

CONSTITUTION, ARTICLES AND
BYLAWS OF THE



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Constitution, Articles and Bylaws

ARTICLE 1: NAME

The name of this Club will be known as the “Thunder Bay Women’s Soccer Club” (TBWSC) and shall be affiliated with the Ontario Soccer Association (OSA) and the Soccer Northwest Ontario Soccer Association (SNO).

ARTICLE 2: OBJECTIVES

The aim and objectives of the TBWSC are as follows:

- a) To provide an opportunity to address physical, mental, and social lifestyle needs and encourage sportsmanship and community involvement.
- b) To establish a league that will be known as the “Thunder Bay Women’s Soccer League” (TBWSL) which enables women to enjoy playing the game of soccer for recreation and leisure.
- c) To provide an opportunity for participants to play the sport of soccer at a level suitable to their current soccer skills in an environment that is comfortable for each participant.

ARTICLE 3: AFFILIATIONS

The TBWSC shall be a member of SNO and shall follow the published rules of the district association and OSA. The TBWSC is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

1. [Internationale de Football Association OR International Federation of Association Football \(FIFA\)](#)
2. [Canada Soccer Association \(CSA\)](#)
3. [The OSA](#)
4. [SNO](#)
5. [TBWSC](#)

ARTICLE 4: MEMBERSHIP

The membership of the TBWSC shall consist of teams playing in the TBWSL. Eligibility for Membership in the TBWSL shall be in accordance with the OSA's Pyramid of Play and with the OSA's published rules governing leagues.

A Member is either:

- A registered player,
- A team coach, or
- A team administrator

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

A player shall become a Member when approved by the TBWSC's Director of Statistics and Registration or the Director of Scheduling and Registration.

A coach shall become a Member upon acceptance by the Director of Statistics and Registration or the Director of Scheduling and Registration of the TBWSC. A coach is an individual who is designated by a team to teach, instruct, train and guide players to play the game of soccer.

An administrator shall become a Member upon acceptance by the Director of Statistics and Registration or the Director of Scheduling and Registration of the TBWSC. An administrator is an individual who is responsible for one or more of the functions required to operate a team. A team manager or designate shall be classified as an administrator.

Membership Fees

Membership fees for teams (a group of registered, approved members) shall be set annually by the Board of Directors and ratified or amended by the Membership at a general meeting of the TBWSC.

Renewal for Membership

A team will renew its Membership once Membership fees are paid in full, the team is in good standing and upon approval of the TBWSC Board of Directors.

Rights of Members

Members shall be accorded the following rights:

- To be governed in accordance with the OSA and the TBWSL's published rules,
- To participate in the TBWSL sanctioned competitions,
- To attend and vote at all general meetings called by the TBWSC, and
- To enter teams in the TBWSL in accordance with the OSA's published rules

Discipline of a Member

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the TBWSL's rules and regulations, and a hearing held in accordance with the TBWSC's rules and regulations and the OSA's published rules. A Member whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

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

Termination of Membership

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

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

ARTICLE 5: BOARD OF DIRECTORS

The TBWSC shall be governed by the Board of Directors that shall consist of at least four (4) individuals, or such number not to be less than four (4), as may be amended from time to time in accordance with the TBWSC's by-laws. These individuals shall hold the positions of:

- President
- Vice-President
- Treasurer
- Secretary
- Director of Scheduling and Registration
- Director of Discipline
- Director of Public Relations
- Director of Statistics and Registration
- Director(s) at Large

A Director may hold more than one position. An individual may not hold more than one Executive Position, which includes President, Past President, Vice-President, Secretary, and Treasurer.

A Director shall be 18 years of age or older, shall not be an undischarged bankrupt, and shall be a Member of the TBWSC.

A Director shall serve for a term of two (2) years or until his or her successor is elected or appointed. The position of President must be filled by a current Board Member.

After an initial Board of Directors has been appointed, the positions of President, Treasurer, Director of Scheduling and Registration, and Director(s) at Large shall be elected and the Past-President acclaimed in even numbered years. The positions of Vice-President, Secretary, Director of Discipline, Director of Public Relations, and the Director of Statistics and Registration shall be elected in odd numbered years.

Director Vacancy

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

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 their incumbent's position(s) for the remainder of the term being filled.

Removal of Director

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

1. The Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - If she/he becomes incapable of performing the business of the TBWSC
 - If she/he is absent from two (2) or more meetings of the Board without satisfactory reason
 - If she/he no longer resides in reasonable proximity to the TBWSC
 - If she/he becomes, or is discovered to be, and undischarged bankrupt; or

2. The Director has compromised the integrity of the TBWSC due to, but not limited to, any of the following reasons:
 - If she/he has been found guilty of an offense under the Harassment Policy of the OSA
 - If she/he has been found guilty of an offense involving violence under the Discipline Policy of the OSA
 - If she/he has failed to properly account for monies or other property belonging to the TBWSC
 - If she/he has been found guilty of a criminal offense directly affected the TBWSC

A Member of the Board of Directors holding their respective position(s), as a Director or other position(s), may be removed from office by the Board of Directors for good and sufficient cause by a two-thirds majority vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the TBWSC. If the Board of Directors removes a Director, the Board of Directors may appoint a successor to the position(s) for the remainder of the term(s) to be filled.

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the TBWSC provided notice to remove the Director has been given to persons entitled to attend the Member's meeting. If a Director is removed at a Member's 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.

Conflict of Interest and Standards of Conduct

The Directors shall be subject to the Conflict of Interest Policy and the Code of Conduct and Ethics as outlined in the Ontario Soccer Policies (Oct. 13, 2018).

Duties of Board of Directors

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

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

Duties of Directors

President (Elected for terms beginning in January of even years)

Except as provided for in the Dispute Resolution Policy of the OSA, and where the President delegates the responsibility to another person

- Preside at all general meetings of the TBWSC and the Board of Directors
- Be ex officio a member of all committees, except any nominations committee

- Appoint all chairs of standing and special committees subject to ratification by the Board
- Coordinate all duties of the Board, committees, staff
- Have signing authority for TBWSC
- Act as a spokesperson for the TBWSC

Past-President

- Act as a consultant to TBWSC Board of Directors in terms of applying and implementing policies and procedures
- Provide clarification regarding previous TBWSC Board of Director decisions, priorities and vision
- Does not have voting authority

Vice-President (Elected for terms beginning in January of odd years)

- Act in the absence of the President
- Assist the President in performing duties for the TBWSC as requested by the President
- Have other powers as assigned by the Board of Directors
- Will coordinate TBWSC award voting, prepare TBWSC awards and organize awards ceremony if applicable
- Will present team requests for fundraising to the TBWSC Board of Directors for approval
- Respond to the requests of TBWSC when called upon to do so
- Responsible for the care of trophies and engraving

Treasurer (Elected for terms beginning in January of even years)

- Ensure that full and accurate records are kept of the accounts of the TBWSC
- Deposits all monies into a financial institution approved by the Board of Directors
- Have signing authority for TBWSC
- Report to the TBWSC Board of Directors at least once per TBWSC season
- Submit an Annual Report to the TBWSC Annual General Meeting

- Notifies Board Members of players or teams with outstanding monies
- Ensure accurate billing of referees in coordination with the Director of Statistics and Registration
- Pay bills and issue refunds as approved by the Board of Directors

Secretary (Elected for terms beginning in January of odd years)

- Maintain a record of all meeting minutes of this organization
- Maintain copies of all committee reports
- Notify officers and committee Member of their election or appointment
- Provide Board Members with documents required to perform their duties
- Sign all certified copies of acts of the organization (unless otherwise specified in the TBWSC's published rules)
- Maintain record books in which bylaws, published rules and minutes are entered and have current record books available at each meeting
- Prepare, prior to each meeting in consultation with the presiding officer, an order of business
- Responsible for communicating information to the TBWSC Team Reps
- Provides information to the Director of Statistics and Registration for the TBWSC Website in accordance with the TBWSC Board of Directors approval
- Will regularly check the TBWSC email account for correspondence and forward to the appropriate Board Member and the President
- Will inform and work with the Treasurer to ensure that the website & domain name fees are paid
- In the absence of the President and Vice-President, preside until the immediate election or appointment of a new presiding officer

Director of Scheduling and Registration (Elected for terms beginning in January of even years)

- Schedules all games as set out by the TBWSC
- Confirms and schedules field assignments with SNO
- Uploads and maintains the schedule on the website
- Reschedules games if necessary

- Provides schedules to members
- Receives all Travel Permits for approval by Board of Directors
- Be the liaison between Referee Convener (if utilized) and the TBWSC
- Work with SNO to obtain registration lists to generate and maintain team rosters on the website
- Ensure game sheets are generated and available to team representatives and/or referees as required
- Respond to the requests of the TBWSC when called upon to do so

Director of Discipline (Elected for terms beginning in January of odd years)

- Attend any disciplinary hearings if so required
- Obtain and review weekly discipline list provided by SNO
- Notify team representatives of offending players, should representative not be available then notify the offending player
- Respond to the requests of the TBWSC if so required

Director of Public Relations (Elected for terms beginning in January of odd years)

- In conjunction with the President, will be the spokesperson for the TBWSC
- Responsible for communicating with the media or others, any pertinent information that promotes (in a positive manner) the TBWSC league, its mission statement, and/or women's soccer, particularly in the district of SNO
- Maintains regular media contacts
- Provides information to the Director of Registration and Statistics for the TBWSC Website in accordance with the TBWSC Board of Directors approval
- Promote any TBWSC functions in accordance with the TBWSC Board of Directors approval
- Promote Member recruitment
- Respond to the requests of the TBWSC when called upon to do so

Director of Statistics & Registration (Elected for terms beginning in January of odd years)

- Will be responsible for updating the TBWSC website in accordance with the TBWSC Board of Directors approval
- Will ensure links, pages and forms are functional on a regular basis
- Will update statistics, standings, and current forms on the website for use in the present season (including but not limited to game sheets, registration links, policies & procedures, league rules, etc.)
- Work with SNO to obtain registration lists to generate and maintain team rosters on the website
- Ensure game sheets are generated and available to team representatives and/or referees as required
- Obtain and review weekly game sheets to ensure all players are registered
- Will keep all games sheets for a period of one (1) year
- Will resolve all issues related to game results and statistics, consulting team reps as needed. If an issue cannot be resolved, the game sheet stands
- Ensure accurate billing of referees in coordination with the Treasurer
- Maintain player and game result statistics in the database
- Will inform and work with the Treasurer to ensure that the website & domain name fees are paid
- Respond to the requests of the TBWSC when called upon to do so

Director(s) at Large (Elected for terms beginning in January of even years)

- Assists any Board Director as assigned by the President
- Work with SNO to ensure all nets are in place prior to the start of the outdoor season
- Work with SNO with regards to outdoor field maintenance (grass, lines)
- Provides information on practice fields and facilities
- Organize/coordinate skills clinics for all players
- Respond to the requests of the TBWSC when called upon to do so

Nominations and Elections

Nominations for the positions on the Board of Directors may be made to any member at the Annual General meeting or at a Special General Meeting called for that purpose.

Nominations and elections for positions open shall be held in order of the positions listed in the Constitution.

Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.

A majority of votes cast shall be required to elect Directors. In the event that no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

In the event of a tie the Past President will vote to determine a winner.

ARTICLE 6: MEETINGS

General Meetings

An official notice of each meeting shall be given to all members at least fourteen (14) days before the meeting is to be held, at such place, and at such date as the Board of Directors may determine. Such notification shall be by email.

Ten (10) voting Members or 5% of the voting Membership, whichever is less, shall form quorum at all general meetings of the TBWSC. A majority of the votes shall decide any question unless otherwise required by this By-Law or other law.

Annual General Meeting

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

1. Roll Call
2. Credentials Report (if necessary/applicable)
3. Minutes of Previous Annual General Meeting
4. President's Address
5. Officers' Reports (if necessary/applicable)

6. Treasurer's Report
7. Auditor's Report (if necessary/applicable)
8. Appointment of Auditors (if necessary/applicable)
9. Other Reports
10. Unfinished Business
11. Amendments to the By-Laws & Policies and Procedures (if necessary/applicable)
12. Roll Call
13. Election of Officers and Directors
14. Any Other Business (New)
15. Adjournment

Special General Meeting

A Special General Meeting of the TBWSC:

- 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 TBWSC by registered mail, certified mail, trace mail, courier service, hand delivery, and signed by not less than ten (10) Members or 5% of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General meeting. The Special General Meeting shall be held within thirty (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.

League General Meeting

A League General Meeting shall be called by the Board of Directors to deal with the regular business of the TBWSL.

Voting at General Meeting

Every Member, in good standing, ages sixteen (16) and over shall have the right to attend, speak, and cast one vote at members' meeting of the TBWSC.

Every Member under the age of sixteen (16) shall have the right to attend and speak at members' meetings, but a parent or guardian who shall also have the right to attend and speak on behalf of that member at members' meetings must cast any votes.

Proxy Voting at General Meeting

Every Member, in good standing (or parent or guardian of a member, in good standing, under the age of sixteen (16)), is entitled to vote at a meeting of members, may by means of a proxy appoint another member, in good standing, or a person, sixteen (16) years of age or older, as the member's nominee to attend and act at the meeting in the manner, to extend and with the power conferred by the proxy.

An individual may only hold one proxy.

The format for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in the Rules and Regulations.

Board of Directors Meeting

The Board of Directors shall meet at least four (4) times per year, upon fourteen (14) days' notice given by the President and Secretary, at such place and time as the Board of Directors may determine.

A majority of the members of the Board of Directors shall form a quorum at all meetings of the Board. A majority of votes shall decide questions arising at any meeting where each director is entitled to cast one vote.

ARTICLE 7: COMMITTEES

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

ARTICLE 8: PROCEDURES GOVERNING MEETINGS

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

ARTICLE 9: BY-LAWS AND AMENDMENTS

- a) By-Law amendments may be proposed by the Board of Directors, or submitted by a member to the TBWSC in writing at least twenty-one (21) days prior to a general meeting of the TBWSC; and must be approved by a majority vote of the Board of Directors, and by a two-thirds majority vote of the membership voting in person or by proxy at a meeting of the TBWSC duly called for that purpose
- b) All members entitled to vote shall be notified with the TBWSC's notice of the said members' meeting about By-Law amendments. Such notification shall be by email.

ARTICLE 10: RULES AND REGULATIONS

The TBWSC 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 TBWSC'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 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 an Annual General Meeting or Special General Meeting. If the Board of Directors amends the rules and regulations, the amendment shall be presented for ratification at the next Annual General Meeting or a special general meeting called for that purpose. If the amendment is not ratified, it is of no effect and the previous Rules and Regulations are then in effect.

ARTICLE 11: INDEMNITY

Members of the Board of Directors or other servants to the TBWSC, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the TBWSC 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 neglect or default.

ARTICLE 12: FINANCE

The accounts of the league shall:

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

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

At the Annual General Meeting of the TBWSC, a Chartered Accountant firm shall be appointed to perform the Audit or the Financial Review Engagement.

The fiscal year of the TBWSC shall end on October 31st of each year, unless otherwise ordered by the Board of Directors.

ARTICLE 13: DISPUTE RESOLUTION

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

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

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

The TBWSC shall make available to any member the Dispute Resolution process when requested.

ARTICLE 14: HARASSMENT

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

The TBWSC shall adhere to the Harassment Policy (see www.ontariosoccer.net) as published and approved by The OSA from time to time.

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

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.

The TBWSC shall make available to any member the Harassment Policy when requested.

ARTICLE 15: APPEALS

- a) Any member or registrant of the TBWSC directly affected by a decision of the TBWSC may appeal such decision. A non-member may appeal the denial or termination of membership in the TBWSC.
- b) A decision of the TBWSC may be appealed to SNO with which the TBWC is affiliated. The appeal shall be conducted in accordance with The OSA and SNO's published rules.
- c) An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the TBWSC's operations, except where the selection, appointment and revocation process outlined in the TBWSC's rules and regulations has not been followed.

ARTICLE 16: DISSOLUTION

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

ARTICLE 17: DEFINITIONS/TERMINOLOGY

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

Policies and Procedures

1.0 Registration

- 1.1 Registration of players, coaches, team managers and administrators shall be in accordance with the published rules of Soccer Northwest (SNO) and the Ontario Soccer Association (OSA). Each player must complete the SNO online registration form a minimum of 72 hours prior to their eligibility date or by the date determined by the TBWSC Board of Directors allowing time to ensure player registration is confirmed from Soccer Northwest and processed by the TBWSC. After the original registration deadline, new registrations will be processed using a predetermined schedule as set by the TBWSC Board of Directors. A player is eligible to play once their name appears on the online roster for their league/team/division. Until confirmation of registration has been received, the player is considered ineligible to play.
- 1.2 Playing ineligible players are subject to an automatic forfeiture of the game in question and could result in disciplinary action from the TBWSC.
 - 1.2.1 Any goals scored by unregistered players will not be counted in the final game score
- 1.3 A player may register for one competitive team and two recreational teams as outlined by the OSA.
- 1.4 After the original registration deadline, new registrations will be processed using a pre-determined schedule as provided by the TBWSC Board of Directors.
- 1.5 Failure to follow this rule will result in a review of the issue by the TBWSC and if determined necessary, a formal request will be sent to the SNO Discipline Committee.

2.0 Transfers

- 2.1 A player may transfer to another team in the club by submitting a request (via email or written) to the Board of Directors. Once approved, an administrative fee will be required which is payable to SNO.

- 2.2** The transfer must be approved by the TBWSC Director of Registration and Statistics before the first game is played with the new team. The TBWSC will advise the new team manager/captain by email when a player is eligible to play.
- 2.3** The transfer deadline shall be four weeks prior to commencement of the playoffs of the playing season.
- 2.4** A player may only transfer once during the playing season.
- 2.5** When a player transfers from one team to another during the course of the season, the receiving team must re-register that player and pay any applicable registration fee that arises out of the transfer. The team losing the player shall be entitled to register a replacement player without penalty.
- 2.6** Registration fees from transfers are non-refundable and can only be reapplied as per 2.5 above.
- 2.7** A player may transfer to a division lower in the OSA Pyramid of Play.
- 2.8** A limit of two transferred players per team is permitted per season.

3.0 Referees

- 3.1** For the outdoor season each team is required to appoint a “line” person to assist the referee when assistant referees have not been appointed.
- 3.2** If an outdoor season game is cancelled at the game site because of inclement weather, the attending referee shall receive half the usual game fee. The referee shall submit the game sheets with a brief explanation for the reason the game was cancelled on the back of the corresponding game sheet or the referee will not be paid for the cancelled game.
- 3.3** If the referee abandons a game, the referee fee shall be determined by the TBWSC Board taking into account the circumstances for abandoning the game. The referee must submit the game sheet with an explanation on the back or a copy of the official incident report that is submitted to SNO.
- 3.4** If the referee fails to attend the scheduled game, the teams, if mutually agreeable, can appoint a referee. The game sheets will be collected by the winning team, or in the case of a tie the home team and submitted to SNO. The game sheets will be verified and signed by both team representatives.

3.5 In the event the game is defaulted by a team for lack of registered players, teams may exchange players and request a scrimmage game for which the referee is expected to preside over for their usual fee. The referee will record the default by scoring the game 1-0 with the team that defaulted receiving a score of zero (0). The referee will also indicate that the game was defaulted.

4.0 Travel

4.1 Teams of the TBWSC wishing to travel to tournaments or exhibition games, out of the district:

4.1.1 Shall notify the TBWSC Board of Directors and SNO not less than thirty (30) days prior to the event.

4.1.2 Must complete and submit the OSA travel permit and have approval from the TBWSC and SNO before traveling.

4.1.3 All tournament or exhibition games must be sanctioned.

5.0 Fundraising

5.1 Teams wishing to raise funds shall:

5.1.1 Conduct such activities in an ethical and moral manner.

5.1.2 Have the approval of the TBWSC Board of Directors before making commitments.

5.1.3 Follow all guidelines as set by the TBWSC Board of Directors

6.0 Amendments

TBWSC policies and procedures may be amended at any TBWSC Board of Directors meeting by a simple majority vote.

League Operations – Indoor & Outdoor Seasons

1.0 Name

- 1.1 The name of the league shall be the Thunder Bay Women's Soccer League (TBWSL).

2.0 Objectives

- 2.1 The aims and objectives of this league are as follows:

- 2.1.1 To provide an opportunity to address physical, mental, and social lifestyle needs and encourage sportsmanship and community involvement.
- 2.1.2 To establish a league which enables women to enjoy playing the game of soccer for recreation and leisure.
- 2.1.3 To provide an opportunity for participants to play the sport of soccer at a level suitable to their current soccer skills in an environment that is comfortable for each participant.

3.0 Membership

- 3.1 The league shall be comprised of:

- 3.1.1 Teams from the TBWSC

- 3.1.1.1 Teams may only register in one division. Each team may register a maximum of 25 players (outdoor) and 18 players (indoor),
- 3.1.1.2 Indoor & Outdoor team rosters may include a maximum of three (3) players who are also registered to a team in another division one level higher. Lower division is the primary team. No Exceptions.

3.1.1.2.1 Players who would like to sign with more than one (!) team must notify their team manager prior to signing with another team.

3.1.1.2.2 Players who would like to sign with more than one (1) team must notify the TBWSC and include team names.

3.1.1.2.3 Approval from the TBWSC is required for all requests from players who would like to sign with more than one (1) team.

3.1.1.3 For Indoor/Outdoor: players must be a minimum of sixteen (16) years of age prior to December 31st of the registration year. No Exceptions.

3.1.2 Youth teams from other clubs who are members in good standing with SNO and have been approved to participate in the TBWSL by the TBWSC Board of Directors. For Indoor/Outdoor: players must be a minimum of sixteen (16) years of age prior to December 31st of the registration year. No Exceptions.

3.2 League teams shall:

3.2.1 Pay \$300 deposit (non-refundable) of the operating fee by a date determined by the TBWSC Board of Directors each season. Failure to pay by the determined date, team is not added to the schedule or included in the league.

3.2.2 Pay the balance of operating fee by date determined by the TBWSC Board of Directors. Failure to pay by the determined date will result in forfeiture of all games and teams will be ineligible to play until full payment is received.

3.2.3 Post a performance bond of \$100 prior to each playing season if requested. This performance bond would be included in the total fees and will be held for the duration of the season. The performance bond will be refunded unless a team owes fees or fines.

3.2.4 Register their team uniform colours by the same date set forth by the TBWSC Board of Directors for the deposit prior to each season.

- 3.2.5** Confirm blackout dates that the team is unable to play before the scheduling deadline, set by the TBWSC Board of Directors.
- 3.2.6** Have a team name that is not similar to any other team in the TBWSL.
- 3.2.7** Have a representative attend meetings of the TBWSL if requested.
- 3.2.8** Notify the TBWSC Director of Public Relations of any address changes or contact information
- 3.2.9** Youth teams from other clubs shall provide an official roster complete with OSA registration numbers and a date of birth for each player by the date determined by the TBWSC Board of Directors.
 - 3.2.9.1** Changes made through SNO which affect youth team rosters must be submitted to the Director of Statistics and Registration or TBWSC Board designate at the time the change is made in the SNO database and absolutely no later than 7 days prior to their next TBWSL game.
- 3.2.10** The TBWSC reserves the right to refuse membership, for good reason, to any individual, team, or club.
- 3.2.11** Teams will provide the current names, email addresses, and telephone numbers for two representatives per team for ongoing TBWSC communication.
- 3.2.12** Teams must submit their roster to the Director of Statistics and Registration with double signed players by the date determined by the TBWSC Board of Directors.

4.0 League Management

- 4.1** The TBWSC Board of Directors shall manage the TBWSL

5.0 League Competition

- 5.1** In TBWSL competition, teams will be awarded three (3) points for a win and one (1) point for a tie. The team with the most points at the completion of the season schedule shall be declared the TBWSL championship winner.

5.2 If two or more teams are tied in points for a position, the following tie-breaking factors shall be applied in the following order:

5.2.1 Head-to-head (The record of the tied teams against each other)

5.2.2 Goal Average between tied teams (Goals for minus goals against divided by the number of games played)

5.2.3 Most Wins

5.2.4 Goals For

5.2.5 Goals Against

5.2.6 In the outdoor season a play-off game

5.2.7 In the indoor season if a play-off game is not possible then the TBWSC will determine the process to break the tie.

6.0 Play-off Competition Requirements

6.1 The TBWSC Board of Directors shall determine play-off format.

6.2 Duration

6.2.1 Outdoor Play-off Game Duration

6.2.1.1 In play-off competition, if after regulation time the score is tied and the game result cannot result in a tie, two fifteen (15) minute periods of extra time will be played. During the extra time if a team scores, that team will be declared the winner (Golden Goal). If, after the periods of extra time, the score is still tied the winner of the match will be determined by kicks from the penalty mark.

6.2.1.2 Procedure for penalty kicks

- Players that are eligible are those that are on the field when the extra time period is completed.
- Each team will name **five (5)** players in the order that the kicks will be taken and submitted to the referee.

- A coin toss, called by the home team, will determine the team that will kick first. The winner of the toss will choose whether they wish to go first or second.
- Players from each team will alternate taking the kicks upon coordination with the head referee and submitted list of players.
- With the exception of both goalkeepers and the player taking the penalty kick, all players must remain within the centre circle.
- The goalkeepers of each team will remain at the goal line outside the penalty area.
- Goalkeepers are allowed to take the penalty kicks.
- If the score is still tied after the five (5) players from each team have completed their kicks, then each team will name an additional player that has not already kicked and continue taking kicks alternatively. Each team will continue to name an additional player until a winner is determined.
- Players will not be allowed to kick again unless all eligible players have been used.

6.2.2 Indoor Play-off Game Duration

6.2.2.1 In play-off competition, if, after regulation time, the score is tied and the game result cannot result in a tie, the winner of the match will be determined by kicks from the penalty mark.

6.2.2.2 Procedure for penalty kicks:

- All dressed players (excluding any players who were dismissed) shall be "eligible players" to take part in the "Taking of Kicks from the Penalty Mark".
- When a team finishes the match with a greater number of players than its opposing team, that team shall reduce its numbers to equate with that of its opposing team.
- Before the start of "kicks from the penalty mark", the referee shall ensure that only an equal number of players from each team remain within the center circle and they shall take the kicks.

- The referee shall choose the goal at which all of the kicks shall be taken.
- The referee tosses a coin and the team whose captain wins the toss decides whether to take the first or second kick.
- The referee shall keep a record of the kicks being taken.
- Subject to the conditions below, both teams shall take 5 kicks which will be alternately taken by the teams.
- If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks shall be taken.
- If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks.
- Each kick is taken by a different player and all eligible players must take a kick before a player can take a second kick.
- An eligible player may change places with the goalkeeper at any time when kicks from the penalty mark are being taken.
- Only the eligible players and match officials are permitted to remain on the field of play when kicks from the penalty mark are being taken.
- All eligible players except the two goalkeepers and the player taking the kick must remain at center-line.

6.2.3 If, after full regulation time, the indoor facility's schedule does not allow for the play-off format to be played, additional time will be schedule at a time determined by the TBWSC Board of Directors. Every attempt will have been made to have the play-off format follow immediately after the regulation time of the play-off game.

6.3 Player movement (pick-ups and/or Trial Registration Permit (T.R.P.) players) will not be allowed during the play-offs.

7.0 Player Movement

7.1 A player may play for a team to which she is not registered only under **all** the following conditions:

7.1.1 All pick-ups, including name, jersey number, and team, must be added to the game sheet. If a Team Rep cannot do this this information must be emailed to tbwsc.registrar@gmail.com within twelve (12) hours of the game.

7.1.2 TBWSL teams are permitted pick-up players from other teams within their club. Players must meet hierarchy of age, player, team, and league classifications as outlined by the OSA Pyramid of Play, with some exceptions.

7.1.2.1 Teams are permitted a lateral movement of players from their division and/or from teams in lower divisions.

7.1.2.2 Indoor & Outdoor team rosters may include a maximum of three (3) players who are also registered to a team one division higher. Indoor & Outdoor team rosters may include an unlimited number of players also registered to a team one division lower. Lower division is the primary team.

7.1.2.3 Pickups are permitted to assist a team in need of subs. Teams are permitted to pick up a maximum of 3 players to provide them a maximum of 3 subs for Indoor / 6 subs for Outdoor. (including rostered players and pickups). Goalies are included as one of the three pickups.

7.1.2.4 Goalies may be picked up at any time and are not restricted by the number of subs.

7.1.2.5 Failure to follow the player movement rules will result in an automatic forfeiture of the game in question.

7.1.2.6 Any goals scored by players in question will not be counted in the final game score.

7.1.2.7 Failure to follow the Player Movement rules will result in a review of the issue by the TBWSC and if deemed necessary, a formal request will be sent to the SNO Discipline Committee.

7.1.3 Trial Registration Permits (T.R.P.) are limited to no more than three (3) players per game for a maximum of three regular season games.

7.1.3.1 The Trial Registration Permit (T.R.P.) form must be completed and submitted to the TBWSC Registrar a minimum of 48 hours before the player's first game.

7.1.3.2 The Trial Registration Permit (T.R.P.) fee of \$10.00 must be submitted to SNO prior to the player's first game.

7.1.3.3 All Trial Registration Permit (T.R.P.) players, including name and jersey number, must be added to the game sheet in the pick-up section.

7.1.4 If a team uses pick-up player(s) (either from within the TBWSC or on a T.R.P.), rostered players on the host team, if present, must receive fair playing time.

7.1.5 Youth teams from other clubs are not allowed pick-ups.

7.1.6 Player movement (pick-ups and/or Trial Registration Permit (T.R.P.) players) is not permitted during play-offs.

8.0 Team Requirements

8.1 The home team shall:

8.1.1 Be named first on the schedule

8.1.2 Change its colours if required.

8.2 Both teams shall:

8.2.1 Submit a list of its players, coaches, and/or administrators on an official game sheet to the referee before each game.

8.2.2 Provide a game ball which shall be in good condition.

8.2.3 Submit temporary registration permits or player pick-up forms, when necessary.

8.2.4 Provide player identification upon request, prior to a game or at half-time.

8.2.5 Supply two regulation corner flags before the start of each game in the **Outdoor season** if needed.

8.3 Substitutions

8.3.1 Unlimited substitutions shall be permitted in all games. Substitutions for the goalkeeper must be made at a stoppage in play and with the permission of the referee at all times.

8.3.2 Substitution in the **Outdoor season** will only be allowed at the following stoppages in play and upon the referee's discretion:

8.3.2.1 When a goal is scored

8.3.2.2 At a goal kick

8.3.2.3 At a throw-in

8.3.2.4 At the beginning of the second half

8.3.2.5 For an injured player

8.3.3 For the **Outdoor season**, substitutions shall be made at the halfway line. Players must be ready at the halfway line when requesting a substitution. The substitute player will not enter the field of play until the referee approves the substitution and the player that is being substituted has left the field of play. Substitutions, on a throw-in, can only be requested by the team that is in possession of the ball during the stoppage. The opposing team may request a substitution if the team that is in possession of the ball is substituting.

8.3.4 For the **Indoor season**, substitutions shall be made within six (6) yards of the halfway line running along the touch line at the team bench.

8.3.4.1 For the **Indoor season** all substitutions shall be on the fly.

8.3.5 If the referee determines that the team has infringed on the number of players allotted on the field the referee will immediately stop play and correct the situation. A dropped ball at the point of infringement will restart the game.

8.3.6 If the infringement is deemed intentional then the referee will immediately stop play, caution the infringing player(s), and correct the situation. A dropped ball at the point of infringement will restart the game.

9.0 Game Requirements

9.1 Outdoor season game duration: Regulation time = two (2) x forty-five (45) minute halves.

9.1.1 In the event of inclement weather, excessive heat, or light restrictions, the game can be shortened if mutually agreeable between both teams and the referee. Equal halves must be no less than 30 minutes in length.

9.1.2 For the **Outdoor season** a minimum of seven (7) players on each team are required to start a game. Failure to meet this requirement by the game kick-off will result in a defaulted game.

9.1.2.1 Reason for default must be noted on the game sheet.

9.1.3 The team deemed the winner of a defaulted game shall be awarded three points and the score will be recorded as 1-0. In play-off competition, the winner shall advance to the next round.

9.1.4 Game Equipment: For the **Outdoor season** if a team fails to provide regulation corner flags before the kick-off of the game is taken, the game shall be played with the consent of the referee. The referee will note on the game sheet that the corner flags were not provided and complete the game sheet as usual. If the opposing team files a written complaint (within forty-eight (48) hours of the offence), then the team that fails to provide the corner flags will be requested to attend a hearing with the TBWSC Board of Directors to determine the final outcome, the score of the game, and any disciplinary action necessary.

- 9.1.5** For the **Outdoor season** if a game is abandoned at half-time due to weather conditions, the score is recorded as it stands at the time the game is abandoned. The game will be considered complete if a full half has been played. If the game is abandoned prior to half-time, the game will be replayed, if time and the schedule permits, or the TBWSC Board will determine the outcome.
- 9.2 Indoor season** game duration: Regulation time = two (2) x twenty-five (25) minute halves.
- 9.2.1** For the Indoor season a minimum of four (4) players on each team are required to start a game. Failure to meet this requirement by the game kick-off will result in a defaulted game.
- 9.2.2** The team deemed the winner of a defaulted game shall be awarded three points and the score will be recorded as 1-0. In play-off competition, the winner shall advance to the next round.
- 9.3** If a game is not completed for any reason, the referee must report it on the game sheet. The TBWSC Board will determine the outcome as follows:
- 9.3.1** Allow the score to stand, or;
- 9.3.2** Have the game replayed, or;
- 9.3.3** Deem the game as defaulted or forfeited (if applicable)
- 9.4** If a team fails to complete its schedule by withdrawing from the league, all games played by that team shall be declared null and void.

10.0 Game Sheets

- 10.1** Game sheets listing team rosters and game information will be generated by the TBWSC and each team representative must ensure player names and jersey numbers listed on the sheet are correct before submitting to the referee. The goalkeeper may be listed as G on the game sheet, if remaining in that position for the duration of the game. If using pick-up player(s), their name, jersey number and team name must be added to the game sheet.

- 10.1.1** Teams must provide a completed game sheet prior to the start of the games with all pertinent information including the date of the game, and indicate Home/Visitor teams in addition to ensuring all player information is correct.
- 10.1.2** If a team cannot provide a valid completed game sheet prior to the start of the game, the team will forfeit the game to the opposing team by a score of 1-0. If both teams do not produce proper game sheets, then both teams will default the game and no point will be awarded.
- 10.2** Any team with more than one player bearing the same name must use middle initial(s) or some other fully differentiating mechanism with which to identify, beyond doubt, the identity of each player.
- 10.3** The game sheet will be signed by the coach or person responsible for the team as being correct. Any player using any name other than that on the sheet or playing without her name being entered on the game sheet will be deemed an ineligible player and the result of the game will be subject to review by the TBWSC Board of Directors. Any coach or person responsible for the team knowingly playing an ineligible player is subject to disciplinary action.
- 10.4** Any player listed on the game sheet will be deemed to have played in the game dated on the game sheet.
- 10.5** Only individuals listed on the online roster (players, managers, coaches) may be on the team bench with the exception of TBWSC Board members.

11.0 Equipment Requirements

- 11.1** No two teams in the same league division shall have jerseys of the same or similar colour. In the case where team uniforms are deemed to be too similar, teams that have previously registered the colours shall have precedence over teams changing their colours and teams new to the league division. The TBWSC Board of Directors, prior to the start of the season, shall determine any changes that are required as a result of existing colour conflicts. Proposed changes to colours must be tendered to the TBWSC Board of Directors in writing, prior to playing with new uniform colours, for approval. The TBWSC Board of Directors' decision shall be final.

11.2 Players must wear the approved team uniforms for each game. Players on a specific team will have identical uniforms, including the same colour jerseys, shorts, and socks. Goalkeepers for each team must wear a different colour than their team, the opposing team, and the opposing team's goalkeeper. If necessary, additional clothing may be worn under the uniform at the discretion of the referee, provided the clothing colour is consistent among the team. In poor weather conditions long sleeve shirts are allowed under the team jerseys.

11.2.1 Numbers shall be of a contrasting colour from the body of the jersey and large enough to be visible.

11.2.2 Goalkeepers are not required to have numbered jerseys.

11.3 Players are required to wear shin guards that provide adequate protection and footwear deemed safe for play by the referee.

11.4 Players may not wear jewelry of any kind. Taping of jewelry is not permitted.

11.5 Refer to the [FIFA Laws of the Game](#) for further clarification on equipment requirements.

12.0 Protests

12.1 Any protest arising from league or play-off competition shall be sent to the TBWSC and the opposing team by registered mail or recorded delivery within two days of the game (Sunday excluded) being protested, accompanied by an administrative fee* of fifty (50) dollars.

****Fee will be refunded if the outcome of the TBWSC hearing is in favour of the protesting team.***

12.2 The TBWSC Board of Directors, in accordance with the policies and procedures of SNO and the OSA, shall deal with protests.

12.3 A TBWSC hearing will be held to determine the outcome and the score of the game in question, and any required disciplinary action.

13.0 Schedule

13.1 The Director of Scheduling and Registration will create the schedule and it will be approved by members of the TBWSC Board of Directors prior to the start of the season.

13.2 Games shall be re-scheduled according to the available dates, times, fields, and referee availability.

13.3 Games shall only be re-scheduled if:

13.3.1 Seven days written notice has been given to the affected teams on the designated game change.

13.3.2 With the consent of both teams involved and the TBWSC Board of Directors.

13.3.3 The time and field are available and acceptable to both teams involved in the re-scheduled game.

13.4 In the Indoor season an additional charge may be applicable to secure the additional field time for the re-scheduled game.

13.5 The TBWSC will publish re-scheduled games giving not less than seven days' notice to each team, SNO, and the referee convener (who will in turn inform the referee(s) assigned to the game.

14.0 Promotion and Relegation

14.1 The TBWSC Board of Directors shall determine the number of teams and their placement in the league.

15.0 New Teams

15.1 The TBWSC Board of Directors shall determine placement of new teams.

16.0 Trophies of Awards

16.1 League Awards

16.1.1 Each division will have a League and Play-off winner.

16.1.2 Additional individual awards will be determined by the TBWSC Board of Directors each season.

16.1.3 The team coaches or administrators will be the TBWSC's contact for individual awards. The nomination and selection process will be determined by the TBWSC Board of Directors.

16.2 Kaitlin Restall Memorial Award

16.2.1 Will be presented to an individual playing indoor soccer who has been a member of the club for a minimum of 5 years. She is dedicated to her team but more than willing to sign up for shake-up seasons or tournaments with other teams/players for the opportunity to play more soccer and meet new friends.

16.2.2 Nominations will be accepted from each team in the indoor league.

16.3 Individual awards shall be awarded to players who, by their ability, effort, sportsmanship, and deportment reflect the highest standards and principles considered to be in the best interests of the game and the TBWSC.

16.4 Eligibility for individual awards shall require participation in at least fifty (50) percent of their team's scheduled league games.

16.5 The TBWSC Board of Directors shall determine the awards process.

17.0 Conduct and Discipline

The following are Policies and Procedures for discipline management under the TBWSC. All discipline shall be conducted in accordance with the OSA's published rules.

17.1 Code of Conduct

17.1.1 Administrators, Executive Committee Members, League Officials, Club Officials, Referees, Referee Assignors, and registered team

officials must conduct themselves at all times when dealing with soccer related activities, on or off the field, in such a manner as to set a positive example.

17.2 Discipline action may only be taken against a registrant of the TBWSC and/or a team registered with TBWSL. A registrant is a person and/or team who are named on the register of the TBWSC. Any person acting as a Coach or the Administrator of an associated team in the TBWSC shall be considered to be a registrant of the TBWSC regardless of whether he/she has registered to do so. Individuals or organizations who register with the TBWSC cannot be retroactively charged with any policy or rule violation regarding any incident that occurred prior to the registration of such person or organization.

17.3 A registrant is accused of an offence and is subject to discipline when:

- a) A game official reports and offence; or
- b) A registered individual or organization complains, in writing, to TBWSC or SNO that an offence has been committed, which, after investigation, warrants further action by the Board of Directors from TBWSC or a Discipline Hearing Panel from SNO; or
- c) A letter of complaint is received which, after investigation, warrants further action by the Board of Directors from TBWSC or a Discipline Hearing panel from SNO. Action shall only be taken in (b) and (c) if the complainant willingly agrees to be identified and agrees to act as a witness, if required.

17.4 Misconduct must be reported, in writing, to the TBWSC. The written report must be submitted within ninety (90) days of the occurrence of the alleged misconduct and the organization must commence action within thirty (30) days after the receipt of the written report or the report will be declared null and void.

17.5 All misconduct cases relating to teams registered in the TBWSC shall fall under the jurisdiction of the TBWSC.

17.6 The TBWSC may refer a misconduct incident to SNO or the OSA. If SNO or the OSA determines that the referral is valid, it shall handle the case. If SNO or the OSA determines that the referral is not valid, the case shall be handled by the TBWSC.

- 17.7** Players, coaches, administrators, and spectators may only take part in, or attend, games on condition that they observe the “Published Rules” of the OSA.
- 17.8** Every team is responsible and shall be held accountable for the actions of its players, coaches, administrators, and spectators, and is required to take all precautions necessary to prevent its players, coaches, administrators, and spectators from threatening or assaulting anyone present and games, and especially the game official(s).
- 17.9** In all cases of mistaken identity of an accused player, coach, or administrator caused because of a game sheet error or other irregularities, the responsible team shall properly identify the offending party involved.
- 17.10** Accused parties have the right to appear at a hearing at their own expense.
- 17.11** All parties directly affected by a discipline decision have the right to receive a written copy of the decision and also the specific “Rights of Appeal Information” including:
- 17.11.1** The name and address of the organization to which the appeal must be sent.
 - 17.11.2** The amount of the appeal fee.
 - 17.11.3** The criteria for the specific grounds for appeal.
 - 17.11.4** Which organizations must receive a copy of the appeal.
 - 17.11.5** The method of delivery for both the appeal and the fee.
- 17.12** The timelines for appealing a decision shall only go into effect after the affected party has received a written copy of both the decision and the “Rights of Appeal Information”.
- 17.13** The accused individual or his/her representative must attend a hearing. Anyone representing an accused must provide a signed proxy statement from the accused before being allowed to participate at a hearing. If the accused does not appear, the hearing will not proceed, and the accused will be suspended from all soccer related activities until he/she attends the hearing.

17.14 Each party required to attend a Discipline Hearing is entitled to bring witnesses. Witnesses must appear in person. Written reports by witnesses are not acceptable. There is no limit to the number of witnesses allowed, but that they must add new testimony and the Board of Directors can limit testimony when it becomes repetitious.

17.15 All infractions (see Section 17, Sub-section 17.16) can be provided to the TBWSC Board of Directors by email or in writing, and will be reviewed by the TBWSC Board of Directors. If necessary, an infraction hearing may be scheduled by the TBWSC, which requires two registered team representatives to attend. If a guilty finding is rendered a minimum fine of \$25 will be issued, and a suspension or expulsion may be imposed depending on the severity and/or frequency of the infraction(s).

17.16 The following are considered infractions:

17.16.1 Failure to supply a game ball.

17.16.2 Failure to supply corner flags (if needed).

17.16.3 Defaulting a game, due to an inadequate number of players.

17.16.4 Failure to complete the league schedule by withdrawing from the league.

17.16.5 Failure to attend or send a designated proxy to a scheduled TBWSC/ League meeting

17.16.6 Failure to attend a scheduled TBWSC/League hearing

17.16.7 Late membership application

17.16.8 In the event that a registered member shows dissent towards members, teams, coaches, administrators, of the TBWSC Board of Directors or brings the TBWSC into disrepute.

17.16.9 Failure to follow the player movement and player pick-up requirements.

- 17.17** In the event that a team is suspected of playing an ineligible player (i.e. unregistered, late registered, suspended), the Director of Statistics and Registration shall verify the player's ineligibility with the current TBWSL registration and OSA records. Once verified, the Director of Statistics and Registration shall notify the Director of Discipline and the TBWSC President of the offense. The Director of Discipline shall then send an email to the team notifying them of the offense and the disciplinary action being taken as a result (i.e. forfeiture of the game in question and/or a fine). The Director of Statistics and Registration, the President, and the TBWSC email account must be copied on the email sent to the offending team.
- 17.18** Any teams found guilty by the TBWSC Board to have played an ineligible player will be disciplined at the discretion of the TBWSC Board including a monetary fine, and/or possible suspension or expulsion depending on the severity and/or frequency of the infraction(s).
- 17.19** If infractions are detected then the games in question will be forfeited, and will result in a review of the issue by the TBWSC. If deemed necessary, a formal request will be sent to the SNO Discipline Committee.

END OF DOCUMENT

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Version	Date	Authors/Comments/Amendments/Approvals
019.1	Feb 3, 2019	Jan Welch, Director of Registration, Statistics, & Website: Constitution was re-typed from beginning to end due to previous errors in section/sub-section numbering which were unable to be rectified in the previous versions, original versions. Additional edits/changes were noted throughout the document for Board review and approval.
019.2	Feb 7, 2019 Feb 18, 2019	Additional edits/changes were made/ratified by Gwen Gamble, President. Document to be circulated to TBWSC Board members for approval before final version is created. Changes made to Constitution approved by TBWSC Board.
019.3	Feb 8, 2020	Changes made to Constitution as per TBWSC AGM on November 19, 2019.
021.1	Jan 13, 2021	Changes made to Constitution as per TBWSC AGM on January 11, 2021.
021.2	Nov. 7, 2021	Changes made to Constitution as per TBWSC AGM on November 29, 2021.
022.1	Nov. 2, 2022	Changes made to Constitution as per TBWSC AGM on November 16, 2022..