



**SOUTHWEST  
SOCCER**

## **RULES AND REGULATIONS**

**Amended November 30<sup>th</sup>, 2023**

**SOUTH-WEST REGIONAL SOCCER ASSOCIATION**  
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### **Rule 1. Affiliation**

**1.1** The process of affiliation with Southwest Soccer includes:

1. Applying for new or renewal membership with
2. Registering with
3. Paying fees to
4. Reporting to
5. Acknowledging the jurisdiction and authority of Southwest Soccer

**1.2** An individual or a soccer organization shall affiliate with a governing organization in accordance with all applicable Governing Documents.

**1.3** An individual or a soccer organization that affiliates with Southwest Soccer shall be under the jurisdiction and authority of all superior applicable governing organizations:

1. FIFA
2. Canada Soccer
3. Ontario Soccer
4. District Association
5. Club

**1.4** Active and Associate Members shall ensure that their disciplinary rules, regulations and policies are consistent and do not conflict with those of superior governing organizations.

### **Rule 2. Southwest Soccer Membership**

**2.1** Southwest Soccer recognizes three classes of membership:

1. Active Membership - Voting
2. Associate Membership - Voting
3. Life Membership – Non-Voting

**2.2** Active membership shall be open to properly constituted soccer Clubs with headquarters within Southwest Soccer.

**2.3** Associate membership shall be open to such organizations as leagues, schools, college and university leagues, and referee, coach and trainer associations, and other soccer-oriented bodies.

**2.4** Life Member: The Board of Directors may confer life Membership. Life members shall have a voice but no vote at general meetings.

### **Rule 3. General Membership Requirements**

**3.1** Each voting member is required to respect the aims and objectives and comply with the Governing Documents of Southwest Soccer. Each Member shall maintain Published Rules in conformity with that of this Association.

**3.2** Notify Southwest Soccer of your organization's Annual General Meeting and Start-Up Meetings (Leagues) thirty (30) days prior to its date.

**3.3** Notify Southwest Soccer of any changes to its officers, staff, contact information or address, in writing, within fourteen (14) days of the change.

**3.4** All clubs and leagues shall submit to the district a completed Discipline Summary, on a form provided by Southwest Soccer, within 14 days of the preceding months end.

**3.5** If a For-Profit Organization, a Financial Review Statement completed by an independent auditor must be filed annually with Southwest Soccer at time of membership renewal.

**3.6** If a not for profit organization; file a copy of the organizations financial statement with Southwest Soccer within fourteen (14) days after its Annual General Meeting or at time of membership renewal, whichever comes first, subject to the following size test based on financial statements of the previous year:

**Statement Gross Revenue Criteria: Pick the financial situation that reflects your Member or Associate situation:**

**Audited**, as defined by the Canadian Institute of Chartered Accountants (CICA), 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

**Reviewed** by Public Accountant, Certified General Accountant or a Certified Management Accountant through a Financial Review Engagement, as defined by CICA, 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

**Signed** with a Notice to Reader prepared by a Public Accountant, Certified General Accountant or a Certified Management Accountant less than \$100,000 but greater than or equal to \$10,000.00.

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

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

## **Rule 4. Membership Year, Renewal of Membership, Approval of New Membership**

**4.1** The membership year for active, associate, and life members shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

### **4.2 Renewal of Membership**

**4.2.1** Each active and associate member shall apply to renew its membership prior to the registration of indoor players or, if not operating indoor, by November 1<sup>st</sup>.

**4.2.2** Application for renewal of membership in Southwest Soccer shall be made annually on a Membership Renewal Application Form provided by Southwest Soccer. The application must be accompanied by all required documents as stipulated on the form and including:

- a) Copy of most up to date By-Laws
- b) List of all new By-Law amendments since last application for renewal of membership
- c) Copy of minutes from most recent annual general meeting
- d) Current list of Board of Directors and contact information
- e) Current list of Staff and contact information
- f) Member Organization contact information including physical and mailing address.
- g) Club Head Referee and Assignor contact information
- h) Member Organizations certified discipline chairs contact information
- i) For a Not-For-Profit Organization, the Financial Statement presented at the last AGM of the Member Organization
- j) For a For-Profit Organization, a Financial Review Statement completed by an independent auditor
- k) For a League, the Terms of League Operations

- l) Identify attendance or regrets on the renewal form for the Southwest Soccer AGM
- m) Payment of Membership Renewal Fee
- n) Other information as required by Southwest Soccer

**4.2.3** Staff will review the renewal applications and ensure that the application forms are complete and that all the required documents, outstanding fees and renewal fees have been submitted.

**4.2.3.1** If the application form is complete and all required documents and applicable fees have been submitted, the membership of active or associate members for the upcoming membership year shall be renewed by Southwest Soccer staff when compliant with all Membership Renewal requirements.

**4.2.4** A late submission fee of \$100.00 may be charged for any membership renewal application or payment received after the published renewal date.

**4.2.5** A \$100.00 administration fee may be charged to any member organization failing to attend the annual general meeting whom did not identify regrets on the membership renewal form and submit to Southwest Soccer in alignment with renewal procedures.

**4.2.6** If the application is incomplete and/or not all of the required documents and applicable fees have been submitted, staff shall refer the membership renewal application from that Member Organization to the Board for action by the Board.

**4.2.7** The Board of Southwest Soccer will decide whether a Member Organization will have its membership suspended or terminated for non-compliance with the membership renewal process.

**4.2.8** Membership with Southwest Soccer terminates on December 31<sup>st</sup> if the organization fails to submit membership renewal.

**4.2.9** Membership suspended or terminated due to failure to renew membership or comply with the membership renewal process may be reinstated with the approval of the Southwest Soccer Board of Directors after all required criteria is met.

### **4.3 Approval of New Membership**

**4.3.1** A prospective new member shall apply no later than **May 31<sup>st</sup>** for consideration by Southwest Soccer for the upcoming membership year.

**4.3.2** Application for new membership in Southwest Soccer shall be made on a New Membership Application Form provided by Southwest Soccer. The application must be accompanied by all required documents as stipulated on the form and including:

- a) Copy of Articles of Incorporation
- b) Copy of By-Laws

- c) Copy of Policies, Rules, Operating Procedures etc...
- d) Organizations contact information (phone, email, office, website, social media, and mailing)
- e) List of Board of Directors including contact information
- f) List of Staff including contact information
- g) Identify organizations Mission / Purpose
- h) Minutes of organizations last two Annual General Meetings \*
- i) For a Not-For-Profit Organization, the Financial Statement presented at the last AGM of the applying Organization in accordance with ONCA audit guidelines \*
- j) For a For-Profit Organization, a Financial Review Statement completed by an independent auditor \*
- k) Identify operating area / catchment (city / township)
- l) Identify proposed fields of play with proof of owner / township support
- m) List of organizations Teams
- n) List of organizations player registrations from most recent season
- o) List of organizations team officials and certifications
- p) Submit a three-year player registration sustainability plan
- q) Submit a three-year match official development plan
- r) Submit a three-year coach development plan
- s) Submit a detailed description of how the organization will develop relationships with and coexist, in a shared operating area, with existing member clubs
- t) Signed Membership Agreement
- u) Remit New Membership Application Fee
- v) Commitment to meet with Membership Review Committee

*\* Not required for newly formed organizations.*

**4.3.3** Staff will review the application and ensure that the application form is complete and that all the required documents and fees have been submitted.

**4.3.4** If the application form is complete and all required documents and applicable fees have been submitted, the submission will enter a review process with Southwest Soccer's Membership Review Committee.

**4.3.5** Southwest Soccer's Membership Review Committee shall:

- a) Be formed by Southwest Soccer
- b) Consist of a committee Chair representing Southwest Soccer
- c) Consist of five committee members \*
- d) Review the contents of the application
- e) Contact member organizations in the operating area of the application
- f) Meet with the applicant organization for Q&A
- g) Vote on and put forth a recommendation to the Southwest Soccer Board of Directors by August 30<sup>th</sup>

*\* Committee may consist of up to two Southwest Soccer member organizations. If in conflict due to the operating area of the application, the committee member must recuse themselves from discussion and voting.*

**4.3.6** Upon completion of review by the Membership Review Committee the application, supporting documents and recommendation shall be put forth to the Southwest Soccer Board of Directors for a decision on approval of New 'Interim' Membership.

**4.3.7** Application for New Membership as a Senior Club may be exempt from some membership criteria and submission timelines. Alternate requirements shall be developed and made available through a separate membership application form and process.

**4.3.8** Senior Club applications shall be reviewed by staff to ensure the member application form is complete and required documents and fees are submitted.

**4.3.9** If the Senior Club application is deemed complete and all required documents and fees have been submitted; staff shall submit the application and a recommendation to the Southwest Soccer Board of Directors for a decision on approval of New 'Interim' Membership.

#### **4.4 Terms of New 'Interim' Membership**

**4.4.1** Organizations successfully completing the new member application process and approval from the Southwest Soccer Board of Directors will enter a three-year commitment as a New 'Interim' Member upon submission of club bond. Refer to fee schedule.

**4.4.2** New 'Interim' Members commit to;

- a) apply to and successfully complete the minimum club-licensing requirement, Quality Soccer Provider, within one year of acceptance.
- b) decline the transfer of any 'team' from an existing Southwest Soccer member while under interim status \*
- c) a three year probationary period in which membership may be terminated by the Southwest Soccer Board of Directors with due cause
- d) meet annually to review club operations, alignment with the clubs application, membership experience and rule compliance. Meeting to be held with and scheduled by Southwest Soccer staff.

*\*'team' shall be defined as 7 players moving from one club team to an 'interim' members team.*

**4.4.3** Senior Clubs are currently not required to complete the Quality Soccer Provider club licensing and are therefore exempt.

**4.4.4** Upon successful completion of the probationary period, the bond shall be returned and 'interim' status removed.

## **Rule 5. Membership Status**

**5.1** Southwest Soccer's Board of Directors may review the membership status of a registered individual or member organization deemed to be in violation of any membership requirement and/or Governing Documents.

### **5.2 Status Designations**

Southwest Soccer may deem its member/members organization's status as follows:

#### **5.2.1 Member in Good Standing**

Being a member in good standing affirms the Member's commitment to the vision of its governing organization and those it is affiliated to, as reflected in all pertaining governing documents, to which all members are bound. Members in good standing will not engage in any activities that put the governing organizations it is affiliated to in jeopardy nor engage in any activities deemed detrimental to the game or that may discredit the Association.

#### **5.2.2 In-Review**

Registered individuals and/or member organizations that are being reviewed for any outstanding issues or discrepancies with their membership requirements are designated as In-Review. The individual or organization designated as such remains a member of its governing organization and is not restricted in its soccer activities.

#### **5.2.3 Member Not In Good Standing**

A registered individual and/or member organization shall be deemed Not in Good Standing if their membership status is either suspended or expelled, if they have overdue unpaid fees, dues or other obligations to their Governing Organization or to a sanctioned member and/or competition.

A member designated Not in Good Standing shall not be entitled to administrative services and shall be restricted from entry into any Ontario Soccer sanctioned soccer competition (leagues, exhibition games, tournaments and festivals) and may only have that status removed by Southwest Soccer upon review and proof that the actions or defaults of the individual or organization have been rectified.

A member designated Not in Good Standing, through suspension loses all rights to attend, vote, speak and make motions at all general meetings of Southwest Soccer, until the status has been removed. In these circumstances, a representative or representatives of the organization may be invited, by the President of Southwest

Soccer, to a general meeting as a guest (or observer). Such membership status designation restricts all sanctioned soccer activity for the registered individual or member organization until the status has been removed.

#### **5.2.4 Suspended**

Registered individuals and/or member organizations are designated as Suspended when, after the time frame established by their Governing Organization, they have failed to comply with any membership requirements, discipline or misconduct that were reviewed. The individual or organization designated as such remains a member of its governing organization but is restricted in its soccer activities; including participation in any Ontario Soccer sanctioned competitions (leagues, exhibition games, tournaments and festivals) until all issues are cleared.

#### **5.2.5 Expelled**

Registered individuals and/or member organizations that have violated membership requirements or any pertinent Governing Documents of the organizations and those affiliated, or have acted in a manner that has been deemed detrimental to the game and/or discredits the Association will be expelled. An expelled member will have their membership to the association revoked.

### **Rule 6. CLUB**

#### **6.1 Definition**

**6.1.1** A Club is a governing organization that is affiliated to, and under the jurisdiction of a District Association and is established and operates in accordance with their incorporation guidelines; A Club is responsible for the registration of all players, team officials, administrators and teams operating under their organization.

**6.1.2** A Youth Club may operate as a registered not-for-profit entity or for-profit entity, and must be incorporated. The club is the Governing Organization whose primary, long-term objective is to provide players with development and training through the provision of necessary training facilities and infrastructure.

**6.1.3** A Senior Club may operate as a registered not-for profit entity or for-profit entity and is not required to be incorporated

#### **6.2 Youth Club Requirements**

**6.2.1** It is expected that all member organizations provide a developmentally appropriate, safe, enjoyable, accessible, inclusive and welcoming playing environment for their participants.

**6.2.2** Every Club operating teams at the Youth level and/or Grassroots soccer level shall register not less than 4 youth/grass roots teams or 60 players, with a probationary period as determined by the District Association on a per season basis.

**6.2.3** A Club must operate within the defined boundaries of their affiliated District Association unless they have obtained written permission from affected District Associations and the approval of Ontario Soccer.

**6.2.4** A youth club must operate within the identified operating area / catchment as specified in the organizations membership application.

**6.2.5** A youth club must have a designated Club Head Referee and is responsible for the development of match officials for local, district, and regional competition. Contribution to the development of match officials may include:

- a) An additional per player fee as determined by Southwest Soccer
- b) Active recruitment and hosting of Match Official entry level clinics
- c) Active communication and compliance with Southwest Soccer's Match Official Department
- d) Other requirements as identified by Southwest Soccer.

**6.2.6** A youth club must have a designated Certified Discipline Chair that is responsible for overseeing procedures for internal club matters, local leagues, and assisting with Southwest Soccer discipline reviews, hearings, and events as needed.

**6.2.7** A youth club must actively contribute to the development of team officials by:

- a) Ensuring all team officials comply with the minimum coaching standards prior to registration
- b) Maintaining up to date records of all active team official certifications
- c) Maintaining high standards and encouraging increased certifications and licenses
- d) Hosting coach certifications clinics annually in coordination with neighbouring member clubs where needed.
- e) Requiring all Team Managers to, at a minimum, complete the Respect in Soccer certification.

**6.2.8** A youth club shall not interact with non-member organizations unless approved by Southwest Soccer and other governing organizations as necessary.

**6.2.9** A youth club shall register all players, mini, recreational and competitive, and team officials associated with the organization in alignment with Ontario Soccer procedures for Indoor/Futsal and Outdoor seasons.

**6.2.10** All new youth clubs are encouraged to host house league programs from where it may develop youth recreational and competitive teams for appropriate leagues.

**6.2.11** All youth clubs with existing local league programs shall continue to operate as such and may not partition operations to avoid player registration with Ontario Soccer.

**6.2.12** All youth clubs operating competitive teams must register to and participate in Southwest Soccer's development league ranging from U8 through U12.

**6.2.13** A youth club shall handle all transactions with the district via a designated club account. No fees, fines, invoices or other shall be paid by way of players, team officials, or teams.

### **6.3 Senior Club Requirements**

**6.3.1** Senior clubs are not required to maintain a minimum number of teams or players. They are not required to obtain Canada Soccer Club Licensing at this time.

**6.3.2** A Senior club administers its teams through the club Registrar and one alternate contact. Teams may not act as independent organizations and are registered and regulated through the member club.

**6.3.3** A Senior Club shall not interact with non-member organizations unless approved by Southwest Soccer and other governing organizations as necessary.

**6.3.4** A Senior Club shall register all players, recreational and competitive, and team officials associated with the organization in alignment with Ontario Soccer procedures for Indoor/Futsal and Outdoor seasons.

**6.3.5** A senior club must contribute to the development of match officials for local, district, and regional league competition. Contribution to the development of match officials may include:

- a) An additional per player fee as determined by Southwest Soccer
- b) Active recruitment and encouragement of new match officials
- c) Commitment to treat match officials with respect and protect them from harm or experience that may deter future commitment to the designation of match official.

**6.3.6** A senior club must actively contribute to the development of team officials by:

- a) Ensuring all team officials comply with minimum coaching standards prior to registration
- b) Maintaining high standards and encouraging increased certifications and licenses
- c) Requiring all Team Managers to, at a minimum, complete the Respect in Soccer certification.

**6.3.7** A Senior club shall handle all transactions with the district via a designated club account. No fees, fines, invoices or other shall be paid by way of players, team officials, or teams.

## **Rule 7. Membership in Leagues**

**7.1** Leagues participating in seasonal soccer may accept, pending SWRSA approval, an application to play in its league from a new club or a club from another District but cannot schedule their teams for play until SWRSA has approved the new club's membership and/or approved playing in application for an out of District club's team.

**7.2** Leagues must advise SWRSA of any new club or out of District club application to play in its league within seven (7) days of receipt of the league application to allow for the SWRSA review process. SWRSA will review and make its decision within fourteen (14) days of receiving appropriate SWRSA applications and League approval. An administrative fine of \$100 will be levied if no advance notice is received.

**7.3** Leagues participating in seasonal soccer may accept, pending SWRSA approval, new teams of returning clubs, including those teams proposing team name changes but cannot schedule those team for play without SWRSA approval of the new teams or the team name change. Leagues must advise SWRSA of any new club team or team name change within seven (7) days of receipt of the application to allow for the SWRSA review process. SWRSA will review new team status or name changes and make its decision within fourteen (14) days of receiving appropriate SWRSA applications. An administrative fine of \$100 will be levied if no advance notice is received.

**7.4** Leagues must advise SWRSA of any teams from a different District applying to play into the league. Teams from out of district can not be accepted into the league until Playing In Approval has by processed by SWRSA.

## **Rule 8. Teams**

### **Development (Competitive) Teams**

**8.1** Development Teams shall be composed entirely for Development (Competitively) Registered Players, except as provided for in current Ontario Soccer Association Rules and Regulations (Trial Games).

**8.2** Development Teams may not participate in competitions conducted outside the jurisdictional area of the Association, except as permitted by the Association. Such permission, when requested in writing and seven (7) days in advance of the competition, shall not be unreasonably withheld.

**8.3** The District Development Competitive U12 Team shall hold player tryouts by invitation. Youth club head coaches shall recommend those players that indicate through their tactical and technical skills to be above average players. The District Head Coach and his/her team will make all final decisions regarding player ability. There may be a player fee to play for this development team. Due to OSA

implementation of L.T.P.D the U12 Development Program may be changed for the upcoming season.

## **Recreational Teams**

**8.4** Recreational teams shall be composed entirely of Recreational registered Players, except as provided for in current Ontario Soccer Association Rules and Regulations.

**8.5** Recreational Registered Teams may not participate in competitions conducted outside the jurisdictional area of the Association (SWRSA), except as permitted by the Association. This permission/application is accessed through the OSA online data base as an official travel permit application and requires seven (7) days advance notice of the competition. Permission shall not be unreasonably withheld if all criteria is met.

**8.6** Clubs are integral to SWRSA's strategic plan for developing District soccer, building and supporting District leagues and generally providing growth to SWRSA. Clubs contribute significantly by their participation in the District.

**8.7** All recreational and competitive senior teams will register in SWRSA Leagues where a level of competition and appropriate division is available.

**8.8** SWRSA will support tournament teams for only those senior clubs participating in a District league.

## **RULE 9. PLAYER/TEAM OFFICIAL REGISTRATION**

### **9.1 General**

Except as hereinafter provided, the Association shall administer player/team official registration, transfer and movement in accordance with current Ontario Soccer Association Rules and Regulations.

**9.1.1** Any fees payable to the Ontario Soccer Association may be subject to an additional administrative charge, as determined by the SWRSA Board.

**9.1.2** The Association may run Cup Competitions, which shall take precedence over all other competitions in the jurisdiction of the Association, except those arranged by the Ontario Soccer Association, or the Canadian Soccer Association.

**9.1.3** In the case of a player being declared surplus by his/her Club a fee may be applied if the player is re-registered within fourteen (14) days of being declared surplus.

**9.1.4** In any one season, a Mini or Youth Player registered to Club "A" may not deregister from Club "A" and register to Club "B" after April 1.

**9.1.5** However, a player wishing to leave one club and play for another club after April 1 may request a TRANSFER. Fees payable include TRANSFER FEE AND REGISTRATION FEE. See Appendix B.

**9.1.6** A Team Official may not register with another member Club as a Team Official for the same age division, or the next older age division, as they were last registered with in their previous club.

At the discretion of the District, the following exceptions may apply:

- a) The Team Official has not been registered as a team official in the defined birth year for a period of two (2) consecutive years;
- b) The Team Official has moved his/her primary residence, to a location deeming registration with the original club unmanageable, within the preceding twelve-month period.
- c) The Team Official choosing to move obtains an official release duly signed by an authorized Club representative to coach the same or next older age division at a different club during the following season.
- d) The Club chose to release the Team Official. The releasing club must advise SWRSA of this fact in writing.

If such individual(s) wishes to appeal to the District Association on the basis of extraordinary circumstances, the appeal must be submitted in writing for consideration.

## **9.2 Registration Deadlines**

**9.2.1** Clubs with either: Mini, Youth, or Senior recreational players participating in a league involving other Clubs must register their teams with the minimum number of players, as per OSA Rule, seven (7) days prior to their first League game.

**9.2.1.1** Schedule of Deadlines for L3-4, L5, L6, and L7 will be posted by the Leagues.

**9.2.2** Clubs with either Mini or Youth Recreational players participating in a League not involving other Clubs must register their teams with the minimum number of players, as per OSA Rules, within (30) days from the commencement of their Leagues.

**9.2.3** Clubs with either Mini, or Youth or Senior Competitive teams must register their teams with the minimum number of players, as per OSA Rule, seven (7) days prior to their first (1st) League game.

**9.2.4** Teams participating in Indoor Soccer must register their players with the minimum number of players, as per OSA Rule, seven (7) days prior to their first (1st) League game.

**9.2.5** Notwithstanding 9.2.1 and 9.2.4., in accordance with 22.2 of SWRSA's Constitution, SWRSA sets outdoor and indoor season minimum standards and deadline dates for registration criteria to facilitate administrative operating procedures as determined by the Board of Directors and circulated in the President's seasonal start up letter and as published on the SWRSA website.

## **RULE 10. COMPETITIONS**

**10.1** The South-West Regional Soccer Association shall actively support various forms of competitions as they are developed and played in SWRSA, and shall cause to be established and maintained, a set of SWRSA Operational Procedures to provide a stable structure for these types of competitions consistent with OSA standards.

**10.1.2** An exhibition game is a game arranged between two teams of registered players with a registered Match Official, which is not a scheduled league game, play-off game, cup game, tournament game or festival game.

**10.1.3** An exhibition game host must obtain district approval for the game to be deemed sanctioned.

**10.1.4** Validated player registrations are required for all exhibition games.

**10.1.5** To participate in competition hosted outside of district boundaries a district approved application to travel (ATF) is required.

**10.1.6** To host a Tournament or Festival a Tournament Application Form (TAF) or Festival Application Form (FAF) must be submitted to the district and approved by the relative governing body.

## **RULE 11. DUTIES OF THE SWRSA BOARD of DIRECTORS**

### **11.1 President**

The President is responsible for all phases of the District Association's business, and is accountable to the Membership and Executive Board.

- Preside at all meetings of the District Association.
- Preside at all meetings of the SWRSA Board.
- Act as spokesman for the District Association at all times, unless he/she otherwise delegates the responsibility.
- Signing Officer.

### **11.2 Vice-President**

The Vice-President shall assume the Presidential powers, either in the absence of, or under the instruction of the President.

- Undertake other duties as assigned by the President, or the SWRSA Board.
- Signing Officer.

### **11.3 Administrator**

- The Administrator shall give notice of all meetings to all parties.
- Record accurately all business conducted at SWRSA Board, Annual and Special Meetings and produce minutes of same.
- Generate and receive the correspondence of the District Association.
- Undertake other duties as per his/her job description or as assigned by the SWRSA Board.
- The SWRSA Board may appoint a Secretarial Assistant who will type and mail reports, the minutes of Board, General and Special Meetings and any further pertinent correspondence, on demand and within an allotted time span. The Secretarial Assistant may receive financial remuneration for his/her services. The remuneration for the Secretarial Assistant will be contained in future budgets.

#### **11.3.1 Secretary/Administrator**

- The Secretary/Administrator shall be responsible for ensuring that all valid amendments to the Constitution and By-Laws are included and put into print. The updated Constitution and By-Laws are to be distributed to all Clubs prior to the commencement of the outdoor playing season.

#### **11.3.2 Registrar**

- The Administrator may administer player registration, transfers, permits and other related OSA documentation as required.

### **11.4 Treasurer**

The Treasurer is appointed by the current SWRSA Board of Directors. It is a non-voting position. The Treasurer shall record accurately the financial transactions of the Association. The Treasurer shall report as requested at Board, Annual General and Special Meetings.

In consultation with the SWRSA Board, the Treasurer will prepare an annual budget and present necessary information to the Auditors.

### **11.5 SWRSA Board of Directors**

SWRSA Directors shall perform such duties as may be prescribed by the Board.

**11.5.1** Honorariums for any Position or any Executive Director shall be decided at the Annual General Meeting of the District Association.

**11.5.2** Any Paid Positions will be publically advertised and all applications reviewed by the Board of Directors before being filled. Level of certification is not the only criteria valued or applied in the selection process.

## **RULE 12. APPEALS**

**12.1** As per OSA Rules and Regulations.

## **RULE 13. AMENDMENTS TO THE CONSTITUTION and/or BY LAWS (RULES AND REGULATIONS)**

**13.1** The SWRSA Constitution may ONLY be changed at the SWRSA AGM or by a majority request at a Special Meeting.

**13.2** The Rules and Regulations may be changed at any time as deemed appropriate for the administration of SWRSA by the Board of Directors.

## **RULE 14. EXPENSE ALLOWANCE GUIDE**

**14.1** Members of the Board shall be entitled to a refund of all expenses incurred during the performance of Board duties.

**14.2** Committee Chairmen and Committee members shall be entitled to a refund of all expenses incurred as Members of a Committee when those expenses have been incurred directly as a result of Committee work.

**14.3** Before any major purchases over \$1000 are approved, the Director must submit three (3) detailed quotes to the Treasurer.

**14.4** Receipts must be provided to support all claims excepting:

- Travel: 60¢/km and
- Travel exceeding 500km shall be reviewed by the board of directors in consideration of alternate travel rates or expenses.
- Any expenses for food will be paid at the current rate and must include receipts to be claimed.
  - Maximum claim per meal may not exceed \$25.00
  - Daily total claim may not exceed \$50.00

## **RULE 15. DISCIPLINE**

**15.1** All discipline of players, clubs or team officials, and game officials reported for misconduct shall be under the control of the District Association, except as otherwise stipulated, with right of appeal to the Ontario Soccer Association.

**15.1.1** All Discipline will be conducted where possible by Discipline by Review (DBR). Some cases, such as those involving physical assault of a game official, shall be handled as per the Rules and Regulations of the OSA.

**15.1.2** Persons charged have the right to request a Discipline by Hearing (fees may be involved). These requests must be received in writing and cases will be heard according to communication received by the Discipline Coordinator. Those charged are entitled to one postponement of the scheduled hearing date. Fees are involved in Hearing proceedings. (See Appendix B)

**15.2** Tournament Discipline Policy – All Discipline shall be subject to the OSA Discipline By Review (DBR) and heard by the Tournament Discipline Committee (TDC) provided by SWRSA.

**15.3 OSA Policy 14.4.1** – 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 of \$200.00 if the original fine, fee or bond is not received within 60 days. If still unpaid, shall be subject to suspension and shall remain under suspension until imposed penalty (plus the original fee, fine, bond) is paid. \*

**15.4** Tournament Discipline Policy – All Discipline shall be subject to the OSA Discipline By Review (DBR) and heard by the Tournament Discipline Committee (TDC) provided by SWRSA.

1. A player accumulating a 2<sup>nd</sup> Caution in a game (red card) or a team official ordered from the field of play shall be subject to the DBR system. The player or team official shall receive a suspension from the team's next scheduled game.
2. A player receiving two yellow cards during the Tournament will be suspended from the next game.
3. A player red carded by the referee or a coach ejected will be suspended from the next game. The Tournament Discipline Committee will review the referee report and the appropriate suspension will be rendered in accordance with Discipline Section 9 – Tables 2-9 and Policy 14.0 (Standard Fees, Fines, Bonds and Penalties) from the Ontario Soccer Association's Published Rules.
4. A player receiving two red cards during the tournament will be suspended from the tournament.
5. In the case of Referee Assault, the accused is immediately suspended from all soccer until the case is heard by the appropriate District Association.

6. If a team official or player is ejected from the final game, the discipline report will be sent to their District Association for processing.
7. Tournament Discipline is done by Decision By review (DBR).
8. A Decision By Review (DBR) decision can be appealed, in writing, under the following 4 appeals criteria, within 45 minutes after a Decision has been rendered, and accompanied by \$100.00 cash fee. The fee is refunded if the appeal is successful.

#### Appeals Criteria:

- New Facts (that did not exist when Hearing was convened or could not be found via due diligence);
- Procedural Errors (exact errors with reference to the Published Rules);
- Incorrect Interpretation of the Published Rules (which rules and rationale); and / or Excessive Fine, Fee, Bond or Penalty (state why excessive). \*

**15.5 Discipline Summaries** – All clubs or leagues must submit to the district a completed Discipline Summary, on a form provided by SWRSA, within 14 days of the preceding months end.

**15.5.1** SWRSA may request additional discipline information at any time to which clubs or leagues must provide to SWRSA within 7 days.

## **RULE 16: MONIES OWING**

**16.1 Clubs/Leagues:** All monies owing to SWRSA shall be due and payable upon receipt of invoicing unless otherwise stipulated. Penalties for payment after 30 days shall be 2% per month or an amount established by the Board of Directors. Invoices aged more than 30 days will deem the Club/League to be a member not in good standing and all penalties shall apply including suspending club/league participation in all Soccer.

**16.2 Players:** All monies owing to SWRSA shall be due and payable upon receipt of notification of the Discipline Coordinator and/or by invoicing unless otherwise stipulated by written agreement of payment schedule by both parties. Penalties for payment after 30 days shall be 2% per month or an amount established by the Board of Directors. Default of payment or non- payment of invoices aged more than 30 days will deem the Player to be a member not in good standing and all penalties shall apply including suspending the Player's participation in all Soccer.

## **RULE 17. Playing In and Out of District**

**17.1** Any club wishing to have a team play out to another district must submit a completed Playing Out Request Form to the SWRSA office for consideration. A late fee will be applied to applications received beyond the posted submission deadlines.



**17.1.1** Clubs may apply to SWRSA for approval to play-out of district under one of the following two circumstances:

1. There is no SWRSA league for the team to play in; or
2. A Senior Team that has been granted playing out permission by SWRSA in any prior year.

**17.1.2** A Club's team will not be granted playing out permission unless deemed a suitable representative of the district based on, but not limited to, the following criteria:

1. The team has a satisfactory discipline record.
2. The team has not acted in any way that would serve to bring the District into disrepute while competing at out of district events.
3. The club and team have proven to meet financial obligations in a timely manner.
4. The club and team have a proven record of honoring commitments as shown through defaulted games, completion of league and cup competitions, and attendance at entered events.

**17.1.3** Applications to play out into a neighbouring districts Local League shall not be subject to an application fee. A late fee will be applied to applications received beyond the posted submission deadlines.

**17.2** A team from a neighbouring district may apply to play into SWRSA provided:

1. The club and team has registered with their own District Association;
2. The clubs District provides a validated playing out approval to SWRSA
3. The team agrees to abide by all SWRSA Rules and Procedures.

## **RULE 18. COMMUNICATIONS**

### **18.1 Club and League Start-Up Meetings**

All Youth Clubs and Leagues must advise SWRSA of their general meetings at least 30 days prior to the meeting. A minimum of one SWRSA Director shall, to the best of the Board's ability, attend each start up meeting.

## **RULE 19. MATTERS NOT INCLUDED**

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

**19.2** The District Association will establish a penalty for cheques that are not honored. This penalty shall be paid to the District Association. The amount of the penalty is assigned in Appendix B and shall be in effect for the current year.

