

**WEXFORD SOCCER
CLUB**

**CONSTITUTION & BY-LAWS
2011**



Updated 4 May, 2011



WEXFORD SOCCER CLUB LIMITED

CONSTITUTION

1. NAME

This Club shall be known as the WEXFORD SOCCER CLUB LIMITED.

2. OBJECT

- a) The object of the Wexford Soccer Club shall be to promote, foster and improve soccer and in the pursuance of the forgoing objective to operate a soccer Club, hereinafter and in the By-Laws referred to as the Club.
- b) The aim of the Club is to teach fair play and sportsmanship to our players.

3. MEMBERSHIP

- a) Membership includes all players, parents of guardians of players, sponsors and all persons actively engaged in the work of the Club as Director, Coach, Series Rep. Referee, and all appointed to serve on sub-committees.
- b) Members with voting privilege include Directors, Coaches, Managers, (To a maximum of four (4) from each Rep. Team and two (2) from each team in another division) Series Reps. and persons appointed to serve on sub committees. All voting members have one (1) vote.
- c) Members with voting privileges shall cast their vote in elections for the Representatives of the Divisions that they currently serve. Should a voting member be active in more than one (1) Division the member can choose the Division in which his/her vote will be applied.
- d) Membership year shall commence upon election at the A.G.M and terminate at the following years A.G.M.
- e) Voting members will be required to sign in at General Meetings.

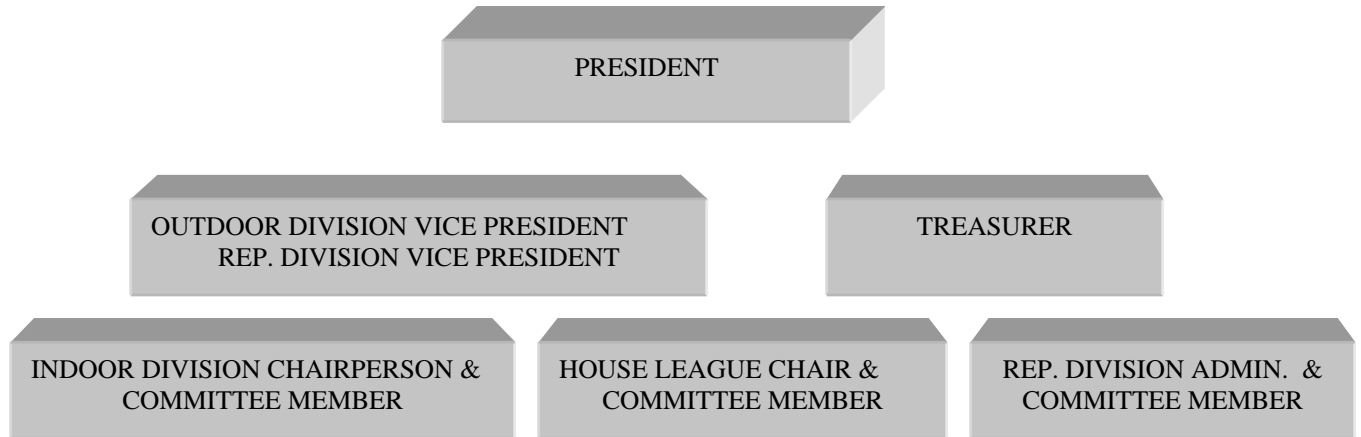
4. GENERAL MEETINGS

- a) The Annual General Meeting shall take place before Dec. 31st of each year.
This meeting is to review the activities of the current season and to elect a new Board of Directors. The election shall be held by secret ballot only if necessary.
- b) Minimum of seven (7) days notice shall be given for all General Meetings.
- c) A quorum shall consist of 10% or a minimum of twenty-five (25) voting members at all General Meetings.
- d) General Meeting shall be called within seven (7) days of the receipt of a written request for same, with appendage of the signatures of at least twelve (12) voting members.

5. BOARD OF DIRECTORS

- a) A Board of Directors shall be elected, by the voting members for a period of one (1) year. Such Board to be constituted as follows: No more than eight (8) from each of the three (3) Divisions.
- b) The immediate past President can attend any meeting of the new Executive Committee of the Board of Directors as President Ex-Officio with the power of one (1) vote. This will apply for a one (1) year period only.
- c) To be eligible for the office of President a candidate shall have served at least two (2) years with the Club, one (1) year of which shall be the year immediately preceding his candidacy for office.

- d) The maximum number of Directors that can be elected at the nomination portion of the A.G.M. is twenty-four (24). Everyone elected at the nomination meeting are Directors at Large. Within ten (10) days of the election, the new Directors shall from within their numbers elect fellow Directors to the Executive Committee positions. The balance of the elected Directors will be Committee Members in the various Divisions as described in section (G) and will have the power of one (1) vote at all Committee meetings.
- e) The Executive Committee to consist of ten (10) Executives.
- 1) President
 - 2 & 3) Vice Presidents
 - 4) Treasurer
 - 5 & 6) Indoor Chairperson & Committee Member
 - 7 & 8) House League Chairperson & Committee Member
 - 9 & 10) Representative Division Administrator & Committee Member.



- f) Vacancies arising on the Executive Committee or Board of Directors shall be filled by appointment by the Executive Committee. The appointed Member shall have all the powers of an elected official. Any person who is an office holder of another Club cannot be elected or appointed to any position, as this represents a conflict of interest.
- g) A majority of the Executive Directors shall constitute quorum at all Executive meetings. A majority of Committee Members will constitute a quorum on all sub committees. The Executive Committee and the three (3) Divisions shall meet as often as necessary to carry out the business of the Club. The President or Vice Presidents or Treasurer on the direction of two (2) Directors, if requested in writing, must call a meeting. Reasonable notice of the meeting shall be given. Meetings can be held in the following manner and include the following:
1. Executive Committee only (10 Members)
 2. Executive and all Board Members
- h) Voting questions arising at any meeting of Directors shall be decided by a majority vote. The Chairman shall have a casting vote or deciding vote in the event of a tied vote by the remainder of the Directors. All votes at such a meeting shall be taken by ballot if so demanded by a Director present. If no demand is made the vote shall be taken in the usual manner, by assent or dissent. When a resolution is carried, the Chairman shall so declare and an entry to this effect shall be recorded in the minutes.
- i) If in the opinion of his fellow Directors, any Director is deemed to be negligent in carrying out his duties as a Director, he may be removed from office by a majority vote of a meeting consisting of at least 3/4 of the Club's Directors.

6. FINANCIAL POLICY

The Board of Directors shall decided on all matters of finance relating in any way to the Club, directly or

indirectly. A financial statement shall be issued at **EVERY** Executive meeting and at the Annual General Meeting to all Members. The signature of the President or one (1) of the other Directors as well as that of the Secretary/Treasurer shall be required on all cheques drawn on the Club's bank account. The financial format used in 1998 is to be maintained and can only be changed by the Executive Committee.

TECHNICAL DIRECTOR AND ADMINISTRATIVE EXPENSE

The amount of remuneration assigned to any Executive Director, specifically for administrative work and the Club Technical Director for technical work is to be for a one (1) year period only. The amount to be assigned to any individual could change each year, or under special circumstances during the year as the personnel and job requirements change. The amount paid would depend on existing financial conditions, and all remuneration paid is to cease at the end of each season (Outdoor Season) and only be reinstated or changed by a resolution of the Executive Committee Directors.

METHOD OF PAYMENT

Any cheque that is issued to an Executive Director that is the payee may not be one (1) of the two (2) required signatures on the cheque.

7. AFFILIATION

Any and all groups operating under the name of the Wexford Soccer Club are subject to the Club Constitution and By-Laws. All activities must receive prior approval by the Board of Directors.

8. REGISTRATION

All players must be registered on the Club's official form. Fees are to be paid at the time of registration and the proof of birth provided if not already on record with the Club.

9. CHANGES TO THE CONSTITUTION

Changes to the Constitution can only be made at the Annual General Meeting. Any proposed amendments to the Constitution by a member must be submitted in writing to the Club secretary at least at least seven (7) days prior to the Annual General Meeting.

10. BY-LAWS

The Directors shall have the power to pass By-Laws within the framework of the Constitution to facilitate day to day operation of the Club.

11. CLUB LOGO & COLOURS

The Club colours of maroon and white are the primary colours and are considered, to be the Club colours. Any additional supporting colour can be added to the Club uniform providing the principle colours are maroon & white. The Club logo used since 1968 is our official Club logo and will be retained in common use by the Club.

12. MATTERS OF DISPUTE ☹

The decision of the Directors shall be final in all matters arising that may not be covered by this Constitution or By-Laws and in disputes in question of interpretation of Constitution or By-Laws.

13. DISTRIBUTION OF CONSTITUTION & BY-LAWS

The Club By-Laws and Constitution shall be posted on the Club's web site. Additional copies to be printed and made available to all Executive and Committee Members.

WEXFORD SOCCER CLUB BY-LAWS

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HOUSE LEAGUE DIVISION

1. The Directors will decide on the number of House League teams each year.

The length of games by age division as follows:

U5 & U6	42 minutes	U11 & U12	70 minutes
U7 & U8	42 minutes	U13 & U14	80 minutes
U9 & U10	60 minutes	U15, U16 & U17	80 minutes

2. House League standings will be decided on points. Balancing games will be counted towards the final standings as per the following: WIN = 3 Points, TIE = 1 point, LOSS = 0 points.

In the case of tied points, the winner will be decided by another game, or a round robin, in the case of more than two (2) teams being tied.

A Cup Competition will take place after completion of the House League season. A draw will be held to determine playoff opponents. In case of a tie at the end of regulation time for quarter final and semi-final games, the game will go directly to a shoot-out. Only those players who are on the field at the end of a game can be involved in the shoot-out. Coaches to determine which five (5) players are to be involved. If shoot-out results in a tie, then the remainder of the roster is

to

be used on a one on one basis In case of a tie at the end of regulation time in the final game for U-7 AND U-8, overtime, consisting of 2 X 5 minute halves will be played. For all other divisions, overtime, consisting of 2 X 10 minute halves will be played. If the game is still tied after overtime, the game will be decided with a shoot-out. Each player is guaranteed a minimum of 50% of the overtime. Only those players who are on the field at the end of the second (2nd) overtime half can be involved in the shoot-out. Coaches to determine which five (5) players are to be involved. If shoot-out results in a tie, then the remainder of the roster is to be used on a one on one basis.

3. All teams other than Mini soccer teams will be comprised of fourteen (14) players. Mini teams will have ten (10) players per team.

4. Soccer shoes are optional for all House League players. Running shoes are permissible. Hard soled shoes or shoes used in other sports with steel cleats are not allowed. Players in ALL divisions ARE to wear jerseys, shorts and socks as supplied by the Club to ALL GAMES. Failure to do so could result in a game suspension. It is MANDATORY to wear shin guards.

5. On full size fields each player on a regular House League team is GUARANTEED A MINIMUM OF 75% OF A GAME.

A rotation system WILL BE used EVERY GAME. No player to be substituted more than once per game. To ensure this, as follows: FIRST (1st) PLAYER SUBSTITUTIONS are at the start of a game. SECOND (2nd) PLAYER SUBSTITUTIONS will be made midway through the first (1st) half of the game. At this time the referee will signal the coaches to make player changes and all players on the side line will go into the game and a like number will come off.

GOALKEEPER SUBSTITUTIONS takes place at halftime or due to injury. THIRD (3rd) PLAYER SUBSTITUTIONS will take place at halftime. FOURTH (4th) PLAYER SUBSTITUTIONS will take place midway through the second (2nd)

half in

like manner of the first (1st). Lineup sheets must be submitted to the referee at the end of each game. If player shifts are not maintained according to the lineup sheet, a team may be required to forfeit the game at the discretion of the Outdoor Committee.

- b) All players **MUST** arrive before the start of the second (2nd) change in the first (1st) half to be eligible to play in that game, unless permission is given by the opposing coach.
6. Exception to the proceeding will occur in the case of an injury to a player. If a player must leave the field because of injury, he may be replaced but must return to the field of play as soon as able to do so.
 7. Coached cannot decide to change game times or schedules on their own. Any such change must be made through the Series Rep. and Outdoor Chairperson. If a game is re-scheduled, all other coaches in the division must be notified by the Series Rep. within twenty-four (24) hours so that they may also have an opportunity to reschedule their game. Only the referee in conjunction with the Outdoor Chairperson may decide if a game is to be played or not and their decision is final. If a game is cancelled due to inclement weather, 3/4 of a game must be played, in order to be counted. If a game is cancelled before the 3/4 mark, all efforts will be made to reschedule, at the discretion of the Outdoor Chairperson. When a playoff game may not be completed because of darkness, the referee will make the decision as to whether to continue the shootout or to reschedule.
 8. A game commences as soon as both teams have seven (7) players. Failure by one (1) team to field seven (7) players within fifteen (15) minutes of scheduled game time shall result in forfeit of game and points. A minimum of seven (7) players must be maintained for the duration of the game or will result in a forfeit of game and points. The minimum number plus two (2) rule will apply, i.e. if a team has only seven (7) players at the field, the opposing team can only field nine (9) players during the game. The home team will provide the ball and the game sheet. Game sheet to be signed by the referee and both coaches. The referee must give the game sheet to the Series Rep. who in turn will give the results to the publicity director.
 9. All complaints and suggestion to be submitted in writing to an Outdoor Committee Member. All game protests must be made to the Series Rep. in writing within forty-eight (48) hours of the completion of the game in question. No protest dealing with a decision of the referee will be accepted.
 10. If a player is absent from three (3) consecutive games or three (3) consecutive practices without a justified reason, the coach may ask for a replacement. The coach must make every effort in contacting the parent. If a problem arises, then the coach must report this to the Series Rep. who in turn reports it to the Outdoor Committee. After investigating the problem, the Committee will decide to whether to replace the player or not. After the decision, the coach, if required, will inform the parent and arrange to pick up the uniform. The Committee will then arrange for another player from the waiting list through the registrar. No replacement will be made two (2) weeks prior to the start of the Cup Competition unless the Outdoor Chairperson is satisfied the team strength has dropped below eleven (11) players.

11. **TEAM MANAGEMENT**

- Each team can have one (1) coach and one (1) manager only. Approval of All Star coaches and managers to be approved by the House League Committee.
12. All House League players are available to the Competitive Division under the conditions laid down elsewhere in the By-Laws.
 13. All player movement can only take place at balancing meetings. If further balancing is required it should be brought to the House League Committee.
 14. No coach or other person, may approach sponsors requesting additional equipment or money for their team, nor may they approach suppliers for equipment. All requests for equipment or funds must be made through the appropriate Director acting under the sanction of the Board of Directors.

DISCIPLINE

15. The Outdoor Committee shall deal with all matters of discipline. The Committee shall have the power to impose suspensions or issue warnings to members found guilty of misconduct while on or in the vicinity of the playing field. If three (3) yellow cards are received by a player during the season, an automatic one (1) game suspension will take place with **NO** discipline hearing. Player to be notified by the Series Rep.
 16. The President may suspend any coach or manager for conduct that in his/her opinion is not in the best interest of the Club. Such action to be dealt with at a Disciplinary Committee meeting within seven (7) days of suspension.
- b) Any person in charge at the fields, acting on behalf of the Club, may ask an individual/s to vacate the fields, for

inappropriate behaviour.

17. Team officials will conduct themselves in an exemplary manner at all times and must not carry on displays of bad feelings in front of players. Drinking, swearing or obnoxious behaviour of any kind while in charge of a team will not be tolerated.
18. The coach is in complete charge of the team at all times and is responsible for the actions of his players and manager. The coach is obligated to make an effort to control the behaviour of the parents on his team. While their own team is the particular concern of the coach and manager, it must be remembered that the overall good of the Club must be the primary concern of all team officials. Good sportsmanship should be displayed at all times.

REFEREES

19. If the referee is late, or fails to appear, the game must be played. The Series Rep. or any Director present may referee the game or appoint a substitute. If there is no Director or Series. Rep present, the two (2) coaches must agree on a substitute or agree to each referee one (1) half of the game. Any coach that refuses to play will forfeit the game points. If the official referee arrives, he must take charge of the balance of the game.

20. SPECIAL RULES MINI SOCCER ☺

- a) The maximum number of players on the field at one (1) time is seven (7) per team. The minimum number plus one (1) rule will apply, i.e. If a team has only five (5) players at the field, the opposing team can only field six (6) players during the game.
- b) If a team is unable to field five (5) players at scheduled game time, ten (10) minutes grace will be allowed.
- c) Teams may field one (1) player more than their opponent. Additional players may be fielded (to a maximum of seven (7)) as they become available.
- d) The team winning the toss will kick off at start of game. The opposing team to kick off at start of the second (2nd) half.
- e) In the U5, U6, U7, U8 BOYS and U6, U8 Girls Divisions, the game will be divided into two (2) halves of twenty-one (21) minutes with a five (5) minute break between halves. Player changes at seven (7) minutes and at fourteen (14) minutes, of each half. GOALKEEPER SUBSTITUTION takes place at half time or due to injury, except in the U6 Divisions where they can be changed at the indicated changes. In the U9 and U10 Divisions the game will be divided into two (2) halves of thirty (30) minutes each, with a five (5) minute break between halves. The halves will be divided into three (3) changes. Player changes at the beginning of the half, the second (2nd) at ten (10) minutes and the third (3rd) at twenty (20) minutes of each half.
- f) Every player to play a minimum of 66% of each game.
- g) Offside rule will not apply and the normal throw-in rule will apply with one (1) re throw allowed
- h) The goalkeeper cannot use his/her hands on the ball outside the three (3) meter goal area.
- i) Only the goalkeeper may put the ball into play anywhere within the three (3) meter goal area when in possession by place kicking, punting, or throwing. The goalkeeper can move freely within the three (3) meter goal area when in possession (by any part of the body) of the ball. The goalkeeper or any player on the field of play can restart play from a goal kick within the three (3) meter goal area.
- j) When a goal kick is taken, no opponent is to be within two (2) meters of the three (3) meter goal area.
- k) A goal cannot be scored from a kick taken within the three (3) meter goal area (except on own goal) an attacking player may enter the goal area to retrieve the ball if not in the goalkeeper's possession.
- l) Penalty shots are to be taken from a five (5) meter spot directly in front of the goal.

21. SPECIAL RULES FOR U-4 CO-ED DIVISION

- a) The recommended time for the game and practice is one (1) hour. A fifteen (15) minute practice to be followed by a minimum forty (40) minute game is considered as a guideline.
- b) The game to be divided into two (2) twenty (20) minute halves, with a five (5) minute break between halves.
- c) The maximum number of players on the field at one (1) time is seven (7) per team. Players will be changed every five (5) minutes.

- d) No team to have more players on the field than their opponent.
- e) Both coaches to be allowed on the field and they will act as the referee.
- f) Special portable nets will be provided for all coaches.
- g) Every effort should be made to see that all players receive equal playing time.
- h) The intention in this age group, above all, is to have fun and to learn good sportsmanship.

22. REPRESENTATIVE DIVISION

The Representative Division will be directed by a sub committee under the Rep. Administrator who is on the Board of Directors. The members of this committee could be Board Members, but could also be appointed from the Rep. Division and could be Committee Members only. The Rep. Administrator will be expected to report all recommendations to the Executive Committee for approval.

a) **NUMBER OF TEAMS**

The number of Representative teams that play outdoor, will be recommended for approval to the Executive Committee.

b) **TEAM MANAGEMENT**

The coach is in complete charge of the team at all times and is responsible for the actions of his players and their parents and the manager. The coach is obligated to make every effort to control the behaviour of the manager, parents and players on his team. Any fines assessed against the team by any Governing Body are the responsibility of the coach.

c) **DUTIES OF THE REPRESENTATIVE DIVISION ADMINISTRATOR & COMMITTEE**

- i) Organize Community Coaching registration for Community one (1) & two (2) and Senior categories for all Representative personnel.
- ii) Appointing and replacing of coaches and managers to be approved by the Rep. Committee consisting of the Rep. Division Administrator, Rep. Vice President and Committee Member.
- iii) Rep. Administrator is responsible each year to provide screening information for all new members that have not been previously screened. Necessary information to be forwarded to Club Administrator to complete the screening process.
- iv) Organize regular Rep. Division meetings for all members working in the Rep. Division..
 - v) Register all teams with the various leagues they play in, OYSL, CSL, CGSL, CESL, DSL, and Scardeso.
- vi) Select samples and prices of uniforms and other team items such as bags, tracksuits, balls etc. to submit to the Executive Committee for purchase approval.

ONTARIO CUP REGISTRATION

Only Level Three (3) and OYSL teams are eligible to be registered for Ontario Cup play. The registration and referee fees, to be paid by the Club. Registration of eligible teams, are to be done by the Club. Exception can be made for Premier (4P) teams (12 and older) and for exceptional circumstances that would qualify a lower division team. All exceptions to be approved by the Board of Directors

d) **DUTIES OF THE TECHNICAL DIRECTOR**

Primary duty is to provide technical assistance to teams as required during the year. To assist the Rep. Division Committee and find suitable personnel, coaches, and managers etc. to compliment the Rep. Division coaching staff. All coaches must be approved by the Rep. Division Committee

e) **NUMBER OF PLAYERS ON A TEAM**

- i) U-8, 9, 10 – maximum of fourteen (14) players per team, playing seven (7) aside.
- ii) U-11- maximum of sixteen (16) players per team, playing nine (9) aside.
- iii) U-12 and up, maximum of eighteen (18) players per team, playing eleven (11) aside.

f) **DRESS CODE**

All players must wear the uniform as selected by the Club for the current season to all games. The regular Club uniform should be worn on all occasions and always when prominent matches are being played. All tracksuits should bear the Wexford logo on the left hand side of the jacket.

g) **PLAYING TIME**

It is the intention that all players should play in each game that they are dressed for. However, exceptions will occur such as when a team has two (2) goalkeepers or for reasons of discipline, or for any other valid reason.

h) **PLAYER TRANSFERS**

All player movement, whether temporary or permanent from the House League to the Rep. Division or vice versa, must be done through the H.L. Chairperson and the Rep. Division Administrator. Players are available to the Rep. Division under the following conditions:

- i) The Rep. Administrator notified **FIRST** (1st) of your intention.
- ii) Under O.S.L. rules, a player can have up to six (6) trial games by using a 'Trial Permit' **FOR LEAGUE GAMES ONLY**
- iii) If there is a conflict of dates between the House League game and a Rep. game, the House League receives preference
- iv) Rep. coaches and managers **MUST NOT** negotiate with players or parents re, borrowing a player from another team.
- v) If a player is registered on an O.S.A. form and is playing in the House League, he is eligible to play in a Rep. team without a 'Trial Permit', but items i), iii) and iv) still apply.

i) **WHEN THE CLUB HAS TWO TEAMS IN THE SAME AGE GROUP**

The designation of "A" OR "B" will be decided by the Rep. Committee. The "A" team has first (1st) choice on all players available through the Wexford House League system. If any player is not taken by the "A" team he/she is then available to the "B" team. Players that are acquired from outside the Club by either team and on their roster, are off limits to the opposing team for the remainder of the current season. At the end of the outdoor season the "A" team has the privilege of asking any player on the "B" team to progress to the "A" team. The procedure is as follows:

- i) The "A" coach makes his intentions known to the Director in charge of the Rep. Division **FIRST** (1st).
- ii) The Director will then contact the "B" team coach.

This should provide the opportunity for any player to advance to a higher level of play. This should be in the best interest of the player and the game of soccer in general. The player or parent has the last word in this situation and their wish is final.

j) **ONE YEAR AGE RULING WITH ALLOWABLE EXCEPTIONS**

Age groupings are determined by current OSA policy. Leagues are formed on a one (1) year basis from U8 to U18, starting on January 1st and ending on December 31st. The ideal situation for our Club would be to have all players playing in a one (1) year age category with no younger players on their roster. Practical wisdom dictates that some exceptions will occur and should be allowed. **COACHES ARE NOT ALLOWED TO RECRUIT PLAYERS FROM ANOTHER WEXFORD TEAM**

Once a player is registered with the Club he cannot move up or down an age group to another Wexford team unless both coaches agree. The youngest team in our system can have younger players the first (1st) year and these players should revert to their proper age groups the second (2nd) year. Playing in a one (1) year category does not apply to the following age groups: U8, U16, U17, and U18.

k) **FINANCIAL POLICY REGARDING PAYMENT TO COACHES AND TECHNICAL DIRECTOR**

In the event the Technical Director or coach does not complete the full term of their appointment, all remuneration shall cease and the amount paid will be based on time served.

EXCEPTIONAL EXPENSE

Expense allowance is permitted for duties performed that are beyond what is reasonably expected of anyone acting on behalf of the Wexford Soccer Club.

l) **GENERAL GUIDELINES FOR FUND RAISING**

Any fund raising venture by a Rep. team should not conflict with the Club's fund raising activities. The Club logo cannot be

used on any printed matter that is used for fund raising by a Rep. team.

23. INDOOR DIVISION

- a) A sub committee under a Chairperson, who shall be appointed by the Executive Committee, will direct the Indoor Soccer Program.
- b) The appointment shall commence on June 1st and will terminate on May 31st, of the following year at which time the Committee shall be dissolved.
- c) Minutes of all meetings shall be kept and copies made available to the Executive Secretary as soon as possible after the meetings.
- d) **FINANCES** – This Division shall be responsible for its own financial affairs and for this reason a separate ledger will be kept to record all income as well as expenses of this Division. A separate current account will be maintained and any two (2) of the three (3) following signatures will be necessary to draw funds from this account.

i) THE CLUB PRESIDENT ii) THE CLUB TREASURER iii) THIRD (3rd) SIGNING OFFICER

At the end of the Indoor Season, surplus funds will be transferred to the Club's savings account.

- e) A final report on the Indoor Division for the past year, including recommendations for the coming season and a complete financial statement shall be submitted to the Executive Committee prior to May 31st.
- f) Players coming into the program from the waiting list after the teams have been balanced will be taken in numerical order, according to registration date, **WHENEVER POSSIBLE**. However, in order to maintain balanced teams, the Wexford Indoor Soccer Club Committee reserves the right to alter the waiting list order if necessary.
- g) **TEAM MANAGEMENT**
Each team can have one (1) coach and one (1) manager only.

24. PUBLICITY & ADVERTISING

Club Members must not submit stories or advertisements to the news media without approval by the Directors. All stories or advertisements must be submitted to the Director in charge of publicity.

25. WEB SITE

The Club's site should provide contact information for the Representative Division and provide a method for people to register players in our House League. All teams that are linked to our site must be approved by the Club regarding the content.