



Club By-laws & Constitution

www.tillsonburgsoccer.ca

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ARTICLE 1: Name

- (A) The name of the organization is Tillsonburg Minor Soccer Club, hereinafter referred to as the Club, which is a not-for-profit organization.
- (B) The Head Office of the organization shall be in the Town of Tillsonburg, in the Province of Ontario. The Board of Directors may, from time to time, determine the specific location of the head office.
- (C) All Teams registered with the Club will wear the Club Official Uniform and Logo while representing the club in any competition.
- (D) There shall be a corporate seal for the organization.

ARTICLE 2: Mission

Inspiring our community to reach its full potential by engaging in lifelong involvement in soccer.

ARTICLE 3: Objectives

The objects of the Corporation shall be as follows:

- To promote and develop the game of soccer, both indoor and outdoor, within the community.
- To encourage and promote the personal development of each individual member of the club, as a resourceful and responsible member of their community.
- To develop, encourage and promote the spirit of good sportsmanship between all members of the soccer community at large.
- To provide opportunities through the game of soccer, for the mental, physical, social and leadership development of the individual members of the Club.

ARTICLE 4: Affiliation

The Club shall be a member of Western Counties Soccer Association, and shall follow the published rules of the Association. The Club is subject to the published rules in declining order of authority of the following governing organizations with which it is affiliated:

- (1) The Club
- (2) The Association

ARTICLE 5: Membership

1. – Categories of Members

There shall be three (3) categories of Members:

(1) Voting Members

To be eligible as a voting member of this Club a person must be a member in good standing*, registered as one of the following for the current season:

- (1) Executive member,
- (2) Committee member,
- (3) Head and assistant Coaches,
- (4) Team Managers,
- (5) Convenors,
- (6) Parent or Guardian of a Registered Player
- (7) Registered Players (18+)

This right to vote is subject to the clauses under ARTICLE 5(3): Termination of Membership. Although an individual may qualify for, and be registered under, more than one of the above categories, each individual holds only one membership in the Club, and is entitled to only one vote at members' meetings.

(2) Honorary Members

The Board of Directors may designate an individual as an honorary member for a specific period of time. An honorary member is afforded all rights of membership, including the right to attend and speak at Members' meetings, but is not entitled to vote.

(3) Life Members

The Board of Directors may designate an individual as a life member. A life member is afforded all rights of membership, including the right to attend and speak at Members' meetings, but is not entitled to vote.

* Member in Good Standing is a person who has paid all fees and/or dues, and whom the Board has not declared to be not in good standing and in the case of Members, a Member whose Membership has not been terminated pursuant to Article 5.3 hereof [of the bylaws].

2. – Discipline of Member

Member discipline is governed in accordance with the policies and procedures published by the Club, and the District Association.

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the Club's published rules and a hearing held in accordance with the published rules of the Club. An individual whose Membership has been suspended or terminated loses all rights of Membership until the suspension has been completed or the conditions of termination have expired.

Player, team and team official discipline for game infractions is governed in accordance with the procedures published by the Club. Further disciplinary action, in addition to any decision(s) of the governing organization, is at the discretion of the Board of Directors of the Club.

Any Member who infringes the rules of the Club or brings the Club into disrepute may be censured, reprimanded, suspended, expelled or fined by the Club after a written complaint has been submitted and a hearing held in accordance with the discipline policies of the Club and the District Association.

3. – Termination of Membership

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

- (a) if the Member submits a signed letter of resignation to the Club and it is accepted by the Board of Directors;
- (b) if the Member is suspended;
- (c) if the Member is expelled;
- (d) if the Member is no longer registered with the Club;
- (e) if the Member fails to attend a discipline hearing for which the Member is required to attend;
- (f) if the Member has registration fees or fines in arrears.

ARTICLE 6: Board of Directors and Staff

1. – The Board of Directors:

The Club shall be governed by a Board of Directors that shall consist of at least three (3) individuals, or such a number not to be less than three (3), as may be amended in accordance with the Club's By-Laws.

These individuals shall hold the positions of (but not limited to):

- President
- Vice President
- Secretary
- Treasurer
- Director of Advertising & Sponsorships
- Director of Communications
- Director of Coaching & Player Development
- Director of Soccer Operations
- Director of Facilities
- Director at Large

A Director shall be 18 years of age or older, shall be a registered Member of the Club.

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

2. – Duties of Board of Directors

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the Membership of the Club. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the Club's operations. The selection process and the appointments shall be based on procedures outlined in the Club's published rules.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the Club's published rules.

3. – Director Vacancy

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

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

4. – Criteria for Nomination of Directors of the Board

- (A) The number of Board of Directors' positions for which nominations will be accepted shall be advertised on the Club website, in the Club newsletter and posted in the Club Head Office no later than thirty (30) days prior to the Annual General Meeting.
- (B) In order to be eligible for nomination, a candidate must be a Member in Good Standing of the Club, 18 years of age or older and must not be insolvent.
- (C) A person who wishes to serve the Club as a Director of the Board must identify themselves at the time of the Election of New Officers at the AGM.
- (D) The candidate shall comply with the Volunteer Screening Policy and must submit a completed Police Records Check to the Club if elected. In the event that the candidate becomes a Director of the Board at a Meeting of the General Membership and either the Police Records Check subsequently reveals evidence of a conviction of a criminal offence or the candidate does not qualify under the Volunteer Screening Policy for any other reason, he or she may be removed from his or her position as a Director of the Board.
- (E) A person whose Membership has been terminated may not stand for election or be appointed to serve on the Board of Directors until such time as the conditions of the termination have expired.

5. – Election of Directors of the Board

It is the intention of the Board of Directors to have a full contingent of Directors after each Annual General Meeting, with half of the Board positions elected every year for a two-year term.

- (A) Each Director shall be elected for a two (2) year term of office.
- (B) The position of Director of Soccer Operations, is elected by the House League Committee or Operations Committee and has a term of one (1) year.
- (C) Every other position on the Board will be elected by the Membership. However, the Board of Directors will elect all Executive Directors of the Board from the successful candidates at the first Board meeting following the Annual General Meeting of the Membership.
- (D) The definition of “Executive Directors of the Board” includes the President, the Vice President and the Treasurer. To be eligible for election as an Executive Director of the Board, a candidate must have served the Club on the Board of Directors in the past year (365 days) or the time since the previous Annual General Meeting of the Membership. Any Executive Director of the Board may seek a vote of confidence, or be subject to a vote of no confidence, at Board level at any time during his or her term. If the Executive Director does not have the confidence of the Board, he or she will leave his or her Executive Director position and the position would be filled with a new vote.
- (E) Elections for the position of President shall take place every year at Board Level.
- (F) Elections for the position of Vice President shall take place every year at Board Level.
- (G) Elections for the position of Treasurer shall take place every year at Board Level.
- (H) If any Executive Director of the Board decides to resign before the end of his or her two year term in order to seek another position on the Board or to leave the Board, the following provisions will apply:
 - (i) if the President resigns at any point during their term, the Vice President will replace the President, if willing, until the end of his or her term. If no Executive Directors of the Board are willing to serve as President, the remaining Directors of the Board may either elect a President or call a Special General Meeting of the Membership.
 - (ii) if the Vice President resigns at any point during their term, a vote will be held at Board Level to elect a new Vice President.
 - (iii) if the Treasurer resigns at any point during their term, a vote will be held by the Board of Directors to elect a new Treasurer.

- (I) In the event that there are no suitable candidates for any position on the Board, or a vacancy exists as a result of a resignation or removal, the Board of Directors may appoint a Member to serve in a position until the next Annual General Meeting.
- (J) The Club will have one election for all available positions on the Board. All eligible voting Members will be able to cast the same number of votes for candidates as there are Director positions available. Candidates who receive the most votes will be elected to the Board. In the event of a tie, the Chair will have a second vote. No candidate may assume a position by acclamation.

6. – Conflict of Interest and Standards of Conduct

Tillsonburg Minor Soccer Club is committed to providing an environment in which all Registrants and Registered Organizations of the Club and any of its governing organizations (collectively “Individuals”) act honestly, in good faith, and in the best interests of the game of soccer in the Province of Ontario. Activities of the governing organization, and those of its Registrants and Members, shall be conducted in a manner becoming the high ethical standard of business conduct expected of the leaders of Soccer in the community.

Representatives will not:

- (A) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Club and/or the governing organization (as applicable), unless such business, transaction, or other interest is properly disclosed to the Club and/or the governing organization (as applicable) and approved by the Club and/or the governing organization (as applicable).
- (B) Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration or who might seek preferential treatment.
- (C) In the performance of their official duties, give preferential treatment to any Person.
- (D) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club and/or the governing organization (as applicable), if such information is confidential or not generally available to the public.
- (E) Without the permission of the Club and/or the governing organization (as applicable), use the Club and/or the governing organization (as applicable) property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Club and/or the governing organization (as applicable)

- (F) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit.
- (G) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative.
- (H) Allow their loyalty to a governing organization to be compromised by their relationship to, or involvement in, another organization. However, the appointment of a Representative by the governing organization to another organization is not, in itself, considered conflict of interest. It is recognized that a Representative may be involved with more than one soccer governing organization subject to the published rules of each applicable governing organization. The fact that a Representative owes a duty of loyalty to two or more governing organizations cannot itself be considered a conflict of interest provided that the Representative, when considering a matter before one governing organization that would affect the other governing organization in a meaningful manner, declares conflict of interest.

Failure to comply shall constitute sufficient grounds for removal of the Executive Committee member by the Club's Board of Directors.

Disclosure

In the event a Representative has a conflict of interest in relation to a particular issue or matter of discussion, the Representative shall:

- (A) Declare the conflict of interest and the nature of the conflict, and refrain from voting on the issue in question
- (B) Absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict; and
- (C) Refrain from lobbying or participating in the decision making process.

Each Representative is also required to declare a conflict even when the conflict for the Representative arises after the contract or arrangement is made with the other company, firm, or organization in which the Representative acquires an interest or significant involvement. In this situation, the Representative is to declare his or her conflict immediately after the Representative becomes interested in the other company, firm, or organization.

Remuneration

All Directors, Officers and members of Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Committees may be reimbursed for reasonable expenses incurred by them in the performance of their duties. Motions, votes, or issues that would cause a Director to benefit financially or receive remuneration must be declared as a conflict of interest.

7. – Removal of Director

Directors shall not be removed for arbitrary reasons, but may be removed if:

(A) The Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:

- If they become incapable of performing the business of the Club
- If they are absent from four or more meetings of the Board without satisfactory reason
- If they no longer reside in reasonable proximity to the Club
- If they become, or is discovered to be, an undischarged Bankrupt; or the

(B) The Director has compromised the integrity of the Club due to, but not limited to, any of the following reasons:

- If they have been found guilty of an offence under the Harassment Policy of the Club
- If they have been found guilty of an offence under the Discipline Policy of the Club
- If they have failed to properly account for monies or other property belonging to the Club
- If they have been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club.

(C) A Member of the Board of Directors holding his or her respective position(s), as Director or other position (s), may be removed from office by the Board of Directors for good and sufficient cause by a 2/3's vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the Club. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the position(s) for the remainder of the term (s) being filled.

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

ARTICLE 7: Meetings

1. – Annual General Meeting:

An official notice of each meeting shall be given to all members at least 10 days before the meeting is to be held, at such place, and at such date as the Board of Directors may determine. Such notification shall be by any of the following methods of notification:

- Email
- Website notice
- Newspaper announcement
- Public notice
- Any other method determined by the Executive

The Club shall hold its Annual General Meeting not later than January 31 each year. The agenda of the Annual General meeting shall include:

- Call to Order
- Acceptance of Minutes of Previous Annual General Meeting
- President's Address
- Treasurer's Report
- Other Reports
- New Business
- Election of Officers

Voting at General of Special General Meetings

Every regular Member in Good Standing aged 18 and over shall have the right to attend, speak and cast one vote at Members' meeting of the Club.

Every regular Member under the age of 18 shall have the right to attend and speak at Members' meetings, but any vote must be cast by a parent or guardian who shall also have the right to attend and speak on behalf of that Member at Members' meetings.

2. – Special General Meeting:

A special general meeting of the Club:

(A) may be called by the Board of Directors, or

(B) shall be called by the Board of Directors upon receipt of a written request submitted to the Club by registered mail, certified mail, courier service, hand delivery, fax or e-mail, signed by not less than 25 Members or 25% of the voting membership, whichever is less, seeing out the items of business to be conducted at the special general meeting. The special general meeting shall be held within 30 days of receipt of the written request from the Members. Only the business set out in the notice of the special general meeting shall be considered.

3. – Meetings of the Board of Directors:

- (A) Meetings of the Board of Directors shall be held at the call of the President, who shall preside at the meeting. In the event of the President's absence, the next Director present in order of seniority shall assume this position for the duration of the meeting. There shall be a minimum of six (6) meetings per year.
- (B) A Quorum shall be a half of the number of filled seats, plus one (1).
- (C) Attendance at the Meetings of the Board of Directors shall be recorded for distribution at the Annual General Meeting.
- (D) Minutes of the Board of Directors meetings will be published, after approval by a majority of the Directors, on the Tillsonburg Minor Soccer Club's website.
- (E) All meetings of the Board of Directors are open to the public who are entitled to attend as observers. However, in-private proceedings will be closed to observers. The Board may also exclude any observer, at its discretion, on motion of a majority of the Directors present.
- (F) The Board may conduct proceedings in-private in exceptional circumstances and by motion of a majority of Directors present. These circumstances pertain to confidential and private issues which protect the interests of individual Members, staff and the Club. If the issue involves a Director, he or she will be excluded from the in-camera discussion. In-private proceedings must not be used to place issues outside the view of Members which properly belong in the public domain. Any Member affected by a decision made by the Board in-private shall be given notice of the decision. Separate in-private minutes shall be recorded of in-private proceedings and these shall be reviewed by the Chair of the Board and will be sealed until a majority of the Directors of the Board determines otherwise. The Minutes of the Board Meeting shall reflect that proceedings were held in-private and the time that the proceedings begin and end.

ARTICLE 8: Procedures Governing Meetings

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

ARTICLE 9: By-Law Amendments

- (A) By-Law amendments may be proposed by the Board of Directors, or submitted by a Member to the Club in writing at least 21 days prior to a general meeting of the Club; and must be approved by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose.
- (B) All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By-Law amendments.

ARTICLE 10: Rules and Regulations

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

- (A) Discipline of a Member: summary of charges regarding misconduct
- (B) Discipline of a Member: procedures for discipline hearing
- (C) Duties of Board of Directors: authority granted to Board regarding the business being conducted
- (D) Duties of Board of Directors: selection process and appointment process for the appointment and renewal of appointments to the League's paid and volunteer positions
- (E) Duties of Board of Directors: process for revoking appointments
- (F) Voting at General Meeting: format for the proxy, and the issue, or issues, for which the proxy may be cast

The Board of Directors may approve and publish Rules and Regulations which are not inconsistent with this By-Law and are not inconsistent with the Rules and Regulations of a higher level governing organization.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting.

ARTICLE 11: Indemnity

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

ARTICLE 12: Finance

The accounts of the Club shall be reviewed annually by the Executive Board and the Financial Review statement shall be presented to the Annual General Meeting for adoption. Once passed by the membership, the budget shall not be changed or altered without a Board meeting.

Executive Board members are empowered to approve and make all expenditures according to the budget.

The fiscal year of the Club shall end on December 30th of each year, unless otherwise ordered by the Executive Board.

ARTICLE 13: Dispute Resolution

The Club shall adhere to the Dispute Resolution process as published and approved..

Any member of the Club may initiate the Dispute Resolution process by communicating in writing to the Club and the nature and facts of the dispute. The Club, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not to be used for game discipline, which follows the normal discipline and appeals process. The Club shall make available to any member the Dispute Resolution process when requested.

ARTICLE 14: Harassment

The Club shall adhere to the Harassment Policy as published and approved.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, members and registrants of the Club.

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

ARTICLE 15: Appeals

- (A) Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision. The denial or termination of Membership in the Club may be appealed by a non- Member.
- (B) A decision of the Club may be appealed to the District Association with which the Club is affiliated.
- (C) An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, reappointment or revocation of an appointment of an individual to any coach or administrator position within the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.
- (D) An individual shall not appeal a decision made by the Club regarding a player's team assignment.

ARTICLE 16: 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 which operate solely in Ontario.

Appendix

Codes of Conduct
Zero Tolerance Policy



Code of Conduct for Coaches and Managers

The following code of conduct applies to any coach or team official involved in The Club's programs.

A Coach or Manager must abide by the following Standards of Behaviour:

1. Physical safety and health of athletes

- Ensure that training or competition site is safe at all times
- Be prepared to act quickly and appropriately in case of emergency
- Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
- Strive to preserve the present and future health and well-being of athletes

2. Coaching responsibly

- Make wise use of authority of position and make decisions in the interest of athletes
- Foster self-esteem among athletes
- Avoid deriving personal advantage for a situation or decision
- Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
- Honour commitments, word given, and agreed objectives
- Maintain confidentiality and privacy of personal information and use it appropriately

3. Integrity in relations with others

- Avoid situations that may affect objectivity or impartiality of coaching duties
- Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
- Always ensure decisions are taken equitably

4. Respect

- Ensure that everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
- Preserve the dignity of each person in interacting with others
- Respect the principles, rules, and policies in force

5. Honouring sport

- Strictly observe and ensure observance of all regulations
- Aim to compete fairly
- Maintain dignity in all circumstances and exercise self-control
- Respect officials and accept their decisions without questioning their integrity

Code of Conduct for Parents and Guardians

The following code of conduct applies to any parent or guardian involved in Tillsonburg Soccer Club's programs.

As a Parent or Guardian I will:

- Read, understand, and adhere to all applicable club policies and procedures.
- Ensure the player arrives to games and training sessions on time.
- Ensure all Club and team fees are paid in a timely fashion.
- Refrain from coaching players from the sidelines during games or training sessions.
- Not criticize game officials.
- Not engage in unsportsmanlike conduct or negative communication with players, coaching staff or families of the opposing team.
- Ensure all communication with coaches must be in writing and at least 24 hours after any game. The only topic that should be raised is the overall development of the player. Please do not contact coaches to discuss playing time, positional play, the performance of other players or to question coaches' decisions in games.
- Communicate with respect to scheduling, finance, or any logistical concerns with the team manager.
- Offer my services to the team and club when possible.
- Learn the rules of the game
- Ensure a clear understanding of the policies set forth by the club.

Agreement

- Registration to Tillsonburg Minor Soccer Club or its affiliate programs includes an agreement that you have read, understand, and agree to abide by these Codes of Conduct and acknowledge that any breach of the above may be subject to disciplinary action, including suspension and expulsion from Tillsonburg Minor Soccer Club or its affiliate programs.

Tillsonburg Minor Soccer Club Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Tillsonburg Minor Soccer Club is equally accessible to all.

Tillsonburg Minor Soccer Club is responsible for setting standards and values to apply throughout the Club at every level. Soccer belongs to and should be enjoyed by, anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities. This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

Tillsonburg Minor Soccer Club, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Tillsonburg Minor Soccer Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Tillsonburg Minor Soccer Club will not tolerate harassment, bullying, abuse or victimization of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Tillsonburg Minor Soccer Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Declaration of Expectations for Fairness in Sport (the London Declaration) 2001, Canadian Human Rights Act 1985 and Employment Equity Act 1995 as well as any amendments to these acts and any new legislation.

Zero Tolerance Policy

Tillsonburg Minor Soccer Club is a strong supporter of making sport safe for our youth and as enacted the following program to help ensure the safety and enjoyment of soccer for all.

Policy

Any coach, parent, grandparent or guardian judged by the Discipline Board to be guilty of abusive conduct toward a referee during a Club's House League game will be reprimanded in writing. A second conviction, during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In extreme cases, as determined by the Discipline Board, a member may be reinstated subject to a review hearing.

Policy Procedures

When a referee feels that they are being abused, as per the scope of this policy, by either a coach or supporter, the referee is allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with step 4.

The Referee will then verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the referee will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Discipline Board will be sent in for review. If the source is a supporter, the appropriate coach will provide the referee with the name of the supporter and the coach must advise the fan that the next occurrence of a similar nature will result in abandonment of the game. A report to the Club's Discipline Board will be sent in for review. If the supporter is not associated with either team, both coaches are asked to speak to the supporter and ask the individual to leave.

Once the prescribed action has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped. If the abuse continues, the referee will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a Special Incident Report will be forwarded to the Club's Discipline Board. The official must clearly indicate on the game sheet that the game was abandoned due to abuse and if abandoned:

1. The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
2. A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within 72 hours.
3. The Club's Discipline Board will then review and deal with the report as per their guidelines.
4. If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

Note:

In the case where the alleged abuse is of a physical nature the referee should contact the local police service and file a complaint.