

Greater North Soccer Association Operational Policies & Procedures

The objectives of the Greater North Soccer Association are to promote, develop and administer the game of soccer within its boundaries, both indoor and outdoor

To represent and act on behalf of Ontario Soccer, in the administration of Ontario Soccer programs.

To represent and act on behalf of its Members and assist them to develop and effectively administer soccer programs that promote the development of the mental, physical, social and leadership skills of their Members.

These Operational Policies and Procedures are the specific processes used to implement the policies and procedures of the Greater North Soccer Association in its' day-to-day operations to best implement its objectives.

1.0 Affiliation

1.1 The process of affiliation with Greater North S. A. includes:

- a) Applying for membership with
- b) Registering with
- c) Paying fees to
- d) Reporting to
- e) Acknowledging the jurisdiction and authority of Greater North S. A.

1.2 An individual or a soccer organization (club or league) shall affiliate with a Greater North S. A. in accordance with all its applicable Governing Documents.

1.3 An individual or a soccer organization that affiliates with Greater North S. A. shall be under the jurisdiction and authority of all superior applicable Governing Organizations:

- i. FIFA
- ii. Canada Soccer
- iii. Ontario Soccer
- iv. Greater North S. A.
- v. Club

1.4 Greater North S. A. Clubs and Leagues shall ensure that their rules, regulations, and policies are consistent and do not conflict with those of Greater North S. A. or Ontario Soccer's.

2.0 Membership

Greater North S. A. has one class of membership: a regular Member.

2.1 The regular Member shall be the Clubs within the district boundaries of Greater North S. A.

2.2 Members are required to respect the aims and objectives and comply with the Governing Documents of Greater North S. A. Deviations from the By-Laws and Operational Procedures of the District to accommodate local needs must be approved by the Greater North S. A. Board.

2.3 Each Member shall hold their annual Members Meeting as stipulated in their By-laws.

2.3.1 Members shall notify Greater North S. A. of the date of their annual members' meeting at least one month prior to the date.

2.3.2 Members shall notify Greater North S. A. in writing of any change of officers or any change of address (of the member club or league), within seven (7) days of any change.

3.0 Membership Year, Renewal of Membership, Approval of New Membership

The Membership Year for Members of Greater North S. A. shall be January 01 to December 31.

3.1 Renewal of Membership

Each Member of Greater North S. A. shall be required to apply to renew its membership by December 01, for the upcoming Membership Year.

3.1.2 Application for renewal of membership in Greater North S. A. shall be made annually on a Membership Renewal Application Form provided by Greater North S. A. (*Appendix A*).

The application must be accompanied by all required documents as stipulated on the form including:

- a) List of all new By-Law amendments since last application for renewal of membership
- b) For a Not-For-Profit Organization, the Financial Statement presented at the last annual meeting of the Member organization.
- c) For a For-Profit Organization, a Financial Review Statement completed by an independent auditor.
- d) Current List of Member Organization's Board of Directors

3.3 Any Member failing to submit the application form, all required documentation, and payment of all outstanding fees, fines owed to the District by December 31 of the current year shall be fined \$100.00. An additional fine of \$100.00 shall be levied for each subsequent fifteen-day period that the documentation is late.

3.4 If the application is incomplete and/or not all the required documents and applicable fees have been submitted, the District Administrator shall refer the membership renewal application from that Club to the GNSA Board for action by the Board.

3.4.1 The GNSA Board will decide whether a Member Organization will have its membership suspended or terminated for non-compliance with the membership renewal process.

3.4.2 If Membership is terminated for non-compliance with the membership renewal process, the membership may only be reinstated, with the approval of the GNSA Board and only after all membership renewal criteria are met.

3.4.3 Upon receipt of a new application to operate a youth program *, the District shall advise all Members of the application and request that comments on the application be submitted. Board members will be given an opportunity to comment before the application is officially accepted. If necessary, at the first Board meeting after the application has been submitted, the Board will come to a decision.

*Only one (1) club in each of the 4 areas will be considered a “competitive youth club”.

As of inception of GNSA:

Sault Region: Sault Youth Soccer Club

Sudbury Region: Greater Sudbury Soccer Club

Northeast Region: Nipissing District Soccer Club

North Region: TBD

4.0 Membership Fees

Greater North S. A. (player) Fees shall be in addition to any player registration fees levied by Ontario Soccer.

4.1 Any surcharge or supplementary fee in addition to the District Fees may only be levied on Members by a majority vote of delegates present and entitled to vote at a general meeting of Greater North S. A.

4.2 BOND: In the event of a Member removing itself from Greater North S. A. by not registering its players with Ontario Soccer and then later reapplying for membership, a Performance Bond of \$7,500.00 will be required to be paid to Greater North S. A. upon return. The Bond will be forfeited if the Member subsequently withdraws in any future season. If the Member again reapplies for membership the Bond shall be progressively doubled for each re-application.

5.0 FINANCES

5.1 Auditor: The accounts of Greater North S. A. shall be audited annually, by an accredited accountant.

5.1.2 The Auditor shall be appointed by the delegates at the Annual Members Meeting.

5.2 Monies Owing: All monies owing to Greater North S. A. shall be due and payable within thirty days of invoicing unless otherwise stipulated.

5.2.1 Invoices unpaid thirty days past the billing date will be deemed delinquent and are subject to an interest charge of 1% monthly (12% per year) interest charge.

5.3 Invoicing: In its inaugural year, Greater North S. A. will invoice clubs monthly for player fees.

Beginning with the Outdoor 2024 season, clubs will be invoiced for 80% of the previous outdoor season registrations May 15 and 20% on August 01. A reconciliation will be done at the end of the outdoor season.

Clubs will be invoiced for 80% of the previous year's indoor registrations on November 01 and 20% on February 01. A reconciliation will be done at the end of the indoor season.

5.4 Expense Claims

All those travelling on official Greater North Soccer Association business and are not compensated by another association (ie. Ontario Soccer) shall be compensated by the Greater North Soccer Association (GNSA) for all reasonable out of pocket travel.

Full Policy – Appendix B

5.5 Sault Amateur Soccer Committee is responsible for any invoices from the City of Sault Ste. Marie regarding the lease agreements with the Northern Community Centre, Strathclair fields (irrigation water, field lights) and Strathclair field house. *Terms of Reference – Appendix C*

6.0 COMMITTEES

Greater North S. A. Committees operate under the following categories:

6.1 STANDING COMMITTEES

Standing Committees operate under the authority of the Board of Directors.

Sault Soccer Association Committee: This committee deals with the City of Sault Ste. Marie regarding lease agreements including the Strathclair field house, which is owned by the Committee, the Strathclair fields irrigation system, the lights on Fields #1 and #2 and for the Northern Community Centre indoor facility capital fund. The committee consists of the presidents of each of the 4 clubs headquartered in Sault Ste. Marie, and an appointed chairperson.

This committee is responsible for collecting the monies needed to pay the invoices from the City of Sault Ste. Marie (see 5.4). *Terms of Reference see Appendix C.*

Nomination Committee: The Board may from time to time appoint a Nomination Committee in preparation for the election of board members. However, no current board member may sit on the committee.

6.2 OPERATIONAL COMMITTEES

Operational Committees operate under the authority of the President of Greater North S. A.

- i. Technical Advisory Committee
- ii. Match Official Development Committee
- iii. Competitions Management Committee
- iv. Facilities Committee

7.0 REGISTRATION

Greater North S. A. is responsible for ensuring that its Members have registered, either electronically or otherwise, all their leagues, divisions, teams, players, team officials, and administrators to Ontario Soccer. In addition to Ontario Soccer policies and procedures Section 5: Registration,

[Ontario Soccer Section 5 Registration](#)

Greater North has the following procedures:

7.1 Player Registration

The processing and validation of Player registration, transfers, reinstatements and other transactions pertaining to Player registration shall be approved by Greater North S. A.

7.1.2 Players U12 younger, will not be granted a Temporary Eligibility Permit (TEP) to play as a guest player for a US affiliated club/team.

7.1.3 Regardless of age, players registered in a foreign country will not be granted a Short-Term Registration Permit (STRP) to play or practice in Canada, unless they are in the process of completing an International Transfer Certificate (ITC) to return to play in Canada. The District will complete STRP for players waiting for their ITC.

7.2 Clubs

7.2.1 Clubs shall apply to operate a league, seasonally, on an application form provided by the District. Information to include:

1. League rules and classification (eg. District, Community (“house league”) etc)
2. Proposed start and end date
3. Proposed age divisions
4. Proposed venue (field name, city)
5. The league’s contact person for GNSA and their contact information
6. The name and contact information for the League’s Discipline by Review Panel Chair
7. The name and contact information of the league’s match official game assignor*

*At the discretion of the GNSA District Referee Coordinator, Club Leagues will use the current assigning platform, E2E RefCentre. Costs for use of the platform will be the responsibility of the Club.

7.2.2 Clubs shall apply for permission for teams playing in out-of-district leagues by January 02 for the outdoor season.

7.2.3 Clubs shall apply for permission for teams playing in out-of-district indoor leagues by September 15.

7.2.4 Any club team playing in a district or out-of-district league must register its first 11 players by April 01 for the outdoor season and 7 players by October 01 for the indoor season, unless an earlier date is specified by the league.

7.2.5 Competitive club teams, development teams, and any teams travelling outside the district shall use the following naming convention when registering the team:

Club (full name), Gender (M or F), Year of Birth, League, Division, Team Identifier

7.3 Club Team Officials

7.3.1 Only a team official, meeting the certification requirements for that age division and classification shall be eligible to participate in a game, be listed on the team roster, and be present in the team's bench area.

7.3.2 Each team must have at least one team official registered to the team that is the same gender as the players.

7.3.3 Teams playing in district competitive leagues, regional or provincial leagues, and/or travel to tournaments must register a manager.

7.3.4 Rule of Two - any one-on-one interaction between a coach and an athlete, both on and off the field of play, must take place within earshot and view of another team official, except for medical emergencies. One of them must also be of the same gender as the athlete.

7.4 Ontario Soccer Identification

Greater North Soccer Association uses "Digital ID" as its principal means of identification of players and team officials. This means Passport Canada – style photos uploaded to the team roster. *Note that until the USA is also accepting Digital ID, those teams travelling to the US will require ID Cards. Clubs are responsible for creating these cards. The District will verify that a template of the card meets all requirements.*

7.4.1 Team Rosters: Any team playing/travelling outside of the district or entered in a tournament/festival held within the District will have photo ID on their rosters and must have the team roster verified/signed by the District Association.

Any changes to team rosters after the leagues have begun play must be submitted at least 5 business days prior to the team's next game. Club/teams will be charged \$25.00 for changes to team rosters submitted less than 5 days.

7.5 Team Travel Application to Travel (ATF) must be submitted to the District for approval at least 10 business days before the date of the competition for competitions held within Ontario, and 20 business days before for travel to another province or the US. All relevant documents

must be attached and submitted as required to the ATF. Photos on the roster are to be passport style as per Ontario Soccer policies. Anything submitted late cannot be guaranteed approval.

7.6 Match Officials:

7.6.1 Games sanctioned by Greater North S. A. will be officiated by Ontario Soccer registered Match Officials on the Official List of Match Officials (registration database).

7.6.2 All Match Officials shall enforce the appropriate Laws of the Game and competition rules as per Ontario Soccer and Canada Soccer directives.

<https://cdn1.sportngin.com/attachments/document/5329-2844011/Section 10 Match Officials.pdf>

7.7 Coaches

Greater North Soccer Association is committed to helping its Members develop coaches.

<https://www.ontariosoccer.net/coach>

8.0 Code of Conduct

Greater North Soccer Association enforces **Ontario Soccer's Code of Conduct Policy and Ethics** To that end;

8.1 Clubs are responsible for the conduct of their membership; team officials, players, spectators/parents, administrators, volunteers, etc., and are expected to maintain conduct in accordance Ontario Soccer's Code of Conduct and Ethics Policy.

8.2 GNSA Board represents the members of Greater North Soccer Association and acting as their "trustee", Directors have three basic duties:

The Duty of Diligence: This is the duty to act reasonably, prudently, in good faith and with a view to the best interests of Greater North Soccer Association and its members.

The Duty of Loyalty: This is the duty place the interests of Greater North Soccer Association first, and to not use one's position as a director to further private interests.

The Duty of Compliance: This is the duty to act within the scope of the governing policies of Greater North Soccer Association and Ontario Soccer.

[Code of Conduct pg26](#)

9.0 Discipline

Greater North Soccer Association follows Ontario Soccer's Governing Documents Section 12. 0 Discipline.

9.1 To the extent permitted by the Ontario Soccer Governing Documents, jurisdiction for all game-related discipline involving players, team officials at the Club League level shall be delegated to the Club. Discipline for GNSA Club Leagues is handled by the Discipline By Review

(DBR) System. All Discipline requiring a Hearing (DBH) or a Request for Hearing shall be coordinated by the District.

9.2 Discipline Hearing Panels will be paid a stipend for hearings as follows:

Discipline Hearing Chair: \$45.00

Discipline Hearing Panel Member: \$30.00

9.3 Clubs will provide GNSA with a list of discipline cases that resulted in a suspension or fine (does not include accumulation of cautions). This Discipline Tracker will be required for the outdoor season.

9.4 Discipline Information and Procedures for DBR and the district's DBH Procedures are coordinated by the district to ensure uniformity.

Appendix D – Schedule of fees, fines and penalties – Discipline & Appeals.

**APPENDIX A
GREATER NORTH SOCCER ASSOCIATION VOTING MEMBER APPLICATION**

On behalf of the _____ (*insert club name*)

We hereby make application in the Greater North Soccer Association (GNSA) for the ____ **membership year** which begins January 01, 202_. This application must be sent to GNSA District Administrator admin@gnsa.ca no later than **December 31, 202_** accompanied by the following:

_ Membership Fee - Payment of all outstanding Outdoor and Indoor Player Membership Registration fees must be paid by December 29, 202_.

_ A list of all current elected and appointed officers and directors. Please attach with this form. (Note: In accordance with GNSA Operational Procedures, each Member shall notify GNSA in writing of any change of officers within seven days of any change. Therefore, your organization is required to submit an updated list of elected and appointed officers within seven days after its Annual Members Meeting is held.)

_ A Financial Statement based on the gross revenue of the Member as set out in Ontario Soccer Operational Procedures for Clubs. * Please submit a copy of the Financial Statement circulated to your Membership at your most recent annual Members Meeting.

_ A copy of your Club current By-Laws. (Once GNSA has a copy of your By-Laws, submission will only be needed when changes are made).

AGREEMENT:

In consideration of the acceptance of our membership in the Greater North Soccer Association, we agree to comply with and abide by the following:

1. All Governing Documents of the Greater North Soccer Association and Ontario Soccer.
2. All decisions made by the Greater North Soccer Association's Board.
3. Ontario Soccer's Policies including but not limited to:
 - a. Code of Conduct & Ethics
 - b. Conflict of Interest
 - c. Dispute Resolution
 - d. Volunteer Screening
4. The By-Laws of the _____ (*insert club name*) follow the minimum requirements determined by Ontario Soccer for Clubs.

Contact information and signing:

PRESIDENT Name: _____

Address _____

Phone _____ Email _____

DATE: _____ Signature, President _____

SECRETARY Name: _____

Address _____

Phone _____ Email _____

DATE: _____ Signature, Secretary _____

Notes:

A Confirmation email will be sent to the Club President/Administrator upon successful completion of Membership Renewal.

*Audited, as defined by CPA Canada, by a public accountant if the Club's annual gross revenue is greater than or equal to \$150,000 or the Club has greater than or equal to 1000 registered players; or

ii. Reviewed by a Public Accountant, through a Financial Review Engagement, as defined by CPA Canada, if the Club's annual gross revenue is less than \$150,000 but greater than or equal to \$100,000, or the club has less than 1000 but greater than or equal to 500 registered players; or

iii. Signed with a Notice to Reader prepared by a Public Accountant, if the Club's annual gross revenue is less than \$100,000 but greater than or equal to \$10,000.

iv. Completed by the Treasurer or designate, if the Club's annual gross revenue is less than \$10,000.

NOTE: Clubs are still required to follow applicable legislation related to filing income tax returns. Incorporated Clubs are required to follow audit guidelines in accordance with the legislation as outlined in the Corporations Act of Ontario which currently requires any Incorporated Club with income over \$100,000 to perform an audit.

For GNSA USE ONLY: Application Status

Application Approved for Membership Year: 2024:

Application not approved for the following reason(s):

DATE:

District Administrator signature:

APPENDIX B

Greater North Expense Claims Policy

All those travelling on official Greater North Soccer Association business and are not compensated by another association (ie. Ontario Soccer) shall be compensated by the Greater North Soccer Association (GNSA) for all reasonable out of pocket travel.

- **Claimants:** Board members, appointees, committee members, employees of Greater North Soccer Association that request the reimbursement of travel, meal and hospitality expenses that are eligible for and incurred on behalf of Greater North Soccer Association.
1. All accommodations and transportation which is to be reimbursed by GNSA must be booked through the District Administrator.
 2. A written request (email is fine) must be sent to the District office with final approval by the President at least 30 days before date of travel.
 3. Meals are covered up to a daily maximum of \$75.00.
 4. Receipts are to be submitted for reimbursement when travelling. "Travelling" is considered to be at least one overnight stay. If proof of payment is not indicated on the original receipt, a copy of credit card statement may be required (e.g., Airfare, Conference Registration fees).

This policy addresses:

- Airfare
- Accommodations
- Train, subway fare
- Taxi, Uber, Lyft, etc. fare
- Car rentals
- Mileage (.55 per km)

Claims to be submitted within 30 days of your return. Details and receipts should be emailed to admin@gnsa.ca

APPENDIX C

SAULT AMATEUR SOCCER ASSOCIATION

TERMS OF REFERENCE

ROLE: The role of the Sault Soccer Association will provide direction and leadership to the soccer clubs headquartered in the city of Sault Ste. Marie with regards to their relationship with the City of Sault Ste. Marie.

TERM: This Terms of Reference is effective from January 02, 2023, will be ongoing until terminated by agreement between the parties.

MEMBERSHIP: This Association will comprise of:

- President of the Northern Heights S. C.
- President of the Sault Football Club
- President of the Sault Women's S. C.
- President of the Sault Youth S. C.
- Chair, appointed by the above members

ROLES and RESPONSIBILITIES:

The Association is accountable for:

- fostering collaboration between the Association and the City of Sault Ste. Marie
- upholding the lease agreements the Association currently has and future agreements with the City of Sault Ste. Marie.
- the maintenance and upkeep of the Strathclair Field House, which as an Association it owns.

The Association will commit to:

- attending all scheduled meetings and have open and honest discussions
- making timely decisions and acting on those decisions

MEETINGS:

- The Association will meet at least 3 times a year.
- The Chair will preside over the meetings
- Meeting quorum is 3, including the Chair
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). Chair makes final decision.

AMENDMENTS, MODIFICATION, or VARIATIONS

- This Terms of Reference may be amended, varied or modified in writing with approval of all Members.

APPENDIX D GREATER NORTH SOCCER ASSOCIATION

Schedule of Fees, and Financial Penalties Discipline and Appeals

Type of Fee or Penalty	Fee or Penalty Charged to	Amount
Request for Hearing fee (under DBR system)	Accused	\$150.00
Request for Hearing Fee when Accused is: "Suspended until they Request a Hearing".	Accused	\$200.00
Request for Postponement of Discipline Hearing Fee	Any Registrant or Registered party required to attend	\$150.00
Application for Suspension Review Fee	Suspended Person	\$50.00
Discipline Hearing Administrative Fee Charged to Club (if Accused is found guilty)	Club of Player	\$125.00
	Club of Coach	\$125.00
	Club of Administrator	\$125.00
	Club (for cases involving its spectators and/or unidentified player/coaches/administrators)	\$125.00
Ontario Soccer Discipline Hearing Administrative Fee Charged to Club (if Accused is found guilty of Match Official Assault) <i>Note: GNSA retains \$200.00 since it acts on behalf of Ontario Soccer and remits \$100.00 to Ontario Soccer</i>	Club of Player	\$300.00
	Club of Coach	\$300.00
	Club of Administrator	\$300.00
	Club (for cases involving its spectators and/or unidentified player/coaches/administrators)	\$300.00
Appeal to Greater North S. A.*	Individual/organization appealing a decision	\$250.00

Failure to pay monetary fines, administrative fees or bonds within the required timeframes stipulated in the written decision of the Discipline & Appeals Panel:

Any registrant failing to pay a fine, fee, or bond imposed by a Discipline Hearing/Review Panel shall be subject to an additional monetary penalty and, if still unpaid, shall be subject to suspension and shall remain under suspension until any imposed penalty (plus the original fee fine or bond) is paid.

Type of Fee or Penalty	Fee or Penalty Charged to	Amount
Penalty for late payment of a fee, fine or bond	Senior Player (<i>Note: Only a player registered on a senior team may be fined</i>)	\$50.00
	Coach	\$50.00
	Administrator	\$50.00
	Game Official	\$50.00
	Club	\$100.00
	League	\$100.00

* Appeal fee will be refunded to the Appellant if the appeal is successful. If the appeal is denied \$150.00 will be deducted from the appeal fee being returned.

Updated January 2024