



By-Laws

By-Law 1 – Administrative Duties

1. *President*

- a) Shall preside at all Association meetings.
- b) Shall be ex-officio on all Association committees.
- c) Shall instruct the secretary to call all meetings.
- d) Shall cast the deciding vote in the Association's meetings only in the case of a tie.
- e) Shall exercise the power of the Executive in the case of an emergency.
- f) Shall be responsible for the enforcement and interpretation of the Association's Constitution.
- g) Shall rule on the points of order.
- h) Shall be the Association's representative to S.R.S.A. meetings.
- i) Shall be one of the signing officers for the Association's business.
- j) Shall present an annual written report for the members.
- k) Shall present an agenda for all meetings.
- l) Shall appoint an MC for the elections for the Executive.

2. *Vice President*

- a) Shall, in the absence of the President, exercise the duties of the President.
- b) Shall assist the President in performing duties for the Association as requested by the President.
- c) Shall direct and assist the Convenors for the Association.
- d) Shall be one of the signing officers.

3. *Secretary*

- a) Shall keep an accurate record of all Association meetings.
- b) Shall maintain an updated Constitution of the Association.
- c) Shall Maintain an updated directory of all Executive members.
- d) Shall handle all correspondence as directed by the Executive.
- e) Shall ensure that the Executive has received a copy of the previous minutes.
- f) Shall ensure appropriate notices are made for the Annual General Meeting and Special General Meetings.
- g) Shall have custody of the Association's minute book.
- h) Shall ensure the S.R.S.A. has received a copy of all information as required by the S.R.S.A.
- i) Shall be a signing officer for the Association except in the issuing of cheques.

- j) Shall maintain an up to date master list of the board members' police check.
- k) Shall be one of the owners of BackCheck
- l) Shall attend the coaches' clinic with the updated list of criminal records.

4. Treasurer

- a) Shall maintain an accurate and updated record of all revenues and expenditures of the Association in a ledger which is the property of the Association.
- b) Shall deposit all monies into a financial institution approved by the Executive.
- c) Shall pay all accounts approved by the Executive.
- d) Shall be the principal signing officer of all cheques along with the President or a Vice-President.
- e) Shall keep the Executive aware of the financial well being of the Association at Association meetings.
- f) Shall prepare a financial statement for the Annual General Meetings.
- g) Shall prepare a budget for approval after receipt of the S.R.S.A. budget.
- h) Shall, if called upon by the Executive hand over to the President all records and documents of the Association within fourteen (14) days of such a request in writing.

5. Registrar

- a) Shall act as the liaison between the Association and the S.R.S.A. Registrar.
- b) Shall collect all registration fees on behalf of the Association.
- c) Shall keep records of registered players in the Association.
- d) Shall maintain a record of all coaches, managers, and other volunteers with the Association.

6. Field Convenor

- a) Shall ensure an adequate number of fields are available for games to be played.
- b) Shall ensure that all fields are the correct size for the games to be played on them.
- c) Shall ensure that all fields are adequately marked according to the by-laws.
- d) Shall be the liaison between Parks and Recreation and the Executive in all matters to do with fields.
- e) Shall oversee times with each division to accommodate required schedules.
- f) Shall allocate practice field times to coaches upon request.

7. Equipment Manager

- a) Shall provide, using funds provided by the Association, if necessary, the following equipment:
 - i) a set of uniforms bearing the Association name and sponsor name for each team.
 - ii) A first aid kit for each team – first aid kits will be checked and restocked at the league's expense upon notification.

- iii) A set of appropriately sized soccer balls for each team.
- iv) Equipment to aid the playing of the game, ie nets and corner flags.
- b) Shall provide a team and league inventory.

8. Referee-in-chief

- a) Shall be certified, at least at the O.S.A. Youth Recreational Level.
- b) Shall maintain game logs to pay out salaries pertaining to officials.
- c) Shall exercise general supervision and direction over the referees.
- d) Shall arrange for training and instruction of referees.
- e) Shall assign referees to all games.
- f) Shall receive all comments regarding the conduct and decisions of referees.
- g) Shall bring any serious problems to the Executive.
- h) Shall have a schedule for ref for season games available to all board members (completed minimum 7 days prior to any scheduled game).

9. Promotions Manager

- a) Sponsorship:
 - i) Shall recruit sponsors.
 - ii) Shall collect sponsorship fees.
 - iii) Shall delegate sponsors to appropriate divisions.
 - iv) Shall distribute to sponsors schedules and other promotion materials such as pictures, plaques, etc.
 - v) Shall ensure the Association represents sponsors as per request.
- b) Fund Raising:
 - i) Shall create funds for the Association.
 - ii) Shall organize and/or delegate special events for fund raising.
 - iii) Shall collect and forward funds to the Treasurer.
- c) Promotions:
 - i) Shall assist with correspondence to general public, local media and local schools and daycares.
 - ii) Shall assist with the correspondence and participation to local events to help promote soccer.
 - iii) Shall ensure soccer has proper representation within the municipality.
 - iv) Shall be the contact person to put up and bring down the billboards

10. Convenor

- a) Shall act in accordance with policies of the Association.
- b) Shall help recruit and select coaches.
- c) Shall assist and direct coaches and parents with any concerns.
- d) Shall assist with evaluation of players; ensure that teams are as equally balanced as possible; may have to attend practices/games and switch players around. This should be done with all division coaches and mini or full field convenors present.

- e) Shall set up game schedules, re-schedule games and ensure that all coaches, referee-in-chief, field convenor and mini and full field convenors have a copy.
 - f) Shall assist field convenor with field allocation.
 - g) Shall assist equipment manager with equipment distribution and year end collection.
 - h) Shall keep an up-to-date roster for each team, including player's name, date of birth, and telephone numbers.
 - i) Shall prepare a report for monthly board meetings.
 - j) Shall make themselves available to members, including players, parents and coaches.
 - k) Shall ensure that all players and coaches are registered before they attend a game or a practice.
 - l) Shall ensure mini/full field convenor is aware of all team activities other than regular games or practices.
 - m) Shall ensure that any problem arising in the division is brought, without delay, to the appropriate convenor.
 - n) Shall ensure that serious concerns are brought to the attention of the executive.
 - o) Shall notify all concerned coaches/members of cancelled games.
 - p) Has authorization to cancel games due to weather and extenuating circumstances.
11. Shall reinforce rules on fields (parents to stay 9 feet from side lines) and shall reinforce any City By-Law (ex: no smoking or drinking on city property)

12. *Director of Coaching*

- a) Shall encourage volunteer coaches to take the appropriate coursework
 - b) Shall instruct, aid and guide all Association coaches.
 - c) Shall assist with clinics.
 - d) Shall assist with the recruiting of coaches.
 - e) Shall update and inform executive of any concerns regarding coaching.
 - f) Shall volunteer time, expenses such as teaching aids will be paid upon approval of the executive.
 - g) Must maintain an up to date list with regard to the coaches' and assistant coaches' police checks. The list must contain the names of the participants and the date of the check, as they expire every three years.
13. Any Executive member who handles money for the Association must get an annual background check to be paid by the Association.

By-Law 2 – Players

- 1. All players shall normally be entitled to play an equal time each games.
- 2. No person shall play for the Association without completing the registration form and receiving consent of the convenor and registrar.

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3. Legal proof of age may be required from each player.
4. Players will play for the team(s) to which they are assigned by the executive.
5. Select/Competitive teams shall be permitted with the approval of the board.

By-Law 3 – Uniforms

1. All uniforms will be provided and distributed by the Association, with the only exception given to the select/competitive teams.
2. Players' shorts must be the same color as the color of the shorts supplied by the Association for that year.
3. Sports Glasses/goggles have always been accepted and are highly recommended for children with vision impairment. Children can play with their regular prescribed glasses at own risk. Sunglasses are not acceptable.
4. Uniform does not include hat or cap.

By-Law 4 – Age Divisions

1. Divisions shall be formed according to the player's age limitations set out by the O.S.A. A player may therefore participate in the particular division, if (s)he had not reached that division's age limit as of December 31st of the current year.
2. Divisions will be designed as follows:
 - a) 4 and under
 - b) 6 and under
 - a) 8 and under
 - b) 10 and under
 - c) 12 and under
 - d) 15 and under
 - e) 18 and under
14. Divisions will be filled where registration number permit. The Executive reserves the right to alter divisions pending that year's registration numbers.
15. The Executive shall normally assign players to the youngest age division for which they qualify.
16. Any movement of players between divisions shall be at the sole discretion of the executive prior to the start of the season.
17. Affiliation will be allowed (refer to By Law 15)
18. All star/competitive teams require Executive approval prior to the season's start.

By-Law 5 – Competition

1. Duration of Match play
 - a) U4 ~ 2 12 minute half (playoff weekend)
 - b) U6 ~ 20 min practice/20 minute scrimmage (playoff will be 2 halves of 20 minutes)

- b) U8 ~ 2 25 minute halves
- c) U10 ~ 2 30 minute halves
- d) U12 ~ 2 30 minute halves
- e) U15 ~ 2 35 minutes halves
- f) U18 ~ 2 45 minute halves

The half time interval shall be 5 minute grace time at the start of the game.

2. All matches shall be played schedules except:
 - a) If postponement is authorized by a convenor;
 - b) If the referee deems postponement necessary due to bad weather or ground conditions.
3. In the event that a game is abandoned before it is complete, the result will stand if the second half of the game has started, otherwise the game will be replayed.
4. Re-scheduling of cancelled games shall be at the discretion of the convenor.
5. After the game, the referee and both coaches shall verify and sign the game sheet. It shall be the responsibility of the referee to deliver the game sheet to the Referee-in-Chief.
6. Ten (10) minutes grace from the scheduled kick-off time shall be allowed before a default. When one team defaults, a 0-1 loss shall be recorded.
7. The game ball shall be supplied by the “Home” team. Only official game balls may be used. Ball size are listed below for the following divisions:
 - a) U6 ~ Number 3
 - b) U8 ~ Number 3
 - c) U10 ~ Number 4
 - d) U12 ~ Number 4
 - e) U15 ~ Number 5
8. Except as otherwise provided, teams shall play according to O.S.A. Laws, as modified from F.I.F.A. Beginning in 2013, U4 and U6 will adopt the LTPD (Long-Term-Player-Development) guidelines as recommended by the Canadian Soccer Association.
9. The *retreat line* rule is implemented for U6, U8 and U10 divisions.
10. U10 and U8 teams shall play on Mini-Soccer fields according to modified Mini-Soccer Laws.
11. Upon notification by the coach, the referee shall allow unlimited substitution at:
 - i) kick-offs
 - ii) goal kicks
 - iii) injury (for injured player only)
 - iv) throw-ins

Upon notification by the coach, the referee shall allow unlimited substitution to the team with possession of the ball. Only if the team with possession calls a “sub” can the team not in possession call a “sub”.

12. Number of players on a team:
 - a) Mini-Fields: U4 (unlimited), U6 (4 vs 4 plus a goalie) following Long Term Development Program.
 - b) U8/ U10: Where possible each team shall field not more than 7 players (one of whom shall be a goalkeeper). An official game shall not be played with less than 5 players (one of whom shall be a goalkeeper) per game. Recommend to follow the field size following LTPD.
 - c) Full-Fields: U12, U15, U18; Where possible each team shall field not more than 11 players (one of whom shall be a goalkeeper). An official game shall not be played with less than 7 players (one of whom shall be a goalkeeper) per game.

By-Law 6 – Referees

1. The referee-in-chief shall have an accredited certification to hold this position on the board of RBSA.
2. The game appointed referee must take charge of the game when (s)he arrives, normally ten (10) minutes before game time.
3. If the appointed referee is late (more than five (5) minutes after the scheduled starting time) a substitute may be appointed by:
 - a) Referee-in-Chief
 - b) Division Convenor
 - c) Any Executive Member
 - d) Where two linesmen are present (if qualified), one may ref and the other one lines.
4. No uncertified person may officiate.
5. If an official is late, (s)he must wait for half time to enter into the game.
6. Games not played for the above reasons shall be re-scheduled by the division convenor.
7. Referees shall uphold the laws of the game, except where the Association has made adjustments as indicated in these by-laws.
8. The referee shall explain all infractions as they are called to the offending player(s) or person(s).
9. The referee shall be paid in accordance with the guidelines set annually by the Executive. The referees shall be paid by the Referee-in-Chief on a regular basis.
10. All officials shall have at all times:
 - a) warning cards
 - b) stop watch
 - c) linesman's flags
 - d) clipboard
 - e) official "referee" sweater
 - f) whistle
11. Officials must attend meetings schedules by the Referee-in-Chief.

By-Law 7 – Coaches

1. The coach shall exercise a general care, supervision and direction over the players and all others associated with his/her team. The coach shall be required to act always in accordance with the policies of the Association and a person shall hold the position of coach at the pleasure of the Executive. The coach may choose one or more parents of the team's players to act as assistants and/or managers. These assistants require OSA completed form and a valid criminal check.
2. Many teams will be carrying the name of a sponsor which has subsidized the expenses of recreational league soccer. The coach shall undertake to ensure that his/her players conduct themselves and care for their uniforms to the advantage and not to the discredit of the sponsors.
3. Coaches must attend at least a Recreational Clinic or the Level I Coach's Clinic (sanctioned by the Ontario Soccer Association).
4. Coaches shall undertake to field every player attending a game and for at least half the duration of the game. Exceptions will be permitted only where the safety and health of a player is at risk.
5. Coaches shall conduct practices as they can arrange them.
6. Coaches shall ensure that they have an adequate First Aid Kit brought to each game and practice (provided by the Association).
7. Coaches shall inquire from the parents of the players concerning any health or other consideration that (s)he should be aware of in the players.
8. Coaches are responsible for all their team's conduct including coaching staff, players, parents or participants.
9. Coaches will collect the completed medical form from all their players.
10. No smoking on the bench, field or parking lot. No profane language.
11. Starting in U8 and up, coaches will not be permitted on any field during a game.
12. If a player is injured and the coach does not feel comfortable or competent (s)he may call the parent of the player for assistance.
13. Only the designated team coaches may be at players' bench during a match.

By-Law 8 – Play-Off Games (U12 and U15)

1. Standings shall be determined as follows:
 - a) 3 points for a win
 - b) 1 point for a tie
 - c) 0 point for a loss
 - d) In case of game cancellation, each team gets 1 point.
2. In the event two teams are tied for position, the winner will be decided by:
 - a) most wins
 - b) least losses
 - c) record against each other (head to head)

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- d) team with the best plus-minus goals in the playoff round robin
 - e) team with the most goals scored in the playoffs
 - f) team with the least goals scored against them in the playoffs
 - g) toss of a coin
3. The board of directors reserve the right to change this format. The current format listed above is only used during playoff weekend. Stats during the regular season are not kept.

Semi-finals and Finals. If games are tied after regulation time:

- a) teams will play two (2) five (5) minute overtime halves. Teams will change ends at the end of the first five (5) minutes. NOT SUDDEN DEATH (Total goals at the end of ten (10) minutes of play).
- b) goalie used in overtime must be the goalies used in regulation time.
- c) if still tied after overtime, there will be a shoot out.

Shoot Out

- a) a toss of a coin will decide who shoots first
- b) the goalie used in the shoot out must be the goalie at the end of the overtime
- c) Coach will decide which FIVE PLAYERS (pre-determined prior to the start of regulation game time) (s)he wants to use first, then let the referee know in which order (s)he wants the shooters to go. Players to shoot must be indicated on score sheet prior to start of game. This will be a total goals for both team. If still tied, then teams will go one on one until there is a winner. Different players will be used until the whole team has been exhausted.

By-Law 9 – Conduct

- 2. The coaches shall be responsible for their players at all times, and shall conduct themselves in a manner fitting their responsibility, returning to the bench area if requested by the referee.
- 3. Any player, coach, manager, or team official impeding, disputing with, harassing, or otherwise intimidating the referee shall be subject to disciplinary action pending review of the situation by the Executive.
- 4. Any member of the Association who wishes to protest the conduct or decision of any player or member of the Association shall contact the President with the complaint in writing within 48 hours. Before initiating a formal investigation, the President shall provide a full copy of the complaint to any person named.

By-Law 10 – Protests

- 2. Protests involving games shall be handled by the Executive.

By-Law 11 – Appeals

1. Appeals against the Association's decisions may be made to the S.R.S.A. in accordance with the governing body's Constitution.

By-Law 12 – Fund Raising

1. No solicitation for funds to be made by any team unless authorized by the Executive.

By Law 13- Heat policy

1. At 4:30pm, if weather is 34 degrees or higher (with humidex), based on the Weather Network, all scheduled games/practices will be cancelled for that evening.

By-Law 14- Lightning Policy

1. Once on the field, at the sight of lightning, all games/practices will be cancelled. During playoffs, games can resume after 30 minutes of the last sight of lightning.

By-Law 15- Affiliation

Affiliated players (AP): To provide an opportunity for higher division or category teams to have enough players for a game.

The player must have a written permission from the coach that they are registered with before the affiliated player can participate in any game or practice. Parents also need to send RBSA a written consent to allow their child to play in a higher division. When players are being affiliated, RBSA must be notified via email prior to the game start. On the game sheet, the affiliated player must be identified as AP.

AP can be used when a player is sick, injured, when a regular player is serving a league suspension, when a regular player is missing for personal reasons. Under no circumstances should an AP be used at the expense of the regular players on the team. AP should not be taking any field time from the regular team members.

There will be a maximum of 2 games for the AP to play in the higher division or category. Once a child has played 2 the games maximum, the coaches have to ask another player to be an AP when they are missing players. This gives a chance for more kids to play as AP.

By Law 17: Refund policy

To request a refund, a Refund Request must be submitted to RBSA in writing to rb.soccer@hotmail.com.

If a refund is requested before May 1st, a full refund (minus an administrative fee of 25\$) will be granted.

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If a player withdraws before June 15th, a refund of 50% will be granted.

No refunds will be granted after June 15th.

Late registrations are subject to a non-refundable late fee of \$25.

By Law 18: Festival weekend

It is at the discretion of the volunteer board members to decide if the festival will be Saturday and Sunday or only a one day festival.

October 18, 1998 – Revision 1
April 9, 2006 – Revision 2
Sept. 29, 2013-Revision 3
Sept. 28, 2014- Revision 4
Sept 27, 2015- Revision 5