

This document, having been approved by the North Middlesex Soccer Association shall supersede any previous versions of the North Middlesex Soccer Association Constitution issued September 2016

## **CONSTITUTION ARTICLES**

### **ARTICLE 1 NAME**

1.1. The name of this Club shall be North Middlesex Minor Soccer Association, hereinafter referred to as NMMSA.

1.2 'Member' in this shall be a parent or guardian of a child/children registered within North Middlesex Minor Soccer Association.

### **ARTICLE 2 OBJECTIVES AND OBLIGATIONS**

2.1 The objective of the association shall be to promote, foster and govern the game of soccer among boys and girls eighteen years of age and under who are residents of North Middlesex and surrounding area.

2.2 The obligations are:

- To put player and family safety first and foremost above all other considerations.
- To promote good soccer development programs and fair play in players, coaches and referees
- To enforce and uphold all NMMSA rules, regulations and bylaws.

### **ARTICLE 3 MEMBERSHIP**

3.1 Membership is open to any person willing to subscribe to the objectives, rules and programs of NMMSA

3.2. Fees for members shall be determined by the executive committee every year at the Annual General Meeting of NMMSA

### **ARTICLE 4 EXECUTIVE COMMITTEE & DUTIES**

4.1 An Executive Committee shall govern the NMMSA. The Executive Committee will consist of:

*President*

*Treasurer*

*Registrar*

*Equipment Coordinator*

*Facilities Coordinator*

*Referee Coordinator*

*West Middlesex Youth Soccer League Representative*

*Saturday Morning Coordinator*

*Website*

4.2 The Business of NMMSA shall be conducted by the Executive Committee, who shall have full control of the affairs of NMMSA.

4.3 Should an Executive Committee vacancy occur during the term of office the Executive Committee shall be allowed to fill the position.

4.4 The Executive shall select and appoint an Auditor(s) to review/audit the financial records kept by the Treasurer prior to the submission of the Financial Report for the AGM if deemed necessary.

4.5 The association shall not borrow money for any reason.

4.6 The Executive Committee may raise funds as deemed necessary for the association.

4.7 Any Execution of contracts, documents or agreements requiring the signature of the Soccer Association shall be signed by

1. President, r Treasurer
2. President and other Executive member

4.8 The Executive Committee will vote on such issues as age groupings, under/over age players. team numbers, team withdrawals, and coach selections.

#### 4.9 President

-Responsible for all phases NMMSA business, ensuring policies and procedures are upheld

-Preside at all NMMSA meetings, unless he/she otherwise delegates the responsibility

-Signing officer

#### 4.10 Treasurer

-Record accurately the financial affairs of NMMSA and report to Executive Committee

-Preparation of the financial report for meetings and the Annual General Meeting

-Ensure that all approved bills and expenses incurred by NMMSA or by anyone acting on or authorized to act, are reviewed and paid on a monthly basis, unless there are outstanding issues pending

-Signing Officer

#### 4.11 Registrar

-Shall oversee the proper registration of all players and coaches of NMMSA, with the appropriate governing body for the upcoming season.

-register all players in correct age division, unless members of executive have agreed player to move up

-maintain a record of all players, coaches, and administer registrations

-shall report to the Executive Committee at meetings and provide year end report at the Annual General Meeting

#### 4.12 Equipment Coordinator

- responsible for the distribution and collection of team uniforms and equipment every season
- Track all equipment distributed and returned
- inform Executive Committee if new equipment and uniforms need to be ordered

#### 4.13 Facilities Coordinator

- set up and closing of fields
- outline fields as needed throughout the season
- maintain nets and flags as needed
- communicate with Executive Committee and North Middlesex Recreation Department as needed

#### 4.14 Referee Coordinator

- Maintain record of qualified refs with current certificate number
- Responsible for scheduling all home game refs for all travel teams within NMMSA
- Responsible for scheduling refs for all Saturday Morning Program Games
- Communicate with Treasurer amount of money needed for refs for the season-for both Saturday Morning program and travel teams
- Distribute money to all travel team coaches and Saturday morning coordinator

#### 4.15 Western Middlesex Youth Soccer League Representative

- Attend WMYSL meetings
- report discussions/concerns/information back to the Executive Committee

#### 4.16 Saturday Morning Coordinator

- organize children into appropriate age teams
- let Executive Committee know how many teams colours for jerseys, medals etc
- do up schedule for U6 & U9 divisions, let ref coordinator know, communicate with coaches
- determine ref costs and get money from treasurer, distribute weekly
- arrange the end of year BBQ with East Williams Optimist

#### 4.17 Website

- upload/update website as needed throughout the year
- set up new Executive Committee with emails as needed.

## **ARTICLE 5      MEETINGS**

### 5.1    General Meetings:

5.1 A    The Executive Committee shall meet 3 times a year. Additional meetings may be called by the Executive should they be required (Example: Registration, making up of youth teams, etc.)

5.1 B    A simple majority of Executive members present shall constitute a quorum for all meetings.

5.1 C    All members shall receive 7 days of notice of the time, location and agenda of all General Meetings

5.1 D    . A future meeting may be cancelled upon agreement by a majority of members at a prior meeting.

### 5.2    Annual General Meeting:

5.2 A    The Annual General Meeting of NMMSA will be held in September of each year. The Financial Report shall be presented at the meeting. The acceptance of new executive members will occur at this meeting.

### 5.2 B    *Order of Business:*

#### **ANNUAL GENERAL MEETINGS**

Welcome

Financial Report

Saturday Morning Soccer Report

Travel Teams Report

Registration Report

Referee Coordinator Report

Field Maintenance Report

Website Report

WMYSL rep. Report

Team Jerseys

Executive Positions to be filled

New Business

Adjournment

### 5.3    Special General Meeting:

5.3 A    A Special General Meeting of the membership may be called by the Executive Committee by its own motion or by the Membership following receipt of a written request signed by not less than half the executive members.

5.3 B    The Special General Meeting shall be held within 30 days of receipt of the written request.

5.3 C .All members shall receive 14 days of notice of the time, location and purpose of the Special General Meeting.

5.3 D Only the Business for which the Special General Meeting has been called will be dealt with except with the unanimous consent of those present.

#### **ARTICLE 6- DISCIPLINE-CODE OF CONDUCT & APPEAL**

6.1 Any member who infringes on the Constitution, or the Rules and Regulations, or acts in a manner detrimental to NMMSA, may be disciplined by NMMSA. A member maybe reprimanded, suspended, or expelled from the membership for cause.

6.2 An individual whose membership has been suspended loses all rights of membership, until the suspension has been terminated.

6.3 The Executive Committee shall deal with all disciplinary matters within NMMSA. A discipline hearing shall be dealt with by a special meeting of the Executive Committee, within 14 days of NMMSA becoming aware of the alleged infringement. The individual who is the subject of the allegation is entitled to attend such a hearing if he/she wishes, to address the allegations before a decision is reached by the Executive Committee.

6.4 The decision of the Executive Committee is binding and final.

6.5 Termination of Membership

6.5 A A member shall be deemed to have his/her membership in NMMSA terminated if:

-The member is expelled by NMMSA Executive Committee

-The member is no longer registered with NMMSA

#### **ARTICLE 7 AMENDMENTS OF BYLAWS AND RULES AND REGULATIONS**

7.1 These By-Laws may be amended by a simple majority vote of the Executive Committee present and voting at a General Meeting of the NMMSA Executive. .

7.2 Changes to the By-Laws shall be submitted to NMMSA in writing no later than 30 days prior to the General Meeting.

7.3 Proposed amendments to the By-Laws shall be sent to all Executive Committee no less than 14 days prior to the General Meeting.

7.4 Amendments to the Rules and Regulations can be made by a majority vote of the Executive Committee at a General Meeting. If the Executive Membership amends the Rules or Regulations, the amendment must be ratified at the next Annual General or a Special General Meeting called for that purpose.

#### **ARTICLE 8 PARLIAMENTARY AUTHORITY**

8.1 All meetings of NMMSA shall be conducted in accordance with Roberts Rules of Order Newly Revised except as otherwise stipulated in its Constitution or Rules and Regulations.

**ARTICLE 9 INDEMNITY**

9.1 Every Executive Committee Member or other servant to NMMSA shall be indemnified by NMMSA 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 willfully neglects or defaults.

**ARTICLE 10 OTHER AUTHORITIES**

10.1 NMMSA is subject to the Constitution, Bylaws, and other regulations, of the following bodies to which it is affiliated:

. The West Middlesex Youth Soccer League (WMYSL)

**ARTICLE 11 POLICE CHECKS**

11.1 All volunteers working directly with children under 18 are subject to submit a Vulnerable Sector Check to the Executive Committee prior to May 15th of the current soccer season.

**ARTICLE 12 DISSOLUTION**

12.1 If the event of the dissolution of NMMSA, the net assets, after all assets have been converted to cash and all debts are paid, will be distributed to various community charities as the executive sees fit.

## **RULES AND REGULATIONS:**

The Rules and Regulations govern the manner in which NMMSA, its members, and teams conduct their business. NMMSA may make such Rules and Regulations as may be deemed necessary for the efficient administration and promotion of the game of soccer within NMMSA jurisdiction.

### **1. REGISTRATION**

Every player participating in any game conducted or sanctioned by NMMSA must be properly registered with NMMSA.

A player shall register on a registration form provided by NMMSA, **within the age division indicated on the registration form**, and pay the required fee prior to participating in any NMMSA program. The registration fees shall be paid by the registration deadline set forth by the Executive Committee. Any registrations received after this date are subject to a late fee posted on the registration form. This fee can be waived if deemed fit by the Executive Committee.

Registration and late fees will be determined at the Annual General Meeting each year.

Full refunds of fees is made prior to first game. Two thirds of refund within the first two games. After this no further refund.

### **2. TEAMS:**

NMMSA will operate Recreational teams from U9- U18 age levels consistent with player registration and competition availability.

NMMSA will operate mini-soccer teams within the U4 to U-9 age groups Saturday Mornings from May to July. NMMSA shall govern all aspects of the mini soccer program. These mini-soccer teams are made up from players from both genders.

The U4 age division is solely a skill development division. U6 & U9 age divisions have a practice and have a game. Players will be assigned to NMMSA Teams at the sole discretion of NMMSA.

### **3. MOVEMENT OF PLAYERS:**

Movement of players between Recreational and Representative teams are allowed and must follow the rules established by the West Middlesex Soccer League.

**Players must registered in the respective AGE DIVISION indicated on the NMMSA registration form. Only NMMSA Executive members can determine when to move players from one age group to another. This will be completed before the soccer season starts. NMMSA Executive will consider factors like age, player safety and team numbers before moving the player. The parent is then responsible for paying any extra fees required.**

If a coach requires a player to be 'called up' for a game, Executive Members must be made aware PRIOR to the movement occurring.

#### **4. UNIFORM:**

NMMSA colours consist of red coloured shirts with white coloured trim, Black coloured shorts and socks. NMMSA crest will be emblazoned on the left breast of the shirt.

Our Saturday Morning Timbit program will consist of colours chosen with Tim Hortons Marketing and will have the Tim Hortons sponsor design on it.

Any other marking on the shirt, including sponsors names shall be subservient to the NMMSA crest.

#### **5. EQUIPMENT AND GAME INFORMATION:**

NMMSA will provide the following equipment to each player:

Team Jersey-to be returned at the end of each soccer season.

Soccer Ball

A First Aid kit, flags, and ball pump will be provided for each travel team and is to be returned at the end of the season.

All equipment remains the property of NMMSA and may be requested returned at any time.

Game Durations and Ball Sizes are as follows:

Saturday Morning U9- 2 X 25 minute halves      SIZE 3 ball

Saturday Morning U6- 2 X 20 minute halves      SIZE 3 ball

Under-9 - 2 X 30 minutes halves                      SIZE 4 ball

Under-11- 2 X 35 minute halves                      SIZE 4 ball

Under-13- 2 X 40 minutes halves                      SIZE 5 ball

Under 15-Under 18- 2 x 45 minutes halves      SIZE 5 ball

Each player shall play a minimum of 50% of the game.

#### **7. DISCIPLINE:**

Player, team and team official discipline for game infractions will be handled in accordance with the procedures published by the West Middlesex Youth Soccer League.

Any Member who consistently infringes the By-Laws and Rules of NMMSA or brings NMMSA into disrepute may be reprimanded, suspended or expelled from NMMSA after a hearing by the Executive at which the member may attend at the Member's discretion.



## **8. COACHES:**

Coaches must apply, on the registration form at the time registration is open, to NMMSA.

Coaches must put player safety first and foremost above all other considerations.

Coaches are responsible for good training practices of the team, maintaining the appropriate level of fitness of the players, for the conduct of the players, and report scores within the time frame to WYMSL.

Coaches must follow rules and regulations set for them by NMMSA and WMYSL. Failure to do so will see the coach removed from position.

Coaches must report any issues or concerns to the attention of the Executive committee.

## **9. DISPUTES:**

Any member may request the Executive Committee to settle a dispute by submitting, in writing, to the Executive Committee, the nature of the dispute and to request a hearing of all concerned.

The Executive will hear the hearing within 30 days from receipt of the request.

Any member may request a Special General Meeting in accordance with the Bylaws of NMMSA to settle a dispute.

## **10. OBLIGATIONS OF MEMBERS:**

Members are required to abide by the By-Laws and Rules of NMMSA-including those policies set out in the registration package, parent code of conduct and coaches code of conduct.

From time to time special events are held requiring additional volunteers. All members are encouraged to help in these situations to ensure the success of the special event.

## **11. OBLIGATION OF NMMSA:**

To ensure that all members are aware of, and in compliance with, the Constitution, Rules and Procedures of NMMSA. All Executive Committee members shall abide by the Bylaws, rule and regulations of the West Middlesex Youth Soccer League.