

CONSTITUTION, ARTICLES AND BYLAWS OF

THE BURLINGTON SOCCER LEAGUE INC.

ARTICLES

ARTICLE 1

The organization shall be known as "The Burlington Soccer League" (herein referred to as the "BSL" or the "league") acting as a not-for-profit organization and shall be affiliated with The Ontario Soccer Association (herein referred to as the "OSA") and the Peel Halton Soccer Association (herein referred to as the "PHSA").

The BSL recognizes the existence of the Field Users Group (herein referred to as the "FUG"). The BSL is a full member of the FUG. The BSL agrees to send a representative, or a designate, to all FUG meetings.

ARTICLE 2

The aims and objectives of the league are as follows:

- a) To develop and encourage sportsmanship, community spirit, and good fellowship among all participants to the betterment of his or her physical, mental and social well being.
- b) To establish a league that enables adults to enjoy playing the game of soccer for recreation.
- c) To provide the opportunity for players who have graduated from youth soccer clubs to continue playing soccer on a recreational basis.
- d) To provide an opportunity for players to develop and exercise his or her skills and derive recreation and enjoyment in an environment that is comfortable for each participant. For this reason, the league is subdivided into divisions and sub-divisions differentiated by skill, age and gender.
- e) To become a model league organization within the governance structure of the PHSA, OSA, and Canadian Soccer Association (herein referred to as the "CSA") abiding by their published rules.

ARTICLE 3

The geographic area served by the league shall be predominately The City of Burlington supported by the surrounding municipalities and cities or towns of Southern Ontario.

The BSL's official mailing address shall be that of the President & Chief Executive Officer ("President & CEO") or such address as determined appropriate in the President & CEO's sole opinion.

ARTICLE 4

The league shall be composed of Members, as hereinafter set out, and shall be managed by a Team Representative Committee as stated in these articles. The Team Representative Committee shall be composed of one member from each team and shall be presided over by the President & CEO. Governance of the league and its organizational structure shall be by way of an Executive Committee and Operating Committee as seen in appendix 'I' – BSL Organizational Structure.

ARTICLE 5

Membership shall be open to those persons who support the aims and objectives of the league, subject to their eligibility. Members of the league agree to abide by the league's By-laws and the By-laws of the municipality, cities or towns they are playing in as they pertain to the league.

A regular Member is either a registered player, a registered coach, or a team administrator. A player shall become a regular Member when approved by the league's Registrar. Upon application, a coach shall become a regular Member upon acceptance by the league's Executive Committee. An administrator shall become a regular Member upon election or appointment by the Team Representative Committee or Executive Committee. For purposes of definition, a team manager, a team convener and those consisting of the Executive Committee and Operating Committee shall be classified as an administrator. For greater certainty, refer to the league's By-laws numbered one (1) to three (3).

Membership with the league shall be deemed to be terminated if either:

- The Member submits a signed letter of resignation to the league;
- The Member is expelled by either the Executive Committee or Operating Committee; or
- The Member is no longer registered with the league.

ARTICLE 6

The business aspects of the league shall be managed by the Executive Committee. The day to day operating activities of the league shall be conducted by the Operating Committee. Presiding over the Executive Committee shall be the President & CEO. Presiding over the Operating Committee shall be the Operating Committee Chair. The Operating Committee Chair, as selected by the Executive Committee, shall be either the Vice-President of Operations or any other non-contracted member of the Operating Committee.

The Executive Committee and Operating Committee shall be comprised of those members identified in Article eight (8). The Operating Committee shall be responsible for the day to day operating activities of the league. The Executive Committee shall be responsible for the strategic and tactical direction of the league via the creation, management and implementation of a documented Business Plan, Operating Model Plan, Technology Plan, and Financial Plan. The Executive Committee and Operating Committee shall manage the affairs of the league in accordance with the Constitution, By-laws, good corporate governance and/or responsibility practices, and other matters of form or substance that are in the best interest of the BSL within the context of the PHSA, OSA, and CSA. The Executive Committee and/or Operating Committee shall meet at least bi-monthly at such time and location as determined by each committees respective Chair. Notice of an Executive Committee and/or Operating Committee meeting shall be given to each Executive and/or Operating Officer via email and a BSL website posting not less than ten (10) days prior to such a meeting.

There shall be no monetary compensation to Members of the league including but not limited to the Executive Committee, the Operating Committee, Supporting Officers, Directors, team representatives and volunteers, unless deemed essential in the BSL's best interest by the Executive Committee. Team and individual awards can not be in the form of monetary compensation under any circumstances.

ARTICLE 7

Nominations for positions on the Executive Committee and Operating Committee may be made by any Member at the Annual General Meeting, herein referred to as the AGM, or at a Special General Meeting called for that purpose. Nominations and elections for positions open shall be held in the order of the positions listed in the Constitution.

Election of the Executive Operating Committee:

- a) The President & CEO shall be elected by the Team Representative Committee prior to January 31st of the then completed playing year. Team Representatives of the Outdoor League shall have two (2) votes.

Team Representatives of the Indoor League shall have one (1) vote. A majority is required to elect the President & CEO.

- b) The remaining Executive and Operating Officers as identified in Article eight (8), except the Special Projects Manager who shall be appointed by the Executive Committee, shall be elected by the Team Representative Committee prior to January 31st of the then completed playing year. Team Representatives of the Outdoor League shall have two (2) votes. Team Representatives of the Indoor League shall have one (1) vote. A majority is required to elect an Executive Officer, Operating Officer, and/or Supporting Officer.
- c) In the Annual Election of Executive and Operating Officers of the league, nominees will not be eligible to run for full voting position until they have served at least one term as a director of the league. In the event that a voting executive position has received no nominations, the slate for that position will be deemed open to nomination from the floor without restrictions.

ARTICLE 8

Members of the Executive Committee and Operating Committee or other servants of the BSL, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the BSL 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.

Members of the Executive Committee and Operating Committee or other servants of the BSL shall be subject to the Conflict of Interest Policy 21.0 in OSA's published rules.

Members of the Executive Committee, Operating Committee or other servants of the BSL, except contracted third-party organization(s), have the right to resign his or her position by submitting a signed letter of resignation to the league. A vacancy on the Executive Committee, Operating Committee, Discipline Committee or Supporting Officers position(s) caused by death or resignation, which has been accepted by the Executive Committee, shall be filled by a majority vote at the Executive Committee. The successor Officer, Director, Associate or other servants of the BSL, except contracted third-party organizations, shall hold his or her incumbent's position for the remainder of the term being filled.

No Officer of the Executive Committee or Operating Committee and other elected servant of the BSL shall be removed from their position for arbitrary reasons but may be removed if either:

- 1) The Officer or other elected servant is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - If he or she becomes incapable of performing the business or day to day operations of the league;
 - If he or she is absent from greater than 35% of the committee meetings to which he or she resides on without satisfactory reason;
 - If he or she no longer resides in reasonable proximity to the league where such proximity materially impacts the performance of his or her duties;
 - If he or she becomes, or is discovered to be, an undischarged bankrupt;
- 2) The Officer or other elected servant has compromised the integrity of the league due to, but not limited to, any of the following reasons:
 - If he or she has been found guilty of an offence under the Harassment Policy of the OSA;
 - If he or she has been found guilty of an offence involving violence under the Discipline Policy of the OSA;
 - If he or she has failed to properly account for monies or other property belonging to the league;
 - If he or she has been found guilty of a criminal offence regardless of whether or not the offence directly affected the league.

A Member of the Executive Committee, Operating Committee, Discipline Committee and/or elected servant of the league holding his or her respective position(s), may be removed from his or her position(s) by the Team Representatives Committee, for good and sufficient cause, in a Special General Meeting. If a Member is removed by the Team Representative Committee, the Team Representative Committee may appoint a successor to the position(s) for the remainder of the term(s) being filled.

A Member of the Executive Committee, Operating Committee, Discipline Committee and/or elected servant of the league may also be removed from his or her position(s) for good and sufficient cause at PHSA's Members of the Club meeting provided notice to remove such Member has been given to persons entitled to attend the PHSA's Members of the Club meeting. If a Member is removed at PHSA's Members of the Club meeting, the BSL may elect a successor to fill all position(s) held by the removed Member for the remainder of the term(s) being filled.

The league shall be organized into an Executive Committee and Operating Committee as seen in appendix 'I' – BSL Organizational Structure. The duties of the Executive Officers, Operating Officers, and Supporting Officers, voting and non-voting as herein defined, shall be to implement, provide oversight, and amend, when necessary, the BSL's Business Plan, Operations Model, Constitution and By-law documents in addition to:

VOTING MEMBERS OF THE EXECUTIVE COMMITTEE

PRESIDENT & CHIEF EXECUTIVE OFFICER (“President & CEO”):

The President & CEO shall preside at all meetings of the league and chair all such meetings. The President & CEO shall be a signing officer for the league. The President & CEO shall appoint a member to act as secretary to take minutes of meetings on league business in the absence of the League Secretary.

PAST PRESIDENT & CHIEF EXECUTIVE OFFICER (“Past President & CEO”):

The Past President & CEO is a non-elected position assumed by the outgoing President & CEO. The incumbent Past President & CEO will remain in the position until there is a newly elected President & CEO.

CHIEF FINANCIAL OFFICER (“CFO”):

The CFO shall be responsible for all financial matters concerning the league. He or she shall properly keep an up to date record of all business transactions. The CFO shall provide a written financial report when requested by the Executive Committee. The CFO shall be a signing officer of the league.

CHIEF DISCIPLINARY CHAIRPERSON:

A Chief Disciplinary Chairperson shall be appointed for all outdoor divisions and the Indoor League. The Chief Disciplinary Chairperson shall be responsible for investigating all complaints made respecting any Member or registrant of the league, who is alleged to be guilty of any practice detrimental to the game. The Chief Disciplinary Chairperson shall not have a vote at any disciplinary meeting unless in order to resolve a tie. The Chief Disciplinary Chairperson shall be a signing officer of the league.

CHIEF LEGAL OFFICER:

A Chief Legal Officer shall be appointed for all legal matters concerning the league. The Chief Legal Officer shall be responsible for maintaining, reviewing, interpreting and advising the Executive and Operating committees on the BSL Constitution. In addition to ensuring articles of incorporation are properly filed, the Chief Legal Officer shall be responsible for presenting amendments at the Annual General Meeting or Special General Meeting, as called by the Executive Committee, and defending the Executive and/or Operating committees at hearings or meetings mandated by higher governing authorities. The Chief Legal Officer shall be a signing officer of the league.

VICE-PRESIDENT OF OPERATIONS:

The Vice-President of Operations shall be responsible for all matters concerning the league's day to day operations. He or she shall ensure Executive Committee mandates are thoroughly and promptly executed by members of the Operating Committee and/or third parties. The Vice-President of Operations shall be pro-active and work in a collaborative manner ensuring efficiency and effectiveness of communications and actions between the Executive Committee, Operating Committee, and third parties acting on behalf of the league. He or she may be a signing officer of the league.

REPRESENTATIVES OF THE OPERATING COMMITTEE:

Three (3) Officers from the Operating Committee shall be responsible for representing the Operating Committee at the Executive Committee level. Such Officers, as selected by the Operating Committee, may either be permanent or on a rotating basis.

NON-VOTING MEMBERS OF THE EXECUTIVE COMMITTEE

SPECIAL PROJECTS OFFICER:

The Special Projects Officer shall be responsible for all projects appointed by the Executive Committee deemed of importance or essential to the BSL. The Special Projects Officer shall recommend committee members that in his or her opinion act in the best interest of the BSL. Such members of the appointed committee are subject to final approval by the Executive Committee.

SUPPORTING OFFICERS OF THE EXECUTIVE OFFICERS

DIRECTOR OF DISCIPLINE (Open Age, Over 30/41, Senior Recreational Division (“SRD”), Women’s/Ladies Division (“WD”), Co-Ed, and Indoor League):

A Director of Discipline shall be appointed for each outdoor division and the Indoor League. Directors will assume the role and voting responsibilities of the Chief Discipline Chairperson in their absence when represented at the Executive Committee level. The Director of Discipline shall be pro-active and collaborative in aiding the Chief Discipline Chairperson in completing his or her duties and responsibilities.

ASSOCIATE DIRECTOR OF DISCIPLINE (Open Age, Over 30/41, SRD, WD, Co-Ed, and Indoor League):

If deemed essential by the Executive Committee, Associate Directors of Discipline for each outdoor division and the Indoor League shall be elected at the Team Representatives Meeting. The Associate Director of Discipline shall be pro-active and collaborative in aiding the Directors of Discipline and the Chief Discipline Chairperson in completing his or her duties and responsibilities.

ASSOCIATE TREASURER:

If deemed essential by the Executive Committee, an Associate Treasurer shall be elected by the Team Representatives Committee. The Associate Treasurer shall be responsible for supporting the CFO concerning all financial matters of the league. He or she shall properly keep an up to date record of all business transactions.

VOTING MEMBERS OF THE OPERATING COMMITTEE

VICE-PRESIDENT OF OPERATIONS:

His or her responsibilities are as outlined in Voting Members of the Executive Committee.

VICE-PRESIDENT (Open Age, Over 30/41, SRD, WD, Co-Ed, and Indoor League):

A Vice-President shall be appointed for each outdoor division and the Indoor League. One of the Vice-Presidents shall perform duties of the President & CEO in his or her absence. The Vice-President shall be a signing officer for the league.

DIRECTOR OF PLAYING OPERATIONS – MATCH SECRETARY

(Open Age, Over 30/41, SRD, WD Co-Ed, and Indoor League):

A Director of Playing Operations - Match Secretary shall be appointed for each outdoor division and the Indoor League. The Director of Playing Operations - Match Secretary shall be responsible for organizing the playing schedule for the league, tournaments and all-star games within their respective divisions. The Director of Playing Operations - Match Secretary shall obtain on behalf of the league, on a best effort basis, all necessary permits to secure playing fields to suit the schedule. The appropriate Director of Playing Operations - Match Secretary must approve any changes to the published schedule. The Director of Playing Operations - Match Secretary shall keep timely records of league results and standings, and shall be responsible for publishing of same on a regular basis to the Director of Communications and Team Representatives. He or she may be signing officers of the league.

REGISTRAR (Open Age, Over 30/41, SRD, WD, Co-Ed, and Indoor League):

A Registrar shall be appointed for each outdoor division and the Indoor League. The Registrars shall be responsible for the collection of all registration forms and fees for their respective division. The Registrars shall also be responsible for maintaining an accurate file on registered members. He or she may be signing officers of the league.

REPRESENTATIVE OF THE DISCIPLINE COMMITTEE:

The Chief Disciplinary Chairperson shall be responsible for representing the Discipline Committee at the Operating Committee level. The Chief Disciplinary Chairperson may appoint either on a permanent or on a rotating basis an officer of the Discipline Committee to act as his or her representative.

NON-VOTING MEMBERS OF THE OPERATING COMMITTEE

DIRECTOR OF COMMUNICATIONS:

The Director of Communications shall be responsible for all internal and external communications, marketing/sponsorship efforts for the league as whole and social activities of the league. The Director of Communications may establish a Social Committee, approved by the Executive and Operating committees, with the responsibility of organizing such activities. He or she shall also be responsible for dissemination of information pertaining to league activity such as publication of results, standings and game information to the BSL website, Powerpoint presentations, and local media (for example, radio and newspapers).

DIRECTOR (Open Age, Over 30/41, SRD, WD, Co-Ed, and Indoor League):

A Director shall be appointed for each outdoor division and the Indoor League. Directors will assume the roles and voting responsibilities of Vice-Presidents in their absence

If deemed essential by the Executive Committee and approved by the Team Representatives Committee, the responsibilities of the Officers and Secretary of the Operating Committee, except that of Vice-President of Operations, Vice-President(s), Chief Disciplinary Chairperson, voting, and signing authority, may be provided by a compensated third-party organization(s). Nevertheless, such competent third-party organization(s) shall be reviewed and evaluated against a documented criterion and either approved or not approved by the Executive Committee and Operating Committee upon the completion of a documented public tendering for proposal process. If approved, such third-party organization(s) shall enter into an arms-length contract with the BSL that outlines the responsibilities of the third-party organization(s), the time frame (not to exceed three (3) years in length) of such contract, and the Team Representative Committee approved compensatory package. Such contract shall be negotiated on a commercially reasonable best effort basis in the best interest of the BSL as approved and executed by three (3) signing officers of the Executive Committee and three (3) signing officers of the Operating Committee.

ARTICLE 9

The league shall maintain a bank account at a recognized, investment grade, Chartered bank or Trust company. Two authorized officers from either the Executive Committee and/or Operating Committee of the league shall sign each cheque written. Assets of the league shall be held in "AAA" rated government bonds, treasury bills, or cash equivalents that are of similar term and duration as the league's liabilities.

The financial accounts of the league shall have a fiscal year-end of December 31st. Audited financial statements of the league shall be approved by the Executive Committee and presented to the Team Representative Committee for final approval at the annual League Budget Meeting. Audited financial statements are financial statements of the league that conform to Canada's Generally Accepted Accounting Principles. Such financial statements shall be qualified by a third party holding the Chartered Accountant (CA) designation. The third party qualifier shall be appointed by the Executive Committee and approved by the Team Representative Committee at the AGM.

Financial accounts of the league shall be audited at least annually by an internal Audit Committee. The Audit Committee shall consist of not less than two (2) members of the league independent of the Executive Committee and Operating Committee. Such Audit Committee shall be appointed by the Team Representative Committee at the AGM. The Audit Committee shall present its findings, at least annually, to the Team Representative Committee.

If the league is dissolved, assets of the league shall be utilized to repay all debts and liabilities of the league. Upon repayment of such obligations, the remaining asset surplus shall be donated to charitable non-profit organizations as elected upon by the Team Representative Committee.

ARTICLE 10

All meetings held by the league shall be conducted in accordance with Robert's Rules of Order in so far as they may apply.

- a) Meetings of the Executive, Operating, and Team Representative Committees, as deemed mandatory by the Executive Committee in its sole opinion, shall take place at such times and locations as determined by the President & CEO. Notice of a league meeting shall be given to each Executive and Operating Officer and/or Team Representative via email and a BSL website posting, not less than ten (10) days prior to such a meeting. Failure to provide a representative at a mandated meeting will result in a \$100 penalty and the immediate suspension of that team and each of its registered players until payment of the fine is received and processed.
- b) Attendance at the AGM, to be held in January of the then completed playing year, of the Burlington Soccer League is mandatory. Each team registered for play during the season to which the AGM applies must provide a team representative. It is the responsibility of the team convenor to ascertain the date of the AGM and ensure representation. Failure to provide a representative at the AGM will result in a \$100 penalty and the immediate suspension of that team and each of its registered players until payment of the fine is received and processed.
- c) A Special General Meeting of the league may be called by the Executive Committee or by the President & CEO upon the President & CEO receiving a written request, submitted to the league by either registered mail or certified mail, executed by not less than 33% of the Team Representatives outlining 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 such written request. Notice of a Special General Meeting shall be given to each Executive, Operating, and Supporting Officer and/or Team Representative via email and a BSL website posting, not less than ten (10) days prior to such a meeting.
- d) It is the responsibility of the team convenor and/or Team Representative to ascertain the dates of all general meetings and ensure representation. Failure to provide a representative at deemed mandatory general meetings will result in a \$100 penalty per missed meeting and the immediate suspension of that team and each of its registered players until payment of the fine is received and processed.
- e) A team convenor and/or Team Representative may assign proxy-voting rights to another Team Representative for any general meeting of the BSL, including the AGM. That team will be deemed to have been in attendance at the subject meeting and will not be subject to fines, fees and levies normally associated with non-attendance. Assignment proxy voting rights must be in writing and signed by a registered member of the team offering the assignation.

ARTICLE 11

The Annual General Meeting of the league shall be held in January of the then completed playing year at a place and date as determined by the President & CEO. Notice of the AGM shall be given to each Executive and Operating Officer and/or Team Representative via email and a BSL website posting, not less than ten (10) days prior to such AGM. Nevertheless, it is the responsibility of the team convenor and/or Team Representative to ascertain the date of the AGM and ensure representation.

The order of business at the AGM shall be but not limited to:

1. Presentation of Credentials;
2. Roll Call;
3. Minutes;
4. President & CEO's Address;
5. President & CEO's Report;
6. CFO's Report;
7. Audit Committee Report;
8. Appointment of Audit Committee and Third Party Auditor;
9. Amendments to the Constitution;

10. Unfinished Business;
11. Election of Executive and Operating Officers;
12. New Business; and,
13. Next Annual General Meeting.

The President & CEO, at his or her discretion, may introduce any special business for discussion after approval of the Minutes.

ARTICLE 12

The voting procedures of the league are as follows:

a) The Executive Committee:

- i) Each Executive Officer as deemed voting in Article eight (8) shall have a single vote.
- ii) At Executive Committee meetings a quorum of four (4) voting officers must be present before a motion can be carried.

b) The Operating Committee:

- i) Each Operating Officer as deemed voting in Article eight (8) shall have a single vote.
- ii) At Operating Committee meetings a quorum of four (4) voting officers must be present before a motion can be carried.

c) The Team Representative Committee:

- i) The Team Representative Committee shall only vote on Constitutional amendments, the budget and amendments thereto, and any other items referred to it by the Executive Committee.
- ii) At Team Representative Committee meetings, a quorum of 2/3 of the Team Representatives must be present before a motion can be carried.
- iii) Team Representative Committee decisions may be appealed in accordance with the Constitution and By-laws of the district association to which the league is affiliated.
- iv) Team Representatives may not vote until the team has paid its deposit.

In order that a motion can be carried, a simple majority vote, excluding abstentions, is required. In the event of a tie, the President & CEO shall cast the deciding vote.

The league shall adhere to the Appeal Process as published and approved by the OSA.

ARTICLE 13

The league shall adhere to the Dispute Resolution process as published and approved by the PHSA, OSA and the CSA. Upon request, the league shall make available to its member the Dispute Resolution process.

A Member of the league may initiate the Dispute Resolution process by communicating in writing to the OSA, with a copy to the league and the district association, the nature and facts of the dispute. The OSA, in its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral parties to the dispute.

The Dispute Resolution process requested by a league Member shall not be used for game disciplines which follow the normal discipline and appeals process of the league.

ARTICLE 14

The league shall adhere to the Harassment Policy as published and approved by the OSA. The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, members and registrants of the league.

Harassment is the improper behaviour related to one or more prohibited grounds that is offensive and which the person knew, or reasonably have known would be inappropriate or unwelcome. The behaviour can be verbal or physical and can occur on a one-time, repeated or continuous basis. A person does not have to intend to harass for the behaviour to be harassment. Harassment can take many forms but generally involves conduct, comment or display that is but not limited to insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause offence, discomfort, or personal humiliation or embarrassment to a person or a group of persons. For greater clarification and guidance, refer to CSA's Harassment Prevention Policy.

ARTICLE 15

The *appendices* of the Constitution are to facilitate the day to day running of the league by the Executive and Operating Committees. Accordingly, except for appendix 'I' - BSL Organizational Structure, they may be amended at any time as the result of a vote at a regular Executive Committee meeting and will not be brought forward to the Team Representative Committee for ratification unless deemed appropriate by the Executive Committee.

Appendices amendments, except for appendix 'I' – BSL Organizational Structure, brought before the Team Representative Committee are not subject to the timelines documented for amendments to the body of the Constitution and may be introduced at any general or special meeting of the Team Representative Committee. Appendices are organized by reference point (playoff rules and conditions, schedule of fines and fees, composition of the league, disciplinary matrix). A new appendix, relating to a new reference point, may only be created as the result of a proposal to change the Constitution and the adherence to current processes whereby constitutional changes are ratified.

ARTICLE 16

Amendment requests to the Articles and By-laws are as follows:

- a) Team Representative Members, Members of the Executive and/or Operating committees may propose changes to the Articles and/or By-laws of the Constitution which shall only be amended at an Annual General Meeting or Special General Meeting called for that purpose provided that notice of all proposed amendments shall have been delivered to the Chief Legal Officer at least ninety (90) days prior to the date fixed for the commencement of the said AGM or in the case of Special General Meeting at least ninety (90) days prior to league receipt of such meeting request. Notification of the AGM and/or Special General Meeting shall be that as outlined in Article 10(a). The Chief Legal Officer shall forward a copy of the proposed amendments to the Executive Committee, Operating Committee and members of the Team Representative Committee at least fourteen (14) days before such meeting.
- b) The adoption of any proposed Article or By-law amendment shall follow that as outlined in Article 12.
- c) A copy of the amended Articles and By-laws, the Constitution of the BSL, shall be forwarded to the Executive Committee and Operating Committee within forty-five (45) days of adoption of the amended Articles and or By-laws. Members shall be provided access to the amended Articles or By-laws by way of the BSL web site prior to commencement of then current playing season.

OUTDOOR BY-LAWS

Words importing the singular number only shall include the plural and vice versa, words importing the masculine gender shall include the feminine and neuter genders and vice versa and words importing natural persons shall include persons and vice versa. Where any term or expression is defined herein, derivations of such term or expression shall have a corresponding meaning.

BY-LAW 1: ELIGIBILITY

Item a) applies to all players in The Burlington Soccer League.

Item b) applies to all players only in the Open Age Divisions, Women's/Ladies Division ("WD"), and Co-Ed.

Item c) applies to all players only in the Over 30 Alan Brooks Division One (1), Over 30 Division Two (2), and Over 41 Division.

Item d) applies to all players only in the Senior Recreation Division ("SRD").

a) All Players

All players, except those compensated and registered and/or contracted in or to the Canadian Soccer League ("CSL"), shall be allowed to participate upon payment of the prescribed registration fees and who are in good standing with the league, PHSA and the OSA, together with legal proof of age. Each player will provide a recent photograph of him or herself. Fifty percent (50%) of the league's registrants shall be considered a resident of The City of Burlington.

For the purposes of eligibility, a resident of The City of Burlington is defined as:

- i) A person who resides at a Burlington address.
- ii) A person who can furnish proof that he or she had permanently resided at a Burlington address at some point of time since 1981. Such persons are deemed to be "grandfathered".

b) Open Age Divisions, Women's/Ladies Division ("WD"), and Co-Ed Division

All players must be at least 19 years of age during the current calendar playing year. When the Burlington Youth Soccer Club is not running a program in the then current calendar season for players aged 18, then players whose 18th birthday occurs on or before April 30th of the then current calendar playing year, as evidenced by legal age and valid residency of the City of Burlington identification as approved by the Executive Committee and Operating Committee, may apply for membership to the BSL.

c) Over 30 Alan Brooks Division One (1), Over 30 Division Two (2), and Over 41 Division

All players must be at least 30 years of age during the current calendar playing year.

All players in the Over 41 Division must be 41 years of age during the current calendar playing year. Commencing with the 2009 playing season, 2008's registered grandfathered members playing with 2008's registered teams in the Over 41 Division shall be grandfathered in perpetuity.

Any new team and/or Member either previously registered or not registered in the BSL, applying to be become a member of the Over 41 Division must be 41 years of age during the current calendar playing year.

d) Senior Recreation Division ("SRD").

All players must be at least 35 years of age during the current calendar playing year.

BY-LAW 2: MEMBERSHIP

- a) The outdoor league ("the league") shall be composed of associated teams as listed in appendix 'A'.
- b) All teams submitting application to either join or continue membership in the BSL agree to the payment policy and schedule of fines and fees as set out in appendix 'B'.
- c) The Executive Committee will determine the associated club renewal membership fees. Active member clubs will pay a deposit, such amount not to exceed \$1,000.00, at the Annual General Meeting prior to roll call. Teams not making this deposit will be ineligible to vote on constitutional changes or election of officers. Active member clubs wishing to renew their status for the upcoming year shall, prior to or at the January meeting of the Team Representative Committee of the completed playing year, pay a portion of the fees for the year as specified in appendix 'B'. The said fee is non-refundable.
- d) The Executive Committee will determine all further associated registration fees. Fees for play, as approved in the league budget, will be paid per Appendix 'B' of the playing year. Fees for play, either at the individual member and/or team level, shall be deemed to be fully earned upon receipt. Failure to meet this requirement will result in the suspension of the delinquent team from league and tournament play and the forfeiture of game results until such time as the Operating Committee approves reinstatement of said team. Should a team disband or become disenfranchised, all monies paid are non-refundable.
- e) Any team not renewing its membership at the January meeting shall be considered to have resigned from the league. Any team wishing to re-apply shall pay a further fee, as specified in appendix 'B', in addition to the normal registration fees.
- f) Applications for entry or re-entry into the league will be submitted to the Operating Committee and proposals resulting from such applications will be brought before the Team Representative Committee for ratification prior to February 28th of the then playing year.
- g) The Operating Committee with approval from the Executive Committee, on behalf of the BSL, has the power to demand a performance bond from a BSL team or a Member at any time. Such action, as approved by the Executive Committee, will be instituted as the result of a vote at a regular Operating Committee meeting and will be brought forward to the Team Representative Committee for ratification.

BY-LAW 3: REGISTRATION

- a) All participants must be registered on designated league forms. Each team will be allotted a fixed number of player registration forms each season, up to the OSA maximum, as determined at the annual budget review. Once a player has been registered with the PHSA, there shall be no refunds.
- b) The registration deadline shall be July 31st of the then current calendar playing year.
- c) A player registering with the BSL is ineligible for play until his registration is approved by the OSA and verified by the PHSA. The Registrar, or other member of the Operating Committee, will advise the team convenor when a player is eligible for play. This verification of eligibility can only come through a BSL Registrar or other member of the Operating Committee.
- d) All applicants for registration must furnish acceptable proof of age (for example, a birth certificate, driver's license, player book, or baptismal certificate) and a legible photocopy of the player's drivers license or other photo evidence deemed acceptable by the Registrar.
- e) All participants must be registered with an affiliated league team.
- f) Suspended players may be removed from the team's list of registered players only prior to the start of any new season.
- g) OSA registration will be completed by the Registrar and forwarded to the OSA by May 1st of the then current calendar playing year. Players not registered on this form will be subject to paragraph "c" of By-law 3.
- h) No player shall play for greater than one (1) team in a division. Such eligible players that elect to play in greater than one division shall be registered with each team in that team's respective division.
- i) Any player registered with a disbanded or suspended team may claim a credit for his registration fee when registering with another team upon tendering proof that the registration fee was previously paid to the disbanded/suspended team (notwithstanding By-law 4 item (1)(c) and item (2)(c)).
- j) Players will be assigned to the SRD by means of a biannual draft (completed every odd numbered year) conducted prior to May 1st of the then current calendar playing year of each draft year.

BY-LAW 4: TRANSFER OF PLAYERS

1.0 Intra-Seasonal

- a) The Registrar must be notified of any transfer(s) of player(s) during the playing season. The Registrar will confirm the transfer(s) with both convenors and player(s) involved. The deadline for transfer of players will be July 31st of each season. Player transfers representing greater than three (3) players from an individual team to another team in the league shall be reviewed for approval by the Operating Committee. A player may not transfer between SRD teams.
- b) Any player wishing to play for another team must be in good standing with the BSL and must have the transfer authorized by the respective division's Registrar twenty-four (24) hours prior to the start of a game.
- c) Any player registered with a suspended team or a team deemed not to be in good standing in the league may not transfer to another team without the express approval of the Operating Committee.
- d) A player may transfer only once during the playing season.
- e) Transfer fees, if applicable, are specified in appendix 'B'.
- f) 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.
- g) Registration fees from transfers are non-refundable and can only be re-applied as per By-law 4 item (1)(f).

2.0 Inter-Seasonal

- a) The Registrar must be informed of any transfers representing greater than three (3) players from any individual team to an existing or new team in the league between seasons. The Registrar will confirm the transfers with both convenors and players involved. The deadline for transfers of players shall be May 1st of each season.
- b) Any player wishing to play for another team must be in good standing with the BSL. Transfers representing greater than three (3) players must be approved by the Operating Committee and have the transfer authorized by the respective division's Registrar.
- c) Any player registered with a suspended team or a team deemed not to be in good standing in the league may not transfer to another team without the express approval of the Operating Committee.

BY-LAW 5: UNIFORMS, FOOTWEAR, EQUIPMENT, AND MEMBER IDENTIFICATION

- a) All BSL teams are required to bring two (2) sets of shirts of different colours to each game. In the event of a colour clash, the away team shall change. SRD and Women's Division are exempt from this requirement. Numbered bibs are acceptable as a second set provided they are acceptable to the game official and comply with the remainder of By-law 5. All shirts must have a minimum eight-inch number on the back.
- b) All players may wear soccer boots or running shoes. Any footwear constituting a hazard to other players shall not be allowed. Footwear may be inspected, on request, from either the team captain or game official anytime prior to/or during a game.
- c) All members shall carry and upon request by either the opposing team manager, signer of the opposing team game sheet or either a member of the Executive or Operating committees, prior to, at half-time, or completion of a BSL sanctioned game, produce valid original photo identification, such valid original photo identification shall be deemed required and acceptable by the Executive Committee and Operating Committee prior to the commencement of the then current calendar season and outlined in appendix 'E', for purposes of verification of a Member's stated identification. If valid original photo identification can not be produced, the team representative or signer of the game sheet that the requested Member plays on shall produce a records binder containing a legible photocopy of the Member's valid Executive and Operating Committee approved photo identification.
- d) Any team referred, by way of the game sheet, to the league for not playing in regulation uniforms shall be fined as specified in appendix 'B'.

- e) Each team shall be responsible for providing a regulation net, two corner flags, at least one (1) match ball, and a member records binder containing a legible photocopy of their registered member's valid Executive and Operating Committee approved photo identification for each game. The home team shall supply a match ball. The away team shall provide a secondary match ball. Should a team fail to provide any of this equipment, it shall be subject to a fine as specified in appendix 'B'.
- f) Game Sheets:
 - i) A printed or typed current season game sheet MUST be presented to a game official prior to the start of the match.
 - ii) The squad name, player names, and respective shirt numbers must be present on the game sheet.
 - iii) 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, in the game official's and/or Operating Committee's sole opinion, the identity of each player.
 - iv) The name of the coach or person responsible for the team on the date of the game is mandatory. This may be a player registered for the game.
 - v) The coach or person, responsible for the team, shall sign the game sheet to attest that the player(s) information is correct. Any player(s) using any name other than that on the game sheet or playing without his or her name being entered on the game sheet will be deemed an ineligible player and the result of the game subject to review by the Operating Committee with approval from the Executive Committee. Any coach or person responsible for the team, knowingly playing an ineligible player is subject to disciplinary action as specified in By-law 7.
 - vi) To verify the accuracy of the game sheet, the coach or person responsible for the opposing team, an Executive and/or Operating Committee member prior to kick-off, at half-time, or upon completion of a BSL sanctioned game may request the opposing team members or team member to provide valid BSL approved photo identification in its original form or legible photocopy thereof. If valid BSL photo identification is not available and/or the accuracy of the game sheet is in question, the player under question shall remove him/herself from the game. If the player under question does not exit the field of play, the game shall be abandoned. In situations such as but not limited to player dismissal or game abandonment, the Operating Committee with approval from the Executive Committee shall review and take action it deems in its sole opinion appropriate and in the best interest of the BSL.

BY-LAW 6: DISCIPLINARY COMMITTEE

The *Discipline Committee* shall be comprised of a minimum of three (3) members, including the Chief Disciplinary Chairperson, Directors of Discipline, Associate Directors of Discipline, and a maximum of six (6) members as selected by the Chief Disciplinary Chairperson. The Chief Disciplinary Chairperson shall not have a vote at a hearing except as to break a tie. Any member of the committee deemed to have a conflict of interest with an accused should excuse themselves from the hearing.

Disciplinary meetings will be held when it is found necessary by the Chief Disciplinary Chairperson. A quorum of three (3) members must be present at all *Discipline Committee* meetings.

BY-LAW 7: CONDUCT AND DISCIPLINE

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the BSL Constitution and/or Code of Conduct and a hearing held in accordance with the BSL Constitution and OSA's published rules. Changes that occur within OSA's published rules on Code of Conduct and/or Disciplinary Penalties shall become immediately in effect within the governing and operating framework of the BSL. An individual whose Membership has been suspended loses ALL rights of Membership until the suspension has been completed.

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

Any Member who infringes upon the Articles or the By-laws of the BSL Constitution, the BSL Code of Conduct, or brings the BSL into disrepute, may be reprimanded, suspended or expelled from the BSL after a hearing by the Executive Committee and Operating Committee of the BSL at which hearing the Member is entitled to attend.

The following are the Policies and Procedures for discipline management under the jurisdiction of The Burlington Soccer League:

- 1.0 Discipline action may only be taken against a registrant of the BSL.
- 1.1 A registrant is a person who is named on the register of the BSL in accordance with By-law 2 and as seen in OSA Section 1.0 Policy 1.0 - Definitions item 1.56
- 1.2 Notwithstanding *item 1.1 of By-law 7* any person acting as a *Coach, Convenor or Team Official* of an associated team in the BSL shall be considered to be a registrant of the BSL, regardless of whether he or she has registered to do so.
- 1.3 Individuals or organizations that register with the BSL cannot be retroactively charged with any policy or rule violation regarding any incident that occurred prior to the registration of such person or organization.
- 2.0 If a registrant and/or registered organization, such as the BSL, is accused of an offence such registrant and/or registered organization shall be subject to discipline when either:
 - (a) a *game official* reports an offence, or
 - (b) a registered individual or organization complains, or a complaint is received from a third party, in writing, to the BSL that an offence has been committed which, after investigation, warrants further action by the *Discipline Committee*. Such action shall only be taken if the complainant willingly agrees to be identified and agrees to act as a witness.

- 3.0 Misconduct must be reported, in writing, to the BSL. The report shall be written in the English language and include all details of the incident.
- 3.1 The written report must be submitted to the BSL within ninety (90) days of the occurrence of the alleged misconduct and the organization must commence action within thirty (30) days after receipt of the written report or the report will be declared null and void.

Any reported misconduct that is made directly to the OSA may be acted upon by the OSA without consideration of the above time lines.

- 3.2 If a report is judged to be an incomplete report or if a report is not written in the English language, the charge(s) shall not be dismissed. The *Discipline Committee* shall adjourn the hearing/review meeting and require the *game official* (or other person in accordance with item 3.0) to either re-submit a complete report in the English language or attend a rescheduled hearing/review meeting to clarify the report submitted. Those parties required to attend the original hearing shall be required to be present at the subsequent hearing.
- 4.0 All misconduct cases relating to teams registered in the BSL, shall fall under the jurisdiction of the BSL except for cases of **Game Official Assault** (for an example of misconduct types refer to appendix 'D' number 1.51, 1.52, 2.51, 2.52, 3.51, and 3.52), which shall be heard by the District Association with which the accused is registered or with which club the accused is affiliated. In this event the player is immediately suspended from ALL soccer related activity, as defined in item 9.3.

Note, any suspension for game official assault begins on the date the accused ceased to participate in ALL soccer related activity per OSA 12.1 as defined in item 9.3.

- 4.1 The BSL may refer misconduct incidents to its *Governing Organization*. If the *Governing Organization* determines that the referral is valid, it shall handle the case. If the *Governing Organization* determines that the referral is not valid, the case shall be handled by the BSL.

Any time a *Governing Organization* refers a discipline case to another higher *Governing Organization*, that *Governing Organization* must report back the findings and decisions to the referring governing organization within 30 days.

- 5.0 Players, *coaches, convenors, team officials, administrators and spectators* may only take part in, or attend, games on condition that they observe the "Published Rules" of the OSA and the Code of Conduct as published by the BSL.
- 5.1 Every team is responsible for the actions of its players, *coaches, team officials, administrators, and spectators*, and is required to take all precautions necessary to prevent its players, *coaches, convenors, team officials, administrators* and spectators from threatening or assaulting anyone present at games, and especially the *game official(s)*. Teams are expected to provide security for players and *game officials*.
- 5.2 In all cases of mistaken identity of an accused player, *coach, convenor, team official or administrator* caused as a result of a team sheet error or other irregularities, the responsible Team shall properly identify the offending party involved. Failure to do so will result in a charge as per OSA 5.69 of appendix 'D'.

In the event that the game official incorrectly identifies the person responsible for the reported misconduct and if the club correctly identifies the offending party, then all parties shall be required to attend the hearing to allow the game official to correctly identify the accused; if required by the *Discipline Committee*.

- 5.3 Accused parties have the right to appear at a Hearing at their own expense.
- 5.4 In all cases where a person has been charged in criminal court with offences of moral turpitude, the accused shall be suspended from ALL soccer related activity, as defined in item 9.3, until the case(s) has been concluded in criminal court. The OSA may decide if further proceedings are warranted pursuant to the "Published Rules" of the OSA and/or the CSA.
- 5.5 All parties directly affected by a discipline decision must receive a written copy of the decision and also the specific "Rights of Appeal Information" including:
- The name and address of the organization to which the Appeal must be sent.
 - The amount of the appeal fee
 - The criteria for the specific grounds for appeal
 - Which organizations must receive a copy of the appeal
 - The method of delivery for both the appeal and the fee

The timelines to appeal 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".

- 5.6 Except for discipline decisions rendered under the **Discipline By Review System**, any party directly affected by a decision has the right to appeal that decision, in accordance with item 5.5. The discipline decision shall remain in effect pending the result of the appeal.
- 5.7 A player is entitled to know for which offence he or she has been dismissed from in a game. The player or team representative may contact the Chief Disciplinary Chairperson and request a copy of the dismissal report. Reasonable time shall be allowed for the BSL to accept such report and for the accused to request a hearing via normal operating procedures.
- 5.8 Any party affected by a decision of the *Discipline Committee* shall have the right to request and receive a copy of the "Findings" report. However, the Minutes of the Discipline Hearing Panel and/or *Discipline Committee* shall not be given to any party except to the Governing Organization upon such request.
- 6.0 Discipline action shall only be taken in accordance with one of the following two types of discipline systems:

(I) **Discipline By Review (DBR) System**

Where a specific suspension is quoted, the set suspension is mandatory and can be administered by the DBR system. The accused is not required to attend the hearing unless he or she requests a hearing in accordance with item 7.4.

For misconduct types 1.3, 1.5 and 1.6 the DBR system is mandatory.

(II) **Discipline By Hearing (DBH) System**

Where suspensions are quoted as a range, application of a suspension within the ranges is required and the misconduct must be dealt with by the DBH system upon payment of a "Discipline By Hearing System Fee" as indicated in appendix 'B'.

All fines equal to or greater than \$250.00 must be dealt with by the DBH system.

7.0 The *Discipline Committee* shall meet not less than once a month, in accordance with a published schedule, to review all misconduct reports received since its last *Discipline Committee* meeting.

7.1 The *Discipline Committee* shall:

- a) Read the misconduct report in order to verify that the correct charges have been identified.
- b) Make a decision on the charge(s)
- c) Render the mandatory penalty in accordance with appendix 'D'.

7.2 Decisions shall be forwarded, in writing or by e-mail and/or website to all affected parties within four (4) response days.

The decision shall include the:

- a) Exact offence(s) of which the accused has been found guilty; and,
- b) The starting date and the expiry date of the suspension or the specific games from which the accused has been suspended.

7.3 Except where a decision has been made that is in contravention of or not in accordance with a published rule, discipline decisions made under the **DBR System** may not be appealed.

7.4 An individual who is subject to the **DBR System** need not be notified when their case will be reviewed. The card on the field acts as their notice.

An individual who is subject to the **DBR System** shall have the right to request to be disciplined by the **DBH System** except for misconduct types 1.3, 1.5 and 1.6. In these instances the **DBR System** is mandatory.

The accused shall submit a request in writing or by e-mail to the BSL to hear the case, within three (3) *response days* of receiving the dismissal. This request must arrive before the date of the next scheduled *Discipline Committee* meeting, as published. A non-refundable "Request For A Hearing Fee" as published in appendix 'B', shall be payable prior to the commencement of the Discipline Hearing. A "Discipline Hearing Administrative Fee" as published in appendix 'B' is only payable if the accused is found guilty of the charge.

7.5 If after reviewing the case, the *Discipline Committee* may:

- a) Postpone a decision to a subsequent *Discipline Committee* meeting if it determines that further clarification and/or reports are required;
- b) Schedule a *Discipline Committee* meeting if it considers that additional charges should be laid against any registrant or registered organization. The new charges must be dealt with by the appropriate organization at a new hearing under item 6.0 (II).

8.0 The BSL shall publish the dates on which they hold regularly scheduled discipline hearings prior to the start of each playing season. Those required to attend a hearing shall attend in accordance with the organization's published schedule. Regarding the nature of the charges, in a case being heard at a regularly scheduled hearing, it shall be the responsibility of the BSL to make a copy of the report(s) of misconduct available to the accused party at least thirty (30) minutes prior to commencing the hearing. The accused person's rights to request a postponement, to bring an adviser, observers and/or witnesses will be published with the schedule of hearings. The listing of all players due for discipline review and those required to attend a discipline hearing shall be posted on the BSL website at www.burlingtonsoccerleague.ca and by e-mail to team convenors by noon on the Friday immediately preceding the date of the scheduled hearing.

If any party required to attend a hearing challenges the legality of the hearing on the basis of insufficient notice of the hearing was given, the *Discipline Committee* will determine if the complaint is legitimate and if found to be, will have all relevant parties sign a waiver or will adjourn the case to a subsequent date.

The *Discipline Committee* shall not override any legitimate objections based on the Discipline Policies contained in these "Published Rules".

8.1 Any party required to attend a hearing may request one (1) postponement of a hearing. The party must submit a *written request* that must be received with receipted confirmation by the BSL no later than four (4) days prior to the date of that hearing, stating the reason for requesting the postponement. A Postponement Request Fee, as indicated in appendix 'B', must accompany all such requests. Should the request be denied, the fee shall be refunded. The BSL shall have full discretion to refund the Postponement Request Fee if sufficient reason warrants such action.

8.2 The accused individual or his or her representative must attend a hearing. Anyone representing an accused, as seen in item 10.0(g), must provide a signed proxy from the accused before being allowed to participate at a hearing.

8.3 a) If the accused does not appear, the hearing shall not proceed, the accused will be fined in accordance with the "Schedule of Fees, Fines and Penalties" as indicated in appendix 'B' and the accused will be suspended from ALL soccer related activities, as defined in item 9.3, until he/she requests and attends a hearing.

Those who request a hearing after failing to attend the initial hearing when required to do so, shall submit a written request together with the required fee payment to the BSL as specified in appendix 'B'. The "Request for Hearing Fee" is non-refundable. A "Discipline Hearing Administrative Fee", as published in appendix 'B' is only payable if the accused is found guilty of the charge.

The accused must request a hearing, in writing, not less than seven (7) days before a scheduled hearing date. An e-mail acknowledged by the BSL as to its receipt is an acceptable form of communication.

b) An accused person who refused to participate in a discipline hearing or who walked out of a hearing thus preventing the discipline hearing panel from rendering a decision on a case shall be suspended from ALL soccer related activities, as defined in item 9.3, until such time that he/she requests in writing another hearing and appears at that subsequent hearing.

c) If the discipline committee determines that it has obtained sufficient evidence, prior to the walkout, to render a decision in the normal manner, it shall render its decision.

8.4 An accused may be accompanied to a hearing by an adviser, a maximum of two observers and / or a team representative. These individuals may not act as a witness nor provide any testimony but may speak only at the discretion of the *Discipline Committee*. In each case the adviser/observer/club representative must adhere to OSA policy 8.6.

8.5 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 they must add new testimony and the *Discipline Committee* can limit testimony when it becomes repetitious.

- 8.6 Selected personnel of the *Discipline Committee*, as outlined in By-law 6, shall be prudently chosen by the Chief Disciplinary Chairperson to ensure the committee has no significant relationship with the affected parties, has no involvement with the misconduct being considered, and will be free from any other actual or perceived biases or conflicts of interest.

The *Discipline Committee* shall hear all charges at a properly convened discipline meeting. The accused may waive the minimum requirement of three (3) members forming a *Discipline Committee* by executing the appropriate waiver form.

- 8.7 The *Discipline Committee* shall consider the evidence and shall, wherever possible, arrive at a decision prior to adjourning. In the event that the committee decides that further investigation is required, it will act accordingly, and will notify all involved parties to that effect within fifteen (15) *response days*. If a further hearing is considered to be necessary, the committee shall, unless all parties agree to sign waivers, give fifteen (15) days *hearing notice* to all involved parties. Those parties required to attend the original hearing shall be required to be present at the subsequent hearing.

If, during the hearing, it is determined that evidence from a witness who could not attend may be crucial to the decision, the Chair may elect to adjourn the hearing and reschedule it to a later date. All those who are required to attend the rescheduled hearing shall be given notice, in writing, in accordance with the time frames as appropriate, or by mutual consent at an earlier date.

- 8.8 In the event that the *Discipline Committee* considers that (additional) charges should be laid against any registrant or registered organization as a result of new evidence being discovered at the hearing/review, the (new) charges must be dealt with by the appropriate organization at a properly convened hearing held on a subsequent date.

- 8.9 In all cases, decisions shall be forwarded, in writing, by email or designated website to the parties involved within fifteen (15) response days after the conclusion of the hearing. The decision shall include the "Rights of Appeal Information". If the accused is found guilty the decision shall include:

- a) The exact offence(s) of which the accused has been found guilty; and,
- b) The exact terms of the discipline imposed, including any suspension(s), fee(s), fine(s) or bond(s).

- 8.9.1 a) An accused person may complain to the next Governing Organization if a written decision is not received within the time frames specified in the "Published Rules". All complaints must be lodged by written request within thirty (30) days of the hearing date. A copy of the complaint must be sent to the organization under whose jurisdiction the Discipline Hearing and/or Review was held.

- b) If the written decision is not received by the accused within the time frames specified in the "Published Rules", the accused person's or organization's rights of appeal begin on the date of the receipt of the written decision.

- c) The delinquent organization will be charged with acting in contravention of a "Published Rule" (For example, Misconduct Type 5.66, 6.66 or 7.66)

- 9.0 The BSL shall apply standard penalties for misconduct to all accused found guilty of misconduct. Tables of Standard Penalties for Misconduct can be found in appendix 'D'. Suspensions issued by the *Discipline Committee* are local to only BSL sanctioned games except in special circumstances, as seen in OSA policy 9.5.1. A player or team official suspended for a set specific number of games may not participate in any other registration category for that team during their suspension. Suspensions do not affect administrative duties in the BSL, for example, Executive and/or Operating Committee duties.

- 9.1 **Misconduct types for which discipline may be rendered by the DBR System or DBH System**

Where a specific suspension is quoted, the set suspension is mandatory and can be administered by DBR. Where suspensions are quoted as a range, application of a suspension within the range is required

and the misconduct must be dealt with by DBH. All fines equal to or greater than \$200.00 must be dealt with by DBH.

- 9.2 The BSL may impose fines, fees, bonds and/or penalties for other offences as indicated in appendix 'B' provided such penalties are not in conflict with any OSA misconduct type. Probation, suspended or concurrent sentences are not permitted.
- 9.3 On a misconduct being proved to its satisfaction, the *Discipline Committee* shall have the power to implement the fine(s), fee(s), and suspension(s) within the specifications and limitations as detailed in the tables contained in appendix 'D'. Unless the misconduct type permits to order the offender suspended from ALL soccer related activities, the suspension shall be served only within the jurisdiction (BSL) hearing the case.

The *Discipline Committee* shall have the power to cause a registrant to:

- a) Be suspended from all or any specific *soccer related activity* for a stated period of time;
- b) Be suspended for a specific number of scheduled games in a designated competition(s); and,
- c) Be fined and/or bonded with or without suspension.

Immediate suspensions from ALL soccer related activities

An immediate suspension must be imposed upon receipt of a report for the following misconduct:

- 1) Offences of mortal turpitude.
- 2) Physical assault or attempted physical assault of a mini or youth registered player by a team official or administrator.
- 3) Game official assault by a player, team official, administrator or another game official.

A *Discipline Committee* may only suspend the accused from ALL soccer related activity when a finding of guilty is rendered in the case of misconduct types specified in OSA policy 9.5.1.

Suspensions from “ALL soccer related activities” means removal from any act or action by any Player, Team Official, Game Official, Administrator or Director including, but not limited to, representing their applicable Governing Organization at another Governing Organization’s meetings or voting at such meetings, coaching, managing, playing, practicing, officiating or acting as an Administrator in any activity that falls under the jurisdiction of the OSA by any party either in person or by proxy, except attending a Discipline Hearing as an accused or attending an Appeal Hearing (provided that the appeal being made is against his/her suspension from all soccer related activity) or, in the case of a Director (Director as defined by the OSA) only, performing corporate responsibilities as defined by the OSA.

- 9.4 A player shall be disciplined for the accumulation of cautions within the same division only. For example, any player who plays in two divisions (Open Age and Over 30 Alan Brooks) must accumulate three (3) yellow cards in the same division before discipline action is required.
- 9.5 All suspensions that indicate a specific number of games must be served for the division in which the misconduct was applicable. In addition, for members registered in multiple BSL divisions, the member shall be required to also serve the length of their suspension within the division such suspension was not applicable. For example, if a member who plays in both the Open Age and Over-30 divisions were to receive a three (3) game suspension in the Open Age Division, such member is ineligible to play in the Over-30 Division until the member has served the following:
- Three (3) accumulative game suspensions in either the Open Age and/or Over-30 divisions; and,
 - Three (3) game suspensions in the Open Age Division.

If a player transfers or registers in any other BSL team or Division, or the player leaves the BSL and becomes part of another league, the player's suspension shall be transferred to that new team or new league. For clarification of this example refer to items 4.0 and 10.0 and OSA policy 12.4.

Game suspensions not completed during the current playing season will be carried over to the following playing season. For example, Indoor to Indoor and Outdoor to Outdoor.

- 9.6 If the evidence submitted at a Discipline Hearing does not warrant the accused being found guilty of the charges laid against him or her and there is sufficient evidence to find the accused person guilty of a lesser charge, the *Discipline Committee* may find the accused guilty of the lesser charge provided the lesser charge is not a different charge and is directly related to the original charge. As seen in OSA policy 9.7 and 9.7.1.
- 9.7 An accused party may plead guilty and forego a hearing. Written notification of such action must be received by the BSL no later than four (4) days prior to date of the hearing. In doing so, the accused accepts the maximum penalty applicable to the OSA misconduct type charged. An appropriate administrative fee shall be levied. The accused party may not appeal a decision rendered by the *Discipline Committee* once the guilty plea has been entered, unless the penalty assessed is not within the standard range in accordance with the Published Rules.
- 9.8 A Governing Organization shall review and revise any penalty imposed by a *Discipline Committee*, including a discipline hearing panel acting as an OSA Discipline Hearing Panel, if determined that the penalty imposed was less than the mandatory penalty.
- 9.9 A Bond may be levied at the discretion of the BSL for a specified period of time and purpose. There will be no interest paid to the person or team required to submit the bond. Any registrant or registered organization failing to pay a fine, fee, or bond imposed by a *Discipline Committee* shall be subject to an additional monetary penalty and, if still unpaid, shall be subject to suspension and shall remain under suspension until any imposed penalty (plus the original fee fine or bond) is paid.
- 10.0 The Team Convenor is responsible for the accurate tracking of the discipline status of each of the players registered with his or her team. The Team Convenor must provide this information to the *Discipline Committee* upon request. This includes, but is not limited to:
- i) Tracking of red cards issued to a player during the course of the season.
 - ii) Advice to an ejected player as to his or her eligibility for games occurring in the period between the issuance of the red card and the date of the hearing (refer to 10.0 item (j)). Convenors in breach of game eligibility rules (for example, playing a player whose suspension is deemed immediate) will themselves be subject to disciplinary action.
 - iii) Tracking of cumulative yellow cards.
 - iv) Obtaining an up-to-date status report of players transferring in to his or her team between the start of the season and the transfer deadline.
 - v) Obtaining an up-to-date status report of players suspended as of the end of the previous season and ensuring they do not play (either exhibition or regular games) until their suspension is completed.
- a) For the purposes of conduct and discipline, a "member of the league" is defined as:
- Any registered player, indemnified player (exhibition season), coach, manager, convenor or team official associated with a team registered with the league.**
- b) All members of the league shall be subject to disciplinary action and suspension from league activities.
- c) Any member of the league who is judged to be in violation of the conduct and discipline guidelines shall be required to attend a discipline hearing, except where documented otherwise in item 6.0 (l) of this By-law, to have his or her case reviewed.
- d) Disciplinary action shall take effect as of game time of the next scheduled or rescheduled game of the team that player received the suspension for, except for those cases outlined in By-law 10.0 item (j). Any player who plays for two (2) teams must accumulate three (3) yellow cards on one (1) team before he or she is suspended, not three (3) yellow cards between the two (2) teams. He or she will then serve his or her suspension for the team with whom he or she accumulated the cards and will be suspended from ALL BSL soccer activity until his or her suspension has been served in accordance with item 9.5.

- e) In the event that a member is required to appear before the *Discipline Committee*, the team convenor is required to ensure that the member is notified of the venue, date and time of the hearing.
- f) Any member of the league required to appear before the *Discipline Committee* may be accompanied by another member of the team. That person shall be considered a representative of the team with appropriate approval.
- g) In the event a member is unable to attend his or her scheduled hearing, a representative of the team may attend the hearing in his or her place, as seen in item 8.2 of this By-law. That person shall be considered a representative of the team with appropriate approval.
- h) Failure of the member to attend or provide representation at his or her scheduled hearing shall result in an automatic suspension from ALL soccer related activities, as defined in item 9.3, effective from the date of the originally scheduled hearing. All suspensions to be accompanied by a fine (as specified in appendix 'B') which must be paid before the suspended player may resume play. In such cases, the member must request in writing, a hearing, as seen in item 8.3 of this By-law.
- i) Suspensions and fines (where applicable) will be based on the guidelines published in appendix 'D' of the BSL Constitution.
- j) Any member carded or reported for either attempted physical assault or actual physical assault of a game official shall be automatically suspended from ALL soccer related activities, as defined in item 9.3, from the date of the incident. The case will be passed on to the PHSA for disciplinary action, as seen in item 4.0 of this By-law.
- k) Game official assault for the purposes of disciplinary consideration, is defined as "deliberate physical contact including, but not limited to, striking, pushing, pulling, charging or any form of violent conduct, whether actual or attempted, such as spitting, threatening, excessively abusive language directed at a game official or thwarted violent conduct".
- l) The team convenor is accountable for following published protocol regarding the determination of which players are eligible for disciplinary action. Current protocol will be documented in appendix 'D'.
- m) Suspensions issued by the *Discipline Committee* are local to the BSL only. Suspended players and officials are prohibited from BSL activity only and may play in, coach in, officiate in or administer other leagues or clubs at any level within the CSA organizational structure. Except when an individual is found guilty of misconduct in accordance with OSA policy 9.5.1. Suspension of executive or operating officers does not affect their eligibility to participate in the administration of the BSL.
- n) Any fines, fees and levies attached to the BSL by the PHSA, OSA or the CSA as a result of hearings conducted wherein a BSL team or player is the subject (typically a discipline hearing), shall be paid (to a maximum of \$200) to the BSL by the team with which the subject player is registered. The team will have thirty (30) days following notice by the league to pay. If the passed through fine, fee or levy is unpaid after thirty (30) days, the team will immediately be suspended from play and will forfeit all results until such time as the outstanding monies are remitted and processed by the BSL.
- o) Games that count towards suspension:
- Cancelled games **do not** count.
 - Forfeited games count.
 - Abandoned games count irrespective of the time played.
 - Sanctioned games count where cards are received in these games also count.
 - Non-sanctioned games do not count as seen in By-law 12.
 - Completed games.
 - Exhibition games **do not** count.
- p) An ineligible player is defined as follows:
- 1) Playing while under suspension.
 - 2) Playing without an international transfer.
 - 3) Playing without having been re-instated from professional to amateur.
 - 4) Playing while not being properly registered.
 - 5) Playing while not being registered to that team unless on a valid trial permit.
 - 6) Playing in an age specific competition without the eligible age classification.
 - 7) Playing up or playing as a guest when ineligible to do so.
 - 8) Playing after failing to produce an OSA Registration Book or OSA Approved Identification Card when requested to do so.

BY-LAW 8: DISCIPLINE COMMITTEE APPEALS

Appeals may be made against the decisions rendered by the *Discipline Committee* in accordance with the By-laws of the District Association to which the league is affiliated. See OSA guidelines. Also refer to BSL Rights of Appeal information provided to each suspended member and posted on the BSL website.

BY-LAW 9: FORFEIT OF POINTS

A team is required to take the field and commence a game with a minimum of seven (7) eligible players at the time and location as directed by the Director of Operations - Match Secretary. Such directions given shall be deemed to be a BSL sanctioned game. The time and location of such BSL sanctioned game shall be provided with a minimum of forty-eight (48) hours notice. Penalties for teams found to be in breach of this rule will be implemented as follows:

- (a) Failure of a team to appear for a game after notification of the game to the Team Representative – Forfeit of game plus deduction of three (3) points.
- (b) If a team delays the start of the game by fifteen (15) minutes – Forfeit of game plus deduction of three (3) points.
- (c) If a team has seven (7) or more players and refuses to take the field at the match official's request – Forfeit of game plus deduction of three points.
- (d) Playing an illegal player or players not registered under By-law 3 – Forfeit of game points plus an additional penalty as determined by the Operating Committee with approval from the Executive Committee in its sole opinion.
- (e) Failure to provide enough players to complete the game – Forfeit of game points plus an additional penalty as determined by the Operating Committee with approval from the Executive Committee in its sole opinion.
- (f) Any team that forfeits a game shall be required to pay a fine as set out by the Executive Committee. This fee must be paid to the CFO and/or Assistant Treasurer prior to the forfeiting team's next game. Failure to comply will result in further forfeiture of game points as determined by the Operating Committee with approval from the Executive Committee in its sole opinion.

The Executive Committee and Operating Committee are empowered to review the events occurring at any BSL sanctioned event and take action it deems is appropriate and in the best interest of the BSL.

BY-LAW 10: PROTESTS AND APPEALS

The Operating Committee shall hear protests and appeals. For any game protest or appeal, a true copy of the protest or appeal, in writing, must be in the hands of the Director of Operations - Match Secretary within forty-eight (48) hours of the time of the incident, accompanied by a fee, as specified in appendix 'B'. Should any protest be upheld, the Team Representative will have the fee returned. However, should the protest be disallowed, the monies will be placed in the league funds. The Operating Committee with approval from the Executive Committee shall take action and the Director of Operations - Match Secretary, in writing, shall notify all parties involved.

A member or registrant of the league directly affected by a decision of the league may appeal such decision.

The denial or termination of membership in the league may be appealed by a non-member.

A decision of the league may be appealed to the PHSA. Such appeal shall be conducted in accordance with OSA's and PHSA's published rules. A member shall not appeal a decision made by the Executive Committee and Operating Committee regarding the appointment, on-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the league's operations, except where the selection, appointment and revocation process outlined in the league's published rules have not been followed. A member shall not appeal a decision made by the league in respect to a member's team assignment.

BY-LAW 11: FIXTURES AND REPORTING OF GAME RESULTS

- (a) Each team convenor is responsible for reporting the game result to the appropriate Director of Operations - Match Secretary within twenty-four (24) hours, including the record of his or her own scorers. Failure to comply may result in the application of a fine (as seen in appendix 'B') as determined by the Operating Committee with approval from the Executive Committee.
- (b) Games under certain circumstances may be rescheduled on behalf of member teams and on the advice of the Operating Committee. Requests for rescheduling must be submitted directly to the Director of Operations - Match Secretary with responsibility for the age group.

BY-LAW 12: GAME OFFICIALS

Game officials will be allotted to each game. In the event that no officials are present except for SRD games, the game shall be rescheduled. Any game proceeding without at least one official is deemed "not sanctioned" by the BSL. SRD may mutually select a temporary official to carry out refereeing responsibilities and the game may be played. Individuals assuming the role of game official will be eligible for payment.

BY-LAW 13: GAME OFFICIAL'S ASSISTANTS

Each team must provide a game official's assistant, at the game official's request, acceptable to the game official for the game if the Game Official Co-ordinator fails to provide officials. Individuals assuming this role will be eligible for payment.

BY-LAW 14: DIVISION STRUCTURE, LEAGUE STATISTICS AND STANDINGS

The league shall be divided into four divisions: Open Age, Senior, Women's/Ladies, and Co-ed. For the then current season, the divisions shall be shown in appendix 'A'. In the Open Age division, at the conclusion of each season, the team with the fewest points in the Premier Division will be relegated to Division One (1) and the team with the most points in Division One (1) will be promoted to the Premier Division. In addition, the team with the fewest points in Division One (1) will be relegated to Division Two (2) and the team with the most points in Division Two (2) will be promoted to Division One (1). The same promotion and relegation rules will apply, when applicable, for movement between the Over 30 Alan Brooks Division One (1) and Division Two (2). Nevertheless, promotion or relegation may occur in total to four (4) teams that hold two of the fewest points and two of the greatest points within their respective sub-divisions. Such four (4) team promotion or relegation may occur at the discretion of the Operating Committee if deemed in the best interest of the league.

Three points will be awarded for a win and one point for a tie. In the case where two or more teams are tied on points at the end of the season, the standings shall be decided as follows:

- i) Fewest games forfeited.
- ii) The results between the teams during the season.
- iii) Fewest goals against.
- iv) Goal difference (goals 'for' less goals 'against').
- v) Fewest cards (red/yellow) in the season.

BY-LAW 15: ABANDONED GAMES

Notwithstanding By-law 9, if a game is abandoned after 60 minutes of play due to an event which is caused solely by the effect of nature or natural causes and without any interference by humans whatsoever, otherwise known as an "Act of God", the result shall stand. Any game abandoned before the 60th minute of play not due to an event caused by the effect of nature or natural causes nor any interference by humans whatsoever, otherwise known as an "Act of God", shall be referred to the Operating Committee for review and decision with approval from the Executive Committee.

If a team abandons, forfeits, and/or fails to provide the minimum number of players for game commencement at a minimum of three (3) league games, such team, in the sole opinion of the Executive and Operating committees discretion, may be disallowed from playing in any in-season and/or post-season tournament.

BY-LAW 16: OSA, District Association and FIFA RULES

The Burlington Soccer League shall, on a best effort basis, abide by the published rules of the PHSa and the OSA. The BSL shall be governed by the rules of FIFA except as indicated in the constitution and:

- a) Unlimited substitution will be allowed at goal kicks, injuries, half-time and goals.
- b) Substitutions may be made on a team's own throw-in.

BY-LAW 17: TEAM DISENFRANCHISEMENT

- a) Any Team Representative who feels that another team is failing to live up to the aims and objectives of the league shall request, in writing, that the Executive Committee consider application to disenfranchise the said team. The Executive Committee will examine the application within two (2) weeks of receipt and render a binding decision pursuant to the quorum and voting processes attributable to the operations of the Executive Committee.
- b) Any Team Representative who feels that a league member is failing, or has failed, to live up to the aims and objectives of the league, including verifiable actions in other areas of organized soccer, may request, in writing, that the Operating Committee consider application to expel said member from the league. The Operating Committee will examine the application within two (2) weeks of receipt and render a binding decision, as approved by the Executive Committee, pursuant to the quorum and voting processes attributable to the operations of the Executive Committee and Operating Committee.
- c) In a special meeting called to review a disenfranchisement proposal, a team or player involved in the citation may be accompanied by a maximum of one (1) convenor and one (1) player/representative. All other spectators/witnesses to remain outside the room until called.

BY-LAW 18: DURATION OF OUTDOOR SEASON

The duration of the outdoor playing season shall be for the six (6) month period from May 1st to October 31st. Any game played outside of this time frame is categorically without the sanction of the BSL unless mandated by the Operating Committee

Infractions of this rule brought to the attention of either the Executive Committee or Operating Committee will be dealt with on a case by case basis, as follows:

- a) Alleged offending teams will be suspended from play pending an investigation by the Operating Committee.
- b) All players registered with alleged offending teams are suspended from play and are ineligible for transfer until further notice.
- c) If the investigation of the infraction shows the report to be well founded, the Operating Committee with approval from the Executive Committee may pursue disenfranchisement as documented in By-law 17 or levy a fine as laid out in appendix 'B'. If a fine is levied, the team and its players will be suspended from play (forfeiting games if necessary) until the fine is paid in full.
- d) Players registered for more than one (1) team will be suspended from both rosters.
- e) Exhibition games prior to the start of the league play are not considered held under the auspices of the BSL and are not subject to this constitution. Accordingly, the BSL is not liable for the effect of injuries, damage claims or litigation as a result of such games taking place.