



CJTAM SOCCER

ASSOCIATION

CONSTITUTION & BY-LAWS

March 27, 2024

Revised November 18, 2025

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COTTAM SOCCER ASSOCIATION

Constitution & By-Laws

Section 1 – Name

The league will be known as “Cottam Soccer Association” hereinafter known as “the Association”.

Section 2 – Mission Statement

Our mission is to foster a vibrant, inclusive and supportive environment where children of all skill levels can come together to enjoy the game of soccer. We are committed to promoting teamwork, sportsmanship and personal development while strengthening community ties through active participation, respect and a shared passion for the sport.

Section 3 – Membership

- A. The membership shall be open to all children 4 years of age as of December 31st the year of registration, and not over 17 years of age as of December 31st, prior to registration.

Section 4 – Board of Directors and Duties

- A. The business and affairs of the Association shall be conducted by the Board of Directors, hereinafter called the “Board”, also known as the “Executives” consisting of:
 - 1. **President:** The President shall preside over all Board Meetings. He or She shall represent the Association and act as spokesperson on behalf of the Association.
 - 2. **Vice-President:** The Vice-President shall in the absence of the President preside over the meeting of the Board, and shall otherwise assist the President wherever possible, in the administration of the

Association.

3. **Treasurer:** The Treasurer will be responsible for keeping full and accurate records of financial transactions of the Associations bank account, specifically accounts of all receipts and disbursements in books belonging to the Association. This person shall also act as one of the three signing officers decided by the Board. All cheques and transactions shall require two signatures.
 4. **Secretary:** The Secretary shall be responsible for taking notes at all Board meetings and maintaining a record of them for the Association.
 5. **Directors:** Directors consist of all Board Members and have the right to vote.
- B. The Board will be selected by a simple majority vote. When Cottam Soccer Association holds an executive election, all people will have the right to nominate and elect executives. In the event, a vacancy occurs on the Board during the season, the Board will decide whether to replace that person/position.
- C. At least 75% of the members of the Board of Directors must be present to make any amendments to the Constitution or By-Laws. If there are less than 75% of the members present, the meeting will be dissolved.
- D. All decisions agreed upon by majority vote of the Board will take effect immediately unless otherwise stated in the Constitution.
- E. The President shall have a Tie-Breaking vote if necessary.

Section 1 – General Meetings

- A. The Board will meet at least three weeks prior to registration and again as needed.

- B. The President will preside over all meetings. If the President is absent, the Vice-President will assume the President duties.
- C. The Secretary will take notes at all Board Meetings and keep a record of such. If the Secretary is absent, an alternative at the meeting shall keep notes.
- D. The Treasurer will give an annual report at the final meeting of the Year.
- E. The Board of Directors can request a Treasurer's report at any meeting, if deemed necessary. The Treasurer must be given sufficient notice of the request prior to the Board Meeting.
- F. Regular Board Meetings will be held throughout the year, upon the request of the President or the Board of Directors. There will be a minimum of four (4) meetings held per calendar year which will be advertised and posted on the website, exclusive of the General membership meeting.
- G. If a Director wishes to make an amendment to the Constitution or By-Laws, this person must notify the President, who will in turn call a meeting of the Board of Directors at the earliest convenience.

Section 2 – Player Equipment and Responsibilities

- A. All players must wear shin guards – **NO EXCEPTIONS** – shin guards should be covered by appropriate socks, or pants, preferably soccer socks.
- B. All players should be encouraged to wear proper soccer shoes, which have Cleats. ****ABSOLUTLEY NO STEEL/METAL CLEATS ALLOWED.**
- C. No player shall wear jewelry, (Ex. Necklaces, wrist bracelets, watches, any loose jewelry, and dangling earrings or facial rings), except for medical alert jewelry. Caps will only be allowed by goalies who can wear full baseball hats faced forward. Cultural attire will be allowed. These rules will be enforced by the referees and the referee convener, as well, the board reserves the right to refuse play if the attire is deemed unsafe.
- D. All players must advise Coaches of any health problems. Any health conditions should be listed in the appropriate area on the registration form, so the Board of Directors will be knowledgeable of such information.

- E. Players are to treat Executives, Officials, Coaching Staff, Parents and Spectators with respect and in return should expect to be treated with the same respect.

Section 3 – Discipline

- A. All rules will be enforced. If there is a need for discipline in House League, it will be the responsibility of the Cottam Soccer Board.

Section 4 – Membership Fees

- A. Sponsorship fees will be determined by the Cottam Soccer Board.
- B. Registration fees will be determined by the Cottam Soccer Board.

Section 5 – Referees and Linesmen

- A. These referees will be trained and will attend referee clinics. Referees will be at least 3 years older than the division they are refereeing at the convener's discretion.
- B. The referee convener will place all officials and pay such officials an agreed amount per game. “A” division **\$20** / “B” division **\$25** / “C” division **\$45** / “D” division **\$60**. Club lines will be used for “B” division at **\$10**, “C” division at **\$25** and “D” division at **\$35**.
- C. Refereeing in house league, especially the younger divisions may be modified, but must have Board approval first.
- D. Discipline by referees in house league will be governed by the Referee Convener. If the referee Convener is involved in the dispute than it will be resolved by the Cottam Soccer Board.
- E. Officials will officiate under **FIFA** rules, with these exceptions:
 - a. **Red Card Issued** – Suspended that game and the next game.

- b. **(2) Red cards** – Brought to the Cottam Soccer Board for evaluation.
 - c. **(3) Red cards** – Out of league.
- F. Any inappropriate or vulgar language, and or dangerous activities will be dealt with at the discretion of the referee. No discriminatory language will be tolerated.

Section 6 – First Aid

- A. A fully equipped First Aid Kit **must** be on the sidelines and accessible for all games.
- B. In the event of an injury, the situation will be assessed and treated by First Aid personnel or if need be, call **911**. The First Aid Personnel will make sure health information is given to ambulance attendants and all injuries will be recorded and reported back to the Board.

Section 7 – Coaches and Assistant Coaches

- A. Cottam Soccer Association will encourage interested, young (junior) assistant coaches to help coach in the younger divisions.
- B. All coaching staff will follow all the Rules and Guidelines of Cottam Soccer Association.
- C. All Coaching staff must maintain a friendly manner around the players. They must be encouraging to the players and treat the players with respect and display a good example of sportsmanship.
- D. All Coaches should encourage their teams to shake hands (A proper handshake) with the opposing team either before or after the game as a gesture of good will. All Coaches should discourage any inappropriate unsportsmanlike language or gestures.

Section 8 – Insurance

- A. The Association will be insured through Sun County Soccer League (mandated through Sun County Soccer League).

Section 9 – General Rules

- A. All matters not provided for in the Constitution or By-Laws of Cottam Soccer Association, affecting the Conduct and Operation of the Association shall be dealt with by the Board of Directors – using **FIFA** rules as the prime guidelines.

Section 10 – Future Outcome/Consequences

- A. In the event that Cottam Soccer Association should dissolve completely and/or cease to exist, all equipment owned by Cottam Soccer Association will be dispersed among various youth organizations chosen by the Executive Board.

PLAYOFFS & DAY OF CHAMPIONS SCHEDULE TEMPLATE

An effort should be made to schedule A & B Divisions at similar times, with C & D Divisions in opposite timeslots. For example, A & B play on the even hours while C & D play on the odd hours.

NOTE: Times and Field Numbers are subject to change as this is an outline only. Overlap of Field Numbers are possible depending on the formats used with each division.

****On DOC, guaranteed two games with a possibility of three:**

DIVISIONS A & B

4 Team Round Robin

During the week prior to DOC:

Each team plays a game on **Monday** (rainout date is Thursday).

Thursday is a practice for all teams (rainout date for games missed on Monday).

On DOC, each team plays 2 games with the Championship game played between the two top teams.

Monday (Playoff Begin)

| | | | |
|--------|--------|---------|---------|
| Team 1 | Team 2 | Field 7 | 6:00 pm |
| Team 3 | Team 4 | Field 9 | 6:00 pm |

Thursday (Practice)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Practice | Field 6 | 6:00 pm |
| Team 2 | Practice | Field 7 | 6:00 pm |
| Team 3 | Practice | Field 8 | 6:00 pm |
| Team 4 | Practice | Field 9 | 6:00 pm |

Saturday (Day of Champions)

| | | | |
|-----------------------|-----------------------|---------|----------|
| Team 1 | Team 3 | Field 7 | 8:00 am |
| Team 4 | Team 2 | Field 9 | 8:00 am |
| Team 4 | Team 1 | Field 7 | 10:00 am |
| Team 2 | Team 3 | Field 9 | 10:00 am |
| 1 st Place | 2 nd Place | Field 7 | 12:00 pm |

5 Team Round Robin

During the second week prior to DOC:

Monday – 4 teams play and 1 team practices.

Thursday – 4 teams play and 1 team practices.

During the week prior to DOC:

Monday – 2 teams play and 3 practice (rainout date for games missed).

Thursday – All teams practice (rainout date for games missed).

On DOC, each team plays 2 games with Championship game played between top two teams.

Monday (Playoffs Begin – 2nd week before DOC)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Team 2 | Field 2 | 6:00 pm |
| Team 3 | Team 4 | Field 3 | 6:00 pm |
| Team 5 | Practice | Field 1 | 6:00 pm |

Thursday (Playoffs Continue)

| | | | |
|--------|----------|---------|---------|
| Team 4 | Team 5 | Field 2 | 6:00 pm |
| Team 2 | Team 3 | Field 3 | 6:00 pm |
| Team 1 | Practice | Field 1 | 6:00 pm |

Monday (Playoffs Continue – week before DOC)

| | | | |
|--------|----------|---------|---------|
| Team 5 | Team 1 | Field 2 | 6:00 pm |
| Team 2 | Practice | Field 3 | 6:00 pm |
| Team 3 | Practice | Field 3 | 6:00 pm |
| Team 4 | Practice | Field 1 | 6:00 pm |

Thursday (Practice)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Practice | Field 1 | 6:00 pm |
| Team 2 | Practice | Field 2 | 6:00 pm |
| Team 3 | Practice | Field 2 | 6:00 pm |
| Team 4 | Practice | Field 3 | 6:00 pm |
| Team 5 | Practice | Field 3 | 6:00 pm |

Saturday (Day of Champions)

| | | | |
|-----------------------|-----------------------|---------|----------|
| Team 3 | Team 1 | Field 2 | 8:00 am |
| Team 4 | Team 2 | Field 3 | 8:00 am |
| Team 1 | Team 4 | Field 2 | 10:00 am |
| Team 2 | Team 5 | Field 3 | 10:00 am |
| Team 5 | Team 3 | Field 3 | 12:00 pm |
| 1 st Place | 2 nd Place | Field 3 | 1:00 pm |

6 Team Round Robin

During the second week prior to DOC:

Monday – All 6 teams play.

Thursday – All 6 teams play.

During the week prior to DOC:

Monday – All 6 teams play.

Thursday – All teams practice (rainout date for games missed).

On DOC, each team plays 2 games with Championship game played between top two teams.

Monday (Playoffs Begin – 2nd week before DOC)

| | | | |
|--------|--------|---------|---------|
| Team 1 | Team 2 | Field 3 | 6:00 pm |
| Team 3 | Team 4 | Field 4 | 6:00 pm |
| Team 5 | Team 6 | Field 5 | 6:00 pm |

Thursday (Playoffs Continue – 2nd week before DOC)

| | | | |
|--------|--------|---------|---------|
| Team 3 | Team 6 | Field 3 | 6:00 pm |
| Team 5 | Team 2 | Field 4 | 6:00 pm |
| Team 1 | Team 4 | Field 5 | 6:00 pm |

Monday (Playoffs Continue – week before DOC)

| | | | |
|--------|--------|---------|---------|
| Team 5 | Team 4 | Field 3 | 6:00 pm |
| Team 1 | Team 6 | Field 4 | 6:00 pm |
| Team 3 | Team 2 | Field 5 | 6:00 pm |

Thursday (Practice)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Practice | Field 3 | 6:00 pm |
| Team 2 | Practice | Field 3 | 6:00 pm |
| Team 3 | Practice | Field 4 | 6:00 pm |
| Team 4 | Practice | Field 4 | 6:00 pm |
| Team 5 | Practice | Field 5 | 6:00 pm |
| Team 6 | Practice | Field 5 | 6:00 pm |

Saturday (Day of Champions)

| | | | |
|-----------------------|-----------------------|---------|----------|
| Team 1 | Team 3 | Field 4 | 8:00 am |
| Team 2 | Team 4 | Field 5 | 8:00 am |
| Team 5 | Team 6 | Field 4 | 8:00 am |
| Team 1 | Team 2 | Field 5 | 10:00 am |
| Team 3 | Team 5 | Field 4 | 10:00 am |
| Team 4 | Team 6 | Field 5 | 10:00 am |
| 1 st Place | 2 nd Place | Field 5 | 12:00 pm |

**** On DOC, guaranteed *three games with a possibility of four*****

DIVISIONS C & D

4 Team Round Robin

On DOC, each team plays **3** games with Championship game played between top two teams.

Saturday (Day of Champions)

| | | | |
|-----------------------|-----------------------|---------|----------|
| Team 1 | Team 2 | Field 7 | 8:00 am |
| Team 3 | Team 4 | Field 9 | 8:00 am |
| Team 1 | Team 3 | Field 7 | 10:00 am |
| Team 4 | Team 2 | Field 9 | 10:00 am |
| Team 4 | Team 1 | Field 7 | 12:00 pm |
| Team 2 | Team 3 | Field 9 | 12:00 pm |
| 1 st Place | 2 nd Place | Field 7 | 2:00 pm |

5 Team Round Robin

It is not possible to guarantee three games with a possibility of four games due to an odd number of teams participating. It is possible to guarantee three games to four teams, but not to all five teams.

SEE *DOC, *guaranteed two games with a possibility of three:*

6 Team Round Robin

During the second week prior to DOC:

Monday – 4 teams play and 2 teams' practice.

Thursday – 4 teams play and 2 teams' practice.

During the week prior to DOC:

Monday – 4 teams play and 2 practice (rainout date for games missed).

Thursday – All teams practice (rainout date for games missed).

On DOC, each team plays 3 games with Championship game played between top two teams.

Monday (Playoffs Begin – 2nd week before DOC)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Team 2 | Field 4 | 7:00 pm |
| Team 3 | Team 4 | Field 5 | 7:00 pm |
| Team 5 | Practice | Field 3 | 7:00 pm |
| Team 6 | Practice | Field 3 | 7:00 pm |

Thursday (Playoffs Continue – 2nd week before DOC)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Team 6 | Field 4 | 7:00 pm |
| Team 5 | Team 2 | Field 4 | 7:00 pm |
| Team 3 | Practice | Field 4 | 7:00 pm |
| Team 4 | Practice | Field 4 | 7:00 pm |

Monday (Playoffs Continue – week before DOC)

| | | | |
|--------|----------|---------|---------|
| Team 5 | Team 4 | Field 4 | 7:00 pm |
| Team 3 | Team 6 | Field 4 | 7:00 pm |
| Team 1 | Practice | Field 4 | 7:00 pm |
| Team 2 | Practice | Field 4 | 7:00 pm |

Thursday (Practice)

| | | | |
|--------|----------|---------|---------|
| Team 1 | Practice | Field 3 | 7:00 pm |
| Team 2 | Practice | Field 3 | 7:00 pm |
| Team 3 | Practice | Field 4 | 7:00 pm |
| Team 4 | Practice | Field 4 | 7:00 pm |
| Team 5 | Practice | Field 5 | 7:00 pm |
| Team 6 | Practice | Field 5 | 7:00 pm |

Saturday (Day of Champions)

| | | | |
|-----------------------|-----------------------|---------|----------|
| Team 1 | Team 3 | Field 5 | 8:00 am |
| Team 2 | Team 4 | Field 4 | 9:00 am |
| Team 6 | Team 5 | Field 5 | 9:00 am |
| Team 2 | Team 3 | Field 4 | 11:00 am |
| Team 4 | Team 6 | Field 5 | 11:00 am |
| Team 5 | Team 1 | Field 5 | 12:00 pm |
| Team 6 | Team 2 | Field 3 | 2:00 pm |
| Team 3 | Team 5 | Field 4 | 2:00 pm |
| Team 4 | Team 1 | Field 5 | 2:00 pm |
| 1 st Place | 2 nd Place | Field 5 | 3:30 pm |

COTTAM SOCCER: SMALL-SIDED SOCCER (6 vs 6) FOR D DIVISION

By-Law 1: The Field of Play

Fields 6, 7, 8, and 9 and the markings on those fields will be used.

By-Law 2: The Ball

A size **5** ball will be used.

By-Law 3: Number of Players

A match is played between two teams where one of the players on the field must be designated as the goalkeeper. The minimum, maximum number of players and roster size are listed below:

Minimum number of players – 5, Maximum number of players – 6, Suggested Maximum Roster Size – 12

If at any time during the game the number of players available to play drops below the minimum, the game shall be stopped.

Substitutions: Unlimited substitutions may be made throughout the game. All substitutions are only allowed at the discretion of the referee and the referee shall be advised of all substitutions.

Substitutions may be made “on the fly”, making the referee aware, with the substitute entering the field from their designated area only. Substitutions may also be made during a stoppage in play as usual.

By-Law 4: Duration of the Match

The match shall last two equal periods of 25 minutes each with a 5-minute halftime. The allowance for the time lost is at the discretion of the referee.

By-Law 5: Offside

There is **no** offside for **6 vs 6** games.

By-Law 6: Fouls

All fouls are as stated in the **FIFA** Laws with one exception:

1. The goalie may handle a pass back from a teammate during play when inside the penalty area. The goalie cannot score from a thrown ball directly into the net. The result of this play would be a goal kick.

NOTE: The goalie may **NOT** handle a throw-in from a teammate.

By-Law 7: Free Kicks

All free kicks outside the penalty area are indirect. Therefore, a goal can only be scored from a free kick if the ball is touched by another player before it enters the goal.

However, a penalty kick is awarded if the offence committed by a player inside his own penalty area would normally warrant a direct kick (ex. Kick, push, trip, etc.). An Indirect Free Kick is awarded if the above offence is committed by a player *inside his opponent's penalty area*.

Free Kick Inside the Penalty Area

Indirect free kick to the defending team:

- All opponents must be at least five (5) metres from the ball.
- All opponents must remain outside the penalty area until the ball is in play.
- The ball is in play when it is kicked directly out of the penalty area.
- A free kick awarded in the penalty area may be taken from any point inside that area.

Indirect free kick to the attacking team:

- All opponents must be at least five (5) metres from the ball unless they are on their own goal line between the goalposts.
- For offences that warrant a Penalty Kick, the kick shall be taken from the penalty mark.

Free Kick outside the penalty area:

- All opponents must be at least five (5) metres from the ball.
- The ball is in play when it is kicked and moves.
- The free kick is taken from the place the infringement occurred or from the position of the ball when the infringement occurred.

By-Law 8: Penalty Kicks

Penalty Kicks are taken **10 metres** from the goal line.