

# **SUDBURY WOMEN'S SOCCER CLUB CONSTITUTION 2025**

## **BY-LAWS**

### **ARTICLE 1: NAME**

The name of this Club shall be the SUDBURY WOMEN'S SOCCER CLUB, herein referred to as the SWSC shall be located within Greater North Soccer Association (GNSA) hereinafter referred to as the District Association. The headquarters of the SWSC shall be in the Regional Municipality of the Greater Sudbury, Ontario.

### **ARTICLE 2: OBJECTS**

The SWSC shall have the following objects:

1. To have women and other individuals develop their character as resourceful and responsible members of their community by providing opportunities, through the game of soccer for the development of Women and other individuals.
2. To promote and develop the game of soccer within its boundaries.
3. To help individuals to develop their character as resourceful and responsible Members of their community by providing opportunities, through the game of soccer, for their mental, physical, social and leadership development.
4. To abide by and be subject to the Constitution of the Greater North Soccer Association (GNSA).

### **ARTICLE 3: AFFILIATIONS**

The SWSC shall be a Member of the Greater North Soccer Association (GNSA) and shall follow the published rules of the District Association and The Ontario Soccer Association, hereinafter referred to as the OSA. The SWSC is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

1. The Canadian Soccer Association (CSA)
2. The Ontario soccer Association (OSA)
3. The Greater North Soccer Association (GNSA)

### **ARTICLE 4: MEMBERSHIP**

There are three (3) classes of Member, namely, regular member, honorary Member and life member.



## **Regular Member**

A regular Member is either:  
a registered player  
a registered SWSC coach  
a registered SWSC game official  
a registered SWSC administrator.

Although an individual may qualify for, and be registered under, more than one of the above categories, each individual holds only one Membership in the SWSC, and is entitled to one vote at Member's meetings.

A player shall become a regular Member when approved by the SWSC's Registrar.

Upon application, a coach shall become a regular Member upon acceptance by the directors of the SWSC. A coach is an individual who is registered with the OSA to teach, instruct, train and guide players to play the game of soccer.

Upon application, a game official shall become a regular Member upon acceptance by the directors of the SWSC. A game official is an individual who is registered with the OSA to officiate soccer games.

An administrator shall become a regular Member upon election or appointment by the directors of the SWSC. An administrator is an individual who is registered with The OSA to be responsible for one or more on the functions required to operate a Club.

For purposes of this definition, a team manager and a Director shall be classified as an administrator.

## **Honorary Member**

The Board of Directors may designate an individual as an honorary Member for a specific period of time.

An honorary Member is afforded all rights of Membership, including the right to attend and speak at Member's meetings, but is not entitled to vote.

## **Life Member**

The Board of Directors may designate an individual as a life Member.

A life Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, but is not entitled to vote. Membership of recreational players shall be those who have registered on Ontario Soccer.



## **Registration**

Association registration forms with the SWSC, and must be eighteen (18) as of the playing year.

Any new players to the league must submit proof of age (i.e. birth certificate or driver's license).

Any player who is playing in an elite league, registered competitive league (NS) shall be allowed to play in the SWSC. Only two players per team will be allowed.

Non playing individuals who abide by the objectives, rules and programs of the SWSC.

Who is in good standing with the SWSC or the (GNSA)

- i) who is not indebted to the SWSC or the GNSA
- ii) who is not under suspension (requires a person not to take part in any soccer activity until the completion of their suspension).

## **Fees**

Membership fees for regular Members shall be set annual by the Board of Directors and ratified or amended by the membership at a general meeting of the SWSC.

Any player registering beyond the pre set date of final registrations will be subjected to a late fee, plus the full cost of registration.

No player shall be registered after July 30th.

A full refund for all players will be made available only if requested prior to the season's first game date, and 75% of the individual's registration will be given up until the season's not the team's, first two weeks. Absolutely no refund will be given two weeks after the season has begun. Any refund requests must be made to the President directly.

## **Discipline of Member**

A Member may be fined, censured, suspended or expelled from membership for cause and only after charges have been laid in accordance with the SWSC's published rules and a hearing held in accordance with the SWSC's and OSA published rules.

An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

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

Any member who infringes the Articles or rules of the SWSC or brings the SWSC into disrupt, may be reprimanded, suspended or expelled from the SWSC after a hearing by the Board of Directors of the SWSC at which hearing the Member is entitled to attend.



## **Termination of Membership**

Membership in the SWSC shall be deemed to have been terminated:

1. if the Member submits a signed letter of resignation to the SWSC
2. if the Member is expelled by the SWSC's Board of Directors
3. if the Member is no longer registered with the SWSC

## **ARTICLE 5: BOARD OF DIRECTORS**

The SWSC shall be governed by a Board of Directors which shall consist of at least six (6) individuals, or such number not to be less than four (4), as maybe amended from time to time in accordance with the Club's By-Laws.

These individuals shall hold the positions of:

President  
Vice-President  
Secretary  
Treasurer  
Registrar  
Statistician

A director may hold more than one position.

A director shall be 19 years of age or older, shall be an undischarged bankrupt and shall be Regular Member of the SWSC.

A director shall serve for a term of two years or until his or her successor is elected or appointed.

Team representative appointed shall be approved by the elected Board of Directors. For teams that do not have representation at our monthly meetings, a fine must be paid. Until such fines are paid, they are a member not in good standing and shall not be allowed to participate in the SWSC's activities. The representative's team shall be notified in writing by the secretary within seven (7) days of the violation, and will receive a call from the President. Any subsequent violation in the same operating period will result in a fifty (50) dollar fine and default the team's next scheduled game and any subsequent games until the fine(s) are honored.

## **Director Vacancy**

A Director has the right to resign or his position by submitting a signed letter of resignation to the SWSC.

A vacancy on the Board of directors and their respective position(s) held, caused by death, or resignation which has been accepted by the Board of Directors, shall be filled by a majority vote of the Board of Directors. The successor Director shall hold his or her incumbent's position(s) for the remainder of the term being filled.



## **Removal of Directory**

No member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:

1. The directory is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
  - if she/he becomes incapable of performing the business of the SWSC
  - if she/he is absent from three (3) consecutive meetings of the Board without satisfactory reason
  - if she/he no longer resides in reasonable proximity to the SWSC
  - if she/he becomes, or is discovered to be, an undischarged bankrupt: or
2. The Director has compromised the integrity of the SWSC due to, but not limited to, any of the following reasons:
  - if she/he has been found guilty of an offence under the Harassment Policy of the OSA
  - if she/he has been found guilty of an offence involving violence under the Discipline Policy of the OSA
  - if she/he has failed to properly account for monies or other property belonging to the SWSC
  - if she/he has been found guilty of a criminal; offence regardless of whether or not the offence directly affected the SWSC

A Member of the Board of Directors holding his or her respective position(s), as director or other positions(s) may be removed from office by the Board of Directors for good and sufficient cause by a 2/3's vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the SWSC.

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

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the SWSC provided notice to remove the Director has been given to persons entitled to attend the Members' meeting. If a Director is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill all positions(s) held by the removal Director for the remainder of the term(s) being filled.

## **Conflict of Interest and Standards of Conduct**

The Directors shall be subject to the Conflict-of-Interest Policy 21.0 in the OSA's published rules.



## **Duties of Directors**

### **President**

#### **Except:**

1. as provided for in the Dispute Resolution Policy of the OSA, and
2. where the president delegates the responsibility to another person

Shall preside at all SWSC meetings.

Shall be ex-officio a member of all committees, except any nominations committee.

Shall instruct the secretary to summons all meetings.

Shall cast the deciding vote in the SWSC meetings only in the case of a tie.

Shall exercise the power of the Board of Directors in case of an emergency.

Shall be responsible for the enforcement and interpretation of the SWSC's constitution.

Shall rule of points of order.

Shall be the SWSC's representative at GNSA meetings.

Shall be one of the signing officers for the SWSC's business.

Shall present an annual written report for the members.

Shall present an agenda for all meetings.

Shall notify team representatives who missed a monthly meeting with a telephone call.

Shall appoint all chairs of standing and special committees subject to ratification by the Board.

Shall be the spokesperson for the SWSC.

### **Vice-President**

Shall in the absence of the President exercise the duties of the President.

Shall assist the President in performing duties for the SWSC as requested by the President.

Shall be one of the signing officers.

### **Secretary**

Shall keep an accurate record of all minutes of all SWSC meetings.

Shall sign all certified copies of acts of the organization, unless otherwise specified in the SWSC's published rules.

Shall maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting.

Shall maintain an updated directory of all Board of Directors, team representatives, SWSC members, and SRSA Board of Directors.

Shall handle all correspondence as directed by the Board of Directors.

Shall send to each Membership a notice of each general meeting

Shall send to the Board of Directors notices of each meeting.

Shall have custody of the SWSC minute book.



Shall insure GNSA has received a copy of all reports, directory, amendments and financial statements, as required by the GNSA  
 Shall be a signing officer for the SWSC except in the issuing of cheques.  
 Shall notify Treasurer and Statistician of those representatives in violation of SWSC rules.  
 Shall maintain copies of all committee reports.  
 Shall notify officers and committee Members of their election or appointment.  
 Shall furnish committees with those documents required to perform their duties.

### **Treasurer:**

Shall maintain an accurate and updated record of all revenues and expenditures of the SWSC in a ledger which is property of the SWSC.  
 Shall deposit all monies into a financial institution approved by the Board of Directors.  
 Shall pay all accounts approved by the Board of Directors.  
 Shall be the principal signing officer of all cheques along with either the President or the Vice-President.  
 Shall keep the Board of Directors and team representatives aware of the financial well being of the SWSC at a SWSC Monthly meeting.  
 Shall prepare a financial statement for the AGM.  
 Shall prepare a budget for approval after receipt of the GNSA budget.  
 Shall if called upon by the Board of Directors, hand over to the President all records and documents of the SWSC seven (7) days of such order in writing.  
 Shall keep the President notified of those players or team representatives with outstanding monies.

### **Registrar:**

Shall act as the liaison between the SWSC and the GNSA Registrar.  
 Shall collect all registrations fees on behalf of the SWSC.  
 Shall keep records of registered players in the SWSC, and keep the Statistician updated.  
 Shall maintain a record of all coaches, managers and other volunteers with the SWSC for voting purposes.  
 Shall be aware of all suspensions submitted by the GNSA Discipline Committee.  
 Return any incomplete registration forms to the players.  
 Registration deadline to register is July 31st.

### **Statistician:**

Shall keep all the game sheets.  
 Shall maintain an ongoing and accurate record of all game results and team standings.  
 Shall report to the media as designated by the media in order to promote the SWSC.  
 To promote the SWSC with regards to any special events to the media.



The Statistician must book fields in the fall for next year's season and tournament, as well as rescheduled games on a different day other Tuesday or Thursday.  
The statistician must also give out game sheets at the last meeting prior to the opening of the season.

### **Team Representatives:**

Shall attend all Monthly meetings.  
If unable to attend, send a team alternative.  
Shall represent the team's interest at Monthly meetings.  
Shall represent the SWSC's interest to their team members.  
Shall inform the Statistician of game results and hand in game sheets within forty-eight (48) hours.  
Shall perform duties as requested by the Board of Directors on behalf of the SWSC's success.  
Serve on any committees that the Board of Directors may form for the development of the SWSC's Soccer Program.

### **Nominations and Elections**

Nominations for positions on the Board of Directors may be made by any Member at the annual general meeting or at a Special General Meeting called for that purpose.  
Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.  
Those candidates wishing to run for a Board of Directors position must submit their nomination form, signed by two people, at or before the AGM meeting of the playing year.  
No more than fifty (50) percent of the Board of Directors shall be changed in any one year and each election will be for a two-year term, provided approval for the second year of the term is secured by majority vote of the Board of Directors and team representatives. This vote will take place during the AGM meeting held in October.  
Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.  
A majority of the votes cast shall be required to elect Directors. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

## **ARTICLE 6: MEETINGS**

### **General Meetings:**

An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held, at such place, and at such date as the Board of directors may determine.

Such notification shall be by:

- regular mail



- email
- fax
- website notice
- newspaper announcement
- public notice
- posting at SWSC office
- any other method determined by the Members

The SWSC shall hold its Annual General Meeting on a day in the month of October at a time and place determined by the Board of Directors.

The agenda of the Annual General meeting shall include:

1. Roll Call
2. Credentials Report
3. Minutes of the previous AGM
4. President's report
5. Treasurer's report
6. Other reports
7. Unfinished business
8. Amendments to the By-laws
9. Election of Directors
10. Any Other Business
11. Adjournment

### **Special General Meeting**

A Special General Meeting of the SWSC:

- a) may be called by the Board of Directors, or
- b) shall be called by the Board of Directors upon receipt of a written request submitted to the SWSC by registered mail, certified mail, Trace mail, courier service, hand delivery, fax or e-mail, signed by not less than 3/4 of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting
- c) all members shall receive fourteen (14) days notice of the date, time and place of a SGM.
- d) Only the business set out in the notice of the Special General Meeting shall be considered.

### **Voting at General Meeting**

Each Board of Directors' member shall have one (1) vote at all meetings, except the President, who shall have the casting vote in the case of a tie.

Each team shall have one (1) team representative eligible to vote at the monthly meetings. All other members shall have a voice but no vote at monthly meetings.

All members shall have a vote at Special and Annual General Meetings who are in good standing. No member shall have more than one (1) vote.



### **Proxy Voting at General Meeting:**

Every regular member over the age of nineteen (19) of age or over is entitled to vote at a meeting of Members may by means of a proxy appoint a person, who need not to be a Member, as the member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. An individual may only hold one proxy. The format for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in the Rules and Regulation.

### **Board of Directors Meeting:**

The Board of Directors shall meet at least four (4) times per year, upon 14 days notice given by the President and Secretary, at such place and time as the Board of Directors may determine. A majority of the members of the Board of Directors shall form a quorum at all meetings of the Board. Questions arising at any meetings shall be decided by a majority of votes where each director is entitling to cast one vote.

### **Quorum:**

No decision of any meeting for the SWSC will be binding of the club or its members unless a quorum of its members is present. A quorum is defined as follows:

- 1) At the AGM, the majority of the members present
- 2) At the SGM, majority of the members present.
- 3) At the Board of directors and Monthly meetings, a minimum of four (4) Board of Directors.

## **ARTICLE 7: COMMITTEES**

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

## **ARTICLE 8: PROCEDURES GOVERNING MEETINGS**

All meetings of the SWSC shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the SWSC.

## **ARTICLE 9: BY-LAWS AND AMENDMENTS**

- (a) By-Law amendments may be proposed by the board of Directors, or submitted by a member of the SWSC in writing seven (7) days prior to the AGM and must be approved by a majority vote of the Board of Directors, and by 2/3's vote of the



Membership voting in person or by proxy at a meeting of the SWSC duly called for that purpose.

- (b) All Members entitled to vote shall be notified with the SWSC's notice of the said Members' meeting about By-Law amendments.

Such notifications shall be by:

- regular mail
- email
- fax
- website notice
- newspaper announcement
- public notice
- posting at SWSC office
- any other method determined by the Members

## **ARTICLE 10: RULES AND REGULATIONS**

The SWSC shall have rules and Regulations which shall include, but is not limited to, the following:

- a) discipline of a member: summary of charges regarding misconduct
- b) discipline of a member: procedures for discipline hearing
- c) duties of Board of Directors: authority granted to Board regarding the business being conducted
- d) duties of Board of Directors: selection process and appointment process for the appointment and renewal of appointments to the League's paid and volunteer positions
- e) duties of Board of Directors: process for revoking appointments
- f) voting at General Meeting: format for the proxy, and the issue, or issues, for which the proxy may be cast.

The Board of directors may approve and publish Rules and Regulations which are not inconsistent with the Rules and Regulations of a higher-level governing organization. Amendments to the rules and Regulations may be made by a majority vote of the Board of Directors or the members at a General Meeting.

### **Players**

- a) Shall be registered on SWSC forms, then OSA forms as provided.
- b) Shall pay the required registration fees as set down by the Board of Directors.
- c) Late registrants shall pay registration fees as set down by the Board of Directors after the registration deadline.
- d) Suspended players may be registered but shall not play until their suspension has been completed.



## **Teams**

- a) Teams may be formed by the approval of the Board of Directors to the minimum of eighteen (18). After the minimum, players will be distributed evenly amongst teams with the consent of the team representatives. If new players are declined by the team representatives, the outstanding registrants may be refunded the cost of registration.
- b) The Board of Directors has the right to ensure balanced competition if unbalanced competition becomes detrimental to the SWSC's survival.
- c) The Board of Directors has the authority to form Representative teams in Recreational competitions.
- d) The Board of Directors has the right of approval for any team within the SWSC wishing to participate in tournaments (along with GNSA approval if necessary) or exhibition games.
- e) If a team wishes to switch colors they must advise and have the approval of the Board of Directors and team representatives before the start of league play.
- f) All teams must provide a one hundred (100) dollar bond. If the team is in good standing by the end of the season the bond will be returned. Bond money uses will be at the discretion of the Board of Directors.

## **Movement of Players**

Movement of players from team to team must be approved by the Board of Directors, following OSA guidelines.

- a) A team is allowed to call up players from other teams and will be restricted to 3 registered players with a maximum of 3 games per player for a maximum of 10 players. The players will register as subs. There will be no call ups during playoffs.

## **Uniforms**

- a) Each player shall be uniformed with shorts, jersey, shin pads, socks and cleats.
- b) The jersey must have at least six (6) inches numbers on the back.
- c) If using pinnies, they must be visibly numbered.

## **Equipment**

Size five (5) ball shall be used in all games.

## **Competition**

### **a) Duration of the Games**

- i) Regular season games shall be two (2) halves each consisting of forty (40) minutes of play only.



- ii) Playoff games shall be regulation time unless there is a tie. In case of a tie, penalty kicks shall be taken as per FIFA laws of the game.
- iii) Once a game has started and the first half has been played or completed it will stand as is, if the game was cancelled because of an incident or weather conditions called by the referee.
- iv) The executive has the power to overturn the outcome of a game under special circumstances based on the referee's report.

#### **b) Cancellation of Games**

- i) Will be decided by the referee.
- ii) Will be decided by the Board of Directors.

#### **c) Defaulted Games**

- i) If a team fails to field a team of seven (7) players within fifteen (15) minutes of a scheduled game or anytime prior to the beginning of that scheduled game, that team shall default and be recorded with a 1-0 loss. The offending team shall be fined the referee's game fee payable to the SWSC prior to their next game start.
- ii) If the fine is not paid by the required time, members of that team are considered not in good standing.

#### **d) Forfeited Games**

A team shall forfeit a game if it has been proved that they had played an ineligible player.

#### **e) Referees**

- i) Referees shall uphold the laws of the game except where the SWSC has made adjustments as indicated.
- ii) Referees have the right to cancel games, if they feel conditions of the field are unsafe.
- iii) If a referee fails to show for his appointed game assignment, a substitute may be appointed by mutual written consent of both team coaches. Written consent must be attached to the game sheet.  
The substitute will be paid the appropriate fee by the SWSC.
- iv) If consent cannot be agreed upon, the game shall be cancelled and may be rescheduled at a later date by the Board of Directors and by mutual consent of both teams.
- v) Notify the Board of Directors immediately if game officials fail to show up so it can be rectified by the GNSA.

#### **f) Substitutions**

Unlimited substitutions of players will be allowed by the referee:

- i) Before kickoffs.



- ii) After a goal has been scored.
- iii) A goal kick.
- iv) For injury of a player at referee's discretion.
- v) On a throw from any team, substitutions will be allowed

#### **g) Home Team Responsibilities**

The home team shall:

- i) Provide the game ball size 5 approved by the referee.
- ii) Supply the game sheet listing roster of both team prior to the start of the game.
- iii) Ensure game official has completed and signed the game sheet at games completion.
- iv) Ensure opposing team has a copy of the game sheet.

#### **h) Playing rules**

There will be no slide tackle or tempted side tackle.

#### **Standings**

- a) League standings shall be determined by points, with three (3) points being awarded a win, and one (1) point for a tie.
- b) A five-goal differential rule will apply to all regular season games.
- c) At conclusion of regular season play, the team with the most points shall be declared the winner.
- d) If teams are tied, the win-loss record between them, within that round shall decide.
- e) If teams are tied, then goals for and against will be used to break the tie using the whole season's accumulated points.
- f) If teams are still tied, a deciding game shall be played with overtime and penalty shots in accordance to FIFA rules.

#### **Discipline**

- a) Infringements of the laws of the game shall be handled by the SWSC Discipline Committee as per Appendix A (Discipline Committee Protocol)
- b) Infractions against the SWSC's constitution shall be handled by the Board of Directors.
- c) If any player receives a yellow card, they must pay the Club \$5.00, prior to the start of their next scheduled game. If any player receives a red card, that player must pay the SWSC \$10.00, and attend the next scheduled disciplinary meeting. If a red card is issued on the last game of the regular season, playoffs or finals, the penalties will carry to the following playing season.



## **Fund Raising**

Members of the SWSC may be asked to fulfill the needs of the SWSC through fund raising.

## **ARTICLE 11: INDEMNITY**

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

## **ARTICLE 12: FINANCE**

The account of the SWSC shall:

- a) be audited annually by a Chartered Accountant if the annual Gross Revenue is greater than \$30,000 or
- b) be reviewed annually through a Financial Review Engagement completed by a Certified General Accountant, Certified Management Accountant or Certified Accountant, if the Annual Gross Revenue is \$30,000 or less; or
- c) with the consent of all its Members, be exempt from any audit or financial Review engagement if the annual Gross Revenue is less than \$10,000.

The audit or the Financial Review Engagement statement shall be presented to the annual General Meeting for adoption.

At the Annual General Meeting of the SWSC, a chartered accountant firm shall be appointed to perform the audit or the financial Review Engagement.

The fiscal year of the SWSC shall end at the end of September of each year, unless otherwise ordered by the Board of Directors.

## **ARTICLE 13: DISPUTE RESOLUTION**

The SWSC shall adhere to the Dispute Resolution process as published and approved by the OSA from time to time.

Any Member of the SWSC may initiate the Dispute Resolution process by communicating in writing to the OSA, with a copy to the SWSC and GNSA, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.



The Dispute Resolution process shall not to be used for game discipline which follows the normal discipline and appeals process.

The SWSC shall make available to any Member the Dispute Resolution process when requested.

#### **ARTICLE 14: HARASSMENT**

The SWSC shall adhere to the Harassment Policy as published and approved by The OSA from time to time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the SWSC. Harassment is defined as any conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious degrading or offensive. It includes, but is not limited to, sexual harassment.

The SWSC shall make available to any Member the Harassment Policy when requested.

#### **ARTICLE 15: APPEALS**

- a) any Member or registrant of the SWSC directly affected by a decision of the SWSC may appeal such decision. The denial or termination of Membership in the SWSC may be appealed by a non-Member.
- b) A decision of the SWSC may be appealed to the GNSA with which the SWSC is affiliated. The appeal shall be conducted in accordance with The OSA's and GNSA's published rules.
- c) An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the SWSC'S operations, except where the selection, appointment and relocation process outlined in the SWSC's published rules has not been followed.
- d) an individual shall not appeal a decision made by the Club regarding a player's team assignment.
- e) Protests involving games shall be administered by the Board of Directors.
- f) Protests must be submitted in writing by registered or recognized courier to the SWSC, no later than forty-eight (48) hours of the commencement of the protested game, together with receipt (or copy thereof) of the copy sent to the party protested against, with a protest fee of fifty (50) dollars in the form of a certified



cheque or money order. Protests must be sent to either the President or Vice-President, whom will then call a Special Meeting as they see fit. If the protest is won, the fifty-dollar fee will be refunded.

#### **ARTICLE 16: DISSOLUTION**

In the event of dissolution of the SWSC, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit soccer related organizations, or any not-for-profit athletic community organizations, which operate solely in Ontario.

#### **ARTICLE 17: DEFINITIONS/TERMINOLOGY**

Terminology used in this By-Law shall have the same meaning as used by The OSA in its letters patent, By-Laws and published rules.



## **Appendix A**

### **Discipline Committee Protocol**

#### **Article I: Purpose and Scope**

##### **Section 1: Purpose**

The Discipline Committee (hereafter referred to as "the Committee") is established to ensure fair play, safety, and adherence to the rules and standards of the Sudbury Women's Soccer Club (hereafter referred to as "the League") pursuant to By-Law 10 (h) of the Constitution. The Committee will address issues of misconduct, disputes, and any violations of the League's rules and Code of Conduct.

##### **Section 2: Scope**

These regulations apply to all participants in the League, including players, coaches, officials, and spectators. The Committee has the authority to investigate incidents, conduct hearings, and impose disciplinary actions as necessary.

#### **Article II: Composition**

##### **Section 1: Membership**

The Committee shall consist of five members:

1. A Chairperson, elected by the League's board.
2. Two representatives from different teams within the League.
3. An independent member with experience in sports law or dispute resolution.
4. A member of the League's administrative staff.

##### **Section 2: Term of Service**

Committee members will serve for a term of one year. Members may be reappointed for consecutive terms.

##### **Section 3: Removal and Vacancies**

A Committee member may be removed by a majority vote of the League's board for failure to perform duties or for conduct detrimental to the League.



Vacancies will be filled by appointment by the League's board for the remainder of the term.

## **Article III: Procedures**

### **Section 1: Reporting Incidents**

Incidents of misconduct, rule violations, or disputes must be reported to the Committee within 48 hours of their occurrence. Reports can be submitted by players, coaches, officials, or spectators using the designated incident report form found on the website.

### **Section 2: Investigation**

Upon receiving a report, the Chairperson will convene the Committee to initiate an investigation. The investigation may include interviews with involved parties, witnesses, and review of any available evidence such as video footage or official reports. While the investigation is ongoing, any players, coaches, officials or spectators who are subject of the investigation will be suspended and/or barred from participating in and/or attending at any league games or events. The Player being investigated will be notified, so will the Team Representative by email and/or phone call.

### **Section 3: Hearings**

If the investigation finds sufficient evidence of a violation, a hearing will be scheduled. The involved parties will be notified at least seven days in advance. During the hearing:

- The Committee will present the findings of the investigation.
- The accused party will have the opportunity to present their defense and any supporting evidence.
- Witnesses may be called to testify.

### **Section 4: Deliberation and Decision**

After the hearing, the Committee will deliberate in private. A decision will be reached by majority vote. The decision, along with any disciplinary actions, will be communicated in writing to the involved parties within three days of the hearing.

## **Article IV: Disciplinary Actions**

### **Section 1: Types of Disciplinary Actions**



The Committee may impose a range of disciplinary actions, including but not limited to:

1. Verbal or written warnings.
2. Suspension from games.
3. Fines or restitution.
4. Expulsion from the League.
5. Lifetime ban

## **Section 2: Factors Considered**

In determining disciplinary actions, the Committee will consider:

- The severity of the offense.
- The intent and conduct of the involved parties.
- The impact on other participants and the League.
- Any prior incidents involving the parties.

## **Article V: Appeals**

### **Section 1: Right to Appeal**

Any party subject to disciplinary action has the right to appeal the Committee's decision. Appeals must be submitted in writing to the League's board within seven days of the decision.

### **Section 2: Appeals Process**

The League's board will review the appeal and may request additional information or hold a hearing. The board's decision on the appeal will be final and binding.

## **Article VI: Confidentiality and Records**

### **Section 1: Confidentiality**

All proceedings of the Committee are confidential. Members shall not disclose details of cases, deliberations, or decisions outside of the Committee.

### **Section 2: Records**

The Committee will maintain records of all incidents, investigations, hearings, and decisions. These records will be stored securely and only accessible to Committee members and the League's board.



## **Article VII: Amendments**

### **Section 1: Amendments**

These regulations may be amended by a two-thirds majority vote of the League's board. Proposed amendments must be submitted in writing to the Committee and reviewed before a vote is taken.

## **Article VIII: Adoption and Implementation**

### **Section 1: Adoption**

These regulations shall be adopted by a majority vote of the League's board and will take effect immediately upon adoption.

### **Section 2: Implementation**

The Committee is responsible for ensuring that all League participants are informed of these regulations and that they are implemented consistently and fairly.