



# Fergus-Elora District Soccer Incorporated Constitution

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## ***I. Constitution Articles***

The By-Laws, Rules and Regulations and Duties of Officers and Directors, and Appendices, deal with matters specific to Fergus-Elora District Soccer Incorporated (FEDS). FEDS abides by the policies of FIFA, OSA and SWRSA. Where there is a discrepancy between the policies here and those of higher bodies, the policies of the highest governing body of soccer shall take precedence except where it is specifically noted that changes have been made to accommodate local concerns.

#### Article 1. Name

The name of the organization shall be "Fergus Elora District Soccer Incorporated", hereinafter FEDS.

#### Article 2. Guiding Principles

The primary purpose of FEDS is to provide children and adults the opportunity to develop teamwork, good sportsmanship and athletic skills at all levels and enjoyment to have fun by playing soccer.

#### Article 3. Head Office

FEDS will be headquartered in Town of Fergus, in the Municipality of the Township of Centre Wellington in the Province of Ontario.

#### Article 4. Logo, Seal and Club Colours

The logo shall comprise the symbols of the Thistle and the Tooth of Time to recognize the longstanding cooperation between the municipalities of Fergus and Elora to bring soccer to these communities and surrounding district.

The Seal shall be applied to any official documentation that is issued or signed on behalf of FEDS.

The official club colours of FEDS will be maroon, white and black.

Permission to use the FEDS logo is at the discretion of the Board of Directors.

#### Article 5. Affiliation

FEDS shall be associated with the Ontario Soccer Association (OSA) through the South West Region Soccer Association (SWRSA).

#### Article 6. Organisation

FEDS shall be comprised of a Board of Directors, Staff and Registered Volunteers as stated in Article 8 and Article 9.

#### Article 7. Membership

FEDS shall be composed of the following categories of Members:

a) Voting Members for Annual and Special General Meeting shall be any person serving FEDS as a:

- Member of the Board of Directors (see article 8)
- Registered Volunteer (see article 9)
- Head Coach (one per team registered with FEDS) (see article 9)
- One designate per team registered with FEDS (see article 9).
- Life Time Member as appointed by FEDS; and

be 18 years old at the time of Annual General Meeting (AGM) or the Special General Meeting (SGM);

b) Associate Members (non-voting), which shall be any person serving FEDS as a:

- Registered player, coach and official not covered in Article 7a.
- Sponsor

c) 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 except for Life Time Member

## Article 8. Board of Directors

The business of FEDS will be conducted by the Board of Directors, subject to the approval of a simple majority of the Board of Directors present at the meeting during which the decision is to be made. (See Article 16 Quorum). If deemed by the Board of Directors that a Board of Director has a conflict of interest during a regular monthly meeting, that Director must declare this and leave the room during this period of the meeting. Voting by proxy is permitted based upon Bylaw III.

The Board of Directors of FEDS shall be comprised of the following ten positions:

President	Vice President
Secretary	Treasurer
Director of Youth Travel	Director of Youth House League
Director of Adult Programs	First Director at Large
Second Director at Large	Third Director at Large

A subset of the Board of Directors shall also serve as the Discipline and/or adhoc Committee.

President (as Chair)	Vice President
Club Head Referee	Appointed Board Director
Director of the League involved	Club Head Coach (when requested)

If any of these members is directly involved in an incident, or has any other conflict of interest, their immediate understudy shall substitute. If this scenario is not possible, the next qualified Board of Director shall decide upon the members of the committee.

Board of Directors shall serve a two-year term in office. If no candidates wish to stand for election, the Board of Directors may appoint an individual to fill the vacancy until the next AGM. The appointee will serve out the existing term in that position.

In even numbered years, the following positions shall be open for election:

President	Treasurer
Director of Youth Travel	Director of Indoor
First Director-at-Large	

In odd numbered years, the following positions shall be open for election:

Vice-President	Secretary
Director of Youth House League	Director of Adult Programs
Second Director-at-Large	Third Director-at-Large

A Board of Director may hold more than one position on the Board but shall hold only one vote. The positions of President, Vice-President, Treasurer and Secretary shall be held by four separate unrelated individuals.

A Director may be removed from the board under the following scenarios, after a review from the Board of Directors at which the member in question shall be notified:

- Has missed all or part of 3 consecutive meetings
- Has missed all or part of more than 6 meetings during the course of their term
- Has been deemed to be incapable of fulfilling assigned duties
- Has brought the game of soccer and/or the FEDS name into disrepute

Decisions shall be made in a timely manner and the Director in question shall be present for the Board's final ruling.

## Article 9. Registered Volunteers and Staff

Registered volunteers shall comprise of the following:

Assistant Head Coach	Assistant Head Referee
Equipment Convenor	Head Coach of each team registered with FEDS
House League Field Day Convenor	Media Relations Convenor

One Convenor per Age Division in House League    One designate per team registered with FEDS

The preceding positions shall be held for yearly terms and hold the right to vote at the Annual General Meeting and any Special General Meetings. Voting by proxy is allowed as stated in Bylaw III.

Any volunteers recruited by FEDS for various events shall be have their names registered with FEDS.

The position of Club Administrator, Club Head Coach and Club Head Referee shall be paid positions. The Board of Directors shall determine duties and remuneration for these positions.

#### Article 10.    Registration, Eligibility, Fees and Refunds

- a) Opportunities will be provided for registration at published locations as determined by the Board of Directors. FEDS will set registration dates as approved by the Board of Directors. Registrations received after the last registration date may be subject to a late fee.
- b) Registration fees will be set annually by the Board of Directors.
- c) Late registrations will be accepted as determined by The Board Of Directors (See Article 10a), or until (for House League), all available spots in the given league are filled (see Article 10d), whichever comes first. For purposes of coherent planning and organized registration of players with SWRSA, absolutely no late registrations will be accepted after this date, unless approved by the Board of Directors. Late registrations for travel teams will be defined by their league of registration.
- d) The numbers of registered players that will be accommodated in any given year will be determined, by the Board of Directors.
- e) All players who register to play Travel League will be considered also to have registered for House League. There may be tryouts to determine which players may fill the limited number of spots on Travel League teams. For Travel League teams, FEDS shall encourage coaches to card the maximum number of players allowed by the respective Travel League. A team must have a minimum of 15 players registered. Travel Team Final Rosters Deadline will be determined by the Board of Directors.
- f) Players who tryout for a Travel League team and are not carded will be offered a reserved spot on a House League team in the appropriate age division. Players who elect not to accept spots in House League will receive a refund subject to a penalty fee (see Article 10g). Reserved spots on a House League Team will only be held until the Travel Team Rosters Deadline. No cuts will be allowed to Travel Team Rosters after this deadline
- g) To cover costs, FEDS will withhold a penalty fee from refunds due to withdrawal from the club. It will be set by the Board of Directors. This fee shall be prorated based upon the league of registration with a minimum charge as determined by the Board of Directors. If a player must withdraw because of injury, illness or other compassionate grounds the penalty fee will be determined by the Board of Directors.
- h) To protect FEDS from liability, the Club Administrator shall register all players, team officials, Board of Directors and Registered Volunteers with SWRSA on an ongoing basis. For the same reason, the absolute deadline for players or coaches active at tryouts for Travel teams will be the date of the first tryout session, i.e., no player trying out for a Travel team will be permitted to do so without first being properly registered nor shall a team official be present at a tryout without being properly registered.

#### Article 11.    Annual General Meeting (AGM)

FEDS will hold an Annual General Meeting each year, generally to be held late October. FEDS will publish notice via FEDS official website, of the time and location at least 14 days prior to the AGM.

Order of Business at the AGM shall be:

Welcome

Minutes of previous AGM

Introduction of Guests (if applicable)

Reports (President, Directors, Treasurer)

Appointment of Auditors  
Break  
Election of Board of Directors  
Adjournment

Unfinished Business  
Amendments to the Constitution  
New Business

Article 12. Special General Meeting (SGM)

A SGM shall be called by the Board of Directors by its own motion **OR** within 30 days following receipt of a written request signed by not less than 1/3 of the Voting Members. All Voting Members shall receive 14 days notice of the date, time and location of any SGM via the FEDS official website. Only business for which a SGM has been called will be dealt with, except with the unanimous consent of those present.

Article 13. Board of Directors Meetings

The Board of Directors shall meet regularly throughout the year to conduct the ongoing business of the club.

Article 14. Rules of Order

All meetings of FEDS shall be conducted with Robert's Rules of Order insofar as they may apply. See Bylaw I.

Article 15. Presiding Officer

The President shall preside at all meetings of FEDS. In his/her absence, the VP, will preside. If both of these officers are absent, the Secretary will preside. The President may defer the position of chairperson for a Board of Director meeting, if desired.

Article 16. Quorum

A simple majority of the Voting Members present shall constitute a quorum for AGM/SGM Meetings.  
An Annual General Meeting requires a minimum number of twelve (12) voting members present.  
A Special General Meeting requires a minimum of fifty (50) voting members present.

A quorum for a Board of Directors meeting will be a simple majority with a minimum number of 50 percent of filled board positions present. Proxy ballots shall not be counted towards a quorum.

Article 17. Voting

Only those persons mentioned in Article 7a will have voting privileges at Annual General or Special meetings. Only those persons mentioned in Article 8 will have voting privileges at monthly Board of Directors meetings

At all meetings of FEDS, voting will be by show of hands unless a poll is requested. Such a vote must be motioned by a member of the Board of Directors and subsequently seconded by another member of the Board of Directors (a vote is not necessary). A ballot vote will be conducted by the Club Administrator or Secretary. At the AGM, the election of the Board of Directors shall be by show of hands unless secret ballot is requested. Decisions shall be reached by a simple majority unless otherwise required by the by-laws. Voting by proxy is governed by Bylaw III.

Article 18. Indemnity

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

Article 19. Auditor

The accounts of FEDS shall be audited annually and the correctness of the Financial Statement ascertained by an auditing firm as appointed by the Board.

The Auditors shall be appointed by the members at the Annual General Meeting.

Article 20. Finances

After budget approval by the Board of Directors, any two of the Treasurer, with the President or an appointed Director as co-signers, may issue cheques up to, but not in excess of, the approved line item in the budget.

The Treasurer will prepare the year end Financial Statements and have them audited for the AGM and will prepare a proposed budget for the first Board of Directors meeting following the AGM.

#### Article 21. Dissolution

In the event of Dissolution, all debts and liabilities shall be paid. Any remaining assets shall be disposed of and distributed by the Board of Directors to that one or more than one local registered charitable organisation involved with children, which operates solely in Ontario as the board elects.

#### Article 22. Discipline of Members

A member may be fined, censured, suspended, or expelled from membership for cause and only after charges have been laid in accordance with FEDS published rules and a hearing held in accordance with FEDS and OSA published rules. An individual whose membership has been suspended loses all rights of membership until the suspension has been terminated.

Any member, who infringes the Articles or rules of FEDS or brings FEDS into disrepute, may be reprimanded, suspended, or expelled from FEDS after a review by the Board of Directors, at which the member in question shall be notified. A hearing shall be held in a timely manner at which the member in question will be requested to be present for the Board's Final Decision.

Player, team and team official discipline for game infractions is governed in accordance with the procedures published by the OSA.

#### Article 23. Dispute Resolution

FEDS shall adhere to the Dispute Resolution process as published and approved by the OSA from time to time. Any member of FEDS may initiate the Dispute Resolution process by communicating in writing to the OSA, with a copy to FEDS (attn: President) and SWRSA, 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 be used for any game infractions. FEDS shall make available to any member the Dispute Resolution process, when requested.

#### Article 24. Appeals

- a) Any member or registrant of FEDS directly affected by a decision of FEDS may appeal such decision. A non-member may appeal the denial or termination of membership in FEDS.
- b) A decision of FEDS may be appealed to SWRSA. The appeal shall be conducted in accordance with the OSA and SWRSA published rules.
- c) An individual shall NOT appeal a decision made by the Board of Director's regarding the appointment, re-appointment, on-appointment, or revocation of an appointment of an individual to any coach or administrator position within FEDS operations, except when the selection, appointment, and revocation process outlined in FEDS published rules has not been followed.
- d) An individual shall NOT appeal a decision made by FEDS regarding a player's team assignment.

#### Article 25. Laws of the Games

FEDS shall support and maintain the principles of the Laws of the Game and the FIFA Fair Play Ideal as established by the International Football Association Board and recognized by FIFA and OSA, except as provided herein to accommodate differences in age or climatic conditions.

Changes shall come into effect in the playing season immediately following their adoption. Any changes shall be delivered as a directive from the Club Head Referee.

A copy of the Laws of the Game and FEDS League rules shall be kept and distributed by the Club Head Referee. Copies shall be available upon request; all other outstanding versions shall be deemed void.

## Article 26. Amendments to the Constitution and By-Laws

Constitution amendments shall be forwarded in writing to the Secretary not later than 14 days prior to the AGM. Copies will be available from the Secretary for viewing by all members not less than seven days prior to the AGM at which will be considered and shall be posted on the FEDS official website.

Final amendments to the constitution will be a vote by those accredited members present at an Annual General Meeting or a Special General Meeting as defined by article 16.

At Board of Director meetings, amendments to the Club by-laws, Rules, Regulations, Policies and Procedures will require a simple majority of those present and constituting a quorum of the Board of Directors as defined by article 16.

The Constitution shall be updated annually after the AGM to include changes to By-Laws, Rules and Regulations, and Board of Directors within two weeks of the Annual General Meeting by the Club Administrator.

Copies of the revised Constitution will be made available, if requested, to members of the Board of Directors at the first meeting in the next calendar year and posted on the official club website.

## II. **Club Bylaws**

### Bylaw Preamble

FEDS may make such miscellaneous Rules and Regulations as may be deemed necessary to promote, develop and govern the game of soccer. FEDS may impose such regulatory measures as it deems necessary for the efficient administration of the playing structure of the game within its jurisdiction. No such regulations may violate an individual's rights to freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the game.

### Bylaw I: Robert's Rules of Order

Robert's Rules is a set of rules for conducting meetings that allow participants to be heard and to make decisions without confusion. It is often referred to as parliamentary procedure.

Board members express themselves by discussing and making motions. A motion is a proposal the entire Board takes action on. Board members can: Make motions (move to adopt items on the agenda), Second motions, Debate motions and Vote on motions.

### Bylaw II: Police Background Checks

To ensure a safe and secure environment in which the rights and freedoms of individuals are least likely to be violated, every registered Active Member of FEDS shall expect to submit to background character checks by police at the request of the Board of Directors. Any refusal to submit to a background check will result in the immediate rejection of the Member from FEDS. It is MANDATORY for all Board Directors and Registered Volunteers to submit to the screening procedure.

As per O.S.A. policy dated November 2003, FEDS will require all youth and adult coaching and administrative staff to fill out an application form, have a police check and attend an interview for positions, as a minimum. FEDS Board of Directors will review each year the appropriate period for each screening check, depending on the level of risk, as defined in the OSA Screening Policy. A copy of the OSA Screening Handbook will be available at FEDS Office.

### Bylaw III: Proxy Voting at Board Meetings:

Any voting member may exercise their proxy vote by means of a proxy ballot. A proxy ballot does not defer all voting privileges it shall only represent the issues listed on the proxy ballot. Members are to receive their proxy ballot 7 days prior to the applicable meeting. The member may appoint another individual to attend and present the member's proxy vote at the meeting with the power conferred by the proxy or mail the proxy ballot to the official FEDS business address or email the proxy ballot to the Club Administrator. Postal mailbox and e-mail shall be checked 30 minutes prior to the meeting in question. Proxy ballots shall only be issued for a SGM or an AGM.

#### *Bylaw IV: Special Financial Requirements*

All proposals for special allocation of funds, such as light for fields, field development, clubhouse development, teams touring outside of province, etc are to be submitted in writing to the Board of Directors at any of their Board Meetings. The Board of Directors depending on the nature of the proposal has the authority to defer their final decision until the next Board Meeting, allowing the Board of Directors time to review the details of the proposal.

#### *Bylaw V: Request for Financial Statements*

FEDS will provide to any person (or member), upon written request to the Secretary of FEDS, a copy of the latest comparative financial statements of FEDS for the year ended 30th September

#### *Bylaw VI: Harassment Policy*

##### *Introduction*

FEDS is committed to the achievement of equal opportunity including the establishment of a sport environment in which all members have the opportunity to contribute to the game at their maximum potential.

##### *Definition of Harassment*

Harassment takes many forms but can generally be defined as behaviour, including comments and/or conduct which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. While this applies to all members of FEDS and to any form of harassment, the various provincial human rights codes and the Canadian Charter of Rights and Freedoms collectively prohibits harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital/family status or record of offence.

### **III. Rules and Regulations**

#### *Laws of the Game*

For younger age groups, FEDS shall implement modifications to the Laws of the Game for the purpose of player development.

#### *Cancelling Matches*

Cancelled matches that are not properly reported are a waste of officials' time, club money and cause problems for field scheduling. Matches shall be postponed or cancelled for inclement weather or insufficient match officials present

#### *Codes of Conduct*

##### *Board Members*

In order to provide some guidance regarding the application of the Conflict of Interest Policy, certain Standards of Conduct are set forth below which are not intended to be exhaustive of all possible situations that may arise, but are intended to assist Directors in the avoidance of and in dealing with conflict of interest situations. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

- A Director shall not derive a personal profit from the activities of the governing organization of which they are a Director and the governing organization shall avoid, wherever reasonably practicable, contracts or arrangements with individuals or organizations that would result in personal profit to persons having close family ties, or those who are friends, business associates or colleagues of the Director.
- A Director shall not exploit his or her position within the governing organization to lever for themselves a personal profit, advantage, or position of prestige.

- A Director of a governing organization shall not accept any gift in cash or in kind from persons doing or seeking to do business with the governing organization, except as may be of a personal nature and nominal value.
- Information of a confidential nature gained by a Director from his or her involvement with the governing organization shall be kept confidential and used only for the proper purposes of the governing organization.
- A Director shall not allow his or her loyalty to the governing organization to be compromised by his or her relationship to, or involvement in, another organization.
- It is recognized that an individual may be involved with more than one soccer governing organization subject to the published rules of each organization. The fact that a Director owes a duty of loyalty to two or more governing organizations cannot in itself be considered a conflict of interest provided that the Director, when considering a matter that is before the Board of Directors of one governing organization, keeps an open mind and is left free to exercise, and does exercise, his or her judgement, take a position, or cast a vote, that he or she believes to be in the best interests of that organization.
- In the event a Director has a conflict of interest in relation to a particular issue or matter of discussion, the individual shall:
  - declare the conflict of interest, and refrain from voting on the issue in question
  - absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict
  - refrain from lobbying or participating in the decision making process.

It does not matter whether the topic which involves the individual in a conflict situation was formally on the agenda or came up unexpectedly. As soon as the meeting considers a matter or begins to discuss an issue which puts an individual in a circumstance of conflict of interest, he or she must interrupt and say,

"I am declaring my conflict as (here insert your conflicting position or interest) and I am leaving the meeting while this subject is under discussion".

The Secretary of the meeting shall then record this in the minutes as follows:

"Ms. A. having disclosed her conflict as a Director of (or whatever) was absent from the meeting during discussion of (describe topic)."

A topic which involves a conflict for a Director may come up in several meetings and at each meeting; the Director shall declare the conflict and absent him or herself from the meeting during discussion of that topic.

### *Player's Code of Conduct.*

Players will abide by the following:

#### Commitment:

- Play soccer because they want to, not because others want them to.
- Play by the rules of soccer, and in the spirit of the game.
- Control their temper and will not fight, "mouth off" or use bad language.
- Respect their opponents and be a team player.
- Remember that winning isn't everything - that having fun, playing fair, improving their skills, making friends and doing their best are the most important.
- Acknowledge all good play - those of their teammates and their opponents.
- Accept the decisions of coaches and referees and show them respect.

#### Games and Practices

- Agree that practices and games are equally important.
- Arrive at least 10 minutes before practices, and 30 minutes before games.
- If they cannot make a game or practice, notify the coach at least 24 hours in advance so that arrangements for substitutes can be made.

#### Uniform

- Take good care of it and wear it only on game days, and will ensure it is clean for every game.
- Wear shin guards and appropriate footwear at all games and practices.
- Remove any jewellery, watches or any item that may cause injury to the player,

teammates or opposing players prior to participating in games or practices.

#### Discipline

- At all times, will show respect for coaches, referees, teammates, and opposing players.
- Infractions that occur during the game are governed by the Laws of the Game and will be decided by the Referee.
- Certain serious infractions (e.g. Referee Assault) will result in a Discipline Hearing, possible suspension from soccer and a fine being levied by the appropriate Association. Paying any such fine is the player's responsibility.
- The team's coach will handle infractions that occur at times other than a game

#### Resolving Problems

Talk to the person privately. If the player is upset, FEDS recommends the player waits 24 hours and then determines if they want to pursue the issue. If the player feels they need further guidance on an issue, the player should contact their league Director.

#### Referee's Code of Conduct

To ensure a safe environment for all Soccer participants, referees have been given special responsibilities and are therefore expected to act with professionalism and courtesy at all times. There is an OSA Board approved "Code of Conduct" for Ontario Referees contained in the following document: Game officials having certain privileges through and by The Association, with respect to the game, shall realize and respect their responsibilities and duties to The Association and the game. The Association endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials. Specifically Game Officials shall:

- Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve;
- Not cause The Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- Adhere to all standards and directives;
  1. Always be neat in appearance and maintain a high level of physical and mental fitness;
  2. Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes;
  3. Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
  4. Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
  5. Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
  6. Be subject to disciplinary action for not complying with this Code of Conduct.

#### Coaches' Code of Conduct

##### Commitment:

A coach's commitment is to improve the performance of the players and the team physically and mentally. A player needs to participate in a high quality soccer program in a positive atmosphere. (Suggest: A coach needs to provide a high quality soccer program for players within a positive environment / atmosphere.)

##### Know Your Subject:

A Coach must be thoroughly acquainted with FIFA Laws of the Game and they must keep attuned to the sound principles of Coaching.

##### Respect:

Coaches must respect all human beings i.e., players, and officials. Opponents and officials must be treated with respect. Players must be coached to win within the laws of the Game.

##### Enthusiasm:

Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when deserved.

#### Personal Conduct:

A Coach must maintain the high standards of personal conduct and fair play. Coaches should never be involved in any circumstance which is offensive or suggests sexual connotations.

#### Continuance of Coaching

In recognition of the positive effects on player development by changing coaches from time to time, coaches of youth traveling teams will be encouraged not to coach the same team for more than two years in a row.

#### FEDS Team Officials for All-Female Youth Teams

For all-female youth teams, at least one adult female with a direct relationship to at least 1 player will be present at all games, practices or other team functions (e.g., fundraising activities, tournaments, parties, etc.). The individual adult female(s) will be a volunteer(s) not necessarily registered with SWRSA. However, for purposes of reducing exposure to liability, it will be the responsibility of coaches and/or managers who are officially registered with SWRSA to ensure that this requirement is met by selecting responsible adult female volunteers. If no volunteer(s) is (are) available, the team function will be cancelled or postponed. FEDS will not field any all-female youth teams that do not meet this requirement.

#### Coaching Policy

The purpose of this policy is to assure that all youth players are provided an opportunity to have fun and learn the game of soccer. A positive environment providing a quality soccer program is based on the commitment, dedication and the performance of its volunteer coaches. It is important that every coach strive to develop teamwork, good sportsmanship and athletic skills. The primary goal is to instil within our youth players the spirit of the game. Therefore, the selection of a coach is determined by what is in the best interests of the players.

#### *The Selection Process - All applicants must:*

- i. Complete a coaching application form outlining experience and training.
- ii. Submit to the police screening application process and consent to the disclosure of personnel information. All consents are given pursuant to Section 42(b) of the Freedom of Information and Protection of Privacy Act. All information shall not be disclosed to any person except as designated by the Club.
- iii. Take part in a scheduled interview pursuant to the acceptability of information (if any) provided under The Criminal Records Act releasing records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the Criminal Records Act, or any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or an Act of the Legislature. Information may include information available from the files of the OPP or any other police agency, including occurrence information deemed necessary to fulfill the requirements of the volunteer screening process.

#### *In-House*

The league will attempt to place 2 coaches on a team where practical. The best situation is to have at least one coach and one assistant coach. An applicant must reapply every two years.

#### *Travel:*

The emphasis at the travel level is on development. All Team Head Coaches must be 18 years or older. Assistant coaches must be 14 years of older. Applicants must reapply each season. A degree of flexibility is needed in the placement of coaches, to account for year-to-year changes in player registrations and age groups. Where practical, travel coaches will only be encouraged to coach the same team for two consecutive seasons. For all-female youth teams, female coaches may be given preferred treatment. It is the policy of FEDS to have at least one adult female official or volunteer with a direct relationship to at least one player present at all games, practices or other team functions. FEDS will not field any all-female youth team that do not meet this requirement. It should be understood that though it is a requirement to have a female team official it is not a requirement that the female team official be the coach.

#### *Selection of a Coach*

If there are, multiple candidates the coach will be selected based on the best qualified person, determined by:

- Soccer experience as a player, referee and coach
- Their attitude towards the game and sportsmanship
- Willingness and commitment to work with other coaches
- Level of coaching certification
- The ability to prepare the team physically and mentally
- The ability to teach and motivate young players and deal well with parents
- The degree of risk and the number of away games for youth players – i.e. having a son or daughter on the team reduces risk.
- A commitment to the soccer club as a whole and not just to one's own team, building a club "ethos"
- A commitment to the larger community

If there is consensual agreement, the Director responsible for the division may simply select the coach.

#### *Conflict in the Selection Process*

Conflict in the coaching selection process must be first brought to the Director responsible for the division, who may resolve the conflict. If the conflict persists, a Selection Protocol Committee or three designated members of the board, who have no direct interest in the age group, may be chosen to select the coach. This selection will be final.

#### *Standards of Behaviour for Coach*

All coaches must conduct themselves in accordance to the Coaches' code of conduct. FEDS will take seriously all complaints and will respond appropriately based on the nature of the specific circumstance.

- i. Any allegation of abuse (physical or emotional) will be immediately investigated by a Review Committee of no less than three Board members having no direct interest or conflict in the allegation. The Board is guided under Bylaw VI of its Constitution – "Harassment Policy". Harassment is defined as behaviour, including comments and/or conduct that are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals.
- ii. Any allegation of a rule violation will be investigated by the Director responsible for the division. If it is determined that the allegation has merit the Review Committee will discuss the situation with the coach and determine if any appropriate steps to be taken.

#### *Corrective Actions*

- In the most serious of circumstances and in accordance with FEDS and OSA published rules, the Review Committee may hold a hearing to suspend or expel a coach.
- The Review Committee may provide recommendations or suggestions to the coach
- The coach may receive a verbal caution and required to provide a verbal commitment to improve
- The coach may receive a written caution and be required to provide a verbal commitment to improve
- The coach may be suspended from coaching and provide written commitment to improve prior to returning to his/her team.

#### *Off-Season or Additional Training Sessions*

All training session(s), their location(s) and timing shall be reported to the Director responsible for the Division. No training session will be conducted without the consent and approval of the Director. No player shall be contacted by a Coach who has not been previous registered to that team without the consent of the Director of the Division.

#### *Discipline Committee*

The Discipline Committee shall deal with:

House League and Indoor League discipline when referees issue cards. Infractions and appropriate penalties will those set out by the OSA. Incidents during Travel League matches and referee assaults (blue forms) will be dealt with by the appropriate higher body, SWRSA or OSA. FEDS reserves the right to initiate subsequent discipline.

Extraordinary events of any sort that interfere with good conduct and a safe environment. Players, Board members, coaches, referees and parents can be brought before the Discipline Committee to explain their actions and face the appropriate reprimands as deemed necessary by the Discipline Committee.

## **IV. House League Procedures**

### Referee Support Policy

FEDS considers the development of its referees as important as the development of its players. In order to endorse this belief and demonstrate a tangible means of support for officials, the following policy is in place and will be enforced as needed. Any parent or guardian judged by the FEDS Discipline Committee to be guilty of abusive conduct towards a game official during a FEDS House League game will be reprimanded in writing. A second conviction, during the same season, will result in de-registering the offending party. In extreme cases, as determined by the Discipline Committee, the de-registration process may be evoked after the 1st offence. Offences by team officials shall be in accordance to FEDS House League.

This policy applies to all non-playing attendees (i.e. fans) at FEDS House League games.

### *Procedure*

1. When a game official feels that they are being abused, as per the scope of this policy, by either a coach or fan, 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 5.
2. 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 FEDS Discipline Committee will be sent in for review. If the source is a fan, the appropriate coach will provide the official with the name of the fan and the coach must advise the fan that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the FEDS Discipline Committee will be sent in for review. If the fan is not associated with either team, both coaches are asked to speak to the fan and ask the individual to leave.
3. Once the prescribed action in step 2 has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.
4. 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 FEDS Discipline Committee. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.
5. The game official must contact the FEDS Club Head Referee to verbally report the incident within 24 hours. A blue incident form shall be filled out by the referee involved.
6. A special incident report must be filled out, with the assistance of the Club Head Referee or a member of the Executive, if required, and forwarded to the FEDS President within 72 hours.
7. The FEDS Discipline Committee will then review and deal with the report as per the guidelines (see below).
8. If the game was abandoned due to the conduct of a fan not associated with either team, the Board of Directors will determine the status of the game.
9. If the game continues without any further incident, the game official is advised to inform the Club Head Referee that the game was temporarily suspended due to abuse towards a game official. Further, a note must be made on the game sheet.

### *Discipline*

Disciplinary actions will be those detailed within section 8 of the OSA regulations.

Appendix II: Proxy Vote Form



Official Proxy Designation Form

To: FEDS Secretary

I, \_\_\_\_\_, as \_\_\_\_\_ hereby designate  
\_\_\_\_\_ as my proxy for all matters brought before the FEDS meeting on  
\_\_\_\_\_.

This designation expires as of \_\_\_\_\_, at which time I will resume my authority for  
voting as described in the Association's bylaws.

This authorization is limited. The proxy may act on my behalf on the following proposals:

(Insert Text if applicable)

Signature \_\_\_\_\_

Date \_\_\_\_\_