

# WOOLWICH YOUTH SOCCER CLUB CONSTITUTION

## Name

The name of this club shall be the Woolwich Youth Soccer Club, hereinafter referred to as either “WYSC” or “The Club”

## Objectives

- a. To promote and develop the game of soccer for everyone in Woolwich Township and surrounding area.
- b. To provide organized soccer at the recreational and representative level compatible to the skill levels attained by the players.
- c. Upon dissolution of the club and after payment of all debts and liabilities, the Township of Woolwich shall hold its remaining property in trust for the use of future group operating a soccer club.

## Head Office

The head office of the club shall be in the Town of Elmira in the Province of Ontario.

## Organization

The club shall be composed of members as hereinafter set out; it shall be managed by a general executive council as stated in this Constitution and By-laws.

## Membership

- a. Any youth or adult shall be eligible for membership, subject to the approval of the executive council.
- b. A youth player shall mean an amateur player who has not attained his/her 18<sup>th</sup> birthday before the first of January in the current year of his/her application for membership.
- c. All applications for membership shall be made on a standardized form to be provided by WYSC and all the information called for by the said form shall be furnished.
- d. Completed application forms and fees for membership must be submitted to the Club registrar prior to competition.
- e. The fiscal year shall end on December 31 of each year. All persons indebted to WYSC shall meet their obligations to the club by that date or cease to be members.
- f. Initial registration shall be held no later than March 31 of the current year.
- g. At the beginning of each season, a standing committee will be responsible for the provisional forming of house league teams and the appropriate schedules. The arrangements are to be finalized by a date set by the executive. The president, registrar, soccer development chairperson and applicable house league coaches.

## **Officers**

- a. President
- b. 1<sup>st</sup> Vice President (Select)
- c. 2<sup>nd</sup> Vice President (house league)
- d. Secretary
- e. Treasurer
- f. Field Maintenance Chairperson
- g. Equipment Chairperson
- h. Referee-in-Chief
- i. Registrar
- j. Tournament Chairperson
- k. Directors – 4
- l. Soccer Development
- m. Publicity Chairperson
- n. Sponsorship Chairperson
- o. Photos
- p. Uniforms

## **Presiding Officer**

The president shall preside at all meetings of the club. In his/her absence, the vice president-select shall take the chair. In the event neither of these two are present, the vice president house league shall take the chair. If all these three are absent the secretary takes the chair.

## **Duties of the Officers**

- a. The president shall preside at all meetings of the club and he/she shall have a deciding vote only.
- b. The 1<sup>st</sup> vice president select shall be the senior officer next to the president. He/she will be responsible for the operations of all club select teams. He/she shall represent the club at all league, region and O.S.A. functions, and report back to the executive. The 1<sup>st</sup> vice president shall have one year's experience on this executive, plus one year's experience coaching a select team in our system.
- c. The 2<sup>nd</sup> vice president house league shall be the senior officer next to the 1<sup>st</sup> vice president select. He/she shall be responsible for the organization and development of the club house league. The 2<sup>nd</sup> vice president shall have one-year experience on this executive, plus one year of convenor experience in our house league before being elected to this position.
- d. The secretary shall be responsible for keeping minutes of all meetings and distributing said minutes to executive members.

- e. The treasurer shall be responsible for the financial affairs of the club. He/she shall deal with all payments and receipts. The treasurer shall assist the executive in budget planning and other financial activities. The treasurer shall give a receipt for all monies received, which shall be deposited in a registered bank or trust company in the name of the club. The treasurer shall prepare an annual report of receipts and disbursements, subject to an audit. The auditor may be appointed by the membership at the AGM. The treasurer shall seek executive approval for all bills exceeding \$100, except those approved under budget at the next executive meeting prior to paying the invoice. With the exemption of referee payment, no executive member shall receive payment for services rendered, except with prior executive approval of 67% at a monthly meeting.
- f. The field maintenance chairman will be responsible for the condition of the fields. He/she will arrange for the lining of fields and act as a liaison with the recreation department ensuring proper field maintenance and field schedules.
- g. The equipment manager will keep an on-going inventory of all the clubs equipment. He/she shall be responsible for the ordering, distribution and collection of the said equipment.
- h. The chief referee shall appoint referees for all house leagues and select games including play-offs. He/she will also be responsible for the continual development of referees.
- i. The registrar shall be responsible for all aspects of player registration and he/she shall have other duties as prescribed.
- j. The tournament chairperson is to form a committee to deal with all aspects of tournament activities.
- k. The four directors shall assist the club officers in the efficient and orderly discharge of their duties.
- l. The soccer development person shall be responsible for organizing coaches and skills clinics, acquiring and making available resource material. The aim of this position is to improve the skills and knowledge of players and coaches.
- m. The publicity chairman shall be responsible for the reporting of game results in the local media. He/she shall prepare press releases to the local media, highlighting special upcoming events. He/she shall publicize registration and annual meeting dates in the local media. He/she assists with the preparation of the clubs newsletters.
- n. The sponsorship chairperson shall secure a complete roster of sponsors for all WYSC teams. He/she shall make regular reports to the executive and maintain contact between the club, the teams and the sponsors. He/she collect all sponsorship money and turn it over to the treasurer.

### **Vacancies**

- a. Should a vacancy occur on the executive council, the officers shall have the power to appoint an interim replacement.
- b. An officer's position shall be vacated:
  1. upon written resignation
  2. if he/she becomes incapable of performing his/her duties
  3. if he/she is absent from two consecutive executive meetings without just cause.
  4. If he/she becomes a member of any other soccer organization in the Township of Woolwich, without prior executive approval.

If he/she is removed by resolution of the club due to any of the above factors: they must, upon vacating an executive position all material pertaining to club business must be given to the president. If the president vacates the position, all pertinent material shall be turned over to the 1<sup>st</sup> VP

### **Position of President**

The president's position cannot be held by one-person for more than two consecutive one-year terms. When a president steps down, either after one or two terms, he /she shall have the option of running for one of the other positions. This person can choose a one-year term of past president. In order to be eligible for the position of president, a person must have 3 years of service on the WYSC executive council and one of these years must be as a vice president.

### **Elections**

- a. The election of officers shall be done at the AGM.
- b. Voting rights shall be given to club members in good standing. Members in good standing will include the prior year's executive, coaches, referees, parents of registered youth players, and sponsors.

### **Amendments**

- a. Changes or amendments to the constitution of the club may be made only at the Annual General Meeting by a two-thirds (2/3)-majority vote of the club members present.
- b. Notice of proposed amendments, made by the club members, must be received by the secretary not later than two weeks prior to the AGM. The secretary shall in turn notify all existing executive members of such proposed amendments; 48 hours prior to the AGM.

# WOOLWICH YOUTH SOCCER CLUB

## BY-LAWS

### Meetings

- a. The Annual General Meeting, also referred to as the AGM, shall be held between the conclusion of the season and the end of October each year. Each voting member shall be given a minimum of seven days notice of such meeting. Present executive members shall be given 30 days notice of such meeting.

The following order of business will be used for the AGM

1. Roll call
2. Reading of minutes from previous AGM
3. Presidents address
4. Treasurers report
5. Other executive and committee reports
6. Unfinished business
7. Constitutional amendments
8. Election of officers
9. Adjournment

- b. The president shall, not less than quarterly call the executive together in order to review the status of the club, deal with correspondence, unfinished and new business.

The order of business will be as follows:

1. Roll call
2. Reading of minutes from previous meeting
3. Correspondence
4. Treasurers report
5. Committee reports
6. Unfinished business
7. New business
8. Adjournment

- c. A special meeting will be called by the president of the club if he/she receives a written request by three members in good standing with the club. The express object(s) of such a meeting shall be stated, and only such business shall be transacted at this meeting.
- d. Disciplinary meetings will be held with three disciplinary executive members in attendance. The vice-president house league will chair such meetings. However, he/she will not be given the right to vote and will not be considered as one of the three executive members in attendance. An executive member who has a conflict of interest may not be a member of the disciplinary council.
- e. A quorum will exist when seven executive members are present.

### **Signing Officers**

The officers with cheque signing privileges shall be the treasurer and one of the following unless they are immediate family members.

1. president
2. vice president select
3. vice president house league
4. secretary

### **Duties of Coaches**

- a. The duties of a coach will include training boys/girls in the game of soccer, the rules, sportsmanship and physical fitness.
- b. He/she shall keep in good condition, any balls, shirts, etc. bestowed upon his/her team.
- c. His/her duties may include being a referee in the event a referee does not show up for the game.
- d. Coaches are to accept the referee's decision as final.
- e. The executive will determine the manner in which game results will be forwarded.
- f. The executive must approve team fundraising. Teams must submit a financial report of any fundraising endeavors to the treasurer at the end of the season or sooner if required.
- g. Select teams may carry more than 16 players.
- h. Select coaches will be chosen by the end of February by the select vice president and must have executive approval to be official.
- i. Players won't be allowed to play in a lower house league division then their age unless they have tried out for a select team.
- j. All teams will be required to wear the club uniform provided.

### **Referees**

- a. Referees must be thoroughly conversant with the rules of the game, and must be approved by WYSC executive.
- b. Referees shall keep a record of the game, including the score, goal scorers and disciplinary action taken. The referee must submit these reports to the executive.
- c. It is the responsibility of the referee to inform the chief referee when he/she will be unable to keep an appointment and can't find a replacement.

## The Game

- a.** The age groups are determined by the year of birth. For example, Under 16 would mean “under 16 before January 1 of the current year”.
- b.** Duration of games:
- |                     |                                      |
|---------------------|--------------------------------------|
| Under 16 & under 18 | --- 2 periods of 45 minutes          |
| Under 14            | --- 2 periods of 40 minutes          |
| Under 12 & under 10 | --- 2 periods of 30 minutes          |
| Under 7 & 8         | --- 2 periods of 25 minutes          |
| Mini soccer         | --- to be determined by the convenor |
- c.** The size of ball to be used:
- |        |                          |
|--------|--------------------------|
| Size 3 | for under 4,5,6          |
| Size 4 | for under 7,8,9,10,11,12 |
| Size 5 | for under 13 and higher  |
- d.** The club shall support and maintain the principles of the Laws of the game as established by F.I.F.A. Except as provided herein to accommodate differences in climatic conditions or age.
- e.** All games should start at scheduled time and not later than 15 minutes after the scheduled time. Referees will use their discretion in enforcing this rule and report any breach of these rules to the appropriate vice-president.
- f.** In the event of a team playing an ineligible player, the game shall be awarded to the opponents by a 3-0 score.
- g.** Any match will be void if there are fewer than seven players on each side.
- h.** In the event only one team has less than seven players, the team with more than seven players will be awarded a 3-0 win.
- i.** League champions shall be decided as follows:
1. points shall be awarded as follows:
    - a. two points for a win
    - b. one point to each team with a tie
    - c. zero points for a loss
  2. The team having the most points at the end of the season will be declared the league champions. In the event that more than one team has the same number of points at the end of the regular schedule, goal differences will apply.  
 Goal difference is: goals for minus goals against  
 If teams are still tied, the division conveyor will decide how to break a tie.
- j.** Play-offs, also refereed to as “cup competitions” shall be arranged by the vice president house league, following discussions with the executive.

- k. If a game has been stopped by a referee before the completion of time, for reason of inclement weather, ground conditions, failing light, etc. It must be replayed in full if less than 10 minutes of the second half has been played. After that time the result of the match at the time of such stoppage shall stand. The referee shall be the sole judge of time elapsed.
- k. All games must be completed at least one day prior to the championship final. Any game That could not be played by this time will be recorded as a 0-0 draw.
- o. Every player is entitled to a reasonable amount of playing time. Unless physically incapable, every player must play a minimum of 50% of each game.
- p. Substitutions are allowed at :
  - \*half time
  - \*goal kicks
  - \*after a goal
  - \*when a throw-in has been awarded
  - \*when a player is injured---for the injured player only
 Referees permission is always needed in order to substitute.
- o. No team or persons of a team shall approach donors of trophies with out the consent of the executive officers.
- p. In the event a team is unable to field 11 players, the coach may contact players from a designated team in the division directly below. The “called up” player’s coach should be notified and the player may not have a game scheduled with his/her team. Players who are full-time on a select team is ineligible to play in the house league. House league teams may not call up players for the play-offs.
- q. The WYSC executive shall decide all matters not covered above. All teams and individuals must accept such decisions as final

### **Registration of Players**

- a. Forms must be properly filled out and signed by the parent or guardian. They shall be returned to the registrar with the required fee.
- b. No player may transfer from one team to another without the authorization of the executive.
- c. No player shall participate in WYSC games without permission of the executive if he/she is currently playing in another league.
- d. Birth Certificates or other evidence acceptable to the registrar shall be accepted as proof of age. The burden of proof shall rest with the player, if required.

### **Protests**

- a. All protests and matters of dispute under the jurisdiction of the club shall be dealt with by the executive within 14 days of the receipt of the protest.
- b. The secretary must receive all protests in writing.
- c. A protesting team shall also notify the team protested against within 48 hours of the game in dispute. Sundays and legal holidays are not included. The date of the postmark will be taken as the limiting date in all cases.

### **Amendments**

Any of the above By-laws can be changed at any executive meeting while a quorum is present. A change can only happen if two-thirds (67 %) if executive members present vote in favour of the change.

### **Matters Not Included**

All matters not included shall be judged in accordance with the constitution of the Ontario Soccer Association.