

## **NORTH YORK SOCCER ASSOCIATION CONSTITUTION AND BY-LAWS**

### **Article 1. NAME**

The name of this organization shall be The North York Soccer Association, hereinafter referred to as the District Association, or NYSA. The headquarters of the District Association shall be in the old City of North York, Ontario.

### **Article 2. OBJECTS**

The District Association shall have the following objects:

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

### **Article 3. AFFILIATIONS**

The District Association shall be a Member of The Ontario Soccer Association and shall follow the published rules of The OSA. The District Association is subject to the published rules in declining order of authority of the following governing organizations:

- 3.1. The Canadian Soccer Association
- 3.2. The OSA
- 3.3. The District Association

### **Article 4. MEMBERSHIP**

- 4.1. There are four (4) classes of Membership:

- 4.1.1. **Active Membership**

Active Membership shall be open to soccer clubs that meet the following criteria:

- 4.1.1.1. Are properly constituted

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- 4.1.1.2. Have their headquarters in the District
- 4.1.1.3. Operate within the boundaries of the old City of North York except when prior approval is given by the Board in recognition of exceptional circumstances (e.g. limited availability of playing fields)
- 4.1.1.4. Meet the additional requirements as set out in Policies and Procedures
- 4.1.1.5. Are approved by the Board of Directors
- 4.1.1.6. Have all their players, whether recreational or competitive, youth or adult, registered in accordance with the OSA published rules
- 4.1.1.7. Have a Constitution which meets the minimum requirements for a Club Constitution in accordance with The OSA's published rules
- 4.1.1.7.1. Notwithstanding the foregoing paragraph a Club which meets The OSA definition of the following paragraphs may apply in writing for an exemption from any minimum requirement for a Club Constitution, subject to the approval of the Board of Directors of the both the District Association and The OSA:
  - 4.1.1.7.2. professional club which operates professional team(s) only
  - 4.1.1.7.3. club which operates both professional and amateur teams
  - 4.1.1.7.4. social club
  - 4.1.1.7.5. service club
  - 4.1.1.7.6. club operated by a municipality
  - 4.1.1.7.7. club operated by a facility
  - 4.1.1.7.8. club running a senior recreational league
  - 4.1.1.7.9. for-profit club
- 4.1.1.8. Active Members are defined as follows:
  - 4.1.1.8.1. **Full Service Club**
    - 4.1.1.8.1.1. Must offer a Youth House League programme with sufficient teams to enable participation in weekly scheduled games throughout the summer months;
    - 4.1.1.8.1.2. Must register a minimum of 100 (one hundred) youth players in the ages 4 to 12.
    - 4.1.1.8.1.3. Must have at least 3 competitive or select teams. Senior Teams to be acknowledged as part of the “at least” component.
    - 4.1.1.8.1.4. Must register at least 2 (two) youth teams with the District League in the U-9 to U-11 age groups.
  - 4.1.1.8.2. **Recreation Club**
    - 4.1.1.8.2.1. Must provide at least a full House League soccer programme for divisions 5-open. Each division must have sufficient teams to enable participation in weekly scheduled games throughout the summer months.
  - 4.1.1.8.3. **Senior Only Club**
    - 4.1.1.8.3.1. Clubs are entitled to have from 1 (one) to as many senior teams as they wish, recreational, competitive, amateur, non-amateur, or a combination thereof

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## 4.1.2. **Associate Membership**

Associate Membership shall be open to:

4.1.2.1. leagues governed by the District Association including

4.1.2.1.1. district leagues

4.1.2.1.2. multi-jurisdictional club leagues

4.1.2.1.3. leagues mandated by The OSA published rules, including:

4.1.2.1.4. regional leagues

4.1.2.1.5. multi-jurisdictional district leagues

4.1.2.2. other organizations which operate soccer programmes including, but not limited, to:

4.1.2.2.1. community clubs

4.1.2.2.2. soccer camps, schools or academies

4.1.2.2.3. school boards

4.1.2.2.4. colleges

4.1.2.2.5. universities

4.1.2.2.6. referee associations

4.1.2.2.7. coach associations

which support the objectives of, and operate within, the District Association.

4.1.2.3. Associate Members shall have 1 (one) vote in NYSA

## 4.2. **Membership Year**

4.2.1. The annual Membership period shall be from January 1 to December 31.

## 4.3. **Membership Fees**

Except where mandated by The OSA published rules, the annual Membership fees shall be set by the Board of Directors and ratified by the Membership at a general meeting of the District Association.

## 4.4. **Player Registration Fees**

Members shall be required to pay player registration fees which shall be set by the Board of Directors and ratified by the Membership at a general meeting of the District Association.

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## 4.5. **Approval of New Members**

4.5.1. A Club shall be accepted into Active Membership upon:

4.5.1.1. Submitting an application form along with the other required documents and Membership fees as set out in these Bylaws.

4.5.1.2. Obtaining the approval of the District Association Board of Directors

4.5.2. An organization shall be accepted into Associate Membership upon:

4.5.2.1. Submitting an application form along with the other required documents and Membership fees

4.5.2.2. Obtaining the approval of the District Association Board of Directors, where applicable

## 4.6. **Membership Renewal**

4.6.1. Active and Associate Members shall apply for renewal of their Membership:

4.6.1.1. by submitting an application form together with payment and the other required documents as set out in Policies & Procedures.

4.6.2. Subject to the above conditions, renewal of Active and/or Associate Membership shall be automatic and does not require the approval of the Board of Directors.

## 4.7. **Rights of Active and Associate Members**

4.7.1. Active Members shall be accorded the following rights:

4.7.1.1. To be governed in accordance with The OSA and the District Association's published rules,

4.7.1.2. To register players, administrators, team officials and referees with The OSA and the District Association,

4.7.1.3. To be a Member of, and register their teams with, OSA sanctioned Leagues,

4.7.1.4. To enter teams in OSA sanctioned competitions,

4.7.1.5. To participate in OSA sanctioned programs such as player, coach and referee development,

4.7.1.6. To participate in District Association sanctioned programs,

4.7.1.7. To attend and vote at all general meetings called by the District Association,

4.7.1.8. To operate Club Leagues in accordance with The OSA published rules,

4.7.1.9. To operate Player, Coach and Referee Development Programs, and

4.7.1.10. To participate in The OSA Insurance Plan

4.7.2. Associate Members shall be accorded the following rights:

4.7.2.1. To be governed, where applicable, in accordance with The OSA and the District Association's published rules,

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- 4.7.2.2. To register, where applicable, administrators and teams with The OSA and the District Association,
- 4.7.2.3. To enter teams, where applicable, in The OSA sanctioned competitions,
- 4.7.2.4. To participate in The OSA and District Association sanctioned programs, and
- 4.7.2.5. To attend and vote at all general meetings called by the District Association

## 4.8. **Discipline of a Member**

- 4.8.1. A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the District Association's published rules and a hearing held in accordance with the District Association's and The OSA's published rules. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been completed.

## 4.9. **Termination of Membership**

- 4.9.1. Membership in the District Association shall be deemed to have been terminated:
  - 4.9.1.1. If the Member submits a signed letter of withdrawal to the District Association
  - 4.9.1.2. If the Member is expelled by the District Association
  - 4.9.1.3. If the Member fails to renew Membership in accordance with these By-Laws.

## **Article 5. BOARD OF DIRECTORS**

- 5.1. The District Association shall be governed by a Board of Directors which shall consist of at least 6 (six) individuals, or such number not to be less than 6 (six), as may be amended from time to time in accordance with the District Association's By-Laws. These individuals shall hold the positions of:
  - 5.1.1. President
  - 5.1.2. Vice-President
  - 5.1.3. Secretary
  - 5.1.4. Treasurer
  - 5.1.5. Director at Large
  - 5.1.6. Director at Large
- 5.2. A Director shall serve for a term of two years or until his or her successor is elected or appointed
  - 5.2.1. The President, Treasurer, and Director at Large shall be elected in even numbered years
  - 5.2.2. The Vice-President, Secretary, and Director at Large shall be elected in odd numbered years.
- 5.3. A Director may hold more than one position.
- 5.4. A Director shall be eighteen (18) years of age or older and shall not be an undischarged bankrupt.

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- 5.5. A paid employee of the District Association may not hold a position on the Board of Directors of that District Association.
- 5.6. No more than one (1) member of the same organization (Club, League, etc.) may hold positions on the Board of Directors.
- 5.7. Except for the NYSA District Representative to The OSA, a Director of any soccer organization outside of the District may not hold a position on the Board of Directors.
  
- 5.8. **Director Vacancy**
  - 5.8.1. A Director has the right to resign her or his position by submitting a signed letter of resignation to the District Association.
  - 5.8.2. A vacancy on the Board of Directors and their respective position(s) held, 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(s) for the remainder of the term being filled.
  
- 5.9. **Removal of Director**
  - 5.9.1. No Member of the Board of Directors shall be removed for arbitrary reasons, but may be removed if:
    - 5.9.1.1. the Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
      - 5.9.1.1.1. if she/he becomes incapable of performing the business of the District Association
      - 5.9.1.1.2. if she/he is absent from two or more meetings of the Board without satisfactory reason
      - 5.9.1.1.3. if she/he no longer resides in reasonable proximity to the District Association
      - 5.9.1.1.4. if she/he becomes, or is discovered to be, an un-discharged bankrupt; or
      - 5.9.1.1.5. the Director has compromised the integrity of the District Association due to, but not limited to, any of the following reasons:
        - 5.9.1.1.5.1. if she/he has been found guilty of an offence under the Harassment Policy of The OSA
        - 5.9.1.1.5.2. if she/he has been found guilty of an offence involving violence under the Discipline Policy of The OSA
        - 5.9.1.1.5.3. if she/he has failed to properly account for monies or other property belonging to the District Association
        - 5.9.1.1.5.4. if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the District Association
        - 5.9.1.1.5.5. if she/he has been found guilty of failing to act in accordance with the Conflict of Interest Policy of The OSA
  - 5.9.2. A Member of the Board of Directors holding his or her respective position(s), as Director or other position(s), may be removed from office by the Board of Directors for good and sufficient cause by a two-thirds (2/3's) majority vote of the Board of Directors present, provided notice to remove the Director has been given

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to all Directors of the District Association. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the incumbent's position(s) for the remainder of the term being filled.

- 5.9.3. 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 District Association 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 all position(s) held by the removed Director for the remainder of his or her term being filled

5.10. **Conflict of Interest and Standards of Conduct**

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

5.11. **Duties of Board of Directors**

- 5.11.1. The Board of Directors shall conduct the business of the District Association during the periods between general meetings of the District Association and in accordance with the authority granted to it in the published rules of the District Association.
- 5.11.2. The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the District Association except for those positions elected by the Membership of the District Association. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the District Association's operations. The selection process and the appointments shall be based on procedures outlined in the District Association's published rules.
- 5.11.3. The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for revoking an appointment as outlined in the District Association's published rules.

5.12. **Duties of Directors**

5.12.1. **President**

Except as provided for in the Dispute Resolution Policy of the OSA and where the President delegates the responsibility to another person, the President shall:

- 5.12.1.1. preside at all general meetings of the District Association and of the Board of Directors;
- 5.12.1.2. be a member ex officio of all committees, except any nominations committee;
- 5.12.1.3. appoint all chairs of standing and special committees subject to ratification by the Board;
- 5.12.1.4. coordinate all duties of the Board, committees, and staff;

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5.12.1.5. be the spokesperson for the District Association.

### 5.12.2. **Vice-President**

The Vice President shall;

- 5.12.2.1. be the senior officer of NYSA next to the President;
- 5.12.2.2. preside at all meetings of NYSA in the absence of the President;
- 5.12.2.3. be a signing officer along with the Treasurer and President;
- 5.12.2.4. have such other duties as prescribed by the Executive.

### 5.12.3. **Treasurer**

The Treasurer shall:

- 5.12.3.1. keep full and accurate accounts of receipts and disbursements in books belonging to NYSA;
- 5.12.3.2. present a financial statement report to the Executive at NYSA meetings;
- 5.12.3.3. deposit or cause to be deposited, all monies received to the credit of NYSA in the NYSA bank account;
- 5.12.3.4. see that all accounts are paid by cheque; issue, or cause to be issued, receipts for all monies received;
- 5.12.3.5. be a signing officer along with the President and the Vice-President;
- 5.12.3.6. prepare a financial report for presentation at the NYSA Annual General Meeting.

### 5.12.4. **Secretary**

The Secretary shall keep a record of all minutes of the organization; keep on file 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 society, unless otherwise specified in the District Association's published rules; maintain record books in which the constitution, published rules and minutes are entered and to have the current record books available at each meeting; to send out to the Membership a notice of each general meeting; to send out to the Board notice of each meeting; conduct the general correspondence of the organization that is not the proper function of another office or committee; prepare prior to each meeting in consultation with the presiding officer an order of business; and in the absence of the president and vice-president to preside until the immediate election or appointment of a chair pro tem.

### 5.12.5. **Other Director Positions**

The duties of other Director Positions shall be determined by the Board of Directors.



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## 5.13. **Nominations and Elections**

- 5.13.1. 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.
- 5.13.2. Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.
- 5.13.3. 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.
- 5.13.4. 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.

## 5.14. **District Representative**

The President of the District Association shall be District Representative to The OSA unless the President declines the position or is removed from the position by a majority vote of the Board of Directors.

- 5.14.1. In the event the President declines, or is removed from, the District Representative position, the Board of Directors, by majority vote, shall elect one of its Board Members to the position. The term of office of the District Representative will be in accordance with The OSA's published rules.

## **Article 6. MEETINGS**

### 6.1. **General Meetings**

- 6.1.1. 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 means of either, or all:
  - 6.1.1.1. regular mail
  - 6.1.1.2. email (mandatory)
  - 6.1.1.3. fax
  - 6.1.1.4. website notice
- 6.1.2. Members representing fifty per cent (50%) of the voting Membership shall form a quorum at all general meetings of the District Association. Any question shall be decided by a majority of the votes unless otherwise required by these By-Laws or other law.

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### 6.2. **Annual General Meeting:**

- 6.2.1. The District Association shall hold its Annual General Meeting not later than February 28 of the following year.
- 6.2.2. Under extenuating circumstances, the Board of Directors by majority vote, may extend this period by no more than 30 days.
- 6.2.3 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
- Auditors' Report
- Appointment of Auditors
- Other Reports
- Unfinished Business
- Amendments to the By-Laws
- Roll Call
- Election of Officers and Directors
- Any Other Business
- Adjournment

### 6.3. **Special General Meeting:**

A Special General Meeting of the District Association:

- 6.3.1. may be called by the Board of Directors by its own motion, or
- 6.3.2. shall be called by the Board of Directors upon receipt of a written request submitted to the District Association by registered mail, certified mail, trace mail, courier service, hand delivery, fax or e-mail, signed by Members representing not less than twenty-five per cent (25%) of the voting membership, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within thirty (30) days of receipt of the written request from the Members.
- 6.3.3. Only the business set out in the notice to the Special General Meeting shall be considered

### 6.4. **Delegates to General Meetings**

- 6.4.1. A Member is entitled to have a maximum of five (5) delegates, from its membership, attend a general meeting of the District Association
- 6.4.2. The Member must appoint one of its delegates to cast all of its votes at a general meeting

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## 6.5. **Voting at General Meeting:**

- 6.5.1. At general meetings, an Active Member shall have:
  - 6.5.1.1. a vote for the first one hundred dollars (\$100) or part thereof, of fees retained;
  - 6.5.1.2. a vote for each additional three hundred dollars (\$300), or part thereof, of fees retained up to a maximum of 6 votes
  - 6.5.1.3. a vote for each additional one thousand (\$1,000), or part thereof, of fees retained; and
  - 6.5.1.4. all its votes cast by its appointed delegate or by a proxy
- 6.5.2. Associate members shall have one vote at general meetings

## 6.6. **Proxy Voting at General Meeting**

- 6.6.1. Every member entitled to vote at a meeting of Members may by means of a proxy appoint another Member or a person as the member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.
- 6.6.2. A Member and/or its delegates may only hold in total one (1) proxy.
- 6.6.3. A non-Member may only hold one proxy.
- 6.6.4. The format for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in Policies and Procedures.

## 6.7. **Board of Directors Meeting**

- 6.7.1. The Board of Directors shall meet at least four (4) times per year, upon fourteen (14) days' notice given by the President and Secretary, at such place and time as the Board of Directors may determine.
- 6.7.2. 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.

## 6.8. **Executive Committee**

- 6.8.1. The Executive Committee shall consist of four positions including the President, Vice President, Secretary and Treasurer
- 6.8.2. The Executive Committee, between meetings of the Board, shall possess, and may exercise, all powers of the Board of Directors in the management and direction of the affairs of the District Association.
- 6.8.3. A majority of the Executive Committee shall constitute a quorum of the Executive Committee.
- 6.8.4. Meetings of the Executive Committee shall be at the call of the President.

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## **Article 7. COMMITTEES**

The Membership at any general meeting, or the Board of Directors at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of the District Association.

## **Article 8. PROCEDURES GOVERNING MEETINGS**

All meetings of the District Association 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 District Association.

## **Article 9. BY-LAWS AND AMENDMENTS**

- 9.1. By-Law amendments may be proposed by the Board of Directors, or submitted by a Member to the District Association in writing at least 21 days prior to a general meeting of the District Association; 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 District Association duly called for that purpose.
- 9.2. All Members entitled to vote shall be notified with the District Association's notice of the said Members' meeting about proposed By-Law amendments referred to in subparagraph (a). Such notification shall be done in accordance with Paragraphs 6.1.1.1. to 6.1.1.4.

## **Article 10. RULES AND REGULATIONS**

- 10.1. The District Association shall have Rules and Regulations which shall include, but is not limited to, the following
  - 10.1.1. discipline of a Member: summary of charges regarding misconduct
  - 10.1.2. discipline of a Member: procedures for discipline hearing
  - 10.1.3. duties of Board of Directors: authority granted to Board regarding the business being conducted
  - 10.1.4. 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
  - 10.1.5. duties of Board of Directors: process for revoking appointments
  - 10.1.6. voting at General Meeting: format for the proxy, and the issue, or issues, for which the proxy may be cast
- 10.2. Board of Directors may approve and publish Rules and Regulations which are not inconsistent with the By-Law and are not inconsistent with the Rules and Regulations of a higher level governing organization.
- 10.3. 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. If the Rules and Regulations are amended by the Board of Directors the amendment shall be presented for ratification at the next Annual General Meeting or a Special General

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Meeting called for that purpose. If the amendment is not ratified, it is of no effect and the previous Rules and Regulations are then in effect.

## **Article 11. 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 wilful neglect or default

## **Article 12. FINANCE**

The accounts of the District Association shall:

- 12.1. be audited annually by a Chartered Accountant.
- 12.2. The audit or the Financial Review Engagement statement shall be presented to the Annual General Meeting for adoption.
- 12.3. At the Annual General Meeting of the District Association, a chartered accountant firm shall be appointed to perform the audit
- 12.4. The fiscal year of the District Association shall end on September 30th of each year, unless otherwise ordered by the Board of Directors.

## **Article 13. DISPUTE RESOLUTION**

- 13.1. The District Association shall adhere to the Dispute Resolution process as published and approved by The OSA from time to time.
- 13.2. Any member of the District Association may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the 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.
- 13.3. The Dispute Resolution process shall not to be used for game discipline which follows the normal discipline and appeals process.
- 13.4. The District Association shall make available to any member a copy of the Dispute Resolution process when requested.

## **Article 14. HARASSMENT**

- 14.1. The District Association shall adhere to the Harassment Policy as published and approved by The OSA from time to time.
- 14.2. The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, members and registrants of the District Association

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- 14.3. 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.
- 14.4. The District Association shall make available to any member a copy of the Harassment Policy when requested

### **Article 15. APPEALS**

- 15.1. Any registrant or registered organization directly affected by a decision of the District Association may appeal such decision, except as stipulated in paragraph 15.4 or paragraph 15.5 of this article.
- 15.2. The denial or termination of membership in the District Association may be appealed by a non-registered organization.
- 15.3. A decision of the District Association may be appealed to The OSA. The appeal shall be conducted in accordance with The OSA's published rules.
- 15.4. 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 District Association's operations, except where the selection, appointment and revocation process outlined in the Rules & Regulations has not been followed.
- 15.5. An individual shall not appeal a decision made by the District regarding a player's team assignment on any District or Regional team.

### **Article 16. DISSOLUTION**

In the event of dissolution of the District Association, 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 which is (are) registered with the OSA.

### **Article 17. 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.

# North York Soccer Association

## Policies and Procedures

Updated 2011-02-19

# North York Soccer Association

## Policies and Procedures

### By-Law 1. GENERAL MEMBERSHIP REQUIREMENTS

- 1.1. Application for membership in North York Soccer Association (henceforth referred as NYSA) shall be made annually before January 31st of the membership year in a form provided by NYSA and accompanied by:
  - 1.1.1. List of current elected and appointed officers.
  - 1.1.2. Financial Statement in accordance with the directives of The OSA Published Rules.
  - 1.1.3. A copy of last published constitution, plus copies of any amendments approved since its publication unless the Club's Constitution has not been changed since its previous membership renewal application and both the President and Secretary have sign the application form.
  - 1.1.4. A copy of the Club's Registration Forms (U18 years of age, 18 and over, administrators (coaches, managers, etc.)); these must conform to the minimum requirements established by The OSA Published Rules.
  - 1.1.5. Membership Fee
- 1.2. Notwithstanding Policy 1.1, an application for a new Member may be made at any time.
- 1.3. All members are required to respect the aims and objectives of NYSA and comply with the Constitution of NYSA
- 1.4. All members shall remit all monies owing by recorded payment to NYSA, which shall be due and payable on receipt of invoicing unless otherwise stipulated.
- 1.5. As required by the Ontario Soccer Association (henceforth referred as OSA) Constitution, all Leagues/Clubs operating within the boundaries of North York shall affiliate with NYSA, operate under its jurisdiction, and be subject to the OSA's and NYSA's Constitutions and Rules & Regulations.
- 1.6. Any complaints submitted to NYSA must be done in writing, by mail, hand delivered, fax or email.
- 1.7. Betting on a game or competition played in the District is strictly prohibited. Transgressors will be subject to disciplinary action.



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### **By-Law 2. CRITERIA FOR A YOUTH CLUB JOINING NYSA**

- 2.1. NYSA encourages prospective youth clubs to consider joining/affiliating with a club already in existence. If the prospective youth club wishes to exist independently, then the following requirements will apply:
- 2.2. Application will be made to the Board of Directors of NYSA prior to January 15 of the current year, providing the following information:
  - 2.2.1. Name of the proposed club;
  - 2.2.2. Name and address of elected and appointed officers, or if a new club the name and address of the founding members;
  - 2.2.3. Constitution and By-Laws of the Club;
  - 2.2.4. Financial statements, or if a new club a budget for first year of operation;
  - 2.2.5. A brief summary of the club's proposed activity, such as number of players, area of operation, age groups, divisions, fields, etc.
- 2.3. If the application is approved by the Board of Directors of NYSA, a notice will be sent to all current members for their review and final ratification.
  - 2.3.1. This notice will be sent electronically to the last email address filed with the Association.
- 2.4. Members wishing to object to the acceptance of the prospective club must submit their objections and reasons for such in writing by registered mail, hand delivered mail, or e-mail, to NYSA within seven (7) days after the email notice was sent.
  - 2.4.1. Should any objections be received, NYSA will schedule a meeting between those members that objected to the acceptance and the prospective club, so all parties can present their case. Final decision will be made by the Board based on the findings at the meeting.

### **By-Law 3. CRITERIA FOR A SENIOR CLUB/LEAGUE JOINING NYSA**

- 3.1. Application shall be made to the Board of Directors on a form provided, along with:
  - 3.1.1. Constitution and By-Laws of the prospective Club;
  - 3.1.2. List of elected or appointed officers;
  - 3.1.3. Financial statement, or if a new club a budget for the first year of operation;

## Constitution and By-Laws

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3.1.4. Copy of the Club's Registration forms, which must conform to the minimum requirements established by The OSA

3.1.5. Payment of a membership fee

**By-Law 4. TEAM REGISTRATION**

4.1. All teams registered to compete in NYSA club members shall be composed as defined by the OSA Published Rules.

**By-Law 5. TEAM OFFICIALS**

5.1. Every competitive team must have a registered team official who holds a valid Coaching Certificate in accordance with the OSA Published Rules.

5.2. Team officials reported for misconduct shall be referred to NYSA, unless NYSA delegates this authority.

**By-Law 6. PLAYER REGISTRATION**

6.1. All players in competitions, clubs or leagues sanctioned and/or conducted by NYSA must be registered each year in the OSA's registration system for the applicable soccer season as per OSA policies.

6.2. A player shall be deemed to be registered if his/her correctly completed registration is entered into the OSA's registration system.

6.3. Unless otherwise stipulated by the rules of the League under which jurisdiction a team plays, the deadline for players' registration shall be:

6.3.1.1. Outdoor season: July 31<sup>st</sup>.

6.3.1.2. Indoor Season: April 15th.

6.4. A player shall not play for more than one (1) team in any one Cup competition during a given season.

6.5. Players of Playing-in Members shall register through their own District.

**By-Law 7. YOUTH PLAYER**

7.1. A youth player shall mean an amateur player who has not attained his/her nineteenth (19th) birthday before January 1st of the current calendar year for which he/she is applying to register.

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## **By-Law 8. YOUTH AGE DIVISIONS**

- 8.1. Youth competitive age divisions shall be U11 to U18, with the stated birthday to fall on or after January 1st. of the current year.
- 8.2. Youth seven-a-side (Mini-Soccer) age divisions shall be U10 or younger, with the stated birthday to fall on or after January 1st. of the current year.
- 8.3. A player may be registered in any age division, provided he/she has not reached the stipulated birthday before January 1st. of the current year and the OSA Published Rules are met.

## **By-Law 9. PROOF OF AGE**

- 9.1. When necessary the burden of proof of age shall rest with the player.
- 9.2. The foregoing By-Law shall apply to any player registering without an OSA Player Book issued to and identifying that player, and last authorized within the past two (2) years.
- 9.3. Tampering with, or falsifying, original documents of proof of age shall subject the player, club/team official(s) and Club to disciplinary action, and may be reported by NYSA to the civil authorities.
- 9.4. The authenticity of a player's registration may always be challenged; however, if the original supporting documents were presented to NYSA at the time of registration, such documentation shall be construed as adequate and the authenticity and any protest or challenge shall be decided by the NYSA Registrar without necessitating the appearance of the challenged player before a Discipline Committee.

## **By-Law 10. PLAYER TRANSFER**

- 10.1. Players' transfers shall be done in accordance with The OSA published rules.
- 10.2. Unless otherwise stipulated by the rules of the League under which jurisdiction a team plays, players' transfers will not be allowed after July 31<sup>st</sup> for the outdoor season, and after April 15<sup>th</sup> for the indoor season.
- 10.3. Notice of all transfers as hereby provided shall be immediately sent to the club's secretary or office administrator and OSA by NYSA's Registrar/Office Administrator.

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## **By-Law 11. DESIGNATION OF TEAMS AND PLAYERS**

- 11.1. Clubs with two or more teams playing in the same division/age bracket shall submit their team lists to NYSA's Registrar complete with the proper designations.
- 11.2. The Club shall register each player with a designated team, and shall identify the designated team on each player's Registration Form and Player Book.

## **By-Law 12. TEMPORARY REGISTRATION PERMITS**

- 12.1. Temporary Registration Permits shall be done in accordance with The OSA Published Rules.
- 12.2. A fee will be assessed for processing this document - see Appendix A – Schedule of Fees & Fines.

## **By-Law 13. TRIAL PERMITS**

- 13.1. Trial Registration Permits shall be done in accordance with The OSA Published Rules.
- 13.2. A fee will be assessed for processing this document - see Appendix A – Schedule of Fees & Fines.

## **By-Law 14. TRAVEL PERMITS**

- 14.1. Travel Permits are required for teams participating in any game played outside of North York.
  - 14.1.1. Travel Permits are issued only to registered teams and for sanctioned competitions.
  - 14.1.2. An application shall be made using the OSA Online Registration System.
  - 14.1.3. There is approximately one (1) week turnaround time between application and approval, and the fee (see Appendix A) must be paid prior to approval.

## **By-Law 15. REFEREES**

- 15.1. The Board of Directors shall appoint a District Referee Coordinator who will have full authority in all refereeing matters in the district.
- 15.2. All published Rules and Regulations of the Ontario Soccer Association and the Canadian Soccer Association will be adopted by NYSA

## Constitution and By-Laws

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- 15.3. No person shall take part as a referee in any competition under the jurisdiction of NYSA, its member clubs and leagues, who is not on the OSA Official List of Referees.
- 15.3.1. If in unforeseen circumstances a referee fails to show up for a game or is unable to act, Leagues, Clubs or Teams shall have the right to agree on some other person who is willing to referee. A full report shall be sent to the District Referee Coordinator within 24 hours after the conclusion of the game.
- 15.3.2. Except for the foregoing policy, any Club or League using unregistered referees will be subjected to disciplinary action.
- 15.4. A game official who is judged guilty of an offence towards a player, team official, other game official, or a spectator shall be subject to the same penalty guidelines as specified for persons found guilty of these actions against game officials (see OSA's Discipline policies).
- 15.5. A referee who does not submit a written discipline report within the prescribed time by the competition authority shall be subject to disciplinary action.
- 15.6. A referee who does not report to a scheduled game assignment without giving adequate notice shall be subject to disciplinary action.
- 15.7. Any complaint about a referee or misconduct by a referee must be reported, in writing, to NYSA within fifteen (15) days of the alleged circumstance concerning the complaint and/or misconduct.
- 15.7.1. The complaint shall be dealt with by NYSA within sixty (60) days of the complaint being received.
- 15.7.2. All clubs and leagues must abide by the policies as stated in the NYSA Policy for Referee Appointments - Appendix B. Failure to comply will result in disciplinary action.

### **By-Law 16. DISCIPLINE & APPEALS**

- 16.1. NYSA will adopt OSA rules and regulations regarding discipline and appeals in their entirety.
- 16.2. The Chair of the Discipline & Appeals Committee shall be appointed by the Board of Directors.

### **By-Law 17. PROTESTS**

- 17.1. All protests shall be done in accordance with NYSA's policies and the general principles of The OSA's Published Rules.

## Constitution and By-Laws

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- 17.2. All protests must be done in writing, accompanied with the required fee, and must comply with the published rules and timeframes of the organization having authority over the event or events that caused the protest.

**By-Law 18. HOSTING A TOURNAMENT**

- 18.1. Any registered Club or League may apply to host a tournament.
- 18.2. Applications shall be done on the Ontario Soccer Association online system.
- 18.3. Before a tournament can be approved, besides all the information required on the application, the Club or League shall provide NYSA with:
- 18.3.1. Rules of the Competition
- 18.3.2. Payment of the appropriate fee

**By-Law 19. PLAYING-OUT CRITERIA**

- 19.1. A club wishing to play its team(s) in a competition outside NYSA's jurisdiction must apply in the prescribed form and pay a fee (see Appendix A) to NYSA prior to submitting application(s) to the outside organization(s).
- 19.2. Permission to play out in another District will only be given if there is no division for the team to participate in a league in the District.

**BY-LAW 20. OTHER RULES AND REGULATIONS**

- 20.1. Matters not included in these By-Laws or the Constitution of NYSA shall be judged in accordance with the Constitution and By-Laws of the Ontario Soccer Association and/or the Canadian Soccer Association.

## Constitution and By-Laws

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<b>Appendix "A"</b>		
<b>Schedule of Fees and Fines</b>		
	<b>Item</b>	<b>Fee/Fine/Penalty</b>
1.	Betting on a game	Minimum \$500.00 + 3 months suspension
2.	Club/League appointing unregistered referees to their games	First offence - \$500.00 Second offence - \$1,000.00 plus suspension
3.	Failure to attend AGM or SGM	\$200.00
4.	Failure of an individual to attend a discipline hearing when so required	\$100.00
5.	Failure of a club or league to attend a discipline hearing when so required	\$200.00
6.	Discipline Hearing administration fee	\$50.00 – NYSA Panel \$200.00 – OSA Panel
7.	Failure to pay fees &/or fines within the prescribed time	\$50.00 - if more than 30 days overdue, guilty party/parties will be suspended until payment is received
8.	Appeals & Protests (fee will be returned if appeal or protest upheld)	\$500.00
9.	Travel Permit or Application to Host an Exhibition Game	\$15.00
10.	Player Transfer	\$25.00
11.	Playout Permit	\$20.00
12.	Trial Permit or Temporary Registration Form	\$15.00
13.	Membership Fee	\$100.00

# Constitution and By-Laws

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## Appendix 'B'

### North York Soccer Association Referee Game Appointments Policy

- 1) The North York Soccer Association is committed to the development of referees through the referee game appointments process including providing trial opportunities for newer referees who are ready for the next higher level of competition. The North York Soccer Association will ensure that referee game appointments are provided to both male and female referees.
- 2) **Guiding Principles**
  - a) All referees will receive a fair and equitable share of the game appointments under the jurisdiction of the North York Soccer Association.
  - b) All referee appointments will be made in accordance with the policies of The Ontario Soccer Association, including the OSA Pyramid of Referee Appointments. North York Soccer Association may impose additional requirements that a referee must meet in order to be able to referee in games under the jurisdiction of the Association.
- 3) **Appointment Practices**
  - a) All referee game appointers for clubs and leagues under the jurisdiction of the North York Soccer Association shall be registered and in good standing with The Ontario Soccer Association in accordance with OSA published rules.
  - b) Leagues and clubs shall supply North York Soccer Association with a complete list of game appointments, including name of referee(s), date of game, age division and level of competition. This can be done on a monthly basis or at the end of the season by no later than one month after the end of the season. Failure to comply will result in disciplinary action.
  - c) Only referees who are registered with The Ontario Soccer Association and in good standing may receive referee game appointments to games under the jurisdiction of the North York Soccer Association and its member clubs and leagues.
  - d) Referee Game Appointments are provided to referees by the North York Soccer Association Referee Coordinator. This responsibility may be delegated to the Leagues and Clubs appointers, or others, at the discretion of the District.
- 4) **Appointments Criteria**
  - a) A minimum of two years refereeing experience at the required level of competition, except for youth house league U12 and younger.
  - b) Attendance at a minimum of two education sessions of two hours duration, held prior to the outdoor season.
  - c) Participation and completion of fitness testing (mandatory for Regional referees and above).
  - d) Referee availability.
  - e) Compliance with game report process.
  - f) Punctuality at game appointments.
  - g) Willingness travel, and to accept appointments as Assistant Referee.
  - h) Assessor or evaluator feedback.
  - i) Participation in upgrading courses.
  - j) Passing the standard examination for upgrading.



# Constitution and By-Laws

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## APPENDIX 'C' APPEAL TO THE NORTH YORK SOCCER ASSOCIATION RIGHTS OF APPEAL INFORMATION

You have the right to appeal the decision of the (*Insert Organization's Name*)

This decision may be appealed to THE NORTH YORK SOCCER ASSOCIATION and may be appealed by any party affected by the decision.

The letter of appeal must specify your rationale for appealing the decision of the (*Inset Organization's Name*). Your rationale must include:

- a) Making a decision for which the Respondent did not have the authority or jurisdiction as set out in the applicable governing documents;
- b) New facts were not available when the decision was made ;
- c) Failing to properly interpret the relevant Published Rules;
- d) Failing to follow procedures as laid out in the relevant Publishes Rules;
- e) Making a decision that was influenced by bias
- f) Alleged excessive fine, fee, bond, or suspension.

Failure to provide adequate rationale will result in your appeal being disallowed.

The appeal must be submitted in writing by registered mail, recognized Courier Service or hand-delivered:

**THE NORTH YORK SOCCER ASSOCIATION**  
**75 Carl Hall Road, Unit 1, 2nd Floor**  
**Toronto, Ontario M3J 3E5**

**Fax: (416) 667-1602**  
**E-Mail: nysa@nysoccer.ca**

Registrants and/or registered organizations who wish to seek leave to appeal a decision will have fourteen (14) days from the date on which they receive notice of the decision together with their rights to appeal, to submit in writing notice of the following:

- a) their intention to appeal
- b) Completed Application to appeal
- c) Grounds for appeal
- d) All evidence that supports these grounds, including all documents
- e) The remedy or remedies requested
- f) A copy of the written decision being appealed, or the Appellant's understanding of the decision
- g) A signature of the Appellant or authorized representative of the Appellant
- h) Include the Appeal Fee \$500.00

A copy of the letter of appeal **may** be sent to the (*Inset Organization's Name*) at its address below:

(Insert Organization's Mailing Address)

However, it is the responsibility of the Governing Organization (i.e., in this case, the NYSA Discipline and Appeals Committee) to advise all relevant parties about the appeal and to provide them with a copy of the appeal.

The appeal to The NORTH YORK SOCCER ASSOCIATION must include:

1. a letter of appeal
2. completed Application to appeal
3. the appeal fee of \$500.00 by certified cheque or money order
4. a copy of the decision being appealed

If the appeal is upheld, the appeal fee will be returned to the appellant. If the appeal is ruled out of order the fee is retained by the NYSA .

Special criteria are used in the deciding of appeals pertaining to playing-out rights. Contact the NYSA District Office for more information on appeals regarding playing-out rights.

For additional information about appeals, call the NYSA District Office at (416) 667-0550

# Constitution and By-Laws

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## APPENDIX 'D'

### APPEAL TO THE ONTARIO SOCCER ASSOCIATION RIGHTS OF APPEAL INFORMATION

You have the right to appeal the decision of the North York Soccer Association.

This decision may be appealed to THE ONTARIO SOCCER ASSOCIATION and may be appealed by any party affected by the decision. The letter of appeal must specify your rationale for appealing the decision of the North York Soccer Association. Your rationale must include:

- a) Making a decision for which the Respondent did not have the authority or jurisdiction as set out in the applicable governing documents;
- b) New facts were not available when the decision was made ;
- c) Failing to properly interpret the relevant Published Rules;
- d) Failing to follow procedures as laid out in the relevant Publishes Rules;
- e) Making a decision that was influenced by bias
- f) Alleged excessive fine, fee, bond, or suspension.

Failure to provide adequate rationale will result in your appeal being disallowed.

The appeal must be submitted in writing by registered mail or recognized Courier Service or by hand-delivery

**THE ONTARIO SOCCER ASSOCIATION**  
**7601 Martin Grove Road**  
**Vaughan, Ontario L4L 9E4**

**Fax: (905) 264-9445**  
**E-Mail: [AppealToOSA@soccer.on.ca](mailto:AppealToOSA@soccer.on.ca)**

Registrants and/or registered organizations who wish to seek leave to appeal a decision will have fourteen (14) days from the date on which they receive notice of the decision together with their rights to appeal, to submit in writing notice of the following:

- a) their intention to appeal
- b) Completed Application to appeal
- c) Grounds for appeal
- d) All evidence that supports these grounds, including all documents
- e) The remedy or remedies requested
- f) A copy of the written decision being appealed, or the Appellant's understanding of the decision
- g) A signature of the Appellant or authorized representative of the Appellant
- h) Include the Appeal Fee of \$500.00.

A copy of the letter of appeal **may** be sent to :

North York Soccer Association  
75 Carl Hall Road, Unit 1, 2<sup>nd</sup> Floor  
Toronto, Ontario M3K 2E1

However, it is the responsibility of the Governing Organization (i.e., in this case, the OSA Discipline and Appeals Committee) to advise all relevant parties about the appeal and to provide them with a copy of the appeal.

The appeal to The Ontario Soccer Association must include:

1. a letter of appeal;
2. Completed Application to appeal
3. the appeal fee of \$750.00 by certified cheque or money order
4. a copy of the decision being appealed

If the appeal is upheld, the appeal fee will be returned to the appellant. If the appeal is ruled out of order an administrative fee is retained by the OSA and the balance is returned to the Appellant.

Special criteria are used in the deciding of appeals pertaining to playing-out rights. Contact the OSA Provincial Office for more information on appeals regarding playing-out rights.

For additional information about appeals, call the OSA Provincial Office at (905) 264-9390.

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Appendix “E”

**North York Soccer Association**

**Proxy for Voting at a General Meeting**

*(under Article 6.6 of NYSA Constitution)*

I

.....

President of

.....

being a member in good standing of the North York Soccer Association, hereby appoint

.....

of

.....

(Note: If the individual not a Director a Member Club, proper ID may be required.)

if present, to be a proxy (known as the Proxy) and to attend and vote on my behalf at the General Meeting of the Association to be held on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ and any adjournment of that meeting.

The Proxy may vote on my behalf in respect of all matters that may come before the Meeting, as I could do if personally present at the Meeting, with the following restrictions:

.....

.....

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

1. A Member and/or its delegates may only hold in total 1 (one) proxy.
2. A non-Member may only hold 1 (one) proxy.
3. This form must be signed by hand and the Club’s seal affixed or stamped, and must be received by the Association 2 (two) full days prior to the date of the meeting (email or fax accepted).

This proxy form is prescribed by the North York Soccer Association