



BOLTON WANDERERS SOCCER CLUB OF ONTARIO

CONSTITUTION & BY-LAWS

2015

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BY-LAWS

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BOLTON WANDERERS SOCCER CLUB OF ONTARIO
CONSTITUTION

ARTICLES

I NAME

This organization shall be known as the Bolton Wanderers Soccer Club of Ontario (BWSC) and hereafter referred to as the Club.

II OBJECTIVE

- a) to promote and carry on sports and recreational activities of all types for the benefit of the members including but not limited to activities associated with soccer;
- b) to draw, accept, endorse, discount, execute and issue cheques, notes, bills of exchange, bills of lading, bonds and debentures and other negotiable or transferable instruments;
- c) for the objects aforesaid to purchase, acquire, hold, lease, sell or dispose of any real and personal property or any interest therein; and
- d) to accept, receive and take any gift or bequest of property for one or more of the objects of the Corporation.
- e) To afford players, coaches, referees and administrators the opportunity to rise to the height of their ability and aspirations.

III HEAD OFFICE

The Head Office of the Corporation is to be situated in the Town of Caledon in the Regional Municipality of Peel, in the Province of Ontario.

IV BOARD OF DIRECTORS

The number of Directors to serve on the Board of Directors is ten (10).

BOLTON WANDERERS SOCCER CLUB OF ONTARIO

BY-LAWS

GENERAL BY-LAWS

I AFFILIATION

This Club shall be affiliated with and abide by the published rules of:

1. F.I.F.A.
2. The Canadian Soccer Association (C.S.A.)
3. The Ontario Soccer Association (O.S.A.)
4. Peel Halton Soccer Association (P.H.S.A.)

This Club is affiliated with the:

1. Town of Caledon
2. Bolton Wanderers Football Club

II OBJECTIVE

The object of the Club is:

1. to organize, promote, govern and improve organized soccer within the community of Bolton and surrounding area
2. to foster among its members, supporters and teams a general community spirit to maintain and increase the interest in the game of soccer
3. to have and exercise a general care, supervision and direction over the playing interests of its teams and players.
4. to participate in the general activities of the community of Bolton and surrounding area

III MEMBERSHIP

1. Voting membership in this Club consists of such persons who paid membership dues or paid to sponsor one or more teams or are life members or offered their services to the Club during the current calendar year and who have abided by and complied with the Club's rules and any decisions of the Club officials who have been duly elected or appointed. A voting member must be 19 years or older on January 1st of the current year.
2. Membership shall not be restricted to any number. The Directors shall be empowered from time to time to establish annual limits on the number of players for the playing season based upon field availability.
3. Life members shall be nominated by the Board of Directors and their names put forward at the Annual General Meeting for acceptance. No more than five (5) life members should be added in any one calendar year. A life member should be an individual who, over a period of years, offered a significant contribution to the Club.
4. Registration fees paid shall be considered as membership dues.

5. Any member can be fined, censured suspended or expelled for cause only after being brought up on charges in accordance with the Club and OSA rules and a hearing is held.
6. A member under discipline or suspension loses all rights of membership until the action is complete.
7. Membership is terminated if the member resigns, the member is under suspension the membership is terminated for cause or the member no longer qualifies for membership.
8. The Board of Directors has the right to refuse membership in the Club.

IV MANAGEMENT

The management and administration of the affairs of this Club shall be vested in the Board of Directors. This Board shall consist of ten (10) voting members elected by the membership at an Annual General Meeting. The Board of Directors shall have the full power to take any action they may see fit within the scope of the Club's Constitution and By-Laws, provided that all decisions shall require the consent of at least two-fifths (2/5) of the Directors. The interpretation of the Constitution and By-Laws, by the Directors, shall be final and binding unless such interpretation by the Directors is rescinded at the Annual General Meeting.

The Directors must be voting members of the Club and reside in the Town of Caledon. Members who were Executives or Directors prior to 2007 can be exempted from the residential requirement.

The Director may not be an undischarged bankrupt or have been convicted of a criminal offense. If the Director's status changes on either of these two items during his/her term, he/she must immediately inform the Club and resign as a Director.

The Director may not be a current employee of the Club. Directors who receive an honorarium or stipend for professional services are not considered employees of the Club.

Election of Directors

Directors will be elected for a two (2) year term. One-half of the Board of Directors will stand for election each year.

CHIEF OFFICERS

CHIEF OFFICERS		
POSITION	TERM	ELECTED FOR TERM STARTING IN
President	2 years	Odd Years
Vice President of Club	2 years	Even Years
Vice President of Recreational Programs	2 years	Even Years
Director of Recreational Programs	2 Years	Odd Years
Vice President of Competitive Programs	2 years	Odd Years
Vice President of Sponsorship & Fundraising	2 years	Even Years
Secretary	2 years	Even Years
Registrar	2 Years	Even Years
Treasurer	2 years	Even Years
Vice President of Facilities	2 Years	Odd Years
Director of Discipline & Harassment	2 Years	Odd Years

Nomination for the positions can be received from voting members to the Club office or during the call for nomination from the floor at the Annual General Meeting. If accepted and more than one person stands for any position, an election shall be held where each voting member may cast one vote for the candidate for each position.

In order to qualify for a nomination a member is required to have served a minimum of one (1) year in an Executive role or have the experience or education to support the role effectively.

Acceptance for any nomination shall be by the individual in person at the meeting or in writing to the Club in advance of the Annual General Meeting.

Vacation of Office/Replacement of a Director

A Director's office may become vacant if the Director

- resigns, in writing to the Club or dies
- becomes bankrupt or is convicted of a criminal offense
- ceases to be qualified for his/her position
- is removed by a two-thirds (2/3) majority at a Special General Meeting
- ceases to perform his duties and has missed three (3) consecutive meetings of the Board of Directors without reasonable explanation acceptable to the Board of Directors
- has been found by the Board of Directors to have acted in a manner contrary to the best interests of the Club and the direction of the club and the Board of Directors by a three-fourths (3/4) majority vote to remove the Director

The Board of Directors shall appoint an Executive Committee that shall attend to all business of the Club which may arise. The Executive Committee can serve as Department Heads or be placed in charge of certain areas of Club operation, reporting to the Board of Directors. A copy of the minutes of each Executive meeting, Department or Committee shall be distributed to each Director and to the Board of Directors within 14 days of the meeting.

The length of term for all positions is two (2) years or until the next Annual General Meeting.

The Directors shall appoint new Officers or Directors for any vacancies that are created. Those Directors shall remain in place until the next Annual General Meeting.

As a member of the Board of Directors you are required to attend and participate in regular and special Board of Director meetings, be an active and visible person within your division and the Club as a whole. Members will require prior Board of Director approval in writing to be exempt from such activities in the event that a suitable replacement is found.

As a member of the Board of Directors you are required to conduct yourself in a professional manner at all time. Emotions and personal opinions will be contained and all matters of the club will be dealt with the club as a whole and not as individual programs within the club.

V DUTIES OF CHIEF OFFICERS

PRESIDENT

- shall preside at all meetings of the Board of Directors and Executive meetings. He/she will have a casting vote in the event of a tie
- shall call meetings as deemed/required throughout the year, or when requested by at least three (3) members of the Executive Committee
- shall be responsible to oversee and manage the club technical director/club head coach
- shall be responsible to oversee and manage the club operations manager

- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below
- shall act as spokesperson for the Club
- shall act as a signing Director together with at least one other Director on all contracts or other legal matters
- a Director must have served on the Board of Directors of the Club two years (2) prior before being elected President. If at such time no candidates meet the required two (2) years of service, the newly elected Board of Directors has the authority to elect one of the Directors as President as their first order of business.

SECRETARY

- shall keep an accurate record of all meetings
- shall handle all incoming and outgoing correspondence
- shall give notice of all meetings and shall coordinate all Annual Reports
- shall be responsible to oversee and manage the administration of the club and the club administrator
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

REGISTRAR

- shall receive all registration forms
- shall prepare an Annual Report showing number of players and teams registered for submission to the Annual General Meeting
- shall be responsible for all forms & registration required by a league/association or any other organization in which the Club participates or is affiliated
- shall populate the position requirements with additional volunteers
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

TREASURER

- shall give a receipt for all monies received by the Club which shall be deposited in an established financial institution in the name of the Club. All disbursements from the account will be made by cheques signed by any two (2) of the Treasurer, President, or Secretary. Where it is convenient to make miscellaneous cash purchase/payments relating to fund-raising activities, a proper receipt shall be obtained.
- shall be responsible for the maintenance of appropriate book(s) of record covering all income and expenditure, for the proper reconciliation to the bank account(s) and for the preparation of all Balance Sheets. The Book(s) of record and all receipts and vouchers shall be produced at the time of the annual accountant's review or when required by the Club.
- shall oversee and manage the requirements of the Snack Bar/s
- shall oversee and manage the requirements of the Tenants and third party financial organizations
- shall oversee the collection and consolidation of all club program budgets
- shall present a year-end Financial Statement at the Annual General Meeting and be prepared to answer questions related thereto_
- shall populate the position requirements with additional volunteers
- shall be responsible for the Officers and subcommittees as set out in Clause V (1) below
- shall oversee all financial proposals from each of the programs
- shall prepare and present a Financial Statement to each Board of Directors' meeting

VICE PRESIDENT OF CLUB

- shall be responsible to oversee all the overlapping requirements of the Indoor / Outdoor coaching, referee External Development Programs
- shall prepare documentation to present for BOD approval on all changes within the scope of work
- shall prepare and update an annual schedule for all overlapping requirements (uniforms, awards, pictures etc) for BOD approval
- shall prepare and update an annual budget for all overlapping requirements (uniforms, awards, pictures etc) for BOD approval
- shall oversee and manage the overlapping requirements of volunteers for all club programs
- shall oversee and manage the requirements of the Club Master Scheduler
- shall oversee and manage the requirements of the Club Head Referee
- shall populate the position requirements with additional volunteers
- shall chair the meetings of the Competitive Executive unless otherwise delegated
- shall be responsible for the Officers and subcommittees as set out in Clause V (1) below

VICE PRESIDENT RECREATIONAL PROGRAMS

- shall be responsible to oversee the operation of the Indoor and Outdoor Recreational Programs
- shall prepare documentation to present for BOD approval on all changes to the Recreational Program
- shall prepare and update an annual schedule for all Recreational Programs for BOD approval
- shall prepare and update an annual budget for all Recreational Programs for BOD approval
- shall oversee all BOD approved camps and activities for the Recreational Program
- shall populate the position requirements with additional volunteers
- shall chair the meetings of the Bolton Executive unless otherwise delegated
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

VICE PRESIDENT COMPETITIVE PROGRAMS

- shall be responsible to oversee the operation of the Indoor and Outdoor Competitive Programs
- shall prepare documentation to present for BOD approval on all changes to the Competitive Program
- shall prepare and update an annual schedule for all Competitive Programs for BOD approval
- shall prepare and update an annual budget for all Competitive Programs for BOD approval
- shall oversee all BOD approved camps and activities for the Competitive Program
- shall attend all external meeting involving the club competitive program (League AGM's, Discipline meetings)
- shall populate the position requirements with additional volunteers
- shall chair the meetings of the Competitive Executive unless otherwise delegated
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

DIRECTOR OF RECREATIONAL

- Assist the VP of Recreational to oversee the operation of the Indoor and Outdoor Recreational Programs
- Shall prepare documentation to present to the BOD approval on all changes to the Recreational Program
- Shall prepare and update an annual schedule for all Recreational Programs for BOD approval
- Shall prepare and update an annual budget for all Recreational Programs for BOD approval
- Shall oversee all BOD approved camps and activities for the Recreational Program

- Shall populate the position requirements with additional volunteers

VICE PRESIDENT FACILITIES - INDOOR AND OUTDOOR

- shall be responsible to oversee overlapping requirements of the operations of the Indoor and Outdoor Programs
- shall prepare documentation to present for BOD approval on all changes within the scope of work
- shall prepare and update a annual schedule for all activities required to be completed for club programs to run
- shall prepare and update a annual budget for all activities required to be completed for club programs to run for BOD approval
- liaison with the town on all field related issues_
- shall populate the position requirements with additional volunteers
- shall hire and manage the facility staff as required
- shall chair the meetings of the Facility Executive unless otherwise delegated
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

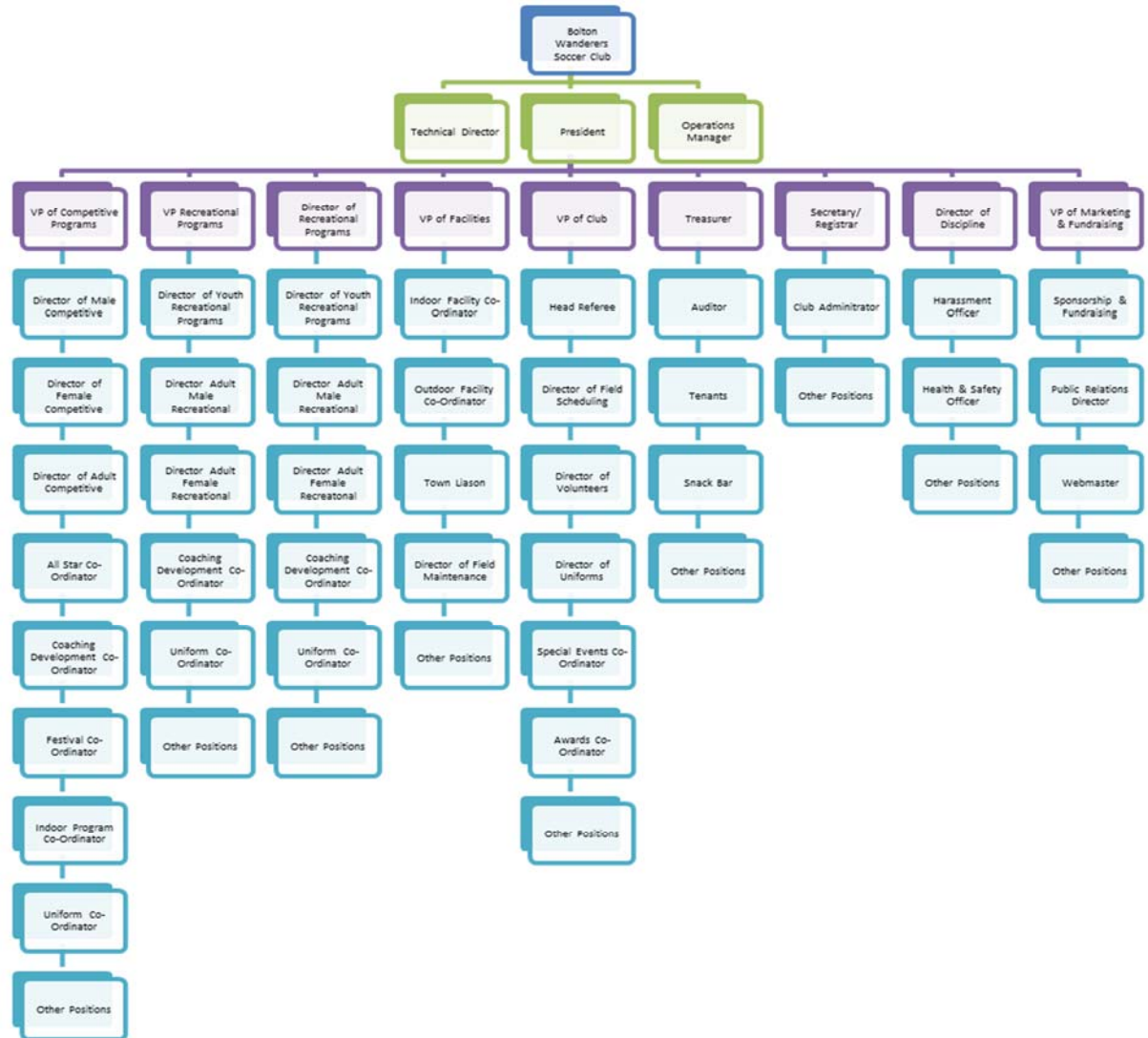
VICE PRESIDENT OF SPONSORSHIP AND FUNDRAISING

- shall be responsible to oversee the operation of the Indoor and Outdoor Sponsorship and Fundraising Programs
- shall prepare documentation to present for BOD approval on all changes to the Sponsorship and Fundraising Program
- shall be responsible to oversee and manage the club web master
- shall prepare and update a annual schedule for all Sponsorship and Fundraising Programs for BOD approval
- shall prepare and update a annual budget for all Sponsorship and Fundraising Programs for BOD approval
- shall oversee all of the activities for the Sponsorship and Fundraising Program
- shall populate the position requirements with additional volunteers
- shall chair the meetings of the Sponsorship and Fundraising Executive unless otherwise delegated
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

DIRECTOR OF DISCIPLINE AND HARASSMENT

- shall be responsible to oversee the operation of the Discipline and Harassment Program
- shall prepare documentation to present for BOD approval on all changes to the Discipline and Harassment Program
- shall prepare and update a annual schedule for all Discipline and Harassment Programs for BOD approval
- shall prepare and update a annual budget for all Discipline and Harassment Programs for BOD approval
- shall oversee with the club Technical Director the management of the Academy coaches
- shall oversee all of the activities for the Discipline and Harassment Program
- shall schedule and attend all Discipline and Harassment meeting internally on a regular bases and represent the club at external meetings
- shall populate the position requirements with additional volunteers
- shall chair the meetings of the Academy Executive unless otherwise delegated
- shall be responsible for the Officers and subcommittees as set out in Clause V(1) below

V(1) The Board of Directors will oversee and control the club as a whole as far as an operational, direction and programs perspective.



The Board of Directors can at its discretion appoint individuals to participate as members or department heads for Executive positions. These volunteers will have the task of assisting the Club in the provision of certain functions, jobs, tasks or advisory roles as needed by the Board of Directors. The title(s) and job area(s) may be changed from time to time by the Directors and the positions may have additional assistants or subcommittee members. The Directors shall be responsible for determining the score and job functions of the Executives.

The Board of Directors at its discretion can form committees which could combine Directors and Executive Committee members for task or event planning, operations or other functions. For example, a Technical Committee to oversee and plan the technical programs which could be made up of members from the Competitive, Recreational, Academy, Conveners, Coaches and the Club Technical Director.

The following is the organization chart and the department list of Executive positions:

VI ASSET SCHEDULING & MAINTENANCE

Field maintenance shall be contracted such that fields are mowed and lined on a weekly basis during the use period of the recreational division. This should be considered the minimum standard, with increased mowing/maintenance as required due to weather, and or use prior to this period for the competitive program.

Additionally, all practice fields should be included in the maintenance schedule when feasible i.e., for fields owned by school boards, upon cessation of the school year, BWSC assumes maintenance to mow and line the fields. Providers should be selected through an open-bid process annually. Non-performance should be dealt with financially (withholding/reducing payment) and if required, replacement of service providers.

BWSC shall endeavour to protect the Recreational/house league Champions (Closing) weekend taking place the first weekend after Labour day in September, with the following weekend reserved/protected as rain/weather dates. BWSC shall not pursue opportunities to host events that would conflict or constrict the closing weekend primary or weather dates.

BWSC shall pursue opportunities with the Town of Caledon to increase the flexibility of the use agreements when weather detrimentally affects original schedules.

All of the foregoing is subject to and except as provided in the stewardship agreement.

VII FINANCIAL

Authority

- The Board of Directors is ultimately responsible for the financial management of all activities.
- The Club Administrator is responsible for the day-to-day financial management of the organization. The Board authorizes the Club Administrator to supervise office staff and manage daily business transaction.
- The Club Administrator will be empowered to make bank deposits.
- The Chief Officers and Club Administrator are empowered to make bank deposits into the Club account.
- The Club will have three authorized Chief Officers who are recorded at the Club bank as signing officers. All cheques must be signed by two of the three signatory.
- The Chief Officers are authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans. Contracts in amount in excess of \$2,500.00 must have two signatures.
- The Board of Directors must authorize any contracts with a financial value greater than \$5,000.
- The Club Administration or other staff are not authorized to enter into contracts for the Club.

Responsibilities

The Treasurer shall:

- present to the Board of Directors for approval cash management plan. The Treasurer is responsible for the review and monitoring of the Club cash management. In all cases cash

handling must be controlled and receipts issued for amount of more than \$100.00 per transaction.

- ensure that the financial records of the Club are kept current in the computer system in the Club office and review with Board of Director members any assignments to their respective departments
- produce from the Club accounting system a report of the financial position of the organization and present that monthly to the Board of Directors
- account for donor restricted and designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- review transactions for registration, rentals, snack bar sales and other revenue to ensure all receipts are being correctly assigned and attributed
- establish procedures for Board of Directors approval governing the review of staff wages and contractor payments.
- review and ensure the timely payments of all bills and payables
- make no contractual commitment for bank loans, corporate credit cards, or for real estate
 - lease or purchase without specific approval of the Board.
- record fixed assets with a purchase price of \$500 and above in accounting records as capital assets. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- limit vendor credit accounts to prudent and necessary levels as agreed by the Board of
 - Directors.
- hold a semi-annual review of accounting with the Club auditor and present the findings to the Board of Directors.
- ensure that the books and accounts of the Club are available for its appointed auditor to review, with the financial year of the Club ending on the 30th of September. The financial statement will be prepared by the Treasurer and presented to the Board of Directors for approval before the books are audited.

The Board of Directors shall:

- obtain competitive bids for items or services costing in excess of \$1,000 per unit. Selection will be based on cost, service and other elements of the contract. BWSC may award the bid to any provider and is not required to accept the lowest cost proposal.
- review financial reports at each Board meeting and ensure that the accounting in the Club's computer is current.
- provide adequate training to members to enable each member to fulfill their financial oversight role.
- provide, seven (7) days prior to the Annual General Meeting, a duly certified financial statement signed by the Auditor and issued to the Board of Directors for submission at the Annual General Meeting.

Financial Transactions with Insiders

- No advances of funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.
- In no case shall BWSC borrow funds from any employee, officer, or director of the organization without specific authorization from the Board of Directors.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board approved priorities, long-range organization goals, and specific five year objectives, the Directors shall:

- Submit operating and capital budgets to the Finance Committee for their areas of responsibility in time for reasonable approval by the Board prior to the start of each fiscal year.
- Use responsible assumptions and projection background, with a general goal of an unrestricted surplus.

Gift Acceptance

BWSC will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards. The Executive Director shall sell any stock given to the organization immediately upon receipt by the organization.

BWSC shall accept contributions of goods or services other than cash that are related to the programs and operations of BWSC. Any other contributions of non-cash items must be reviewed and approved by the Board of Directors before acceptance.

Asset Protection

In order to ensure that the assets of BWSC are adequately protected and maintained, the Treasurer and Club Administrator shall:

- ensure against theft and casualty losses to the organization and against liability losses to Board members, staff or the organization itself to levels indicated in consultation with suitable professional resources.
- plan and carry out suitable protection and maintenance of property, building, and equipment
- avoid actions that would expose the organization, its Board, or staff to claims of liability.
- protect intellectual property, information and files from unauthorized access, tampering, loss or significant damage.
- receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
- invest money in accordance with Board approved investment policies.

Tenant Management

- When leasing out any portion of a premises that are controlled by BWSC.
- Rent payments shall be due in advance the first day of every month.
- Post dated cheques shall be collected for the entire Calendar year, by end November prior to following Year.
- Partial year/on inception shall be collected immediately on lease agreement signing.
- If rent, due to non delivery of cheques or NSF cheques, goes into arrears of 2 scheduled payments, VP Facility is to take action to prevent tenants access to the premises and inform the BOD and tenant of such action.
- Upon 3rd consecutive month payment arrears, VP Facility is to initiate replacement of the tenant with advertising and by contracting a Real Estate Agent to list the premises for lease. All assets contained in the leased area are to be held by BWSC until arrears rent and costs incurred by BWSC are paid by tenant.

VIII INDEMNITY

Every member of the Board of Directors, every Officer, every subcommittee member and every servant of the Club shall be indemnified by the Bolton Wanderers Soccer Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except those which happen as a result of their own neglect or default.

VIII MEETINGS

1. Conducting A Meeting

Meetings shall be conducted in accordance with Robert's Rules of Order insofar as they apply.

2. Date - Annual General Meeting (A.G.M.)

The Annual General Meeting of this Club shall be held before January 31st.

3. Notice of Meetings

Twenty-one (21) days notice of the date, time and location of the Annual General Meeting or other Special General Meetings shall be given. Notice may be made by e-mail, mail, website listing, advertisement in papers individually or a combination thereof. Only members in good standing and guests invited by the Board of Directors may attend an Annual General Meeting or Special meeting.

4. Order of Business for the Annual General Meeting

- a. Introduction of guests and executive
- b. Reading of the Minutes of the previous A.G.M.
- c. President's Report
- d. Treasurer's Report and audited Financial Statements
- e. Appointment of Auditors
- f. Registrar's Report
- g. Unfinished business from previous A.G.M.
- h. Amendments to the Constitution or By-Laws
- i. Election of Directors and President
- j. Any other business
- k. Adjournment

5. Constitutional and General By-Law Amendments

All proposed amendments to the Constitution or Club By-laws shall be forwarded to the Club Secretary via e-mail or letter, not later than 45 days, immediately prior to the Annual General Meeting, or a special Meeting called for that purpose. The Board of Directors will provide to the membership all proposed amendment changes 30 Days in advance of the AGM and the AGM booklet will be provided 15 days in advance of the AGM as a hard copy in the office. The Board of Directors may make changes to the General By-Laws which must then be ratified by the members at the next A.G.M.

6. Special General Meeting (S.G.M.)

A Special General Meeting may be called if a majority of the Board of Directors requests such a meeting. Each member shall be sent a written notice, 14 days in advance, stating the date, time, location and business to be undertaken. The Special General Meeting is to be held within 45 days following the submission of a receipted request signed by not less than one- third of the active

and associate membership. Only the business for which a Special General Meeting has been called shall be dealt with except with the unanimous consent of the delegates present.

7. Qualified Voters at A.G.M. & S.G.M.

Voting will be restricted to Voting Members in good standing. The President shall have the casting vote. A Quorum shall consist of no less than 20 voting members for the A.G.M or S.G.M.

8. Directors and Executive Committee Meetings

- a. At all Directors Meetings of the Club, fifty-one percent (51%) of the Directors shall constitute a quorum for the transaction of business.
- b. At all Executive Committee meetings of the Club, fifty-one percent (51%) of the Executive Committee members shall constitute a quorum for the transaction of business.
- c. The Executive Committee and Board of Directors shall meet on a monthly basis or as needed. Notice of all meetings shall be given by phone or email at least 48 hours in advance. Any member of the Executive Committee or Directors absenting themselves without cause from three (3) consecutive meetings of either an Executive Committee meeting or a Directors' meeting, or willfully neglecting their duties to the Club, shall be deemed to have forfeited his/her position. The Directors will appoint new Executive Committee member or Director as soon as possible.

X PLAYER REGULATIONS

1. No Player shall play for any team unless he/she is properly registered with the Club and assigned to that team for games. In certain circumstances Players may play friendly game(s) for another team, of the Club, in the correct age group, league, division, skill level and with appropriate permission from the coaches.
2. Birth certificates or proof of birth cards must be produced with registration.
3. Team age divisions will be based on a January 1st to December 31st calendar year. (e.g. a player turning 12 years old in the year of the playing season will play in an Under 12 division, not in an Under 11 division or younger).
4. Executive Committee shall be empowered to revise these age groups in House League to provide a feasible league prior to commencement of regular league play.
5. Refund policy applied to all house league players involved in an outdoor and/or indoor program with the Bolton Wanderers Soccer Club. Competitive players must seek information regarding refunds to their team's staff member. Competitive teams govern and enforce their own policy.
 - a. Requests for refunds must be submitted in writing to the Bolton Wanderers Soccer Club's Registrar or Office Administrator.
 - b. Refunds will be issued only after all registration deadlines have passed and the form of payment has cleared BWSC's financial institution. Please allow approximately four weeks to process.
 - c. All refunds are subject to a \$45 per player administration fee.
 - d. Refunds will be issued as follows:

- i. Full refund to May 1 for the outdoor season
 - ii. Full refund to September 30 for the indoor season
 - iii. 50% refund from May 1 to May 15 for the outdoor season
 - iv. 50% refund to October 15 for the indoor season
 - v. No refunds will be issued after May 15 for the outdoor season and October 15 for indoor season, except for the following conditions:
 - If for any reason BWSC cannot place a player on a team a full refund will be issued. Administration fee will be waived.
 - If for any reason BWSC changes and/or modifies the ongoing weekly times, dates or schedules after the start of the program(s), a full refund will be issued. Administration fee will be waived.
 - A player canceling registration on medical grounds will qualify for a full refund (less administration fee) if injured prior to program start and once BWSC has received a Doctor's Certificate and all equipment is returned in the condition it was issued.
 - A player cancelling registration on medical grounds after the start of the program will qualify for a partial refund (less administration fee). It will be calculated on a "pro-rated system". A Doctor's Certificate and equipment must be presented to the BWSC before any refund will be issued. The pro-rated refund will be based on the number of games remaining after the date of the Doctor's Certificate receipt. All fees/charges incurred by the player will be deducted from the refund amount.
5. At the sole discretion of the Board of Directors, a partial refund may be granted if a suitable replacement player can be used. Terms and conditions will be reviewed on an individual basis. Administration and other applicable fees would apply.
6. Any exceptions to the policy must be approved by the Board of Directors.

XI TEAM REGULATIONS

1.
 - a. All Coaches and Referees shall be appointed by the Executive.
 - b. Any team, through its responsible officers, must fulfill the obligations of this By-Law.
 - c. All games shall be played under the laws of F.I.F.A., as modified by the OSA and this By-Laws and other By-Laws of the Club passed from time to time.
 - d. The outdoor playing season shall be from approximately May 1st to September 30th. The Club will operate all competitions, league and play-offs. The Indoor playing season shall be from approximately October 1 to April 30. The Club will operate all competitions, league and play-offs.
2. House League Teams
Refer to Attachment (1) – "Recreational (House League) Team Rules and Regulations".
3. Representative Teams
Refer to Attachment (2) – "Competitive (Representative) Team Rules and Regulations".
4. Select/All-Star Teams
Select/All-Star teams must apply to the Club to participate in the forthcoming year as a Select/ All-Star league.
5. Indoor Teams
Refer to Attachment (3) – "Indoor Team Rules and Regulations".

XII GAME CONDUCT

1. Coaches and managers must instruct the players as to discipline, sportsmanship, etc., including rules against intimidation or threatening of players on the opposing team. The only talk should be the players encouraging their team-mates.
2. Except for U4 and U6 coaching is permitted only from outside the sidelines. In all recreational divisions, no coaching from behind the goal line is allowed.
3. All complaints are to be referred to the Division Convenor.
4. Coaches and managers are responsible for conduct of all players both on and off the field during the game.
5. Coaches and managers are responsible to assist in controlling spectators. Offenders will be asked to refrain by the referee and failure to do so may mean forfeiture of the game by a score of 1-0.
6. A coach or manager who willfully forfeits any game shall be dealt with by the Discipline Committee.
7.
 - a. Disciplinary action may be taken by coaches or managers without violence, force or verbal abuse to discipline players during practice. All cautions and dismissals received by a player from a referee will be dealt with by the Discipline Committee on the date so appointed by the Discipline & Appeals Officer.
 - b. All players shall appear before the Discipline Committee for a dismissal by the referee and for three cautions received in consecutive games.
 - c. The Statistician is responsible to notify the Discipline & Appeals Officer, of a discipline matter.
 - d. The coach and/or manager shall appear with the player at all Discipline Committee Hearings.
 - e. Discipline Committee decisions are final.
8. Coaches and Managers are not permitted to smoke in the presence of the team members and shall not indulge in alcoholic beverages prior to the game or practice game. No players shall smoke during any game or practice.
9. Coaches shall not harass the referees at any time. Any infringement will be reported to the Discipline Committee for action. The referee has the right to stop the game for repeated infringements of this By-law, during any one game.
10. Miscellaneous Notes
All members, teams, spectators and players shall refrain from causing damage to areas in which they play. Members, teams, spectators or players offending in this respect can be removed by any member of the Board of Directors, Executive Committee or by a referee retained by the Club from the soccer park premises. Discipline action can be initiated against any member, their respective membership revoked and be assessed with the expenses thereof.

XIII PROTESTS

1. The Board of Directors of this Club shall deal with all protests arising out of any games played by the Club teams.

2. All questions relating to the qualifications of competitors or the interpretation of the rules, or any dispute, or protest must be in writing and must contain particulars of the grounds on which it is founded. The protests must be delivered by hand to the Club Secretary within forty-eight (48) hours of the date of the match to which it relates (Sundays and Holidays not included).
3. The decision of the Board of Directors shall be final.
4. Actions requiring Disciplinary Action must be initiated within seven (7) days of the report of the occurrence.
5. All appeals of disciplinary matters shall be initiated within seven (7) days of the report. Appeals will be heard by a committee of the Board of Directors.
6. Decisions by the Board of Directors on appeals may be further appealed to the District. Rights of Appeal and details will accompany the decision.
7. Divisional Convenor to receive protest(s) and to arbitrate accordingly. If not satisfied with the decision, team coach may refer protest to the Board of Directors on payment of \$50.
8. Coaches only may submit a game protest. No one may file a protest based on a decision of a referee or game official.
9. No protest will be allowed after play-offs have been completed. Any protest involving a play-off game must be dealt with immediately by contacting the Divisional Convenor or any other member of the Board of Directors responsible for the play-offs.

XIIIV GENERAL RULES

1. Footwear
Soccer shoes and shin pads must be worn by all players during games and practices. Exceptions to be agreed upon by the Executive.
2. Uniforms
Uniforms shall consist of shorts, team shirts and socks. Complete uniforms must be worn for all games with the shirts tucked into the shorts and socks pulled up at the commencement of each half. Children who drop out of a team prior to the end of the season must return their uniform so that their replacement will have a uniform to wear.
3. Playing Fields
Fields and specific times will be allocated by the Club.

All Club fields, contracted fields including practice fields are to be controlled by the Club. The Club will assign times and co-ordinate field use. Teams are not permitted to use fields without express permission of the Club. Coaches and teams using Club facilities without permission are subject to discipline actions by the Club.

4. Equipment
 - a. All equipment, bags, balls, first aid kits, etc., supplied by the Club shall remain the property of the Club. Team managers and coaches are responsible for the care of such items. All equipment will be returned to the Facilities & Equipment Officer at the end of the season.
 - b. Loss or damage to equipment must be reported to the Facilities & Equipment Officer.

5. Sponsors

All donations from sponsors will be handled through the Club and not by individual teams or persons unless authority is obtained from the Club.

6. Official Colours

Official colours of the Bolton Wanderers Soccer Club shall be predominately white with blue, with numerals on the shirts. The alternate colours, shall be predominately blue with white, with numerals on the shirts. Any additional alternatives must receive approval through the Board of Directors.

7. Emergency Action

- a. In the event of the death of any member(s) of the Club during the playing season other than during a game the following guidelines will be used:
 - i. A wreath of flowers or equivalent will be sent to the bereaved on behalf of the Club.
 - ii. An emergency committee consisting of the President, First Vice- President and the Treasurer will co-ordinate any action on behalf of the Club, and will decide if any further action, other than flowers, is to be taken.
- b. In the event of death occurring during a game then:
 - i. The game shall cease immediately.
 - ii. The score will stand providing more than 1/2 of the playing time has elapsed.
 - iii. The game will be replayed if less than 1/2 of the playing time has elapsed.
- c. In the event of a death or serious injury, the President must be informed as soon as possible to permit appropriate action.

8. Referees

- a. The referee in all games shall be appointed by the Head Referee and or the Board of Directors. In the event of the non-appointment or non-appearance of such referee, the participating teams shall proceed with the game assisted by any suitable alternate referee whose decisions will be final.
- b. The referee or any Board member will decide whether a field is or is not in a playable condition.
- c. The referee or any Director has the right to request a coach, player, member or spectator to leave the soccer park premises for harassment or any other ungentlemanly conduct. Failure by the coach to comply or cause compliance will mean an automatic forfeiture of the game by a score of 1-0. The Discipline Committee or Board of Directors will take the appropriate disciplinary action.
- d. Referees shall not smoke at any time during the actual playing time of a game.
- e. Referees shall submit a report to the Discipline Committee on all dismissals (red card), or cautions (yellow card), handed out to a player before, during or after a game. He shall also submit a report on coaches, assistant coaches and managers requiring discipline for misconduct before, during and after a game.

9. Directors and Executive Members

- a. No Director or member of the Executive Committee shall vote on any matter directly affecting themselves or a team with which they are connected.
- b. At the time of his or her election, each Director or member of the Club's Executive Committee, shall be a resident or a ratepayer of the Town of Caledon or its surrounding area or hold voting membership status.
- c. Directors or members of the Executive Committee shall not be permitted to perform the duties of Coaches, Managers or Officers of a team without the express permission of the Board of Directors.
- d. Directors and Executive members must comply with the Conflict of Interest Guidelines as stated in the policy of the Ontario Soccer Association.

10. Liability

No liability of any nature shall be valid as against the Club unless authorized by the Board of Directors.

11. Matters Not Included

The Board of Directors may from time to time make temporary rules or regulations governing specific cases or occasions not provided for in this By-Law but which may be necessary for the carrying out of the objects of the Club.

The Board of Directors may, during the course of their mandate, adopt Rules and Regulations for the Club which then can be presented for acceptance at the next AGM. In the event that the change is defeated, the Rule of Policy will be reversed to agree with the last copy of the Club Rules approved by the membership at an AGM or Special General Meeting.

12. Discipline

- a. The referee's word is FINAL.

Any player ejected from ANY recreational game (receiving a red card or second yellow card in the same game), shall automatically be suspended from the following game and must appear at the next Discipline Committee Hearing.

In accordance with OSA Discipline policy, players shall be dealt with by either Discipline By Review (DBR) or Discipline By Hearing (DBH).

If a player inadvertently plays in the next game(s), he shall be deemed ineligible and OSA Policy 9.0, Rule 1.3 shall apply and the player shall then miss the next game. For further ejections the player shall be banned for the season.

- b. For any ejections the referee shall submit a full written report to cover the incident to the Discipline Officer.
- c. The Board of Directors may suspend or prohibit any player from the Club for just cause.

XV HARASSMENT

All Club members are governed by the Harassment policies of the Ontario Soccer Association and the Club. All members, Directors, volunteers, coaches, employees and players are subject to disciplinary action under the Policy.

Harassment is defined as “any comment, action, conduct or gesture directed at or toward an individual or group which is insulting, intimidating, humiliating, malicious degrading or offensive”. It includes but is not limited to sexual harassment.

Harassment complaints should be forwarded to the Club office in a sealed envelope marked HARASSMENT and must include all details of the incident as well as witnesses and your contact information. All Harassment complaints shall be forwarded to the OSA for action.

CONFLICT OF INTEREST

All Club members are governed by the Conflict of Interest policies of the Ontario Soccer Association and the Club. All members, Directors, volunteers, coaches, employees and players are subject to disciplinary action under the Policy.

It is in the best interest of BWSC to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of the BWSC identify situations that present potential conflicts of interest and to provide BWSC with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in BWSC operations.

1. Conflict of Interest Defined

In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with BWSC for goods or services.
- b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between BWSC and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with BWSC.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the non-profit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the non-profit are not compromised by the personal interests of stakeholders in the non-profit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the

gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of BWSC.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of BWSC or a major donor to BWSC.
- c. or anyone else who is in a position of control over BWSC who has a personal interest that is in conflict with the interests of BWSC.
- d. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- e. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- f. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to BWSC is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- f. Interested Persons who are not members of the Board of Directors of BWSC, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the

Interested Person. The Interested Person shall refrain from any action that may affect BWSC's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of BWSC. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of BWSC for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. Review of policy.

- a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to BWSC. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

Basic Conflict of Interest Disclosure Form [insert date]

Date: _____

Name: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between [Name of Non-profit] and your personal interests, financial or otherwise:

____ I have no conflict of interest to report

____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of

[Name of Non-profit].

Signature: _____

Date: _____

XVI DISPUTE RESOLUTION

The OSA guidelines for dispute resolution shall be followed.

XVII REPEAL OF PREVIOUS BY-LAWS

All previous By-Laws are hereby repealed.

XVIII DISSOLUTION

In the event of dissolution of the Club, 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 organization(s) which operate(s) solely in Ontario.

XVIII AMENDMENTS TO CONSTITUTION AND BY-LAWS

Amendments to the Constitution or By-Laws may be forwarded to the Club not less than 15 days prior to the Annual General Meeting. A Voting Member or Life Member in good standing may propose changes to the Constitution or By-Laws. The Amendment shall be placed on the agenda for consideration by the members and voted on at the AGM.

In cases of urgency or fundamental need the Board of Directors may pass certain amendments to the By-Laws. The approval will require two-thirds (2/3) approval of the Board of Directors and the amendment will need to be ratified at an Annual General Meeting or Special General Meeting.

Should a By-Law change be rejected by the members then the rule shall revert to the original rule in the last approved version of the By-Laws.



ATTACHMENT (1)
BOLTON WANDERERS SOCCER CLUB RECREATIONAL (HOUSE LEAGUE)
TEAM RULES AND REGULATIONS

STRUCTURE

The Board of Directors and Executive shall determine the structure of the age divisions, play format and program. League games shall be subject to FIFA, OSA and Club rules. Mini Soccer games shall conform to the OSA Mini- Soccer rules and Club rules.

Recreational games will follow these time outlines:

OUTDOOR FORMATS:

Team Age Classification	Game Format	Ball Size	Roster Size Max	Games	Field
Adult	11v11, 9v9, 7v7	5	14, 18, 20	2x 35, 2x45	Appropriate
U13-U17	11V11	5	18	2x35	Full
Under-12	8v8 or 9v9	4	14	2x30	42-55x60-75m
Under-11	7v7 or 8v8	4	12	2x25	30-26x50-55m
Under-10	6v6 or 7v7	4	10	2x25	30-26x50-55m
Under-9	6v6	¾	10	2x25	30-26x50-55m
Under-8	5v5	3	10	2x15	25-30x30-36m
Under-7	4v4	3	10	2x15	25-30x30-36m
Under-6	3v3*	3	No roster	No	18-22x25-30 m
Under-5	3v3*	3	No roster	No	18-22x25-30 m

** For U5-U6 - No teams

Short fun 3v3 no subs

STARTING GAMES

- i) All times listed on league schedules are kick-off times.
- ii) No games shall be started unless both teams can field seven players (four players for micro and mini fields) at kick-off time. Any team failing to field the minimum players up to 15 minutes after this kick-off time shall forfeit the game to its opponents by a score of 1-0. The goal shall not be credited to any one player. If both teams cannot field the minimum players, then both teams will forfeit the points.
- iii) Where games are refereed, five minutes before the kick-off time the referee will call the captains to the center of the playing field for the toss of the coin. Teams will then take up their positions to commence play at kick-off time. The Referee will blow the whistle to commence the game at kick-off time if there are enough players. If not, he will comment

on the game sheet how many players are present on each team ready to play.

CANCELLATION HOUSE LEAGUES

- i) There shall be no cancellation of House League games unless due to
 - Lightning or severe weather
 - Cup games (League Officer will notify)
 - Special instance (called by the Board member or Executive)
- ii) Cancellation of games due to inclement weather will be the responsibility of the referee in charge of the game or any Board or Executive member and will be based on the prevailing weather conditions at the field or during game time.
- iii) In the event of a suspension of a game due to insufficient time or weather conditions being unsuitable, providing that one-half of the playing time has been played, the score shall stand. If less than half time has been played and the outcome of the game will affect the first place standings at the completion of the regular season then the game will be rescheduled. The referee's decision on time will be final.

MINIMUM PLAYING TIME FOR RECREATIONAL DIVISIONS

This Club is committed to equal playing time for all recreational players. All players present are required to be able to play a minimum of 50% (fifty percent) of each match. No player should play more than 50% (fifty percent) of a match until all other members of the team have played 50% (fifty percent) of the match.

Players should enjoy a balance of playing time. No player should have a substantially increased amount of field time over another player. While equal playing time is a difficult measure the Coach should endeavour to ensure that all players see similar playing time.

Any team failing to support this minimum standard will forfeit all games and the Coach will be subject to discipline action.

SPECIAL RULES

- i) A House League team coach will be allowed on the field of play in his own half during all pre-season exhibition games.
- ii) No charging or harassing of goalkeepers shall be allowed.
- iii) Goalkeepers in the micro and mini Divisions only will be allowed to bounce the ball out to the edge of the penalty area. All goalkeepers in other divisions will abide by the F.I.F.A. rules.

GAME SHEETS OR CARDS

- i) One game sheet shall be filled in and signed by both coaches after each game. The Referee shall sign the game sheet after verifying goals and scorers.
- ii) After the game sheet has been fully completed, the Referees shall deliver the sheets to the box located in the Snack Bar, whereupon the Referees shall receive their Referee fee.

TEAM BALANCING

It is the responsibility of the Club to ensure the fairness and equality of the recreational program. It is not in the best interest of the Club, teams or players to have teams which are either too strong or too weak. Therefore, balancing in the House League, recreational program will be carried out by the Convenors appointed by the responsible Officer to ensure a balanced division. The full co-operation

of coaches, managers and players is required to assist in the balancing. In the event that a player is transferred to another team, the player shall return the uniform issued to him/her in exchange for the uniform of the new team.

INELIGIBLE PLAYER

- i) Any player who is not properly registered to the Club.
- ii) Any player not on the official team roster or an eligible call-up.
- iii) Any team playing an ineligible player shall forfeit the game to its opponents. The score shall be entered as a 1 – 0 game
- iv) A player will be considered ineligible if he plays in an age group younger than for which he is registered. Any exception to this rule must be confirmed first by the Executive.
- v) A player will be considered ineligible if he is a competitive, representative or Select player from any Club.

DISBANDED TEAMS

Any team which is disbanded after final registration dates (during the season) shall forfeit all players to the Club. These players will then be transferred to other teams by the League Officer at his discretion, following a rating of each player by the coach being submitted to the Officer.

All matches played previously by a disbanded team are void. Points gained or lost will be deleted from the standings.

LEAGUE WINNER AND LEAGUE STATISTICS

Teams within each age group will play to schedules issued by the Club. Statistics and standings will be recorded and published for the appropriate age divisions. Three points will be awarded to the team scoring the most goals in the game. In the event of a tie, one point will be awarded to each team. The losing teams will receive no points. The statisticians will maintain league statistics showing total games played, games won, games tied, games lost, goals scored for, goals against and total points for each team. In the event teams in any age divisions are tied for first place at the completion of all league games, the following will be the method of deciding the league winners:

- i) Results against each other
- ii) Goals for and against head to head
- iii) Goal average (goals for divided by goals against) total league
- iv) Coin toss

CUP COMPETITION

1. Teams in appropriate age divisions will participate in play-off competitions. The Club will arrange a knockout competition involving all teams within such age groups.
2. The venue of all semi-finals and finals shall be assigned by the Club. All arrangements in connection with play-offs shall be handled by the Club. The play-off finals shall be decided not later than September 30 in each year.
3. In the event of a draw in a play-off game, overtime shall be played consisting of two (2) five (5) minute halves 'Silver Goal'. To decide play-off games tied after overtime, penalty kicks shall be taken as follows:

Five (5) players who were on the field at the conclusion of overtime play shall be selected by respective coaches and shall take alternative penalty shots. After all ten players have completed their penalty shots, the team with the highest number of goals will be the winner. If scores are tied after the first series of kicks, the remaining players from each team shall take alternate penalty kicks until a winner is declared.

4. In the event of special circumstances, (the existence of which shall be determined by the Executive in its absolute discretion), the Executive may arrange a different play-off format for any age division.

RULES FOR HOUSE LEAGUE COACHES

- a) The Coach is responsible for his players and shall conduct himself in a courteous manner. He shall confine himself to the (side) touch-line at all times.
- b) Teams should be ready to play 10 minutes before kick-off time. Players shall be properly dressed in team shirts, team shorts, socks, soccer shoes and shin guards.
- c) Players should be advised to attend games even if the weather is bad.
- d) All players shall play a minimum of 50% (fifty percent) of the match.
- e) Coaches shall not denounce the decisions of the Referee and shall instruct players that the Referee is in charge of the game and that the Referee's decision is final.
- f) Coaches shall not use profane language and are not to smoke in front of the players or spectators.
- g) Coaches shall ensure players clean up all garbage (orange peels, tins, etc.) from the field area after the game.
- h) All matches shall be played as scheduled unless the Referee, any Director or the Executive Committee postpones the game for any reason.
- i) Coaches shall instruct the players and parents as to discipline and sportsmanship. Intimidation or threatening of players, opposing teams, referees or any Club Official by players, parents or opposing coaches shall be immediately brought to the attention of the Club. by the Coach.
- j) Anyone selected as a convenor cannot act as a convenor for an age group in which they have a child playing but can convene a Division in which their child does not play.
- k) **Bolton committee** members may sponsor a team but must not be involved in the selection of players within the Divisions that they are sponsoring.

RULES FOR DIVISIONAL CONVENORS

- a) Shall be responsible for all matters pertaining to coaching in their division.
- b) Shall ensure that their Coaches follow the rules for Coaches and rules of the game for their division.

- c) Shall be responsible for maintaining a desired level of coaching.
- d) Shall be responsible for the conduct of each Coach in his division and for recommending, to the Head Coach Officer, the suspension/dismissal of any Coach who, in his opinion, is not conducting himself and/or carrying out his duties in the best interests of the players and the Club.

In such case he shall:

- (1) Inform the Coach of his recommendation
 - (2) Forward his recommendation to the Head Coach Officer giving reasons
- e) The Head Coach Officer shall bring all such recommendations before the Club, for action.
 - f) Be responsible for the suspension of players within his/her division.
 - g) Report all requests for movement of players to the Registrar.

*These rules are subject to revision by the Board of Directors



ATTACHMENT (2)
 BOLTON WANDERERS SOCCER CLUB COMPETITIVE
 (REPRESENTATIVE)
 TEAM RULES AND REGULATIONS

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1 COMPETITIVE PROGRAMS

As a Club the Bolton Wanderers is committed to providing the best programs possible with the aim of providing players the opportunity to play to the heights of their abilities and aspirations.

The Competitive stream of the Club is no exception. As in all operations we strive to keep the players' best interests at heart. There must be a base understanding that in the Province of Ontario players are permitted to move as they wish, team to team, club to club. It is our job to develop players, provide the tools that they need to move to the next level of the game. If that level is not available in the Club then we need to assist the player in finding the right position be it amateur or professional.

Coaches are granted a licence by the Club for a specific period to operate a team. The team at all times remains the Club. Coaches and team staff must follow and support the Club, in word and practice.

2 COMPETITIVE TEAMS RULES & REGULATIONS

2.1 GENERAL

- These Rules and Regulations govern Representative ("Rep") teams that have been authorized for play by the Board of Directors.
- By definition Development Teams and Select Teams are covered by these Rules and Regulations.
- Competitive Teams shall be subject to the rules and regulations outlined in Section I-3 of this manual unless otherwise indicated in this Section I-4.
- The objective of the Competitive Program is to develop Competitive teams and Development Programs, to enter at minimum one team in each age division of a competitive league commencing at league minimum age group for boys and girls, and to establish and support a solid Rep Program but not at the expense of the House League program.
- To develop players to the height of their ability and aspirations.
- If warranted the Head Coach & VP Competitive may elect to enter a second team in an age division of a competitive league.
- Any omissions from this document – OSA guidelines will apply.

2.2 CONDUCT FOR COACHES, MANAGERS AND TRAINERS

- The conduct of Coaches, Managers and Trainers shall be exemplary and in accordance with the Aims and Objectives of the Club and the Club Code of Conduct.
- Coaches and managers shall ensure that all players, parents/guardians, and spectators associated with the team, conduct themselves in a way that is consistent with the Club's Code of Conduct, these Rules and Regulations, the Laws of the Game, and the generally accepted norm of good sportsmanship.
- While under the influence of intoxicating substances Coaches, Managers or Trainers shall

not transport players nor shall he/she conduct a practice or game or activity with the team members present. If found to be under the influence of alcohol or controlled substances in these circumstances, the Club reserves the right to terminate the Coach's Licence with the Team and Club.

- Coaches, Trainers and Managers are not permitted to smoke during games, practices or other team events. This is in proximity to the field, bench, dressing rooms, accommodations, vehicles or other areas when players are in the area.
- All Coaches, Managers or Trainers of Bolton Wanderers Soccer Club teams must complete the forms, provide identification and submit to a Police Record check as required.
- The Board reserves the right to remove any Coach, Manager or Trainer who does not meet the guidelines of the BWSC.
- Coaches and Managers shall not play nor allow to practice nor conceal from officials of the Club any ineligible player.
- Coaches and Managers shall not leave any youth player unattended at a field or gymnasium following a practice or game.
- Coaches, Trainers and Managers should never be alone with a player in a non-public environment.
- Coaches, Trainers and Managers are not responsible for transporting players to or from practices, games or team events. The Club accepts no responsibility or liability for such actions or consequences arising from such action.
- Coaches who are calling up players from their "B" teams, Select Teams, All-Star Teams or House league (where applicable) or from a younger age Rep team must first contact that team's Coach and/or Manager advising them of their intentions before contacting the player.
- Coaches, Managers, Trainers and parents who fail to demonstrate and promote good conduct by their players on or off the field risk suspension from the Club.

2.3 TEAM NAME

All new Representative (competitive) teams will be named WANDERERS. All Representative (competitive) teams in existence that have ascertained themselves prior to October 23, 2005 may maintain their names until they complete their tenure in the Under 18 level.

2.4 LEAGUES

- Teams playing in competitive leagues are bound by the Constitution, Rules and Regulations of said League as interpreted by the External League Executive and its Officials.
- Competitive External Leagues are responsible for the administration of discipline over Club teams while playing under their authority. Any and all disciplinary action taken by such leagues against Club members shall be reported to the Club.

- Teams that are issued disciplinary fines by external leagues are responsible to pay said fines through their team accounts. The Club is not responsible to pay for player, coach, parent or team disciplinary fines. In the event that the Club is fined for the actions of a team, player, parent or staff member, the fine will be paid by the team.

2.5 FIELD ACCESS

- At the Club Coaches' meeting each team will receive a set of Field House keys. These will be for the washrooms, Change Room 1 and the Light Room. A designated team member will be trained as to the operation of the field lights. These keys should be returned at the end of the season.
- Teams may only use the fields at Edelweiss, Jack Garrett or Dick's Dam with permission from the Club. Any teams found on the fields without permission are subject to discipline and fines.
- Teams may apply for the use of the pavilion and/or BBQs for team events.
- Teams are responsible for their own clean-up at all games and events. This includes bench areas, spectator areas and the change rooms. Failure to do so may result in action against the team and fines or fees.

2.6 CORRESPONDENCE ADDRESS

- In all cases the team should use the Club office as the correspondence address for official communications. Use of residential addresses of the Coach or Team Manager is not allowed.
- Mail boxes will be provided for each team at the Club office.

2.7 PARENT/PLAYER COMPLAINTS

- Any player or parent who has a complaint regarding the conduct or decisions of the Coaches should first discuss the issue with the Manager or parent representative. The Manager will then discuss the issue with the Coaches and report back to the person issuing the complaint.
- If the issue has not been resolved to his/her satisfaction, the parent/player should put the issue in writing to the Club. Action will be taken on written letters to the Club. Players/parents are encouraged to put complaints in writing. The identities of persons submitting a written complaint will be kept confidential if requested. Responses will be in writing from the Club within five (5) working days of receipt of the complaint. E-mail will be accepted if the e-mail is accompanied by full contact details.
- The Club will advise the complainant of the action taken as a result of their complaint.
- A player or parent who has a complaint concerning the Manager should put the issue in writing to the attention of the Coach first and, if not resolved, to the Club Board of Directors.

3 COMPETITIVE TEAM FINANCIALS

3.1 TEAM ACCOUNT

- All teams must establish and maintain an account with Alterna Savings. The account should be set up as Bolton Wanderers Soccer Club Rep, plus the year of birth and sex, i.e. Bolton Wanderers Soccer Club Rep 89 Girls. At least two persons must sign for transactions and the two cannot be related, including by marriage. The Team Manager should be one of the signing officers. It is recommended that the Head Coach not be a signing officer on the account.
- The Team Manager shall be responsible for ensuring that all transactions regarding the account are recorded and should keep complete records of all transactions.
- The Team Manager must ensure that the account is always in a positive balance.
- Managers should keep a detailed record of all transactions regarding the account and be prepared to provide copies of receipts and bank statements to parents and/or the Club if required.
- Payments to third parties (e.g. for equipment, fields, etc.) should be done whenever possible through the Club office and not paid directly by the team.
- Funds in Rep Team accounts remain with the team, regardless of changes in coaching staff or players. In the event that a team folds and there is a balance in the account after the team expenses are paid, the balance shall be paid to the Club and held for the development of a new Rep team in that age group.
- All team assets remain with the team (team equipment, tents, etc., or any other items deemed team property). Each team should keep an inventory of team assets, a copy of which should be kept on file at the Club office. In the event that a team folds those assets must be returned to the Club to be used for a new team in the age group or for use within the Rep program. Teams are encouraged to maintain minimum balances at the end of the season.

3.2 FEES

- The Board of Directors shall set Competitive Team Fees and payment terms by December 1st for the following year. The Competitive Fees are designed to recover the amount required from each player to cover the costs to enter their team in a competitive league and provide the team and players with selected equipment and uniforms. In addition, the Club may add a Club Sponsorship fee to the Competitive fees to support the Club operation.
- Competitive teams must be registered in their league each year. Registration dates vary by league. Teams will consult with their league and the Club to ensure that the registrations are completed on time. Only the Club may complete the registration with the league.
- The Competitive Team will provide all required information to the Club accompanied by the league registration fees and any bond or 'top up' of their bond to the Club office seven (7) days prior to the registration deadline date.

- A roster of 9 players should accompany the team's outdoor season registration fees.
- The balance of the rosters and applicable fees must be submitted 21 days before the league deadline.
- The Rep team must be prepared to place its player kit order and pay for the team order by the order date established with the supplier. Failure to comply may cause the cancellation of the team from the league or late fees for the uniform order.
- Teams requiring additional funds (i.e. Team Fees) for tournaments, equipment not covered by Competitive fees, coaching clinics, etc. are responsible to pay these amounts from their accounts through fundraising or sponsors and donations. Team fees must be submitted to the Club separately (i.e. by separate cheques) from Rep fees.

3.3 FUND RAISING

- All fund raising activities undertaken by a Competitive Team must receive prior permission from the Club. Before starting any fundraiser, Managers must complete a Proposal for Fundraising form (available from the Club Office). Proposals must be approved by the Board of Directors and should be submitted in time to allow for proper review (a minimum of ten business days).
- The Board may reject any proposal that is not in accordance with the Aims and Objectives of the Club as specified in the Constitution or that is deemed to be unsound or likely to reflect badly on the Club.
- A Balance Sheet from the fundraiser should be kept in the team's records including all receipts and records of deposits.
- Any Competitive Team raising funds for its own use will submit a full accounting of money raised and spent to the Treasurer within two weeks after the last game is played by that team. Any surplus must be held in a bank account in the team's name and may be used in future by that team.
- Head Coaches are required to submit to the Club a full accounting of any money raised by the team for its own use within the year end financial statement. Failure to do so will result in disciplinary action taken against the Coach and/or Manager.
- Any correspondence with a third party for a fundraising event should be channelled through the Club and not the home address of the Team Coach or Manager.
- All money collected through fundraising activity shall be used for team activities and shall not be distributed directly to players and parents for their personal use.
- Any team running a fundraising event without prior Club approval shall be subject to Club discipline and shall be deemed "not in good standing" with the Club.

- It is strongly advised that teams consider large fundraising projects jointly to spread the workload and increase the return under the supervision of the BWSC.

3.4 SPONSORS AND DONATIONS

- Teams may obtain financial support from corporations in the form of either sponsorship or donations. All money received from a sponsorship or donation must be registered in the Team account, payable to the Club.
- In return for its financial support, a team sponsor may have its company name and/or logo on the front of the team jersey, team track suits, bags or other Club issued apparel. The Club must approve all sponsors before payment is accepted and the corporate name is put on the uniform. The logo can be one colour in contrast to the jersey, white or blue.
- The Club is not a registered charity and as a result cannot issue official tax receipts. The Club office will issue a receipt for payment to any company or individual making a donation or sponsorship.
- Funds received from a sponsor or through a donation are to be used as team fees only and cannot be applied to the competitive fees of players on that team unless the sponsor has so indicated to the Club.

3.5 FINANCIAL REPORT

The Team Financial Report can be prepared in Excel® or whatever software and the printed copy filed with the parents and Club. The team should be prepared to respond with greater detail on items in the report. Also, all backup and receipts must be maintained for review.

3.6 TEAM BUDGET (GUIDE 1)

Each team will prepare and submit a proposed budget for the year as part of their team application.

4 BWSC PROGRESSION OF PLAY POLICY

Over the past several years the Club has supported and encouraged a 'Progression of Play Policy'. This policy states that a Coach or coaching team wishing to enter into competitive play should begin with an All-Star team for an outdoor season, and participate in a training program for the indoor session in order to prepare for the next outdoor season as a Competitive Team.

This policy is designed to ease into the transition from House League to Competitive Team status and to allow the Coach/coaching team to assess the level of player/parent commitment and for the Club to review the team's commitment and solidarity and coaching structure.

Further, all players in an age group who wish to play in a level above House League are to be evaluated and open for selection to competitive teams in the following order:

- Representative Team (descending from the highest order of play OYSL, Elite, Premier, etc.)

- Select/Development
- All-Star

If a player is selected for a Competitive Team and does not accept a position with the team, the player and/or parents will need to explain the action before being permitted to take part in any other competitive team with the Club.

No coach shall attempt to withhold or restrict a senior team or Coach from selecting a player. Coaches acting in such a manner will be subject to disciplinary action.

5 APPROVAL PROCESS

Each team must complete and submit a team application in accordance with the schedule listed. The team application must be complete and received by the dates indicated.

New applications need only complete the section indicated while Coaches reapplying for teams must have all of their forms and reports in the package.

Teams are awarded to Coaches by the Club based on a recommendation by the Competitive Selection Committee. The Club reserves the right to discipline a Coach, Manager, Trainer, team member or parent on any team. The Club also reserves the right to replace a Coach who fails to support, endorse or operate in conformation to Club rules and policies and in the best interest of the Bolton Wanderers Soccer Club as a whole.

The Competitive Committee will review all requests for re-appointments Coaches applications. Review will be, but not limited to, the following criteria:

- number of years coaching
- the level of coaching certification
- feedback from both parents and players
- if the coach is in good standing with the BWSC
- number of seasons in the same division
- number of BWSC teams in the same age category
- observations from fellow coaches
- number of infractions
- the team financial situation
- the annual development program
- how well the Coach meets the Coaches profile requirements

5.1 APPROVAL PROCESS FOR NEW COACHES

Complete the following:

- Team Application
- Team Training Plan
- Sign the Competitive Team Coaches Profile and Code of Conduct Forms

Include the following with your application:

- A photocopy of your current driver's license or details page of your valid passport
- A photocopy of your NCCP certificates
- A photocopy of other applicable awards or training certificates
- A photocopy of a current police records check

5.2 APPROVAL PROCESS FOR CURRENT COACHES

Complete the following:

- Team Financial Report
- Team Application
- Team Performance Report
- Team Training Plan
- Sign the Competitive Team Coaches Profile and Code of Conduct Forms

Include the following with your application:

- A photocopy of any new applicable awards or training certificates
- A photocopy of a current police records check

6 APPLICATION TIME FRAME

6.1 COMPETITIVE TEAMS

All Coaches wishing to coach a Competitive Team must submit their application by **September 14** of each year. The Club will accept applications from interested individuals by sending their application to:

BOLTON WANDERERS SOCCER CLUB - REP TEAM COACH APPLICANT
c/o HEAD COACH/ VICE PRESIDENT COMPETITIVE

Teams must submit a completed package by September 15. This covers a period from Oct. 1st through September 30th of the following year.

The application will be reviewed by the Head Coach then given to the Competitive Directors for review. An interview time and date, if required, will be forwarded to you. In addition, the Club may at its discretion require you to run a sample practice or training session for the committee or Board.

The response of the committee will be forwarded to you. In the event that your application is denied you can appeal the decision to the Board of Directors within 10 days of the notice from the committee. The decision of the Board of Directors is final.

7 ESTABLISHMENT OF MORE THAN ONE COMPETITIVE TEAM

All competitive soccer players age and gender specific wishing to play for a Competitive Team must attend the fall tryouts and/or the spring tryouts prior to the beginning of each soccer season.

The BWSC may form multiple teams as the number of qualified players and House League player base warrants with the intent to develop players for a higher level of play.

Under normal circumstances, within each league/division, the BWSC will field only one (1) team at the highest level for any age level and gender. In cases where there is more than one (1) team playing in the same age group, one team will consist of the strongest players for the various field positions, even if this results in one team being stronger than the other. The Technical Committee shall have the final say on all player selection, subject to ratification by the Bolton Wanderers Board of Directors. This could result in one (1) team being formed in this age group.

- All players' age and gender specific will fall under the first team, until the first team Head Coach has released that player.
- No Competitive players will be entertained for the Competitive program until they have fulfilled their obligation in their attendance and tryout with the first team, age and gender specific.
- Any BWSC players that wish to play Competitive soccer after the Fall tryouts must still be seen and released by the first team Coach before approval to play for the second team coach.
- All new players residing in BWSC will be directed to the first team Coach.
- If a BWSC Coach recruits an out-of-town player, that player will be allowed to tryout/play with that team.
- The first team Coach will direct the new player to the first team or second team. If the player is directed to the second team, the Coach must notify the second team Coach with the player's name and phone number.
- No new player will be allowed to go directly to the second team, unless released by the first team Coach.

8 SELECTION OF COMPETITIVE COACHES

- A Selection Committee consisting of the Head Coach and Competitive Directors' designates shall nominate and recommend the Head Coach for each competitive team, for ratification by the Board of Directors.
- In the event of more than one applicant for a Head Coach position, the Selection Committee shall interview each of the candidates and select the person that in their opinion is best suited for the position. The selection of the Competitive Team Head Coach shall be completed with the successful candidate being informed by the Club.
- At the conclusion of each outdoor season the Head Coach of each team will make a presentation to the Club reviewing the performance of their team. The financial report must be submitted to the Club by this time. The Coach will present an Application for the Team for the coming year.
- The coaching staff from each team ideally should consist of at least three people – Head Coach, Manager, and one Assistant Coach. The responsibilities for these positions are listed below. It is not recommended that one person assume the duties of two of these positions. For girls teams' one member of the Coaching staff must be a woman, over the age of 18 and certified as a Coach. The person must be present for each game or practice or certified alternative must be present.
- The Selection Committee may or may not require the applicant to submit to an interview and may be required to operate a sample training session.
- Any individual who is selected as the Head Coach of a Competitive Team cannot be the Head Coach of any other Club team without the written permission of the Board of Directors.

- Coaching selections made by the Selection Committee may be appealed to the Directors of the Club and their decision is final. The criteria and/or reasoning for the decision of the Selection Committee or the Board of Directors is not published or to be made public.
- Head Coaches or Managers are expected to regularly attend meetings, training and information sessions presented by the Club throughout the year.

8.1 QUALIFICATIONS OF COMPETITIVE TEAM HEAD COACHES

- All Competitive Team Head Coaches shall have a minimum Senior Community Coaching Level 3 as specified by the Ontario Soccer Association (O.S.A.). Coaches are encouraged to seek additional certification in excess of the OSA minimum.
- The Head Coach shall co-ordinate formal certification for Competitive Coaches. All costs to obtain said certification should be initially borne by the Coach. Upon successful completion of the course, and a two (2) year coaching service with the Club, the Coach will be reimbursed for 100% of the cost of the training program which is required to meet O.S.A. standards. Coaching qualifications are in accordance with O.S.A. rules and will be changed in accordance with O.S.A. regulations.

8.2 RESPONSIBILITIES OF COMPETITIVE TEAM HEAD COACHES

- Selection of Assistant Coaches, Managers and Trainers
- Oversee all team operations and actions of the team, staff, players and parents
- Endorse and support the Bolton Wanderers Soccer Club and its policies at all times
- Support all Club programs, clinics, camps and events
- Selection of all players on the team
- Developing and leading team practices
- Developing team objectives to be communicated to players and parents prior to the commencement of the season
- Making On-field decisions during a game
- Take direction from the Club Head Coach in all matters pertaining to player and coaching development, league positioning and training programs
- Develop a seasonal plan to be present to the Club Head Coach prior to the start of the upcoming season
- Communicate team objectives to parents/ players prior to the start of the season
- Complete the selection of players for their roster by March 15th. Where there is more than one team in the age the date shall be January 15th.

8.3 QUALIFICATIONS OF ASSISTANT COACHES

- All Competitive Assistant Coaches shall have a minimum Senior Certification Level 3 as specified by the Ontario Soccer Association (O.S.A.).
- The Head Coach shall co-ordinate formal certification for Assistant Coaches. All costs to obtain said certification should be initially borne by the Assistant Coach. Upon successful completion of the course, the Club will reimburse the Coach for the cost of the training course. Elective certification or training programs will be at the cost of the Coach unless the program has been presented and approved by the Board of Directors.
- Coaching qualifications are in accordance with O.S.A. rules.

8.4 RESPONSIBILITIES OF ASSISTANT COACHES

- Assistant Coaches shall be responsible for various duties that have been delegated by the Competitive Head Coach
- Assist with player selection and development
- Assist with the development of the seasonal plan
- The Assistant Coach must be capable of performing the duties of the Head Coach, if required at a practice or game
- The Assistant Coach must be available to assist or fill in as needed for other teams in the age group

8.5 QUALIFICATIONS OF TEAM MANAGERS

- Competitive Team Managers are not required to have a Coaching certificate, but they must be registered with the league and OSA.
- Team Managers who are not certified may not be on or near the player bench during games.

8.6 RESPONSIBILITIES OF TEAM MANAGERS

Competitive Team Managers shall be responsible for:

- all financial matters including the administration of the Team Account
- collection and remission of Competitive Fees from players
- providing the Club or the designated Director with information to order equipment, uniforms, etc. During the season the Manager is responsible for the care of equipment belonging to the Club.
- the proper administration of all fundraising activities
- overseeing corporate sponsorships and/or donations for the team
- communications to the team players and parents regarding all issues concerning the Team including the Team account. (Note: Copies of any such communication must be sent to the Club.)

- entering teams in tournaments
- ensuring that all players complete an Emergency Contact List, which will be provided by the Club office. The Manager will provide the Club office with a completed list and will ensure that another copy is brought to each game or practice.
- ensuring that the team has a properly equipped first aid kit to be at all games and practices
- ensuring that any person entering the field of play to attend to an injured player is a member of the team staff and has a current First Aid Certificate.
- ensuring that all Competitive players have a properly authorized Player Registration Card (Player Book) stamped by the O.S.A. which includes a passport photo of the player. It is the responsibility of the Manager to co-ordinate the authorization of this card through the Club office. The Manager must ensure that the authorized O.S.A. Cards for all players are brought to each game and tournament as they may be required to present these cards to the appropriate representative.
- ensuring that all players and parent/guardians are aware of the Rules and Regulations of the Club including the Codes of Conduct
- submitting the team rosters to the Club office with a copy to the Club by the 5th business day of April for the upcoming season
- confirming that all players are registered prior to tryouts
- regularly attend Competitive Managers meetings called by the Head Coach, Competitive Directors or the Club throughout the year.

9 PLAYERS

- All players participating in games and practices with the Competitive team shall be registered and in good standing with the Club.
- Players shall be selected by the Competitive Team Head Coach by participating in a series of tryouts. These tryouts will be arranged by the Head Coach with input from the Club and must be held on the dates designated to each team.
- In an age group where there are two competitive teams, any player signed by the Coach of the "A" team to their roster must play for that team for the season. Players that are signed to play for the "A" team but choose not to play for that team will be assigned to the House League and may not be used as a call-up player for either the "A" or "B" team during that season. The exception to this rule would be a child of the "B" team cannot be required to play for the "A" team but can be called up.
- Note: It is the position of the BWSC that the Team Head Coach select only as many players as he is willing and able to develop and play. Accordingly, the team roster maximum may only be increased by obtaining the permission of the Club.
- Players shall be required to play within their own age group. Exceptions will only be given upon the approval of the Club. No player shall play up more than one age group higher than that of their own age without permission. Any underage player

already playing at a higher level will be evaluated annually by the aforementioned committee.

- Equal playing time is not guaranteed for competitive players. The Coach's decision is final as to the amount of time a player will receive in a game.
- House League players may be used by Competitive Team on a "call-up" basis in accordance with the rules of their competitive league. The Competitive Team Coach or Manager shall first inform the appropriate House League Convenor and House League Coach before contacting the player. House League players must fulfill their obligations to the House League team if there is a scheduling conflict with the Competitive Team. All players promoted from House League must have an authorized O.S.A. card before they can participate in a competitive league.
- Players who are released or who leave of their own volition from a Rep team during the season will not be allowed to play in the Rep program for the duration of that season.
- Players participating in Club practices or tryouts must be registered and in good standing with the Club. Players wishing to participate in Club practices or tryouts who are not registered with the Club and who are currently registered with an O.S.A. club must provide proof of registration. Players who previously did not play with an O.S.A. club must contact the Club Office before being allowed to participate in a practice or tryout. Note that players who register with the Club and are not successful in making a Rep team and choose not to enter the House League are eligible to get their registration fee back from the Club by contacting the Club office prior to April 15th. Players that quit a Club team on their own volition during the season, however, are not eligible to recover their registration fees.

10 TRYOUTS AND TEAM SELECTIONS

10.1 ATTENDANCE

Coaches must maintain an attendance register for each tryout session.

10.2 INFORMATION TO PARENTS AND PLAYERS

At the beginning of the tryout process, the Coach is responsible to inform the parents and players of the following:

- the number of players planned for the team
- the team and players' code of conduct
- expectations concerning attendance at games and practices
- a plan of activities for the upcoming season (tournaments, exhibition games, etc.)
- potential additional costs over and above the BWSC registration fee and
- any other appropriate information.

10.3 TRYOUT PROCESS

The Coaches for each age group will supervise the tryouts. All age group Coaches will participate in the selection of the entire squad of players (e.g., both Premier and Division I). Tryouts shall be conducted in a fair manner. To achieve a fair and equitable player review, if required the Head Coach, Vice President Competitive or Competitive Director shall assign independent assessors to the tryouts.

10.4 TEAM ROSTERS

During the process of team selection, Coaches should keep in mind that mini team rosters (i.e., U11 and younger age levels) should consist of no more than fourteen (14) players and that full field rosters (i.e., 12 and older age levels) should consist of no more than eighteen (18) players. Coaches may elect to maintain a reduced roster to ensure more frequent opportunities for players to play up as frequently as possible. Keep in mind you can call players up.

10.5 MINIMUM NUMBER OF SESSIONS

Players must be given a fair opportunity to demonstrate their skills. Players must attend at least two tryout sessions to be considered for a team.

10.6 RELEASE NOTICE

Every player (parent for younger players) who unsuccessfully tries out for a position on a BWSC Competitive Team is to be given an explanation as to why he/she was unsuccessful, if requested.

10.7 RELEASE PROCESS

Coaches are reminded that there is usually a lot of stress and emotion involved in the releasing of players, particularly younger age players. The process by which players are released should be organized in a way that reduces the amount of stress and emotion. Players must be notified of release individually, in person or by telephone, and away from the tryout and not in a group setting.

11 PLAYER AND COACHES BOOKS

Player/Coach Registration Books must be completed in full for every player, Coach and Manager on your team roster. Coaches are responsible for ensuring that the player/Coach book is completed properly and completely before submission to the District office.

- All new player or Coach books must have attached a copy of their birth certificate to validate, (copies of birth certificates should be returned to the players and Coaches).
- On the inside cover paste a passport sized picture of the player or Coach.
- Write the player number beside the player's picture to make validation easy.
- Enter the player's full name and date of birth in the spaces provided.
- ALL players MUST SIGN their book regardless of age.
- Turn the page to the first unused documentation page as shown and enter
 - Team name: Bolton and age category and gender (i.e. Under 10 Boys)
 - Age division: U10
 - Club Name: Bolton Wanders Soccer Club
 - Club #: 2503
- Enter relevant league

South Region - Y – Indoor or Outdoor

- Completing the Player Book ... 0 8 1 2 9 6 Homer Simpson U10 South Region – Y – Indoor
- This player book is now ready to be submitted for stamping by Peel Halton District.
- Each time your team plays indoors or outdoors the books need to get updated and stamped.
- All player books must be returned to the player when he or she leaves the team.
- Player books are the property of the player. A team or Coach will face disciplinary action for failing to return a book on request.

11.1 OUTDOOR PRE-SEASON STAMPING

All books must be into the BWSC Administrator at least 2 weeks before the first game is scheduled.

11.2 INDIVIDUAL BOOK OR SPECIAL REQUIREMENT STAMPING

- Player books will be sent to the District Office once a week. It is the Coach's responsibility to ensure that all documentation is complete and accurate.
- All player books must be into the BWSC office 2 days prior to being sent to the District office.
- The books sent to the District will take a minimum of 7 (seven) days to process.

12 PLAYER, COACHES AND TEAM REGISTRATION

- All Competitive players **must** be listed on the team roster received in the BWSC office with the player and Coaches books to get stamped (See PLAYER AND COACHES).
- All Competitive Team Coaches, Assistant Coaches, Managers and Trainers **must** complete the registration forms and submit them to the BWSC office with the Team Roster and player books. (Forms are available on the O.S.A. website or at the BWSC office.)
- All Competitive Team Coaches, Assistant Coaches, Managers and Trainers have OSA books.
- All competitive players playing indoor soccer must register with the Club prior to January 1st of each season. Any players that are on a tryout period with the team for the indoor season must still register but pay only for the insurance portion of the registration fee. (Please contact the BWSC office to confirm what the fee is.)

13 TOURNAMENTS & EXHIBITION GAMES

13.1 COMPETITIVE TEAM TOURNAMENTS

- Must apply to the Club (Competitive Directors or Club Head Coach) for permission to attend a tournament. You must provide sufficient advance notice to allow for approval before you apply to the tournament.

- Rep, Select and Development teams will be allowed to enter a maximum of four (4) tournaments (excluding League Cup tournaments) plus the Ontario Cup (where applicable for teams beginning at U12). In the event that we host our own tournament, this will be considered to be one of the allowable four (4) tournaments.

13.2 TOURNAMENT APPLICATION PROCESS

- Before entering any tournament, teams must obtain the permission of the Club. Teams must complete the OSA Application to Travel Form and a Club Permission to Travel Form (available online at www.ontariosoccer.ca) and submit the completed form to the Competitive Director. Note that teams travelling outside of Ontario must first receive approval of the Club Board of Directors.
- The Club office will co-ordinate the approval of these documents with the Competitive Directors and the District. Once approved, the tournament team will be notified by the Club office. Some tournaments require the approval of the OSA and CSA.
- The tournament application form (completed by the Manager) along with the Tournament Fees will be sent to the Tournament organizers by the Team Manager.
- Further correspondence between the tournament and the teams (e.g. tournament schedules, maps, etc.) should be sent directly to the Team Manager.
- Managers shall ensure that they bring their authorized Application to Travel Form and OSA Player Registration Books to all tournament games. Failure to have these documents presented at tournament registration may result in disqualification of a team or player.
- All travel and accommodation arrangements for players and their parents while at tournaments are the responsibility of the individuals and not the Club.
- Team Managers must ensure that there are adequate funds in the team account before the application can be processed.
- The team should forward a report of the team performance to the Club after the tournament.
- If the team does not have stamped approved forms, Permission to Travel or other documents they cannot participate in the event. Only players on the team roster with current stamped books or those on other special permits or Trial Permits may play at a tournament. Please check the tournament rules before playing a guest player(s).
- Exhibition Games must be approved by the Competitive Committee. Before playing an Exhibition Game (indoor/outdoor) with a team from outside our Club the team must seek Club approval. The application is available in the soccer office or on the website.
- Exhibition games between teams in Peel Halton do not need a Permission to Host or Permission to Travel. Both Clubs must be notified of the game date, time, location and names of teams. There must be a certified OSA referee and the game sheet with roster must be completed.
- Exhibition games between a BWSC team and a team from another district require the

host team to have an approved, stamped Permission to Host and the visiting team should have an approved and stamped Permission to Travel. Without these documents you may not participate in the match and team officials who do so will face Discipline under OSA.

13.3 TOURNAMENT NOTIFICATION

- Competitive Teams must give notification to the BWSC of all tournaments that they want to participate in for the outdoor season by March 1st of each season. This is to allow scheduling of your regular season games around your tournaments.
- If you do not provide this information you stand a chance of having a regular season game on the weekend of your tournament that you wish to attend.
- All sanctioned tournaments are listed on the OSA website.

13.4 LEAGUE CUP

- Competitive Teams are automatically scheduled to play in the League Cup.
- Teams will receive their League Cup schedule when they receive the season schedule.

13.5 ONTARIO CUP

- Competitive Teams wanting to participate in the Ontario Cup must notify the BWSC by the second week of January of each season.
- Competitive Teams should keep checking the OSA website for updates once they have registered.

14 PLAYERS PLAYING UP PROCEDURES

- Coaches/teams must seek and gain approval from the BWSC, Head Coach or Competitive Director to allow players to play up (i.e., a player Under 12 playing for a team Under 13 or a Division 2 player playing up on a higher Division Team).
- A Coach is permitted to request players only when he/she knows in advance (minimum 3 days) that there will be 13 or fewer players available for a game.
- A maximum of 5 players may be borrowed. No team roster may exceed 14 players when borrowing players.
- All player books must be passed on and returned to the primary Coach.
- All requests for players to play up will be done through the Competitive Director and the two Coaches.
- No Coach will intentionally withhold the opportunity for a player to play up.
- Players playing up are not permitted to play for a BWSC team until approval has been granted.

- All players playing up must be listed on the game sheet and must sign the game sheet.
- Coaches must make arrangements through the Head Coach or Competitive Director to have players play up.
- No Coach shall act on his/her own to have players play up. No Coach shall approach players to request them to play up. Failure to comply with these rules may result in the Coach of the offending team facing further disciplinary action.

15 TRAINING PROGRAM

- As a soccer club we believe in the merits of a year round training program. We are committed to developing soccer in a positive way and encourage our players to commit to soccer first.
- In the application each team should present an outline for the development of the team over the coming year. This should include the 'off-season training'. We recognize that with limited indoor space, indoor leagues are focused on games and do not contribute to training. The development plan should include where you believe realistically your team will be after the next outdoor season.
- Competitive Teams are required to participate in Club operated academies, clinics and programs. If a Competitive Team is looking to opt out of a specific Club program they must make a request to the Head Coach or Competitive Director.
- As a Club we believe in the development of our youth to become whole persons and, therefore, will look for a team to plan and include activities which are not always soccer related. General health, fitness, education, drug awareness and community action are all important parts of youth development.

15.1 OUTDOOR SEASON

- Indicate what league and division you expect to play in, how many players you expect to return, your recruiting plans for the season, your realistic goals for the season, in terms of finish, player development, tournament plans and events.

15.2 CAMPS AND TRAINING SESSIONS

- These camps, clinics and training sessions will be offered on a cost recovery basis by the Club with prepayment by the teams.
- Failure to attend a scheduled session will not entitle a team to a refund of fees paid.

16 TEAM UNIFORMS

16.1 COMPETITIVE TEAM UNIFORMS

- All Competitive team players will be required to have and wear Club issued uniforms.
- No other uniforms, track suits or equipment may be worn except with the express written permission of the Board of Directors of the Club.

- A team may purchase certain other 'team wear'; however, this cannot bear the Club logo or Bolton Wanderers Soccer Club name without approval from the Board of Directors
- Club colours are set out in the Constitution as White as Primary and Blue as Alternate and these colours must be the predominant colours for any team wear.

16.2 COMPETITIVE PACKAGE

All Competitive Teams players will be required to purchase the Competitive Package for each rostered team member. The Competitive Committee may opt to offer more than one package in a year.

- All Teams must have their uniform orders in by the date established by the supplier of each year.
- Coaches should be aware that all additional sponsors and logos to be applied to the set Uniform package require a written request from the Team and then written approval from the Club. Each team is entitled only to the Jerseys, and 2 sponsor set ups. These two set up charges cannot be transferred to any other articles.
- Players' names cannot be added to any of the Competitive Package components

APPENDICES

COMPETITIVE TEAM COACHES PROFILE

RESPONSIBLE TO: COMPETITIVE TEAMS DIRECTOR QUALIFICATIONS:

Representative Team:

Level 3 (Senior) Coach

GOALS:

Instruction in advanced soccer skills Positional play and individual roles on a team
Competition at a high level of play
Building and maintaining team chemistry while fostering individual excellence
Encouraging commitment and self-discipline
Playing for the 'love of the game'

ACTIVITIES:

Weekly practice & game(s) for players (maximum number of players as set by the league)
Tournament play - travelling and overnight stays
Upgrading qualifications through coaching certification clinics as mandated by the Club

RESPONSIBILITIES:

Establishment of a Coaching staff: Assistant(s), Manager, Trainer (if you are coaching a female Rep Team the trainer or one of the assistant coaches must be female) in accordance with Club Policy
Establish a Team bank account with two independent signatures in accordance with Club Policy
Team Committees with assigned responsibilities as determined by Coach and facilitated through the Team Manager
Seek approval for all media, fundraising and tournaments in accordance with Club Policy
Establish behaviour expectations on part of players and parents
Extensive knowledge of the Game
Attendance at Competitive Coaches' meetings
Participation in all related coaching clinics as established by the Club
Familiarity with Club policies pertaining to Competitive teams
Familiarity with the Club's Competitive Coaches' Code of Conduct
Background in injury prevention and management
Adherence to coaching standards as set by the Club

BOUNDARIES/ LIMITATIONS:

Shall never be alone with a player
Shall not be responsible for transportation to/from practices/games/tournaments
Shall not be responsible for water or snacks
Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
Shall comply with the Dress Code as defined by the Club

Shall adhere to O.S.A. and Club policies
Shall embrace Club values, principles, and policy as per Club Constitution
Shall demonstrate the ability to set and maintain standards for players (i.e., respect, self-discipline, fair play)

KILLS/QUALIFICATIONS/EXPERIENCE:

As set by the Club and the League in the team plays
Knowledge of all aspects of the Game
Experience as a player with ability to instruct through demonstration
Ability to relate to the 'age' of the player
Minimum age requirement - 18

PERSONAL TRAITS/QUALITIES:

Interest
Positive role model
Fair-minded, sportsmanlike approach
Ability to communicate with players, parents, and officials
Patience, understanding and a sense of humour
Ability to exercise good judgement and to discipline in accordance with Club General Policy and Competitive Coaches' Code of Conduct

ORIENTATION TRAINING:

Maintaining coaching levels as established by the OSA./ Club/ League
Awareness of personal health issues and safety practices
Clear understanding of Club policy regarding Competitive team matters

SUPPORT/SUPERVISION & EVALUATION:

Club Head Coach will be in attendance at random practices and/or games
Respond to directives from Representative Team Director
Player/Parent evaluation forms as per Club policy

MANDATORY ACTIVITIES:

Clinics as mandated by the Club
Attend meetings as mandated by the Club
Weekly practice(s) and game(s)/tournaments
Player evaluation and selection
Communication with parents

WORKING CONDITIONS:

Indoors/Outdoors - variety of practice conditions
Times for practices
Commitment from approval by Selection Committee to end of season

SCREENING MEASURES:

Competitive team application form with personal references to be checked
Interview(s) with Competitive Team Selection Committee
Mandatory Police Records Check
Documented monitoring by Club Representative(s)

CLUB CODE OF CONDUCT

Statement of Philosophy

The Bolton Wanderers Soccer Club supports zero tolerance of all forms of abuse: verbal, physical, emotional, and sexual.

All relationships within the Club context – whether involving members of the Board of Directors, Club employees, contractors, coaches/managers, players, parents, volunteers, outside suppliers or referees – must be based on mutual trust and respect. Any act of abuse is a betrayal of that trust. The Club will investigate and act upon all complaints or reports of inappropriate behaviour.

This zero tolerance policy attempts to respect diverse individual and cultural viewpoints while protecting individuals from real or perceived abuse.

Definition of Abuse

Verbal Abuse

Verbal abuse includes remarks that are rude or threatening in nature and that tend to demoralize or demean another person. Words that degrade another person constitute a form of verbal abuse. Verbal abuse includes racial or ethnic insults.

All complaints of verbal abuse will be investigated by the Club and may be reported to authorities with the consent of the victim or, in the case of a minor, a parent or referred to a body for action.

Physical Abuse

Physical abuse refers to inappropriate behaviour such as punching, pushing, slapping, kicking, spitting or pinching another individual.

All complaints of physical abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent or referred to a body for action.

Emotional Abuse

Emotional abuse signifies the lack of sensitivity on the part of anyone associated with the Club towards another individual. In particular, Club officials (board members, coaches, and managers) should be aware of the power that is inherent in such positions and strive for sensitivity in dealing with individuals in positions of supervision (players, Club employees, contractors, volunteers) and with parents. Emotional abuse includes racial or ethnic insults.

All complaints of emotional abuse will be forwarded to the OSA.

Sexual Abuse

Sexual abuse shall be defined as:

- sexual intercourse or other forms of physical sexual relations between at least one individual associated with the Club and another person where the activity is not consensual;
- any and all sexual intercourse or other forms of sexual relations with a minor;
- touching of a sexual nature; and
- behaviour or remarks of a sexual nature.

The Club will immediately report all complaints of sexual abuse to the police.

Definition of Misconduct

Actions which are not abusive but fall under the Laws of the Game, Club By-Laws or policies.

Zero Tolerance Reporting Guidelines and Procedures

Violations of the zero tolerance policy should be reported immediately to the Club headquarters by victims or those close to them (i.e., a parent, a teammate, a coach, etc.).

A complaint can be communicated in writing or verbally to a Club official or employee. If the complaint involves physical or sexual abuse, the Club official or employee will contact the police if the individual alleging abuse has not already done so and with the individual's consent.

All complaints to the Club must be in written form and signed before a complaint is dealt with. However, the Club will immediately report criminal activities to the police (with the consent of the individual alleging abuse) without a written complaint.

All complaints of harassment will be immediately forwarded to the Peel Halton Soccer Association and then to the OSA for action.

Once a written complaint of misconduct has been filed with the Club, a Discipline Committee consisting of at least three Board members and headed by the Discipline Director will discuss the complaint with the individual alleging misconduct.

The Discipline Chair will review the case and determine if the case shall be dealt with by Discipline By Review (DBR) or Discipline By Hearing (DBH). In the event of DBH the Chair will schedule a discipline hearing within 10 business days of notice to the individual(s) against whom the complaint has been filed. The individual(s) who are named in the complaint shall be contacted by registered mail and requested to appear at the discipline hearing.

The discipline hearing shall be heard by three Board members or Club members or others designated by the Board who are qualified under OSA designated to participate in the hearing.

In the event that the parties to this action are Directors or members of the Club which would make the formation of an impartial Discipline Committee or the appearance of an impartial committee impossible then the Chair may solicit members from other Clubs, PHSL or the OSA. The Chair may also recommend that the Club forward the complaint to the District for action.

The committee shall hold a hearing and invite the individual named in the complaint to be present at the hearing. Only individuals called by the committee shall be allowed to participate in a hearing. The committee shall then deliberate in-camera following the meeting with the individual(s) who are named in the complaint and submit a written recommendation to the Board via e-mail. The Board shall render a decision at its next Board meeting or, upon request from the Discipline Director, an electronic vote shall be conducted via e-mail. A decision shall be communicated to the individual alleging abuse and the individual named in the complaint within 14 working days of the hearing.

The Board must uphold, deny or amend the recommendation. Penalties for contravening the zero tolerance policy can range from a permanent suspension from the Club, suspension for a specified period of time, and a probationary period where the individual is allowed to continue with the Club. All committee decisions are final.

Penalties for misconduct covered under OSA Policy shall be in accordance with OSA Discipline Policy. The Committee decision shall be forwarded along with the individuals rights of appeal.

A decision of the Discipline Committee endorsed or revised by the Board can be appealed by the individual whose conduct is deemed to have contravened the zero tolerance policy to the Board.

Individual(s) who are charged with a criminal offense involving Club related incidents shall be immediately suspended from the Club pending resolution of the charges. No discipline hearing shall take place when an individual is facing criminal charges for Club related incidents. Club members who are convicted of a Criminal Code of Canada offense are subject to immediate suspension/removal from the Club.

Any individual who is convicted of a criminal offense resulting from sexual or physical abuse shall be banned for life from the Club.

Individual(s) who violate the zero tolerance policy for non-criminal activities may apply for reinstatement to the Club in writing one month prior to the end of a time specified penalty.

An individual cited for Abuse of a Game Official shall be immediately suspended from all soccer activity until the resolution of the matter.

Handling Incidents of Abuse During a Game (physical, verbal or emotional abuse)

The referee must stop a game if an abusive incident involving a coach, player or parent/spectator occurs during a game.

If a coach is the source of the abuse, the referee will advise the coach that the game will be cancelled and the Club informed. If a parent/spectator is the source, the appropriate coach will be informed that the game will be abandoned unless the abuse ceases. If the spectator is not associated with either team, both coaches will ask the spectator to leave.

The referee will restart the game if the abuse ceases.

If the abuse continues, the referee will cancel the game. He/she must immediately report the incident to the Club and fill out a special incident form. In cases of physical abuse on a referee, a "referee assault form" must be completed by the referee.

The Club will report all incidents of a criminal nature immediately to police.

Application

This zero tolerance policy applies to:

- All elected Club officials
- All Club employees

- All coaches
- All managers

- All players
- All parents/guardians

- All referees
- All volunteers

- All service providers having contact with anyone associated with the Club
- All spectators

All elected Club officials, volunteers, Club employees, coaches, managers, and referees must sign a form acknowledging their understanding and acceptance of the zero tolerance policy.

This zero tolerance policy shall be posted on the Club's website at all times and communicated to parents and players at the beginning of every program cycle. Ignorance of the zero tolerance policy shall not be considered a valid defense against a complaint.

COACHING CODE OF CONDUCT

Commitment:

- A coach's commitment is to improve the performance of the players and the team physically and mentally.
- A coach must be committed to best interests of the players with the goal of aiding the player to be the best they can be in all pursuits.
- A player needs to participate in a high quality soccer program in a positive atmosphere. (Suggestion: A coach needs to provide a high quality soccer program for players within a positive environment/atmosphere.)

Know Your Subject:

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

Respect:

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

Enthusiasm:

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

Personal Conduct:

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

I fully understand that this is a Club competitive team and agree to the role and position as defined by the Coach's profile and competitive Coach's Code of Conduct.

I have read and understand the competitive program guide and have accurately completed the application and screening forms.

Print Name

Date

Signature

Witness

- **These rules are subject to revision by the Board of Directors**



ATTACHMENT (3) BOLTON WANDERERS SOCCER CLUB INDOOR TEAM RULES AND REGULATIONS

PREAMBLE

The Bolton Wanderers Soccer Club encourages a “fun first, winning second” attitude in all recreational leagues. All players, Coaches and spectators are expected to abide by the BWSC policies. Any player or team who does not will be subject to suspensions or league expulsion.

In order to promote a safe and sportsmanlike environment for its players, the BWSC has clarified its stance on unsportsmanlike behaviour. All players must understand the expectations for playing in BWSC leagues. Team Captains and/or Coaches are required by the BWSC to ask players to leave the playing area if they are involved with any of the following acts:

- Swearing directly at another player, Coach, game official, Club staff or Club Executive member
- Intentionally pushing, shoving, striking or making physical contact with another player
- Making comments to instigate an altercation with another player, Coach, game official, Club staff or Club Executive member

Parents and spectators are subject to discipline which may include being required to leave the facility.

GENERAL RULES

PLAYER REGISTRATION

All players need to be fully registered with the Club prior to the start of play. Any player who is on the field or takes part in any game or practice who is not properly registered is deemed ineligible and subject to discipline and/or fines.

ALCOHOL AND DRUGS

The possession of or use of alcohol or non-prescription drugs on the premises or in the parking areas is strictly prohibited. Players, Coaches or spectators will be subject to discipline action which may include suspensions, fines or expulsion from the facility.

CARE OF FACILITY

Players, Coaches and spectators are required to care for the facility and ensure proper use of the building and equipment. Bench and spectator areas should be cleaned up after games and practices.

Players, Coaches and team may be held financially responsible for damages.

PERMIT FACILITIES

In the case that the facility is being used under Permit (school gyms, etc.) players, Coaches and spectators are not allowed in the play area until the Permit start time. In the event that a previous user or the group following yours encroaches on the Permit time assigned to your group, you must report the details within 24 hours to the BWSC office.

SPORTSMANSHIP

Players, Coaches and spectators should support and maintain the “fun first, winning second” attitude at all times.

Arrive on time and leave the field at the end of the scheduled period.

Players and Coaches are expected to know and follow the rules of the game and the Club’s rules of operations.

INDOOR FORMATS

Team Age Classification	Game Format	Ball Size	Roster Size Max	Games
Adult	4v4, 5v5	5, futsal	10, 12	2x25
U13-U17	5v5	5, futsal	10	2x25
Under-12	5v5	4, Futsal	10	2x25
Under-11	5v5	4, Futsal	10	2x25
Under-10	5v5	4, Futsal	10	2x25
Under-9	5v5	4, Futsal	10	2x25
Under-8	5v5	3, futsal	10	2x20
Under-7	5v5	3, futsal	10	2x20
Under-6	3v3*	3	No roster	No
Under 5	3v3*	3	No roster	No

GAME PLAY

Players in all youth leagues should expect to have at least 50% of the game time on the pitch. Fair play and game time must be encouraged and supported by the coaches. Coaches and teams with players not getting 50% of the game time may find games forfeited, points lost and be subject to Club discipline.

FIELD shall be sized appropriate for the age, skill level and program being operated.

GOAL shall be sized according to the Club and Head Coach for the program being operated.

NUMBER OF PLAYERS

Roster size shall depend on the program being operated. For league play, rosters cannot exceed a maximum of 14 players, except where Adult teams require call ups. In the case of Adult teams, the game roster cannot exceed 14 players. Any player whose name appears on the game sheet shall be deemed to have played.

The minimum number of players to start a game shall be determined by the Club per league as different programs will have more or less players on the pitch.

All players must be properly registered with the Club in accordance with OSA rules.

SUBSTITUTIONS

Substitutions can occur at any time on the "fly". Players must enter and leave at mid-field. Persistent infringement of this rule will be penalized with a Yellow card.

PLAYER'S EQUIPMENT

Shinguards are mandatory and must be completely covered by socks that are pulled up over the calf. Shinguards must be appropriately sized for players. Law 4 shall be observed and jewelry must be removed. Players should wear appropriate footwear, indoor shoes or runners for indoor use.

UNIFORMS

All players are required to wear the same coloured jerseys with numbers on the back. Matching shorts and socks are recommended. Home teams are required to change uniforms if primary colours conflict.

MATCH DURATION

Matches may vary in length based on the program and shall be set out in each league. However, as a rule, most games are 2 x 20 minute halves with a 5 minute half-time. In case of a tie, the result stands. There are no tie-breakers.

FORFEITS

Teams forfeiting their match will be penalized and will lose by a score of 5-0. In the case of Adult teams the Coach or team representative may face discipline action for a forfeited match.

START OF PLAY

Opposing players must be at least 15 feet away prior to kick-offs. No drop balls in penalty area. Restarts do not have to go forward after goals and to start periods.

FOULS AND FREE KICKS

All kicks are direct. Opposing players must remain at least 15 feet from the ball. Once the referee signals for play to continue, the kicker has five seconds to play the ball.

Punishment: Indirect free kick. Offensive indirect kicks must be taken outside of the goal area. No slide tackling is permitted.

REFEREES

One referee will be assigned to each match.

PENALTY KICKS

A penalty kick shall be taken at the top of the penalty box. All players except the kicker and the opposing goalkeeper must stand outside the top of the penalty area, 15 feet away from the kicker. Players are not permitted on either side of the penalty area.

KICK-INS

The player will have five seconds to put the ball into play. The opposing team will regain possession after a five second infraction. KEEPERS MAY NOT PLAY THROW-INS WITH THEIR HANDS.

GOAL KICKS

The five second rule DOES NOT apply on goal kicks. Goal kicks are taken one yard off the end line, anywhere inside the penalty area (one step off goal line).

CORNER KICKS

Goals can be scored directly on corner kicks. Opposing players must be at least 15 feet away –

five second rule applies.

MISCONDUCT

Players ejected (straight Red) from a match will be suspended for a minimum one match and will face discipline according to OSA Discipline either by DBR (Discipline By Review) or DBH (Discipline By Hearing). All cases of referee assault, verbal or physical, will be immediately referred to OSA for action and the player is suspended from all soccer activity until the completion of the proceeding. Ejections for fighting or any other actions deemed violent will result in suspension for a minimum of three matches. Final decisions regarding length of suspensions will be made by the Discipline Committee. Should a player accumulate two Yellow cards in one match, his team will play down one player for the remainder of that match. The player will serve a one game suspension. Offensive language is "cautionable" conduct. BWSC reserves the right to fine adult players according to a table approved by the Club and league Convenor.

STATISTICS AND STANDINGS

Standings are only kept for age and skill level appropriate leagues. A game win receives three points, a tie one point and zero for a loss.

OMISSIONS OR ERRORS

In the event there are omissions or errors in these rules, the standard OSA rule shall apply.

MODIFICATIONS

Except where noted these rules may be changed from time to time by the Board of Directors. The Board of Directors may adopt changes or additions which then require adoption by the members at the next Annual General Meeting (AGM) or Special General Meeting (SGM).

***These rules are subject to revision by the Board of Directors**