16:	ZERO TOLERANCE POLICY	13
ARTICLE 17:	APPEALS	13
ARTICLE 18:	TOURNAMENT NAME.....	13
ARTICLE 19:	LSSC SCHOLARSHIP AWARD	13
ARTICLE 20:	DISSOLUTION.....	14
ARTICLE 21:	DEFINITIONS/TERMINOLOGY	14

CLUB BYLAWS

BYLAW 1:	LOCATION	15
BYLAW 2:	REGISTRATION	15
BYLAW 3:	MEMBERSHIP.....	16
BYLAW 4:	PLAYERS.....	16
BYLAW 5:	TEAMS	16
BYLAW 6:	REFEREES	16
BYLAW 7:	COACHES	17
BYLAW 8:	EXECUTIVE/BOARD	17
BYLAW 9:	DUTIES OF CLUB DIRECTORS.....	17
BYLAW 10:	DUTIES OF OPERATING COMMITTEE MEMBERS.....	20

BYLAW 11:	PAID STAFF/EMPLOYEES OF THE CLUB.....	23
BYLAW 12:	OTHER DUTIES	23
BYLAW 13:	OTHER HONORARY POSITIONS	23
BYLAW 14:	COMPLAINTS	23
BYLAW 15:	STANDING COMMITTEE ON DISCIPLINE AND APPEALS.....	24
BYLAW 16:	PROXY VOTING	25
BYLAW 17:	MINUTES	25
BYLAW 18:	ACCEPTANCE OF GIFTS	25
BYLAW 19:	CONFIDENTIALITY	26
BYLAW 20:	SCREENING POLICY.....	26
BYLAW 21:	ADMINISTRATIVE PROCEDURES	28
BYLAW 22:	MISCELLANEOUS POLICIES.....	28
SCHEDULES		
SCHEDULE A.	ORGANIZATION CHART	29
SCHEDULE B.	DISCIPLINE POLICY	30
SCHEDULE C.	ZERO TOLERANCE POLICY	31
SCHEDULE D.	LSSC SCHOLARSHIP AWARD	33

CONSTITUTION

Article 1: **NAME**

1. **Name:**

The name of this Club shall be the Lake Simcoe Soccer Club, hereinafter referred to as the "Club" or "LSSC". The headquarters of the Club shall be located within the District Boundaries of the York Region Soccer Association, hereinafter referred to as the District Association, and specifically within the geographic boundaries of the Town of Georgina.

2. **Club Colours:**

The official colours of the Club shall be predominately red, white and black.

Article 2: **OBJECTS**

The Club shall have the following objects:

To promote and develop the game of soccer within its boundaries.

To help individuals to develop their character as resourceful and responsible Members of their community by providing opportunities, through the game of soccer, for their mental, physical, social and leadership development.

Article 3: **AFFILIATIONS**

The Club shall be a Member of the York Region Soccer Association and shall follow the published rules of the District Association and The Ontario Soccer Association (hereinafter The OSA). The Club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

- a. The Club
- b. The York Region Soccer Association
- c. The OSA
- d. The Canadian Soccer Association

Article 4: **MEMBERSHIP**

There are three classes of Member, namely, regular Member, Honorary Member and Life Member. Regular members must have attained the age of 18. In the event the member has not attained the age of 18, the Parent / legal Guardian shall hold membership on their behalf.

1. **Regular Member**

A regular Member is either:

- a registered player
- a registered Club team official
- a registered Club game official
- parents or guardians of registered players;
- a registered Club director
- a registered Club administrator

Although an individual may qualify for, and be registered under, more than one of the above categories, each individual holds only one Membership in the Club, and is entitled to one vote at

Members' meetings. Membership shall be for the current calendar year beginning on January 1 and ending on December 31.

Player

A player shall become a regular Member when registered by the Club Administrator.

Team Official

Upon application, a coach shall become a regular Member upon acceptance by the directors of the Club. A team official is an individual who is registered with The OSA to teach, instruct, train, guide and manage players to play the game of soccer. For purposes of this definition, a team official shall be classified as a coach, assistant coach, trainer and/or manager.

Game Official

Upon application, a game official shall become a regular Member upon acceptance by the directors of the Club. A game official is an individual who is registered with The OSA to officiate soccer games.

Director

A director shall become a regular Member upon election by the membership or appointment by the directors of the Club. A director is an individual who is registered with The OSA to be responsible for one or more of the functions required to operate a Club.

Administrator

An administrator shall become a regular Member upon appointment by the directors of the Club. An administrator is an individual who is registered with The OSA to be responsible for one or more of the functions required to operate a Club. For purposes of this definition, an operating committee person shall be classified as an administrator.

2. Honorary Member

The Board of Directors may designate an individual as a honorary Member.

An honorary Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, but is not entitled to vote unless they are a current member.

3. Life Member

The Board of Directors may designate an individual as a life Member.

A life Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, but is not entitled to vote unless they are a current member.

4. Fees

Membership fees for regular Members shall be set annually by the Board of Directors and ratified or amended by the Membership at a general meeting of the Club.

5. Discipline of Member

A Member may be fined, censured, suspended or expelled from Membership for cause and when charges have been laid in accordance with the published rules and a hearing held in accordance with the Club's and OSA's published rules. An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Player, team and team official discipline for game infractions is governed in accordance with the procedures published by The OSA. Any members, who infringes the Articles or rules of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which hearing the Member is entitled to attend.

6. Termination of Membership

Membership in the Club shall be deemed to have been terminated:

- if the Member submits a signed letter of resignation to the Club;
- if the Member is expelled by the Club's Board of Directors
- if the Member is no longer registered with the Club

Article 5: MANAGEMENT STRUCTURE

The business of the Club shall be conducted by a Board of Directors, an Operating Committee and Volunteers.

1. Board of Directors

The Club shall be governed by a Board of Directors which shall consist of at least 7 individuals, or such number not to be less than 7, as may be amended from time to time in accordance with the Club's By-Laws. The Board of Directors shall set policies and procedures, oversee implementation of said policies, approve all matters of finance, and shall appoint an Operating Committee to conduct the daily operations of the Club. The Board of Directors shall be comprised of the following positions:

President
Vice- President
Treasurer
Secretary
Director – Coaching
Director - Representative Teams
Director - House League
Director - Operations
Director - Soccer Development

In addition, the following members of the Board of Directors shall be non-voting positions:

Past President
Chairperson Operating Committee

A Director can hold only one position on the Board of Directors. Members of the Board of Directors can be members of the Operating Committee.

A Director shall be 18 years of age or older, shall not be an undischarged bankrupt and shall be a Regular Member of the Club.

A Director shall serve for a term of two years or until his or her successor is elected or appointed.

After an initial Board of Directors has been appointed, the positions of President, Treasurer, Director - Coaching and Director - House League shall be elected in even numbered years, while the positions of Vice-President, Secretary, Director - Representative Teams, Director - Operations and Director of the Development of Soccer, shall be elected in odd numbered years.

The President appointed must have served as a director/executive for at least 1 year. If a director/executive is not available for this position, than a member of the current Operating Committee, can be elected for this position. If a member of the Operating Committee is not available for this position, than a current regular member, can be elected for this position.

The Vice President, Treasurer and Secretary appointed must have served as a director/executive and/or member of the Operating Committee for at least 1 year. If a director/executive and/or member of the Operating Committee is not available for this position, than a current regular member, can be elected for this position.

All other directors appointed must be elected from the current membership.

Director Vacancy

A Director has the right to resign her or his position by submitting a signed letter of resignation to the Club.

A vacancy on the Board of Directors, caused by death, or resignation which has been accepted by the Board of Directors, shall be filled by a majority vote of the Board of Directors. The successor Director shall hold his or her incumbent's position for the remainder of the term being filled.

Removal of Director

No Member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:

1. The Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - if she/he becomes incapable of performing the business of the Club
 - if she/he is absent from two or more meetings of the Board without satisfactory reason
 - if she/he no longer resides in reasonable proximity to the Club
 - if she/he becomes, or is discovered to be, an undischarged bankrupt; or
2. The Director has compromised the integrity of the Club due to, but not limited to, any of the following reasons:
 - if she/he has been found guilty of an offence under the Harassment Policy of The OSA
 - if she/he has been found guilty of an offence involving violence under the Discipline Policy of The OSA
 - if she/he has failed to properly account for monies or other property belonging to the Club
 - if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club.

A Member of the Board of Directors may be removed from office by the Board of Directors for good and sufficient cause by a 2/3's vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the Club. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the position for the remainder of the term being filled.

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the Club provided notice to remove the Director has been given to persons entitled to attend the Members' meeting. If a Director is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill the position held by the removed Director for the remainder of the term being filled.

Conflict of Interest and Standards of Conduct

The Directors shall be subject to the *Conflict of Interest Policy* in the OSA's published rules.

Duties of Board of Directors

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the Membership of the Club. This shall include the appointment of Operating Committee members and volunteers. The selection process and the appointments shall be based on procedures outlined in the Club's published rules.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the Club's published rules.

Duties of Directors

The duties of the Directors are described in the Lake Simcoe Soccer Club Rules and Regulations document.

The Board of Directors may appoint the Past President to sit on the Board of Directors, as a non-voting member, by a majority vote of the Board of Directors.

Nominations and Elections

Nominations for positions on the Board of Directors may be made by any Member at the annual general meeting or at a Special General Meeting called for that purpose.

Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.

Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.

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

2. *Operating Committee*

The Operating Committee shall conduct the daily operations of the Club. The Operating Committee shall be comprised of the following positions:

- Adult League Coordinator
- Communications Coordinator
- Competitive Coordinator
- Equipment Coordinator
- Fundraising Coordinator
- Head Referee
- Assistant Head Referee
- House League Coordinator
- Player Development Coordinator
- Sponsorship Coordinator
- Tyke/Micro League Coordinator
- Uniforms, Trophies & Awards Coordinator
- Volunteer Coordinator
- Webmaster

The Operating Committee members shall appoint a Chairperson from time to time, to represent them on the Board of Directors. The Board of Directors may, at their discretion, add or remove people to this committee.

The Operating Committee shall be appointed by the Board of Directors.

Members wishing to be a member of the Operating Committee shall submit an application for a position. All positions will be for a term of 2 years and shall end in the opposite year from the director that they report to.

Positions to be filled in even years:

- Assistant Head Referee
- Competitive Coordinator
- Fundraising Coordinator
- Sponsorship Coordinator
- Uniforms, Trophies & Awards Coordinator
- Player Development Coordinator

Positions to be filled in odd years:

- Adult League Coordinator
- Equipment Coordinator
- Head Referee
- House-League Coordinator
- Tyke/Micro League Coordinator
- Volunteer Coordinator

The position on the Operating Committee shall be vacated:

- upon resignation in writing;
- if he/she becomes of unsound mind or otherwise incapable of performing the business of the Club;
- if he/she absents himself/herself from two (2) meetings without satisfactory notice or reason

Should a vacancy occur on the Operating Committee by death, resignation, removal or otherwise, before the end of the term, the Board of Directors may appoint a person to fill the vacancy until the next Annual General Meeting.

Duties of the Operating Committee

The duties of the Operating Committee members are described in the Lake Simcoe Soccer Club Rules and Regulations document.

3. *Volunteers*

Any individual may volunteer to assist in the operations of the Club.

A list of registered volunteers shall be maintained by the Board of Directors. The Board of Directors shall promote the involvement of volunteers to their fullest in the activities of the Club.

Article 6: MEETINGS

1. *General Meetings*

An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held, at such place, and at such date as the Board of Directors may determine.

Such notification shall be by the following:

- website notice
- newspaper announcement / news letter
- posting at Club office

Twenty-five (25) voting Members or twenty-five percent (25%) of the voting Membership, whichever is less, shall form a quorum, at all general meetings of the Club. Any question shall be decided by a majority of the votes unless otherwise required by this By-Law or other law.

2. *Annual General Meeting*

The Club shall hold its Annual General Meeting not later than November 30 of the following year.

The agenda of the Annual General meeting shall include:

Roll Call
 Credentials Report
 Minutes of Previous Annual General Meeting
 President's Address
 Officers' Reports
 Treasurer's Report
 Auditor's Report
 Appointment of Auditors
 Other Reports
 Unfinished Business
 Amendments to the By-Laws
 Roll Call
 Election of Officers and Directors
 Any Other Business
 Adjournment

3. *Special General Meeting*

A special General Meeting of the Club:

- may be called by the Board of Directors, or
- shall be called by the Board of Directors upon receipt of a written request submitted to the Club by registered mail, certified mail, trace mail, courier service, hand delivery, fax or e-mail, signed by not less than twenty-five (25) Members or twenty-five percent 25% of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 30 days of receipt of the written request from the Members.

Only the business set out in the notice of the Special General Meeting shall be considered.

4. *Voting at General Meeting*

Every regular Member aged 18 and over shall have the right to attend, speak and cast one vote at Members' meeting of the Club.

Every regular Member under the age of 18 shall have the right to attend and speak at Members' meetings, but any vote must be cast by a parent or guardian who shall also have the right to attend and speak on behalf of that Member at Members' meetings.

Proxy Voting at General Meeting

The format for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in the Rules and Regulations.

5. *Board of Directors Meeting*

Board of Directors shall meet at least 4 times per year, upon 14 days notice given by the President and Secretary, at such place and time as the Board of Directors may determine.

A majority of the Members of the Board of Directors shall form a quorum at all meetings of the Board. Questions arising at any meeting shall be decided by a majority of votes where each director is entitled to cast one vote.

A regular member may attend a Board of Director or Management Meeting to address a specific matter by making a request to the club, in writing, requesting delegate status and the Secretary shall add the member to the Agenda for the meeting. If the matter is one that is required to be debated by the board, the Board is not required to debate the matter in a public forum.

6. *Management Meetings*

The Operating Committee and/or the Board of Directors shall meet at least 4 times per year, upon 14 days notice given by the President and Secretary, at such place and time as the Board of Directors may determine.

Questions arising at any meeting shall be decided by a majority vote from the Board of Directors at a Board of Directors Meeting.

Article 7: COMMITTEES

The Membership at any general meeting, or the Board of Directors at any meeting of the Board, may recommend a standing committee or special committee be formed to carry out specific business or programs of the Club. All appointments to the Committee shall be made by the President.

Article 8: PROCEDURES GOVERNING MEETINGS

All meetings of the Club shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the Club.

Article 9: BY-LAWS AND AMENDMENTS

By-Law amendments may be proposed by the Board of Directors, or submitted by a Member to the Club in writing at least 21 days prior to a general meeting of the Club; and must be approved by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose.

All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By-Law amendments.

Such notification shall be posted on the Club website.

Article 10: RULES AND REGULATIONS

The Club shall have Rules and Regulations which shall include, but is not limited to, the following:

- a. discipline of a Member: summary of charges regarding misconduct
- b. discipline of a Member: procedures for discipline hearing
- c. duties of Board of Directors: authority granted to Board regarding the business being conducted
- d. duties of Board of Directors: selection process and appointment process for the appointment and renewal of appointments to the League's paid and volunteer positions
- e. duties of Board of Directors: process for revoking appointments

- f. voting at General Meeting: format for the proxy, and the issue, or issues, for which the proxy may be cast

The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law and are not inconsistent with the Rules and Regulations of a higher level governing organization.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting.

Article 11: INDEMNITY

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

Article 12: FINANCE

The accounts of the Club shall:

- a. be audited annually by a Chartered Accountant if the annual Gross Revenue is greater than \$30,000*; or
- b. be reviewed annually through a Financial Review Engagement completed by a Certified General Accountant, Certified Management Accountant or Certified Accountant, if the Annual Gross Revenue is \$30,000 or less; or
- c. with the consent of all its Members, be exempt from any audit or Financial Review Engagement if the Annual Gross Revenue is less than \$10,000

The audit or the Financial Review Engagement statement shall be presented to the Annual General Meeting for adoption.

At the Annual General Meeting of the Club, a chartered accountant firm shall be appointed to perform the audit or the Financial Review Engagement or the Membership may vote in the majority to allow the Board to appoint the Auditor as they deem appropriate.

The fiscal year of the Club shall end on September 30th of each year, unless otherwise ordered by the Board of Directors.

Article 13: DISPUTE RESOLUTION

The Club shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the Club and District Association, the nature and facts of the dispute. The OSA, 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 which follows the normal discipline and appeals process.

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

Article 14: HARASSMENT

The Club shall adhere to the Harassment Policy as published and approved by The OSA from time to time.

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

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment. Harassment complaints will be handled on a case by case basis using the victim's interpretation of the above definition.

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

Article 15: **DISCIPLINE POLICY**

The Club shall maintain a discipline policy to cover items such as but not limited to

- Playing while under suspension
- Volunteers not adhering to the terms of reference for their position
- Members not adhering to the Code of Conduct

All discipline matters shall be handled in writing.

Article 16: **ZERO TOLERANCE POLICY**

The Soccer Club is a strong supporter of making sport safe for our youth and all members. Verbal abuse has become a particular problem. This abuse has been directed at Referees, Players, Coaches and spectators alike. Accordingly, the Soccer Club follows a Zero Tolerance program to help ensure the safety and enjoyment of all.

Article 17: **APPEALS**

Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision in accordance with the Published Rules of the Club or the Ontario Soccer Association. The denial or termination of Membership in the Club may be appealed by a non-Member.

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

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

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

Article 18: **TOURNAMENT NAME**

Every end of season House League Tournament shall be named the "**Laird Memorial Cup**" in memory of our founder William (Bill) Laird.

The Tournament name shall appear on all trophies in the following manner:

"Laird Memorial Cup Sponsored By [name of sponsor]"

Article 19: **LSSC SCHOLARSHIP AWARD**

The Lake Simcoe Soccer Club provides a platform for competitive, recreational level soccer for our youth in the Town of Georgina. Our Club is a member-driven club that promotes the drive for excellence both on and off the field of play. As such, we would like to recognize those individuals who best exemplify the spirit of fair play, who possess the ability to balance both academic and

athletic success, who display leadership skills in the pursuit of excellence and believe in being good citizens in the community in which we live.

As such, LSSC will present five (5) opportunities annually, each for an amount of \$500.00 (total amount not to exceed \$2500), to players/candidates who qualify based on the selection criteria set out in the relevant Schedule.

The five (5) opportunities will be in the following categories:

1. Female recreational player
2. Male recreational player
3. Female Competitive Player
4. Male Competitive Player
5. Referee (Male or Female)

Article 20: DISSOLUTION

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

Article 21: DEFINITIONS/TERMINOLOGY

Terminology used in this By-Law shall have the same meaning as used by The OSA in its letters patent, By-Laws and published rules.

CLUB BYLAWS

Bylaw 1: **LOCATION**

The club house will be located within the geographic boundaries of the Town of Georgina.

The Head Office address is:

Lake Simcoe Soccer Club
482 The Queensway S., Suite 2
Keswick, Ontario L4P 3E2

Bylaw 2: **Registration**

1. ***Registration:***

Application for registration to this Club shall be made annually on a form to be provided by the Club. This registration must be accompanied with the required registration fee and documentation.

2. ***Proof of Age***

All registrants must provide proof of age. Birth certificates, passports or other evidence acceptable to the Club shall be accepted as proof of age. These documents must be shown at registration and copies may not be made or kept on file by the club.

3. ***Fees***

- d. Membership fees for regular Members and all other fees including but not limited to late fees, sponsorship fees and refund charges shall be set annually by the Board of Directors and ratified or amended by the Membership at a general meeting of the Club.
- e. Registration and Membership fees are to be sufficient to cover the costs of fielding teams and administering the Club.
- f. No refunds shall be made after June 15th.
- g. All refunds are subject to a \$50.00 administration charge.
- h. The club uniform must be returned prior to the refund being issued.
- i. A late registration fee of \$50.00 will be applied to all late registrations.
- j. The date a registration fee shall be late will be set by the Board each calendar year and shall be advertised on all registration material.
- k. All fees may be waived at the discretion of the Board, or by the consent of the President and Treasurer, in extenuating circumstances such as, but not limited to player injury.

4. ***Registration Dates***

- a. The club will hold a minimum of two general registration dates.
- b. The Board of Directors will set the registration period annually
- c. Subsequent to the end of the set registration period, any player registered shall be put on a wait list and shall only be assigned to a team on a first registered basis as space permits.

Bylaw 3: **Membership**

1. ***Honorary Members***

- a. Honorary members are granted free lifetime registration for themselves and their children (while minors). This excludes spouses, grandchildren or any other family relation.
- b. Free registration does not include representative surcharges, late registration fees or any other fees charged by the club
- c. The list of honorary members will be kept in the permanent club files.

Bylaw 4: **Players**

1. ***Player Age***

- a. Youth players will consist of players aged 4 to 18. Senior players include players 19+.
- b. Playing divisions within the Club shall be determined by the Executive before the start of each season.
- c. In LSSC House League Divisions, players must play in their age divisions; exceptions may be made at the discretion of the Board.
- d. For team eligibility for Competitive teams, please see Competitive Team Policy and Manual.

2. ***Eligibility for Team Play***

- a. No player who is registered with the LSSC may play on any other LSSC team, unless they are a call-up player. Other exceptions may be granted by the Board.
- b. Players may play as a call up to a Representative Team; however, they must adhere to the playing rules of the competitive division regarding the number of times they are called upon. Failure to do so may result in suspension of their house league position. It is the responsibility of the player and the coach to be aware of the call-up rules in their respective league.
- c. Call-ups are not permitted to be used on house league teams. Exceptions may be granted by the board.
- d. If an exception is required, a request must be made on the club prescribed form.

Bylaw 5: **Teams**

1. ***Rebalancing of Teams***

- a. The Executive reserves the right to move players as it deems fit for balancing of teams.
- b. Rebalancing must be completed within 7 days of the start of the season

Bylaw 6: **Referees**

1. ***Pay***

- a. Referees shall be reimbursed the cost of training and upgrading courses upon completing a seasons refereeing, subject to the approval of the Head Referee.
- b. Increase in Referee Pay must be recommended by the Head Referee, approved by the Board and supported by an analysis of the standards as set out by the Referee Association.
- c. Referee incentive programs may be suggested by the Head Referee and approved by the Board.

2. Abuse

The Club has a policy of “zero tolerance” of referee abuse and offenders may be removed from the Club, subject to a hearing of the Standing Committee on Discipline and Appeals.

Bylaw 7: Coaches

1. Code of Conduct

- a. All coaches must abide by Club rules.
- b. All coaches must represent the Club in a positive manner.
- c. All coaches must accept the authority and decisions of the game officials.
- d. All coaches are subject to the Screening Policy as described in Section Bylaw 20:

2. Coach Responsibilities

- a. Provide a positive environment for players on your team – an environment where players are taught to enjoy the game of soccer.
- b. Provide a positive learning environment where all players, regardless of skill, can develop to their personal best;
- c. Give each player equal opportunity to play and grow, regardless of skill, gender, etc;
- d. Present the players on your team with a positive role model;
- e. Set reasonable goals and expectations for your players so that they learn the thrill of achievement;
- f. To actively, through your own actions, promote the concepts of fair play and sportsmanship;
- g. To refrain from smoking and swearing during games and practices.
- h. To provide equal playing time for all house league players;
- i. Coaches have the right to sit out a player for disciplinary reasons.
 - This may not be used to penalize a player for missing practices or being late to a game. It however may be used for poor behavior at the bench, but cannot exceed 2 shifts.

Bylaw 8: Executive/Board

1. Directors and Operating Committee

- a. The Executive is composed of two divisions; Directors and Operating Committee Members.
- b. Directors are expected to attend all Executive meetings.
- c. Committee Members may choose to be ex-officio and only attend meetings that concern their duties or when requested.
- d. New positions may be added by approved motion of the membership at a General Meeting.
- e. All Executive members and Operating Committee Members shall be notified of all upcoming meetings via the agenda.

Bylaw 9: Duties of Club Directors

Each position shall have the following duties as specified with other duties being delegated by the President or Board over the course of the season. Other duties are as prescribed in the constitution.

1. ***President shall:***

- Be the Chief Executive Officer of the Club;
- Be responsible for overseeing all Club operations and implementing Club policy;
- Preside at all meetings of the Club, unless he/she designates otherwise;
- Be an ex-officio member of all committees except any nominations committee,
- Appoint all Chairs of Standing and Special Committees.
- Coordinate all duties of the Board, Committees and staff
- Coordinate all meetings of the Board
- Approve the issuance of Agendas
- File a Form 1 Notice of Change with in accordance with the Ontario Business Corporations Act., as required
- Be knowledgeable in Robert's Rules of Order
- Adhere to the Ontario Business Corporations Act as it pertains to Not-For-Profit organizations.
- Ensure the club is in compliance with all Ministries, Affiliations, and Associations.
- Be responsible for all functions relating the Club Administrator and/or paid employees, except game officials.

2. ***Vice President shall:***

- Be the senior officer of the Club, next to the President;
- Preside at all meetings of the Club in the absence of the President, unless designated otherwise;
- Coordinate volunteer recruitment, and registration.
- **Represent and oversee the Head Referee, Assistant Head Referee and Volunteer Coordinator**

3. ***Treasurer shall:***

- Keep full and accurate account of receipts and disbursements and shall deposit all monies and other valuables in the name of and to the credit of the Lake Simcoe Soccer Club Inc.
- The Club shall maintain its account at a bank in the Town Of Georgina to be selected by the Executive at the recommendation of the Treasurer.
- Prepare a statement of income and expenditures to be presented at monthly Board meetings;
- Disburse the funds of The Club as may be ordered by the Board;
- Pay all accounts with cheque or by electronic banking as authorized by the Board.
- Verify the accuracy of registration fees;
- Prepare a financial statement to be presented to the membership at the Annual General Meeting
- **Represent and oversee the Fundraising Coordinator**

4. ***Secretary shall:***

- Give notice of all meetings of the Club to persons entitled thereto
- Prepare, in consultation with the president, a proposed agenda for each meeting, to be distributed at least 10 days in advance of the meeting with any addenda's being issued within 48 hours with the consent of the President.
- Attend all meetings of the Board and all General and Special meetings of the Club and shall keep minutes of all such meetings;
- This includes Discipline hearings, rep meetings and Fair Play meetings
- Deliver to the Executive within seven days of said meeting all minutes

- Be the custodian of the Club's Minute Book and Correspondence files;
- One set shall be kept at the club and one with the Secretary.
- Maintain copies of all committee reports, notify officers and committee Members of their election or appointment, furnish committees with those documents required to perform their duties, sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules),
- In the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer
- Provide communication between the Board and Club Administrator
- **Represent and oversee the Communication Coordinator and Webmaster**

5. ***Director of Competitive Soccer shall:***

- Be responsible for the all Competitive, Representative, All-Star, Select or traveling teams
- Work with the Head Coach to recruit and select coaches for the Representative teams
- Provide information and guidance to coaches wanting to form Select or All-Star teams for tournaments
- Coordinate all competitive teams and perform all functions relating to their operation
- Implement and operate the senior soccer program with the assistance of the Competitive Coordinator for teams playing outside the LSSC boundaries
- Attend League meetings as required
- Provide communication between the Board and Leagues
- **Represent and oversee the Competitive Coordinator**

6. ***Director of House League shall:***

- Be responsible for all house league divisions and coordinate and assist in balancing teams
- Be responsible to oversee the rating of players and forming of teams
- Work with the Head Coach to recruit and select coaches
- Assist the Head Coach with new coaches and others requiring assistance
- Assist the Head Coach in helping coaches understand and implement FIFA and LSSC rules
- Implement and operate the senior soccer program with the assistance of the Adult League Coordinator for teams playing within the LSSC boundaries.
- **Represent and oversee the Tyke/Micro League Coordinator, House League Coordinator and Adult League Coordinator**

7. ***Director of Operations shall:***

- Ensure the accuracy of sponsor documents and verify and assist in reconciliation and collection of sponsorship payments
- **Represent and oversee the Sponsorship Coordinator, Uniforms, Trophies and Awards Coordinator.**

8. ***Director of Soccer Development shall:***

- Devise and implement player development programs and strategies
- Assist the Director of Competitive Soccer in improving the quality of the competitive program
- **Represent and oversee the Player Development Coordinator**

9. ***Director of Coaching shall:***

- Strive to update the quality of coaching within the Club

- Organize coaching clinics
- Be available to new coaches, division Directors and others requiring assistance.
- Be available to assist coaches in understanding and implementing FIFA and LSSC rules
- Co-ordinate all coach meetings
- Shall be responsible for the recruitment, training, supervision and allocation of coaches and assistant coaches
- Shall implement teaching techniques that will improve training sessions on the field of play
- **Represent and oversee the Equipment Coordinator**

Bylaw 10: **Duties of Operating Committee Members**

1. ***Adult League Coordinator shall:***

- Define format of the Adult League
- Assist in coordinating the selection of teams and recruitment of coaches for the Adult League program
- Assist in resolving any issues with respect to operations of the Adult League program.
- Co-ordinate with the Equipment/Facilities Manager all equipment required for the program

2. ***Communications Coordinator shall:***

- Provide local media with news of all major events of the Club
- Submit articles, team standings, etc. as requested by the Executive
- Represent the Club at different service club functions
- Place advertisements for Club events as requested by the Board
- Prepare such newsletters as are requested by the Executive
- Work in liaison with the Web Master to ensure all Club information is displayed appropriately

3. ***Competitive Coordinator shall:***

- Assist in the coordinating the selection of teams, scheduling of games, and recruitment of coaches for the competitive program
- Assist in resolving any issues with respect to operations of the competitive program;
- Represent the Club at all appropriate league meetings when required
- Provide all required registration information to the Club Administrator in a timely manner.
- Be responsible for all activities pertaining to the organization and running of Competitive Tournaments including:
 - Chair the Competitive Tournament Committee
 - Obtain any/all necessary approvals for hosting the tournament
 - Coordinate the receiving of team applications and monies
 - Finalize divisions and participating teams
 - Coordinate the purchasing of trophies, gifts etc
 - Resolving all issues that arise during the tournament, in consultation with available members of the executive and/or Tournament Committee members
 - Assist in recruiting sponsors
 - Supply budget and financial reports pertaining to the tournaments
 - Provide required information to the Club Administrator and file tournament reports with the appropriate governing body

4. *Equipment Coordinator shall:*

- Be responsible for the distribution of equipment to coaches at the beginning of the season and for replacing equipment as required throughout the season
- Coaches bag should include:
 - Equipment bag first aid kit
 - Soccer ball
 - 10 game sheets
 - Ball pump
 - 4 corner flags
 - 3 needles
 - 1 linesman flag
 - 8 pylons
 - keeper jersey
 - rule books
 - coach manual
- Be responsible for the installation, maintenance and retrieval/storage of all soccer nets
- Inspect the nets for damage three times throughout the season and undertake repairs.
- Shall obtain written quotations; and communicate with equipment suppliers
- Shall receive equipment purchased
- Shall maintain inventory and shall record distribution of goods.

5. *Fund-Raising Coordinator shall:*

- Organize fund-raising and social events
- Prepare a budget to be approved by the Board for all Fundraising endeavors
- Keep accurate records of expenses and receipts for each activity and submit a written report to the Board
- Provide and implement new fundraising endeavors for the club

6. *Head Referee shall:*

- Strive to upgrade the quality of officiating
- Sit on the Discipline Committee
- Be responsible for the assignment of referees for all Club games (may be delegated to a Referee Coordinator.
- Shall be responsible for the recruitment, training, supervision and allocation of referees;
- Shall represent the Club at the regional referees association;
- Shall keep referees informed of the rules of the Club.

7. *Assistant Head Referee shall:*

- Take over when the Head Referee is unavailable (vacation, illness, etc.);
- Act as a mentor (organize refreshers, be available for questions and emergencies)
- Run meetings with or in line with the Head Referee
- Be available for re-assignment scheduling (normally done by the club administrator)
- Coordinate referees on the days of House League tournaments
- NOT referee at club tournaments.

8. *House League Coordinator shall:*

- Assist in coordinating the selection of teams and recruitment of coaches for the House League program
- Assist in resolving any issues with respect to operations of the House League program.

- Be responsible for all activities pertaining to the organization and running of house league tournaments including:
 - Chair the House League Tournament Committee
 - Resolving all issues that arise during the tournament, in consultation with available members of the executive and/or Tournament Committee members
 - Assist in recruiting sponsors
 - Coordinate trophies

9. *Player Development Coordinator shall:*

- Shall be responsible for the training of all players registered with the Club
- Shall keep players informed of rules and regulations of the game of soccer
- Shall implement teaching techniques that will improve player and game tactics.

10. *Sponsorship Coordinator shall:*

- Be responsible for getting sponsors for each team and for Club tournaments
- Fill out sponsor forms accurately and keep a record of payments made
- Ensure that pictures, receipts, newsletters, schedules and other sponsor-related information is passed onto the sponsors from the Executive
- Keep and up-to-date list of current and potential sponsors
- Forward all sponsor monies to the Treasurer

11. *Tyke/Micro League Coordinator shall:*

- Be responsible for organizing the mini- soccer program
- Work with Head Coach to select and train coaches for program
- Co-ordinate with the Equipment/Facilities Manager all equipment required for the program

12. *Uniforms, Trophies and Awards Coordinator shall:*

- Obtain quotes and recommend uniforms for all Club teams, subject to approval of the Board
- Recommend such auxiliary equipment such as bags, track suits, etc. as requested by competitive teams, subject to the approval of the Executive.
- Order awards and trophies as required
- Arrange for Team pictures to be taken and distributed.
- Communicate with all suppliers pertaining to this function
- Shall record the distribution of goods

13. *Volunteer Coordinator shall:*

- Coordinate all volunteers to meet the needs of the club as required or directed by the Board

14. *Webmaster shall:*

- Work in liaison with the Communications Coordinator to ensure all Club information is displayed appropriately.
- Shall develop and maintain the Club's website; and shall assist in the set up of email addresses when necessary.
- Be responsible for the operation and implementation of club computer equipment and software programs

Bylaw 11: **Paid Staff/Employees of the Club**

- All paid staff shall report directly to the Club President and indirectly to the Vice President
- The Club President and Vice President shall be responsible for creating and maintaining the job descriptions applicable to paid staff with input from the Board of Directors
- All hiring of paid staff and any discipline matters in relations to same shall be the responsibility of the President and Vice President.
- All salary increase shall be approved by a majority vote of the Board of Directors present at a meeting
- Any termination of paid staff shall be decided by a majority vote of the Board of Directors present at a meeting

Bylaw 12: **Other Duties**

Other duties that shall be carried out by paid staff include, but are not limited to:

1. **Registration:**

- Prepare annual registration forms in accordance with OSA Policy
- Co-ordinate registration sessions;
- Receive all registration forms and keep an accurate record of the registrants;
- Prepare an annual report showing the number of players, their ages at the Annual General meeting
- Shall provide required registration information to appropriate governing bodies;
- Shall work closely with the Financial Officer to ensure that all registration receipts are duly noted and accounted for;
- Shall oversee the compiling and distribution of the appropriate lists and reports as directed by the various conveners
- Shall advise the Board of Directors on recommended dates for registration.

2. **Match Secretary/Statistician:**

- Distribute schedules to all coaches/conveners
- Reschedule games missed
- Ensure that accurate records are maintained on all Club games.
- Provide on request from coaches and executive a weekly list of house league team standings
- Shall assign fields
- Shall schedule all house league games and tournaments
- Shall record all scores and standings.

Bylaw 13: **Other Honorary Positions**

1. **Past President Shall:**

- Provide counseling and advice to the executive
- Shall be an honorary member of the Board

Bylaw 14: **Complaints**

1. **Complaints Procedure**

- a. All complaints and/or concerns must be submitted in writing to the Executive, no later than 72 hours after the alleged incident.

- b. The Executive will respond no later than one week from date of receipt of the concern. The decision of the Executive is final.
- c. Complaints not made in writing cannot be addressed

Bylaw 15: Standing Committee on Discipline and Appeals

1. Makeup

- The disciplinary committee will consist of at least three members, appointed by the President.
- The President is an ex-officio member of this committee and may serve as an active member or Chair.
- The Chair must have OSA Level 1 Discipline Chair Certification.

2. Policies

- Every player has the right to a Disciplinary Hearing. However, players wishing to waive their right to a Hearing and accept the OSA Mandatory Minimum Sentence must notify the club within 48 hours and need not attend a hearing.
- The standing Committee on Discipline and Appeals shall be responsible for all disciplinary matters.
- Players wishing a hearing are suspended from such time as the offence occurred until after their hearing.
- Disciplinary hearings shall be held within a reasonable time of the offence so that undue suspension is not served. Any missed games will be credited to the suspension.
- Reasonable notice of the place, time and date of hearing will be given.
- If a subject fails to attend a Disciplinary Hearing, the subject stands suspended until such time as the hearing is held. Hearing will be held following a written request by the suspended player.
- Suspensions shall be for a specific number of games.
- Suspensions shall be served during the clubs playing season. Any suspension not completed by the end of one season shall be carried over to the next playing season.
- The following may attend a hearing:
 - The member who is subject of the report;
 - The member's parent/guardian when under 18
 - Coach (where applicable)
- The referee's report is not to be disputed.
 - The Referee Report may not be distributed
 - All suspensions shall be based on the discipline procedure of the LSSC or the OSA Discipline Policy
 - All decisions made by the Standing Committee on Discipline and Appeals shall be submitted to the Secretary of the Club, along with a transcript of the minutes of the hearing.
- For other disciplinary matters (e.g. Special Incident Reports; Letters of Complaint about Coach Conduct, etc) the Head Coach, or designated Executive member, shall discuss the incident with the offending person and shall try to resolve the situation. A report of the incident and its resolution shall be presented to the Executive at its next meeting. Should a resolution not be achieved, the Head Coach shall call a meeting of the Standing Committee on Discipline and Appeals or Fair Play Committee as they deem appropriate.

Bylaw 16: **Proxy Voting**

1. ***Policy & Procedure***

- An individual may only cast one vote either as a member or by proxy and must be present at the general or special meeting to cast a vote
- Paid employees of the club or paid contractors of the club may not cast, vote or vote by proxy
- Proxy voting privileges must be confirmed by the Club Administrator at least 48 hours prior to the meeting, excluding weekends and holidays and must be recorded by the secretary
- The Club Administrators determination shall be final
- An individual may only hold one proxy
- Proxies shall be on the prescribed club approved form

Bylaw 17: **Minutes**

1. ***Approval & Issuance***

- Minutes must be approved by the Board at the next meeting
- Minutes must be distributed within 7 days of the meeting, and a minimum of 4 days prior to the next meeting if the meeting is scheduled within the 7 days
- Minutes may not be posted on the website or issued to any member until such time as they are approved by the Board.
- Unapproved minutes may be forwarded to the Operating Committee so that they may be up-to-date on the happenings of the club and be aware of any items needing completion which are a part of their duties.

Bylaw 18: **Acceptance of Gifts**

1. ***Policy & Procedure***

- Board or Committee members shall not accept or solicit any gifts, hospitality or other benefits that may have a real or apparent influence on their objectivity in carrying out their official duties or that may place them under obligation to the donor. This includes but is not limited to free or discounted admission to sporting and cultural events arising out of an actual or potential business relationship directly related to the person's position. You must report to the Board any gift, benefit, advantage, or favor, whether it can be politely refused or returned to the client, and the circumstances in which it was made.
- The acceptance of gifts, hospitality and other benefits is permissible if they
 - are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value);
 - arise out of activities or events related to official duties
 - are within the normal standards of courtesy, hospitality or protocol; and
 - Do not compromise or appear to compromise in any way the integrity of the Board member concerned or the organization.
- The following principles and guidelines have been developed to help apply this policy if a gift has been received and it is impolite to refuse the item:
 - Forward the gift, where suitable, to a charity.
 - The raffling off of gifts, where the proceeds go to a charity, would be an acceptable solution if the charity cannot use the gift as is.

- Advise-in advance, if possible-any clients who are inclined to seek preferential treatment or who want to reward members, not to do so.
- Explain to the person who sent the gift that gifts of that nature are not appropriate.
- Sharing unsolicited gifts with members does not alter the situation, nor does it diminish the appearance of preferential treatment.
- Failure to disclose any gifts received may be grounds for dismissal from the organization.

Bylaw 19: **Confidentiality**

1. **Policy & Procedure**

- Each Board Member, Operating Committee Member must sign a confidentiality agreement each season.
- Board members may not forward emails regarding confidential club business, or with regard to another board member without prior consent.
- All discussion within the Board Meetings is confidential and should not be discussed outside of the board with other members or members of the public

Bylaw 20: **Screening Policy**

The Soccer Club accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations.

1. **Definition of Positions:**

The various levels of play in the sport have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

High Risk	Medium Risk	Low Risk
Competitive Team Officials	Recreational Team Officials (Intertown only)	Recreational Team Officials (House League)
	All-star Team Officials	Mini Soccer Team Officials
	Select Team Officials	Other Volunteers
	Board of Directors	
	Operating Committee	
	Paid Staff	

2. ***Boundaries / Limitations:***

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/ games/ tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

3. ***Screening Measures:***

High Risk	Medium Risk	Low Risk
Application Form (with references)	Application Form (Reference Checks Optional)	Application Form (Reference Checks Optional)
Interview by Selection Committee	Police Records Check	
References Checked Out		
Police Records Check		
Evaluation by Club		

4. ***Selection Committee:***

The Soccer Club shall annually appoint a Selection Committee with the responsibility to appoint team officials for the appropriate positions taking into consideration the screening criteria. The Selection Committee shall be comprised of representatives with the technical expertise and those responsible as per Club policy.

5. ***Police Records Check (PRC)***

Police Records Checks (PRCs) must be submitted initially and then on a bi-annual basis to the President of the Club. A PCR is valid for a period of two years. PRCs will not be kept on file and will be returned once they have been reviewed. A log of all PRCs will be kept in a secure location in the offices of the club.

A PRC, and subsequent application, may be rejected if any of the following behaviours are identified. This list includes, but is not limited to, the following:

- Sexual Offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals (i.e., prostitution)
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.

Upon examination of the PRC, should it reveal any criminal code conviction, charge without disposition or police contact, a further review will be conducted to determine the acceptability of the applicant for a staff or volunteer position within the Club. This review will be conducted by a

group consisting of the President, Head Coach and either the Director of Rep Soccer or Director of House League, as appropriate.

An applicant whose PRC reveal a criminal conviction outside of the unacceptable behaviours or police contact will be given the opportunity to discuss the information revealed in their PRC with the President of the Club.

6. Confidentiality

All persons involved in the screening process will be required to sign an Oath of Confidentiality. All information collected during this process shall be kept strictly private and confidential.

Bylaw 21: Administrative Procedures

The Board may implement Administrative Procedures as required to assist in the daily operation of the club. Such administrative procedures shall be enacted by a majority vote of the Board.

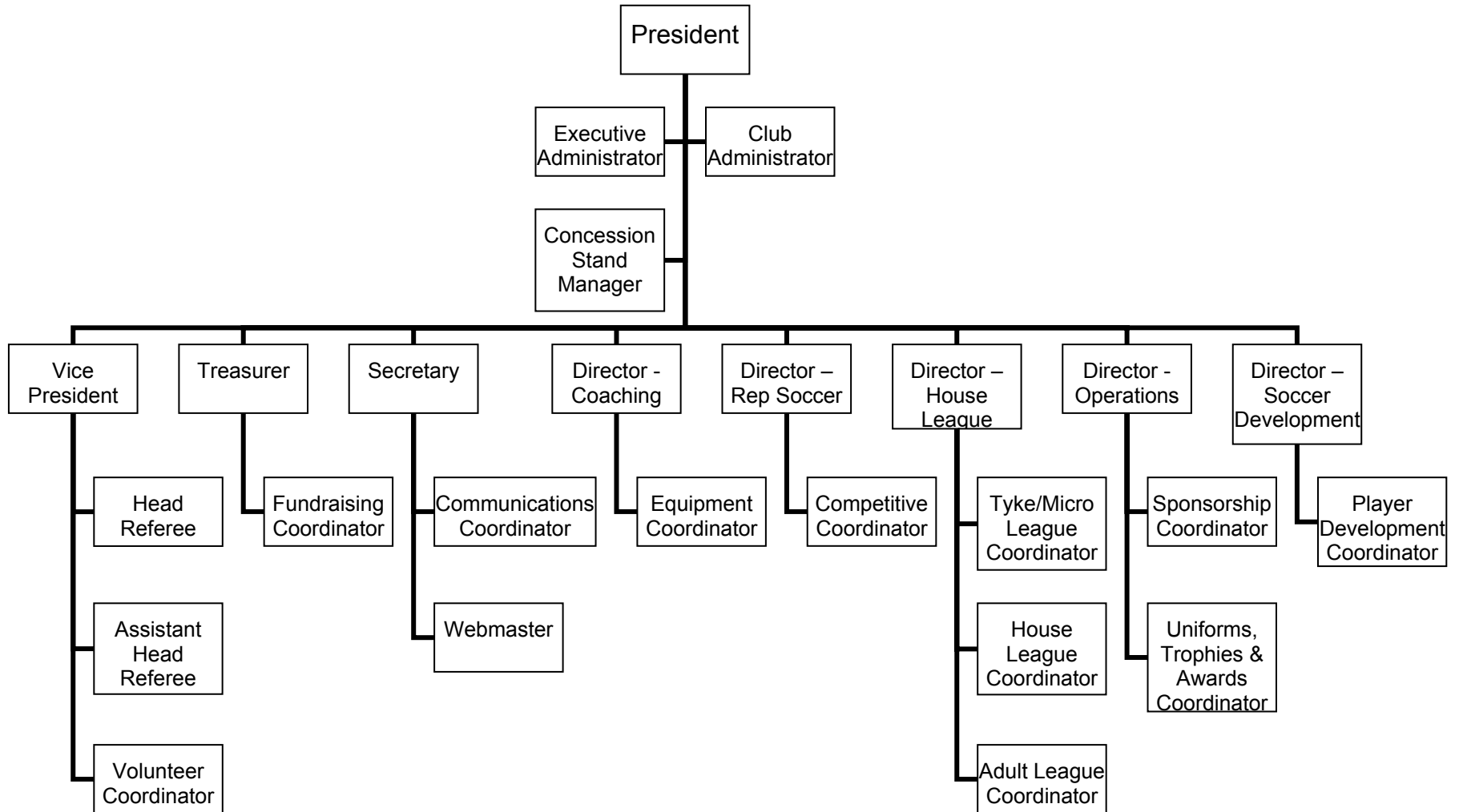
Bylaw 22: Miscellaneous Policies

1. Police Check fees

Police Check fees are reimbursable:

- as a team expense for Competitive Team Officials
- as a club expense for Board members

Schedule A. Organization Chart



Schedule B. **Discipline Policy**

1. *Playing/Coaching While under Suspension*

Any player who participates in any games or practices involving the Soccer Club teams while under suspension will be subject to further discipline.

A team will forfeit any points accumulated during games in which a suspended player participated in any fashion

A coach who allows a suspended player to participate in any games or practices while under suspension will be subject to further discipline.

2. *Coach's Responsibilities*

The Coach or Team official in charge at the game in which an ejection occurs must notify the League Coordinator or Discipline Chairman or designate within 24 hours.

3. *League Coordinator Responsibilities*

Upon being notified of an ejection, the League Coordinator will notify the Discipline Chairman and League Coaches of the player or coach who is subject to an automatic suspension

Notification to the Coaches need not be given until the night before the next regularly scheduled game.

4. *Discipline Board – Chairman*

The President shall appoint a Discipline Chairman who shall preside over discipline matters referred to him by the Club. The Discipline Chairman shall appoint two other persons to assist with discipline matters.

Volunteers not adhering to the Terms of Reference set out for their position shall be referred to the Discipline Board.

All discipline matters shall be handled in writing.

Schedule C. **Zero Tolerance Policy**

The Soccer Club is a strong supporter of making sport safe for our youth and all members. Verbal abuse has become a particular problem. This abuse has been directed at Referees, Players, Coaches and spectators alike. Accordingly, the Soccer Club has set up the following program to help ensure the safety and enjoyment of all.

1. Zero Tolerance Policy regarding Referee Abuse

Any coach, parent, grandparent or guardian judged by the Discipline Board to be guilty of abusive conduct toward a game official during a Club's House League game will be reprimanded in writing. A second conviction, during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In extreme cases, as determined by the Discipline Board, a member may be reinstated subject to a review hearing.

Policy Procedures

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or spectator, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with Step 1.

The official will then verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Discipline Board will be sent in for review. If the source is a spectator, the appropriate coach will provide the official with the name of the spectator and the coach must advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the Club's Discipline Board will be sent in for review. If the spectator is not associated with either team, both coaches are asked to speak to the spectator and as the individual to leave.

Once the prescribed action in step two has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incidence report will be forwarded to the Club's Discipline Board. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.

- Step 1. The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
- Step 2. A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within 72 hours.
- Step 3. The Club's Discipline Board will then review and deal with the report as per their guidelines.
- Step 4. If the game was abandoned due to the conduct of a spectator not associated with either team, the Executive will determine the status of the game.

If the game continues without any further incident, the game official is advised to inform their Referee Coordinator that the game was temporarily suspended due to abuse toward a game official.

Further, a note should be made on the game sheet.

2. Zero Tolerance Policy regarding Abuse of any non-Referee

This policy covers abuse of any Player, Coach or spectator by any Player, Coach or spectator at any LSSC sponsored occasion. Any person judged by the Discipline Board to be guilty of abusive conduct will be reprimanded in writing. A second conviction, during the same season, will result in the person being restricted from all services rendered by the Club including attendance at all soccer activities with the Club. A member may be reinstated subject to a review hearing of the Discipline Board.

Policy Procedures

Where the abuse is not reported or reportable by a game official the following steps should be taken:

1. The member must make a written complaint to a member of the Executive, copying the Club, within 72 hours of the incident.
2. The Club's Discipline Board will then review and deal with the report as per their guidelines.

Schedule D. LSSC Scholarship Award

The Lake Simcoe Soccer Club provides a platform for competitive, recreational level soccer for our youth in the Town of Georgina. Our Club is a member-driven club that promotes the drive for excellence both on and off the field of play. As such, we would like to recognize those individuals who best exemplify the spirit of fair play, who possess the ability to balance both academic and athletic success, who display leadership skills in the pursuit of excellence and believe in being good citizens in the community in which we live.

As such, LSSC will present five (5) opportunities annually, each for an amount of \$500.00 (total amount not to exceed \$2500), to players/candidates who qualify based on the following selection criteria;

1. A student enrolled in Grade 12 (or equivalent) and graduating during the current season.
2. A student who maintains a minimum average of 75% during both Grade 12 semesters.
3. A candidate that has played in the Lake Simcoe Soccer Club for a minimum of three (3) years.
4. A candidate that has best exemplified the aforementioned qualities of fair play, academic and athletic excellence, and leadership skills both on and off the field.
5. A candidate that has been accepted (or will be by the end of the current season) at a recognized Canadian College or University.
6. A candidate that has done a minimum of 20 hours of community service work with LSSC (reference letter required).

The five (5) opportunities will be in the following categories:

1. Female recreational player
2. Male recreational player
3. Female Competitive Player
4. Male Competitive Player
5. Referee (Male or Female)

If the player/candidate fulfills these qualifications, their respective applications will be reviewed by an executive committee panel and the award recipients may be chosen. The awards will be presented at the conclusion of the Laird Memorial Cup. This award program will be reviewed annually and the LSSC executive reserves the right to make any necessary adjustments based on budgetary considerations. The deadline for submission is July 1st of each season



LAKE SIMCOE SOCCER CLUB
SCHOLARSHIP AWARD APPLICATION

(For Current High School Students)

(submission deadline is July 1st)

Personal Information

Applicant Name: _____
Last name First name initial

Address: _____

Telephone: _____ E-mail: _____

Scholarships are available in five (5) categories. (Circle category)

Female recreational player: _____ Male recreational player: _____
Female Competitive Player: _____ Male Competitive Player: _____
Referee _____

Current Coach: _____ Current Team: _____

of years you have played in LSSC: _____ List Years Played: _____

Previous Clubs (list if any): _____

Current School (Name/Address): _____

GPA (1st Semester): _____% GPA (2nd Semester): _____%

Contact at School for GPA verification: _____

Personal References (no family members):

- 1. _____
- 2. _____
- 3. _____

Parent/Guardian Information:

Name(s): _____

Address(s): _____

Career/Occupation Interests:

List up to three careers or occupations, in order of preference:

- 1. _____
- 2. _____
- 3. _____

Post Secondary Intentions (check one):

University: _____ College: _____

Intended Course of Study: _____

Hobbies/Special Interest:

Briefly describe yourself and the reason/s you have applied for this scholarship.

Please list any Extra Curricular Activities or Community Service work that you have completed or are currently involved in. Feel free to attach a separate sheet of paper if you require more space:

