



PEEL HALTON SOCCER ASSOCIATION



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1.0 DEFINITIONS

Active Member	Active Membership shall be open to all properly constituted soccer clubs which have their head office in the District. The requirements for Active Membership and any subcategories are laid out in the Rules and Regulations. Membership shall be granted after approval by the PHSA Board of Directors. All clubs shall have a Constitution and/or By-Laws which meets the minimum requirements for a Club Constitution/By-Laws in accordance with OS's Published Rules.
Associate Member	Associate Membership shall be open to not-for-profit or for-profit organizations, Clubs, regional leagues, multi-jurisdictional district leagues, district leagues, multi-jurisdictional club leagues, educational institutions and other organizations which operate soccer programs – which support the objectives of, and operate within, The District Association. Associate Membership shall also be open to coaching associations and referee associations operating within The District. Associate Membership shall be granted after approval by the PHSA Board of Directors.
Club	Governing Organization that is affiliated to, and under the jurisdiction of a District Association and is established and operates in accordance with Rules and Regulations; is a registered organization that registers all players, team officials and administrators of their organization and organizes teams. A not-for-profit Club has an elected Board of Directors. A for-profit Club must have a Board of Directors or shareholders.
OS	Ontario Soccer
PHSA	Peel Halton Soccer Association
Senior Club	may operate as a registered not-for-profit or for-profit entity and is not required to be incorporated. Senior clubs are not required to maintain a minimum number of teams or players. They are not required to obtain Canada Soccer Club Licensing at this time.
Youth Club	may operate as either a registered not-for-profit or for-profit entity but must be incorporated. The Club is the Governing Organization whose primary, long-term objective is to provide players with development and training through the provision of necessary training facilities and infrastructure.



2.0 NEW MEMBERSHIP APPLICATIONS

2.1 APPLICATION FOR NEW ACTIVE MEMBERSHIP DEADLINE DATES

Applications for Active Membership by a new Club seeking to operate a Youth Club or a Senior Only Club shall only be accepted for the outdoor season commencing in the year following the filing of the Application.

Applications for Active Membership by a new Club seeking to operate an Indoor Club shall only be eligible to operate in the Indoor Season of the year in which the application is filed.

Application Dates, Application Deadlines and Dates for Notices of Decisions for New Membership Applications are set forth as follows:

APPLICATION TYPE		Application Date	Final Deadline	Decision Date
New Member	Youth	June 1st	August 1st	November 15th
	Senior	October 1st	January 1st	April 1st
	Indoor	January 15th	March 15th	June 30th

2.2 CATEGORIES OF ACTIVE MEMBERSHIP

Active Membership shall consist of 7 sub-categories and applicants shall indicate on the Application Form (Appendix B) which sub-category they are applying for:

- Youth Soccer (Recreational Only)
- Youth Soccer (Recreational and Competitive)
- Youth Soccer (Recreational Only) and Senior Soccer
- Youth Soccer (Recreational and Competitive) and Senior Soccer
- Senior Soccer Only
- Indoor Soccer Only
- Associate



2.3 PROCESS TO APPLY FOR A NEW ACTIVE MEMBERSHIP

A new Club shall apply for Active Membership, by submitting:

- i. application form (Appendix B),
- ii. non-refundable application fee in the amount prescribed in Appendix A,
- iii. list of elected and appointed officers. Applicants must indicate the title of each individual and their area of responsibility. If any of these individuals are already Ontario Soccer (OS) Registrants, then their OS number must be included in the Application,
- iv. a copy of its Constitution and/or By-Laws, Articles of Incorporation, and Rules & Regulations and/or Policies and Procedures which meets the minimum requirements under OS Published Rules,
- v. written consents signed by each of its officers, directors, and staff concerning the disclosure of their personal information,
- vi. the Applicant's audited or unaudited financial statements for the past three years (if applicable) in such form as prescribed by the OS,
- vii. a statement of the Applicant's rationale and justification for adding a new Club, including planned age groups, number of teams, etc;
- viii. a statement of the Applicant's position on their potential impact on existing Clubs and copies of any available letters of support and a declaration stating what efforts the Applicant made to contact existing Clubs regarding any potential impact;
- ix. a description of any temporary or permanent conditions or restrictions that the Applicant proposes to lessen any adverse impact on any existing Clubs and a declaration stating what efforts the Applicant made to contact existing Clubs and discuss any such temporary or permanent conditions or restrictions;
- x. a declaration of the municipal and geographic area in which the new Club intends to operate;
- xi. a statement confirming the availability of fields or indoor facilities from the Applicant, the Parks and Recreation Department of the local municipality in which the proposed, expanded, or merged or amalgamated Club will be operating, or from any private corporation or educational facility that owns or controls the designated fields or facilities;
- xii. a declaration on "for-profit" or "not for profit" and details of their incorporation status or plans and copies of any and all incorporation documents and by-laws,
- xiii. a statement concerning whether or not it is offering programs that are presently unavailable in the District and a description of such programs,
- xiv. a statement concerning the prior affiliations of all its officers, directors, and staff with any other soccer organization and a description of the circumstances concerning their departure from any such previous soccer organization; a copy of an insurance certificate certifying that the Applicant has general commercial liability insurance for minimum coverage of \$2 Million per incident in respect of its players, coaches, referees, staff, and members;
- xv. a statement concerning the measures that the Applicant has taken to ensure the health and safety of its players, coaches, referees, staff and members;
- xvi. a statement concerning the discipline record of all its officers, directors, staff and existing or proposed coaches with any other sanctioned soccer organization in the Province of Ontario or elsewhere for the previous three years (applies only to non-members); and
- xvii. a reasonable and satisfactory three-year business plan describing its anticipated revenues and expenses.



In addition to the above **applications for New Youth Club** must also include the following

- i. a list of all the Applicant's registered players for the past three years (if applicable) as well as a description of each player's previous soccer organization affiliation. If any of these players have been registered with the OS, then their OS number must be included in the Application;
- ii. a statement describing the Applicant's technical plan regarding referee, coach, and player development and a list of the qualifications of all its existing or proposed coaches (applies to all youth Clubs); and
- iii. satisfactory evidence or a written undertaking that all officers, directors, staff and existing or proposed coaches have or will perform a police check in accordance with the OS Volunteer Screening Policy

In addition to the above, those **proposing to operate a house league** must also include the following

- i. written confirmation from the Applicant and from a certified game official stating that they have been appointed and have agreed to serve as the Applicant's Head Referee for the first year of operation;
- ii. written confirmation from the Applicant and from a certified discipline chair stating that they have been appointed and have agreed to serve as the Applicant's Club Discipline Chair for the first year of operation

2.4 APPLICATION FOR NEW SENIOR SOCCER CLUB WITH 3 TEAMS OR LESS

An Applicant seeking membership as a new Club for Senior Soccer Only who only intends to operate three teams or less, shall only be required to submit:

- i. a Senior Soccer Only application form (Appendix C);
- ii. pay the non-refundable application fee in the amount prescribed in Appendix A;
- iii. a list of elected and appointed officers or directors stating the title and responsibilities of each individual, their discipline record and their OS number (if applicable);
- iv. a copy of its Constitution and/or By-Laws, Articles of Incorporation, and Rules & Regulations and/or Policies and Procedures which meets the minimum requirements under OS Published Rules;
- v. a declaration on "for-profit" or "not for profit" and details of the organization's corporate status or legal structure;
- vi. written consents signed by each of its officer and director, or partner (as applicable) concerning the disclosure of their personal information;
- vii. the Applicant's audited or unaudited financial statements for the past year (if available) in such form as prescribed by the OS;
- viii. a brief description of the organization's plans and objectives and a statement regarding the leagues or competitions where the Club intends to register its teams;
- ix. a copy of any fields and facility permits or rental contracts as may be necessary to operate the Club's teams;
- x. a certificate of insurance for general commercial liability insurance for minimum coverage of \$2 Million per incident;
- xi. a description of the municipality or geographic boundaries within which the organization shall operate; and
- xii. a copy of the organization's annual budget for the upcoming season.



2.5 APPLICATION FOR ASSOCIATE MEMBERSHIP

An eligible organization shall apply for Associate Membership, by submitting:

- ii. application form (Appendix D)
- iii. non-refundable application fee in the amount prescribed in Appendix A
- iv. list of elected and appointed officers. Applicants must indicate the title of each individual and their area of responsibility. If any of these individuals are already OS Registrants, then their OS number must be included in the Application;
- v. a copy of its Constitution and/or By-Laws, Articles of Incorporation, and Rules & Regulations and/or Policies and Procedures which meets the minimum requirements under OS Published Rules;
- vi. written consents signed by each of its officers, directors, and staff concerning the disclosure of their personal information;
- vii. a statement of the Applicant’s rationale and justification for becoming a PHSA Member;
- viii. a minimum of 4 registered teams, enough true aged players to sustain game day rosters and unique coaches for each team;
- ix. a declaration of the municipal and geographic area in which the new Club intends to operate;
- x. if applicable, a statement confirming the availability of fields or indoor facilities from the Applicant, the Parks and Recreation Department of the local municipality in which the proposed, expanded, or merged or amalgamated Club will be operating, or from any private corporation or educational facility that owns or controls the designated fields or facilities;
- xi. a declaration on “for-profit” or “not for profit” and details of their incorporation status or plans and copies of all incorporation documents;
- xii. a statement concerning the prior affiliations of all its officers, directors, and staff with any other soccer organization and a description of the circumstances concerning their departure from any such previous soccer organization (applies only to non-members);
- xiii. a copy of an insurance certificate certifying that the Applicant has general commercial liability insurance for minimum coverage of \$2 Million per incident in respect of its players, coaches, referees, staff, and members;
- xiv. a statement concerning the measures that the Applicant has taken to ensure the health and safety of its players, coaches, referees, staff and members;
- xv. if applicable; written confirmation from the Applicant and from a certified game official stating that they have been appointed and have agreed to serve as the Applicant’s Head Referee for the first year of operation;
- xvi. if applicable; written confirmation from the Applicant and from a certified discipline chair stating that they have been appointed and have agreed to serve as the Applicant’s Club Discipline Chair for the first year of operation
- xvii. satisfactory evidence or a written undertaking that all officers, directors, staff and existing or proposed coaches have or will perform a police check in accordance with the OS Volunteer Screening Policy (*only* applies to youth Clubs); and

APPLICATION TYPE		Application Date	Final Deadline	Decision Date
Associate Member	Youth	June 1 st	August 1 st	November 15 th
	Senior Soccer Only	October 1 st	January 1 st	April 1 st
	Indoor	January 15 th	March 15 th	June 30 th



2.6 CHANGE IN STATUS

If a Member seeks to change or expand its subcategory of Active Membership, then the Member shall file an Application for a Change in Status and submit all applicable documents and information described in subparagraphs 1 (i) and 1 (j);

Applications for Active Membership by a new Club seeking to operate a Youth Club or a Senior Only Club, and Applications by Members for a Change in Status shall only be accepted for the outdoor season commencing in the year following the filing of the Application

APPLICATION TYPE		Application Date	Final Deadline	Decision Date
Change in Status	Youth	June 1 st	August 1 st	November 15 th
	Senior Soccer Only	June 1 st	August 1 st	November 15 th
	Indoor	June 1 st	August 1 st	November 15 th

2.7 MERGER OR AMALGAMATION

Applications to Merge or to Amalgamate by a member Club with one or more-member Club(s) and/or non-member soccer organization(s) must be filed not less than sixty (60) days before the date of the proposed transaction. Notice of the Decision will be issued by the PHSA within seven (7) weeks following the filing of the Application.

Merger/ Amalgamation	Youth	Not less than 60 days before Proposed Transaction	Within 7 weeks from the Application Date
	Senior Soccer Only		
	Indoor		

The timing of a merger or amalgamation may be affected by factors that are not within the control of the Applicants. Therefore, to be fair and reasonable and ensure that a proper decision is made, the Board of Directors shall have the authority to modify the schedule of the application process for a merger or amalgamation as they see fit and appropriate in the circumstances. Written Notice of any such modified schedule shall be given to the Applicants and provided to all Members.

2.8 APPLICATION REVIEW BY THE MEMBERSHIP

Upon receipt of a new Application for Active or Associate Membership, an Application for a Change in Status, or an Application to Merge or Amalgamate, PHSA shall advise all current Members (by e-mail and via the PHSA website) with notice that hard copies of all documents are available (at members' expense) from the PHSA Office (excluding any documents that are confidential, proprietary or that contain personal information that is subject to privacy obligations).

The PHSA shall request that comments from the Membership on the Application be submitted within a set time in advance of the first Board meeting or subcommittee meeting at which such application is to be considered.

Comments submitted by Members shall be reviewed and considered by the Membership Committee, who shall be entitled to communicate any questions or issues raised by Members with the Applicants on a confidential basis. The Membership Committee will only reveal the identity of the Member regarding their comments if they have obtained the Member's prior written consent.



2.9 MEETING WITH THE PHSA BOARD/MEMBERSHIP COMMITTEE

The Board, or its Membership Committee, shall meet with the Applicant and may meet with or contact any affected or interested District Association members and contact the municipal Parks and Recreation Department and any other relevant parties while considering its decision on the Application. The Board or its Membership Committee shall have the right to investigate the Application and receive and consider statements and documents from third parties regarding the Application. They shall also have the right, in their sole discretion, to extend the time to accept materials and submissions from the Applicant required by or supplemental to the PHSA's Rules & Regulations after the published filing deadline.

The Board of Directors shall develop and publish a specific timeline and dates to accommodate notification, feedback, consultation, meetings and decision making between the final application date and the published decision date for each class of application. The Board of Directors shall have the authority to modify the schedule of the application process or to extend any such deadlines as it considers fair and reasonable to ensure a proper decision is made if it issues a written notice of any such change to its Members and any Applicants.

2.10 SUBMISSION OF APPLICATION FOR MEMBERSHIP OR CHANGE IN MEMBERSHIP

By submitting an Application, the Applicant:

- i. authorizes the Board of Directors and District staff to investigate any facts or circumstances related to the Application;
- ii. consents to the District requesting and obtaining any credit reports or credit enquiries concerning the Applicant;
- iii. consents to the disclosure of personal information concerning the Applicant, its officers, directors, staff and coaches or technical staff;
- iv. acknowledges that the Board of Directors shall have the authority to impose upon the Applicant, any temporary or permanent conditions or restrictions that it considers fair and reasonable in the circumstances; and
- v. undertakes (for a period of one year) not to elect, appoint or hire any officer, director, employee, or coach without providing the District with all information concerning the person as required by the application process and obtaining the District's prior written consent to any such change.

In making its decision, the Board of Directors shall consider the Application, the materials and submissions presented by the Applicant, any submissions received from existing Members concerning the Application, any facts, documents or findings resulting from any District investigation, any other information that it considers relevant to the Application, and any recommendation from any membership committee, as the case may be.



In deciding whether to approve any Application, the Board of Directors shall be authorized and entitled to consider whether or not, in its sole and exclusive discretion, acting reasonably:

- i. the Application and the Applicant's supporting documents and submissions establishes a fair and reasonable plan for operating a new soccer organization within the District;
- ii. the approval of the Application will not have any material adverse effect on any existing Clubs;
- iii. there are not any reasonable temporary or permanent conditions or restrictions that the District could impose, that would alleviate any anticipated adverse effect on any existing Clubs;
- iv. there is sufficient demand within the community for the establishment of a new soccer organization within the District;
- v. there are rational grounds to accommodate the Applicant within the District;
- vi. the Applicant's technical plan and the qualifications of its coaches and technical staff is reasonably satisfactory and will promote the development of players, coaches, and referees, as the case may be;
- vii. the discipline record of the Applicant's officers, directors, staff and coaches or technical staff is reasonably satisfactory and does not raise concerns regarding whether or not the Applicant will comply with all OS and PHSA Rules & Regulations;
- viii. the Applicant has established reasonable measures to protect the health and safety of all participants, including players, coaches, referees, staff and members;
- ix. the Applicant has satisfactory insurance coverage to meet its obligations to players, coaches, referees, staff and members;
- x. the Applicant will be able to pay its registration fees, fines, debts and bonds and meet its general debts and liabilities in the ordinary course of business;
- xi. the approval of the Application will result in a net beneficial gain to the promotion and development of the game of soccer within the District;

2.11 DECISION BY THE BOARD

The Board of Directors shall pass a resolution approving or denying each Application, based on its sole and exclusive discretion, and notwithstanding any recommendation that it receives from any membership committee. Thereafter the District shall provide a written decision to the Applicant:

- i. confirming the approval of the Application (with or without temporary or permanent conditions or restrictions); or
- ii. denying the Application and providing brief reasons for such decision.
- iii. Following the Board's decision whether to approve or deny any application, the District shall post a Notice to Members on its website stating the name of the Applicant, the type of Application, whether the Application was approved or denied. If the application was approved, this Notice shall also state the Member's municipal or geographic area of operation and any temporary or permanent conditions or restrictions applicable to the Member.

2.12 Cause to Deny

The District shall have just cause to deny any application that is incomplete in any material regard if the Applicant's submissions are unsatisfactory in any material respect if the Application fails to satisfy any one or more of the foregoing standards or for any other valid and justifiable reason.



3.0 MEMBERSHIP RENEWAL

As a condition of Membership Renewal in the District Association, each renewing member shall agree to the following requirements of membership:

- i. Have a Constitution and/or By-Laws which meets the minimum requirements for a Club Constitution in accordance with the OS's published rules;
- ii. Follow the published rules (By-Laws and Rules & Regulations) of the District Association and OS. The Member is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:
 - a. The OS,
 - b. The District Association,
 - c. The Club/Organization.
- iii. To register all the organization's participants: Directors, administrators, staff, team staff and players
- iv. To abide by the following OS Discipline Policies:
- v. To abide by the OS's Conflict of Interest Policy;
- vi. Have their financial statements audited as per the OS's Policy
- vii. To abide by the OS's Dispute Resolution process;
- viii. To abide by the OS's Harassment policies; and
- ix. To abide by the OS's Volunteer Screening Policy;
- x. To abide by the OS's Appeal process.

Active and Associate members must renew their membership annually as instructed by the District. The application to renew Membership must be approved by a resolution of the District's Board of Directors which will not be unduly denied if all requirements are met.

Each renewing member shall apply to renew its membership with the District together with the payment of the current Membership Fee on or before the District's Annual General Meeting.

Each renewing member must also submit within three (3) months after the District Association's Annual General Meeting;

- i. A copy of its Governing Documents (Articles of Incorporation, Constitution, and/ or Bylaws and Rules/Regulations and/or Policies and Procedures), if any changes have been made;
- ii. Audited financial statements or financial statements for the previous fiscal year in the form presented to their Annual General Meeting per requirements outlined by ONCA
- iii. List of elected and appointed officers
- iv. Current membership fee (if not already provided)

Only those members who have submitted their application form and membership fee at, or in advance of, the District Association Annual Members Meeting will be accredited to participate in elections and new business at the AMM.

Only those members who have complied with the membership renewal process and satisfied the membership requirements prescribed in these Rules & Regulations shall qualify for the renewal of their membership.

Any requested change in the sub-category of Active Membership shall be treated as a Change in Status Application.



3.1 MEMBERSHIP REQUIREMENTS – All Members

Each member shall hold its Annual General Meeting not later than January 31st of the year following the PHSA AMM

Each member shall notify the District Association, in writing, within seven (7) days of any change of officers or any change of address

Failure to attend the AMM of the District Association shall result in a fine as listed in Appendix A to these Rules and Regulations

3.2 MEMBERSHIP REQUIREMENTS – Active and Associate Members

As a condition of Active and Associate Membership in the District Association each Club shall agree to the following requirements of membership:

- i. Active and Associate – Clubs may be comprised of teams in any age division
- ii. Active and Associate - Each Club operating at the youth level shall register not less than four (4) youth teams and shall operate a recreational program consisting of registered players formed into teams playing in League(s) under the jurisdiction of the Club and the District Association
- iii. Active - No more than twenty-five percent (25%) of a Youth Recreational and Competitive Club's total registered youth players may be registered as competitive and the permissible number of youth competitive teams will be determined as follows:
 - a. 25% of the total number of youth players registered with the Club on August 31st of the previous season divided by 15 equals the number of competitive teams permitted to play for the Club in the following outdoor season.
- iv. Active - Clubs will be informed of the permitted number of competitive teams in writing by September 30th of the current year for the next outdoor season.

4.0 EXCEPTION TO CONSTITUTION/BY-LAW REQUIREMENTS

A Club which meets the OS's definition of:

- i. professional Club which operates professional team(s) only
- ii. Club which operates both professional and amateur teams
- iii. social Club
- iv. service Club
- v. Club operated by a municipality
- vi. Club operated by a facility
- vii. Club running a senior recreational league
- viii. for-profit Club

may apply, in writing, for an exemption from any minimum requirement for a Club Constitution/By-Laws, subject to the approval of the Board of Directors of both The District Association and the OS.



5.0 LEAGUES

5.1 Designated Leagues

The designated District League for Youth Development (U8-U12) is

Outdoor: Development Peel Halton Development League (DPHDL)

The designated District League for Youth competitive (U13-U18) is

Outdoor: District: Youth Peel Halton Development League (YPHDL)

Outdoor: Regional: Golden Horseshoe League (GHSL)

The designated District League for Senior competitive is

Men: Adult Peel Halton District League (APHDL)

Women: Adult Peel Halton District League (APHDL)

A District League shall consist of at least four (4) teams from at least two (2) Clubs and not more than fifty percent (50%) of its teams from any one (1) Club.

6.0 PLAYING OUT AND IN

6.1 Playing Out:

A team may apply to Play Out on a form provided by the District Association (Appendix F).

Teams requiring Permission to Play Out must submit an application in accordance with deadlines established by OS. decision will be rendered within 14 days of receipt of the application.

Applications will be judged on PHSA Playing-Out Criteria (Appendix G)

6.2 Playing In:

A team from another District applying to Play-In must have Playing-Out permission from their District before their Playing-In application will be considered. Playing in criteria can be found in Appendix I.

An international team or a team applying to play-in from outside the Province of Ontario must provide the Host Club with:

- i. a Certificate signed by a Club Official in a form acceptable to the District which certifies that the Club has verified that all players have been insured against accident/ injury/ illness medical insurance issued by a duly authorized insurance company operating within Ontario or the Club's local jurisdiction in connection with the competition; or
- ii. a Certificate of Insurance that certifies that the Club has been insured by a duly authorized insurance company operating in the Club's jurisdiction against any travel risks or perils, or against any claim concerning accident/ injury/ illness medical liability from or in respect of any player in connection with the competition.

Clubs that host any competition involving an international or out-of-province team must satisfy the District that the team has provided acceptable proof of insurance or any such team will not be granted Playing-In Permission from the District.

7.0 TEAM REGISTRATION

Shall comply with the Published Rules, Policies and Procedures of the Ontario Soccer.



8.0 DISTRICT PLAYER REGISTRATION FEES

District Player registration fees are to be determined annually at the District Annual General Meeting and shall consist of a levy on each player over and above the levy applied by the OS.

9.0 REGISTRATION OF PLAYERS AND TEAM OFFICIALS

9.1 General

All players and team officials in competitions sanctioned or conducted by PHSA or any other District Association shall be registered each year using the current OS Registration System.

9.2 Deadlines

- i. A minimum of eleven (11) players must be registered by all Youth competitive teams by April 15th of the current year.
- ii. For Tournament teams (including Recreational All-Star Teams):
 - a. Mini Soccer all-star (MR) teams must have a minimum of ten (10) players registered and Youth Recreational (YR) all-star teams must have a minimum of fourteen (14) players registered a minimum of fourteen (14) days before the tournament kick-off date.
 - b. Youth Recreational teams playing in a Select or Multi-Jurisdictional Club League must have a minimum of fourteen (14) players registered fourteen (14) days before the League kick-off date.

Clubs shall be fined for non-compliance with PHSA Registration Rules according to the Schedule of Fees, Fines, Bonds and Penalties (Appendix A) as approved by the membership at the Annual General Meeting.

9.3 Player Registration

9.3.1 Registration

Player registration shall comply with the requirements of OS Published Rules on Player Registration and Players.

9.3.2 Eligibility

- i. Player eligibility shall be governed by OS's Published Rules on "Cup Competitions" and "Players" as well as by the published rules of the Provincial, Regional, Multi-jurisdictional District and Club Leagues.
- ii. Players required to hold a Player Registration Book/Card are not eligible until the Book/Card has been validated by PHSA
- iii. Players not required to have a Player Registration Book are not eligible until the day that their data is entered into the OS Registration system.

9.3.3 Definitions and Age Limits

Definitions, age limits and age groupings shall be as per current OS Definitions and Regulations.



9.4 Bulk Uploads

- i. All Clubs that elect to use Bulk Up-loads to provide player registration information to the OS are required;
 - a. to input all player registrations in the current Ontario Soccer registration platform and private Club system 24 hours before the start of play;
 - b. to transfer all registration data to the OS using the ‘Bulk Upload’ on or before May 15th of each year for the outdoor season and on or before November 1st for the indoor season; and
 - c. at such time, to provide a copy of all player registration information to the District and issue a certificate signed by an authorized representative of the Club stating that all players have been duly registered.

Should any additional bulk upload be required (due to registrations volumes), then this data must be transmitted to the OS with a copy to PHSA on or before June 15th for the outdoor season or on or before January 1st for the indoor season; and

Duplicate entries will not be the responsibility of the PHSA or the OS to correct.

9.5 NUMBER OF TEAMS TO PLAY FOR

9.5.1 Senior Players

As per the OS rules, A senior player may register for an unlimited number of teams, one of which can be competitive:

- i. The player has written permission of the competitive team to register with a recreational team and;
- ii. The recreational team has no more than six (6) competitively registered players;
- iii. Senior recreational players must have a Player Registration Book/Card subject to Ontario Soccer Published Rules.

A Recreational Club/Academy League can apply additional restrictions in its own published League Rules.

9.5.2 Youth Players

As per the OS rules, a youth player registered in PHSA may be registered to 1 competitive and 2 recreational teams.

10.0 Player Release and Deregistration

- i. The Ontario Soccer Transfer/De-Registration Form (Appendix M) is to be fully completed when a player leaves the Club, is removed from, or quits a competitive or representative team.
- ii. In the case of a competitive player, the player book/card shall be sent to the PHSA office.
- iii. Deregistration, reregistration, shall comply with OS Published Rules and Policies.

11.0 RETURN OF PLAYER REGISTRATION BOOKS/CARDS

It is an offence (Appendix A) for a Club/team official holding Player Registration Books/Cards to:

- i. Refuse to return a Player’s Registration Book/Card when requested.
- ii. Retain Registration Books/Cards belonging to players that do not reregister with the Club. Books to be returned to the players – for the
 - a. indoor season by October 15th or earlier
 - b. for the outdoor season, April 1st, or five days following the last league game or earlier.



12.0 TRANSFER OF REGISTRATION

Player Transfers will be governed by OS Published Rules on “Player Registration” and “Players”.

No person, association, league, club or team shall limit unreasonably the right of a player to transfer to the team of his choice. The procedure for obtaining a transfer shall be as follows:

1. The player shall make an application on a Player Transfer form supplied by the OS and obtainable from a District Association. (Appendix M)
2. The player shall first give written notice of his intention to transfer to the Club which operates the team with which he is currently registered by submitting the OS transfer form to the Club registrar or administrator.
3. The Club shall have seven days to sign the transfer form indicating acceptance of the transfer, providing that the player is in good standing with the current club. If the Club refuses to accept the transfer request, the club must advise the player’s parent/guardian if there are any conditions required to be classified "in good standing" to process the transfer, also within that seven-day period.
4. If the player is in good standing and the current club does not sign the form within seven days, the player may appeal to his/her District Association without a fee. Such appeal must be submitted within five response days after the seven-day period specified above has expired.

12.1 Transfer Fee

The fee payable for the transfer of a player shall be determined by the PHSA Board and is outlined below. This fee is in addition to any fee charged by Ontario Soccer.

- i. Player transfer fee from clubs in PHSA, payable by club for the club team receiving the transfer - \$25.
- ii. When a new club team (or development team roster) accepts transfers of five or more players from the same club team (or development team roster) within the same playing season, the club accepting the transfer will be responsible for a transfer fee of \$200 for each player (including the first five). The increased transfer fee may be applied retroactively for all players transferred from the same club team to the new club team within that playing season.
- iii) Any player properly registered in the OS registration system requesting a transfer after April 30 (for outdoor season) or October 15 (for indoor season), the transfer fee will increase from \$25 to \$100 per player, in addition to the appropriate transfer fee payable as outlined in 12.1i or 12.1ii.
- iv) Loading of transfer fees to the player being transferred is not permitted.
- v) Clubs assessed escalating transfer fees as outlined above, may submit a request to the PHSA for special consideration to waive the increased transfer fees. This request to be submitted with the transfer form(s) to the PHSA registrar with the rationale for requesting the special consideration.



13.0 POACHING REGISTERED PLAYERS

It is an offence for any Club, through its responsible officers or representatives, to induce or attempt to induce a registered player of a team under the jurisdiction of the OS to leave his/her team before the end of the current season.

This does not apply to OPDL Licence Holders. The Club and Technical Director must be notified by the OPDL Licence Holder that they are looking to approach the player with the intent of inviting them to join the OPDL program and player pathway.

14.0 MOVEMENT OF TEAM OFFICIALS BETWEEN CLUBS AND ACADEMIES

A Team Official; coach, assistant coach, manager, assistant manager, trainer, technical coach, who moves to another club within Peel Halton **may be restricted** from registering in the PHSA to act as a team official; coach, assistant coach, manager, assistant manager, trainer, technical coach, in the same age group or one age group up for a period of two years, under certain specific circumstances.

Peel Halton Soccer Association may impose this restriction, only if:

- i The team official has been submitted as a team official with their new club; AND
- ii Four or more players from their previous club have been submitted on a roster with the new club; AND
- iii The Board of Directors of the club from which the team official was previously registered submits, in writing to the Executive Director or President of the PHSA that they believe a restriction of this team official is reasonable and provides evidence to support this request. This request must be submitted not later than 60 days after the termination of the relationship between the previous club and the team official.

This rule applies to Development ages U8 - U13 and competitive ages U14 - senior, at all levels of competition excluding OPDL and League 1 Ontario.

Upon receipt of the submission from the previous club and verification of the other requirements for consideration, the PHSA Discipline Panel will determine if the request meets all necessary criteria.

The PHSA Discipline Panel will then advise the team official in writing that a request for a restriction has been received. They will be provided with an opportunity to request a hearing and/or documentary review if they wish to appeal the restriction.

15.0 MOVEMENT OF PLAYERS

15.1 Trial Permits and Temporary Registration Permits

OS's Published Rule on Player Registration includes the rules for playing on a team to which a player is not registered.

The movement of players within a Club is governed by OS published rules on player registration.

The movement of players between senior teams of the same Club is governed by OS's published rules on player registration.

15.2 Reinstatements

- i. Professional to Amateur Status: Reinstatement from Professional to Amateur shall comply with the Published Rules, Policies and Procedures of the OS.
- ii. Team limit for Reinstated Players: No team shall be allowed to use more than three (3) reinstated players in any one (1) season.



16.0 COMPETITIONS

Competitions in the District shall be conducted according to the OS Published Rules for Competitions. Competitions is intended to cover what may be referred to as tournaments by members.

Additions to OS Policies and Procedures shall be covered in the Peel Halton Soccer Association Competitions Policy approved and published annually by the Peel Halton Soccer Association Board and considered part of these Rules and Regulations.

Clubs that have been authorized by the District to host Competitions that will be attended by international teams or teams from outside the Province of Ontario shall include the following rule in their Competition's Rules & Regulations:

"All international teams or teams from outside the Province of Ontario shall supply proof of accident/ injury/ illness medical insurance to the Tournament Host not later than seven days prior to the first day of the tournament. Failure to comply will disqualify the team from participating in the tournament."

International teams or teams from outside the Province of Ontario shall be required to provide proof of insurance to the Tournament Host that satisfies the requirements of the OS, otherwise Playing-In Permission shall not be granted by the District.

17.0 TOURNAMENTS

Any Governing Organization (District Association, League or Club) may apply host a tournament. Applications must meet the conditions of approval and follow the PHSA Tournament Policy. Failure to meet the conditions of approval will result in the Tournament Application being denied.

18.0 TEAM TRAVEL

All Team Travel will be subject to the OS's Published Rules on Competitions – Team Travel.

Competitive or Recreational Teams may not participate in competitions conducted outside the District without Application to Travel.

Team Travel (Canada and U.S.A.): Completed Application to Travel Forms (ATF) must be submitted to the District Association with the Host's Tournament Application *before sending the application to the host*. The District will ensure the team is applying to enter the correct level and that it is a sanctioned tournament.

Team travel to countries outside of North America: ATF must be submitted to the District 45 days before travel.

A fee is payable with the ATF for travel outside of Canada and the U.S.A. (Appendix A).

Applications to Travel shall only be approved by the District Association if the Club provides the District with one of the following:

- i. a Certificate of Insurance from OS's Insurer that certifies that all players have been insured against accident/injury/illness medical insurance; or
- ii. a Certificate of Insurance that certifies that the Club has been insured by a duly authorized insurance company operating in Ontario against any travel risks or perils, or against any claim concerning accident/injury/illness medical from or in respect of any player that may be claimed against the Club in connection with the Application to Travel.



19.0 EXHIBITION GAMES WITH A TEAM FROM ANOTHER NATIONAL OR PROVINCIAL ASSOCIATION

- i. Any Club or league desiring to arrange an exhibition game involving a team from another National or Provincial Association shall follow the requirements of the OS Published Rules on “Exhibition Games” and Team Travel.
- ii. Youth Competitive or recreational teams may not participate in more than one exhibition game per day.

20.0 INDOOR SOCCER

Indoor soccer shall comply with the OS’s “Administrative Rules Governing Indoor Soccer in Ontario” and “The Playing Rules of Indoor Soccer in Ontario”.

21.0 FUTSAL

Futsal shall comply with all applicable OS’s published rules

22.0 DISCIPLINE, APPEALS AND PROTESTS

- i. The Association shall administer Discipline, Appeals and Protests under the current Published Rules of the OS-except for a separate Schedule of Fees, Fines, Bonds and Penalties approved by the Membership at the Annual General Meeting. (Appendix A).
- ii. To the extent permitted by the OS Policies and Procedures, jurisdiction for all game-related discipline involving players and team officials at the District League and Club levels shall be delegated by The District Association to the appropriate District League or Club League.
- iii. Failure to comply with specific PHSA Rules and Regulations, or Articles of the By-Law, results in fines per Appendix ‘A’.

These fines shall be automatic and shall be invoiced to the offending Member. Any Member wishing to dispute such fine(s) is entitled to a Discipline Hearing after submitting such a request in writing within 5 days following issuance of the invoice.

23.0 EXPENSE ALLOWANCE GUIDE

- i. Members of the Board shall be entitled to a refund of expenses incurred during the performance of Board duties.
- ii. Committee Chairmen, Committee Members and persons appointed by the Board shall be entitled to a refund of expenses incurred when those expenses have been incurred directly as the result of Committee work or other PHSA work authorized by the Board.
- iii. Receipts must be provided to support all claims.

24.0 GENERAL RULES

- i. All communications dealing with matters referred to in the By-Laws must be addressed to Peel Halton Soccer Association.
- ii. Any matters not covered specifically under the By-Law or Rules and Regulations of the Peel Halton Soccer Association will be examined under the provisions of the OS and the Canadian Soccer Association.



APPENDICES

Appendix A - Schedule of Fines, Fees, Bonds and Penalties

Schedule of Fines, Fees, Bonds and Penalties

Registration Fees

Player Card	\$3 per card
Replacement Card	\$5 per replacement
Registration data entry – recreational, development and competitive	\$6 per entry
Temporary Eligibility Permit	\$5 per permit
Trial Registration Permit - Amateur	\$10 per form
OS fee	set annually by the OS
CSA fee	set annually by the CSA
SaaS Fee	\$3.10

Membership Fees

Annual Renewal Membership Fee	\$100 per member
New Membership Application Fee (Active and Associate)	\$500 per application
Application for Change in Membership category	\$250 per application
Application for Merger/Amalgamation	\$250

Competition Fees

Application to Host Exhibition Game (AHEG)	\$5 per team
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Application to Travel Forms (ATF)

Canada and US	\$5 per team
Outside Canada and US	\$125 per team

Tournament

Tournament Application Fee	\$75
Failure to submit Tournament Discipline Report within 3 days	\$100
Failure to submit complete Tournament Report documents within 30 days	\$100

Discipline Fees (cases heard by PHSA)

- OS Hearings – OS fees apply
- If the person is found not guilty no fee is charged
- Fees are invoiced to the Club
- All fees are due within 4 weeks of decision notice

Discipline Hearing Administration Fees (charged to the Club per individual)

Senior Player	\$25
Youth Player	\$25
Team Official	\$100
Club (for spectators, unidentified players and team officials)	\$100



Appeal Hearing Administration Fees

- for appeals under the jurisdiction of the PHSA Discipline and Appeals Committee
- if the appeal is upheld, the fee is returned to the appellant and the same amount is charged to the respondent
- if the appeal is denied, the fee is forfeited by the appellant

Appeal hearing fee by an Individual	\$250 per appeal
Appeal hearing fee by a Club	\$250 per appeal

Other Discipline Fees

Request for the postponement of a Discipline Hearing	\$250 per request
Request for postponement of Appeal Hearing	\$250 per request
Request for a Hearing (after failure to attend when required)	\$125 per request
Failure to appear at a Discipline Hearing (without a valid reason)	
Player or Team Official	\$300 per person
Representative for a Club (Club is fined)	\$300 per Club
If Club or League was required to attend	\$300 per Club/League

Administrative Fees

Failure to attend the PHSA AMM	\$250 per member
Failure to meet the deadlines for competitive and recreational registrations	\$200 per team
Playing a player or team prior to validation	\$500 per instance
Failure to submit PHSA Tournament Report within 30 days of the event	\$100 per tournament
Failure to renew by required deadline all required Membership renewal forms	\$100 per member
Failure to return a player card when requested	\$200 per instance
Failure to submit Application to Travel Form (ATF)	\$500 per instance
Failure to submit Application to Host Exhibition Game (AHEG)	\$200 per instance

Bonds – may be levied by PHSA Discipline and Appeals Committee for a specific period of time of purpose

Non-Member League approval to operate a league within the District	\$500 annually
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Penalties

Failure of a Club to pay any fines within the stipulated timeframe

All fees, bonds and fines including Discipline –

- after 30 days 50% is added to the fee/fine and the Club is invoiced for the total amount
- after 60 days the Club is notified in writing and may be suspended from Membership for failure to abide by PHSA Rules and Regulations. Any such suspension will remain in effect until the outstanding monies are paid

Interest – all invoices are due in full 30 days after being issued. Interest may be charged on any unpaid portions at the rate of 1.0% monthly or 12% per annum



Appendix B - Application for New Active Membership



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

Application for New Active Member

NAME OF APPLICANT _____

Date of Application _____

We hereby make application for Membership in the Peel Halton Soccer Association for the year ending November 30th, _____.

This application for Active Membership is for (indicate all categories that apply):

- _____ Active (Youth Soccer Recreational only)
- _____ Active (Youth Soccer Recreational and Competitive) *
- _____ Active (Youth Soccer Recreational only + Senior Soccer)
- _____ Active (Youth Soccer Recreational and Competitive + Senior Soccer) *
- _____ Active (Senior Soccer only)
- _____ Active (Indoor only)

*** Youth Club Applicants may NOT apply for competitive status for the first year of operation.**

Applicants must sign this Application and initial each page of the Application in the area indicated and complete the Application Checklist.

By signing and submitting this New Membership Application, the Applicant:

- i) acknowledges that Notice of the Application shall be sent to all existing Members, that Members are entitled to receive a copy of the Application, and Members may provide written submissions to the PHSA concerning the Application;
- ii) authorizes the PHSA and District staff to investigate any facts or circumstances related to this Application;
- iii) consents to the District requesting and obtaining any credit reports or credit enquiries concerning the Applicant;
- iv) consents to the disclosure of personal information concerning the Applicant, its officers, directors, staff and coaches or technical staff;
- v) acknowledges that if the Applicant is approved as a Youth Club Member, that any Application for Change in Status seeking competitive status for youth players is not guaranteed and that any subsequent Application will be assessed on its own merit;
- vi) acknowledges that the PHSA shall have the authority to impose upon the Applicant, any temporary or permanent conditions or restrictions that it considers fair and reasonable in the circumstances;



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- vii) undertakes (for a period of one year) not to elect, appoint or hire any officer, director, employee, or coach without providing the District with all information concerning the person as required by the application process and obtaining the District's prior written consent to any such change;
- viii) agrees to meet with the PHSA or District Staff to discuss the Application;
- ix) agrees that the PHSA or District Staff Board shall be entitled to meet with or contact any affected or interested District Association members or municipal Parks and Recreation Department and any other relevant parties while considering its decision on the Application;
- x) acknowledges that in making its decision, the PHSA Board shall be entitled to consider the Application, the materials and submissions presented by the Applicant, any submissions received from existing Members concerning the Application, any facts, documents or findings resulting from any District investigation, any other information that it considers relevant to the Application, and any recommendation from any membership committee, as the case may be;
- xi) acknowledges that the PHSA shall be authorized and entitled to consider whether or not, in its sole and exclusive discretion, acting reasonably:
 - a) the Application and the Applicant's supporting documents and submissions establish a fair and reasonable plan for operating a new soccer organization within the District;
 - b) the approval of the Application will not have any material adverse effect on any existing Clubs;
 - c) there are reasonable temporary or permanent conditions or restrictions that the District could impose, that would alleviate any anticipated adverse effect on any existing Clubs;
 - d) there is sufficient demand within the community for the establishment of a new soccer organization within the District;
 - e) there are rational grounds to accommodate the Applicant within the District;
 - f) the Applicant's technical plan and the qualifications of its coaches and technical staff is reasonably satisfactory and will promote the development of players, coaches, and referees, as the case may be;
 - g) the discipline record of the Applicant's officers, directors, staff and coaches or technical staff is reasonably satisfactory and does not raise concerns regarding whether or not the Applicant will comply with all OS and PHSA Policies and Procedures and Published Rules & Regulations;
 - h) the Applicant has established reasonable measures to protect the health and safety of all participants, including players, coaches, referees, staff and members;
 - i) the Applicant has satisfactory insurance coverage to meet its obligations to players, coaches, referees, staff and members;
 - j) the Applicant will be able to pay its registration fees, fines, debts and bonds and meet its general debts and liabilities in the ordinary course of business; and
 - k) the approval of the Application will result in a net beneficial gain to the promotion and development of the game of soccer within the District.

The PHSA shall have "just cause" to deny membership if the Application Form is incomplete, in any material regard; if the New Membership Application Fee is not paid; if the Applicant's submissions are unsatisfactory in any material respect; if the Application fails to satisfy any one or more of the standards as prescribed by its Published Rules and Regulations; or for any other valid and justifiable reason.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Please complete the Organization mailing address. All mail from PHSA, OS, etc., will be sent to this address. This will be considered the Organizations "Official Address".

Organization Mailing Address

c/o _____

Address _____

e-mail Address _____

Telephone Number _____

Fax Number _____

Cell Number _____

Organization Contact: The Organization Contact should be a person available to take phone calls and faxes, day or evening, at work or at home, to receive messages related to Organization business requiring prompt attention.

Name _____

Address _____

Day Number _____

Evening Number _____

Fax Number _____

Cell Number _____

E-mail Address _____



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

By signing and submitting an Application for Active Membership each Applicant agrees that if its Application is approved it will:

- i. Have a Constitution or By-Law which meets the minimum requirements for a Club Constitution in accordance with the OS's Published Rules;
- ii. Follow the Published Rules (By-Laws and Rules & Regulations) of the District Association and The Ontario Soccer. The Member is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:
 - a. The Ontario Soccer Association aka Ontario Soccer or OS
 - b. The Peel Halton Soccer Association
 - c. The organizations By-Laws and or governing documents and policies
- iii. To register all the organizations participants: Directors, administrators, staff, team staff and players
- iv. Abide by OS's Discipline Policies;
- v. Abide by OS's Conflict of Interest Policy;
- vi. Have the Club's financial statements audited as per the OS's Club Policy;
- vii. Abide by OS's Dispute Resolution Process and make available to any Member the OS Dispute Resolution Process when requested;
- viii. Abide by OS's Harassment Policy and make available to any Member the OS Harassment Policy when requested;
- ix. Abide by OS's Appeal Process and make available to any Member the OS Appeal Policy when requested; and
- x. Abide by the decisions of the Board of Directors elected to act on its behalf.
- xi. Include the following provision in its By-Laws:

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the Club's published rules and a hearing held in accordance with the Club's and OS's Published Rules. An individual whose membership has been suspended loses all rights of membership until the suspension has been terminated.



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Telephone: 905-890-1568

The Applicant's players, teams and team officials are subject to discipline for game infractions in accordance with the procedures published by OS.

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

The Applicant acknowledge that failure to comply with the requirements enumerated above may result in suspension or termination of Membership, as laid out in the PHSA's By-Laws and Rules & Regulations.

ACCEPTED & AGREED, on behalf of the Applicant

Name of Applicant _____

Signed _____ *c/s*

Print Name _____

Date _____ (month, day, year)

Position _____

I have authority to bind the Applicant Organization

For Office Use Only	
This Application was received _____	(month, day, year)
This Application was <input type="checkbox"/> approved / <input type="checkbox"/> denied on _____	(month, day, year)
Notice of the Decision was sent _____	(month, day, year)
PEEL HALTON SOCCER ASSOCIATION	
Per:	
Signature of Authorized Signing Officer _____	
Name & Title _____	
Date _____	(month, day, year)



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Application Checklist

The Applicant must submit in one complete and sequentially numbered package, the following documents, statements and information:

Check box(es) if completed

1. A duly completed Application Form;
2. New Membership Fee (\$500.00); **Non Refundable**
3. A list of current elected and appointed officers;
(Please indicate titles, areas of responsibility, and any applicable OS No.)
4. A list of all employees and coaches;
(Please indicate titles, areas of responsibility, and any applicable OS No.)
5. A copy of its Constitution, Articles of Incorporation, and By-Laws and Rules & Regulations which meets the minimum requirements under OS Published Rules;
6. Written consents signed by all officers, directors and staff re: personal information;
7. A list of all of the Applicant's registered players for the past three years (if applicable) and a description of each player's previous soccer organization affiliation;
(Please indicate player ages, no. of players per age group, by gender, youth or senior players, & program type)
8. The Applicant's audited or unaudited financial statements for the past three years (if applicable) in such form as prescribed by the PHSA's Rules & Regulations;
9. A Statement of the Applicant's rationale and justification for adding a new Organization, including planned age groups, number of teams, etc.;
10. A Statement of the Member's position on their potential impact on existing Organizations and copies of any available letters of support and a declaration stating what efforts the Applicant made to contact existing Organizations regarding any potential impact;
11. A description of any temporary or permanent conditions or restrictions that the Member proposes to lessen any adverse impact on any existing Organizations and a declaration stating what efforts the Applicant made to contact existing Organizations and discuss any such temporary or permanent conditions or restrictions;
12. A declaration on the municipal and geographic area in which the new Organization intends to operate;
13. A Statement on the availability of fields or indoor facilities or an opinion on the same from the Parks and Recreation Department of the local municipality in which the merged or amalgamated Organization will be operating, or from any private corporation or educational facility that owns or controls the designated fields or facilities;



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

A Declaration on “for profit” or “not for profit” and details of their incorporation status or plans and copies of any and all incorporation documents and by-laws;

Not-For Profit For Profit Other: _____

14. A Statement describing the Applicant’s technical plan regarding referee, coach, and player development and a list of the qualifications of all of its existing or proposed coaches (applies to all youth clubs);
15. A Statement concerning whether or not it is offering programs that are presently unavailable in the District and a description of such programs;
16. A Statement concerning the prior affiliations of all of its officers, directors, and staff with any other soccer organization and a description of the circumstances concerning their departure from any such previous soccer organization;
17. A copy of an insurance certificate certifying that the Applicant has general commercial liability insurance for a minimum coverage of \$2 Million per incident in respect of its players, coaches, referees, staff, and members;
18. A Statement concerning the measures that the Applicant has taken to ensure the health and safety of its players, coaches, referees, staff and members;
19. A Statement concerning the discipline record of all of its officers, directors, staff and existing or proposed coaches with any other sanctioned soccer organization in the Province of Ontario or elsewhere for the previous three years;
20. If the Applicant operates or intends to operate a house league program, written confirmation from the Applicant and from a certified game official stating that they have been appointed and have agreed to serve as the Applicant’s Head Referee for the first year of operation;
(Please indicate the name of the Head Referee and their OS No.)
21. If the Applicant operates or intends to operate a house league program, written confirmation from the Applicant and from a certified discipline chair stating that they have been appointed and have agreed to serve as the Applicant’s Club Discipline Chair for the first year of operation;
(Please indicate the name of the Certified Discipline Chair and their OS No.)
22. Satisfactory evidence or a written undertaking that all officers, directors, staff and existing or proposed coaches have or will perform a police check in accordance with the OS Volunteer Screening Policy (Youth Clubs Only); and
23. A reasonable and satisfactory three-year business plan describing its anticipated revenues and expenses.



Appendix C - Application for New Senior Soccer Only Membership



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

Application for New Senior Soccer Only Member

NAME OF APPLICANT _____

Date of Application _____

We hereby make application for Membership in the Peel Halton Soccer Association for the year ending November 30th, _____.

This application for Active Membership is for (indicate all categories that apply):

Active (Senior Soccer only)

Active (Indoor only)

Applicants must sign this Application and initial each page of the Application in the area indicated and complete the Application Checklist.

By signing and submitting this New Membership Application, the Applicant:

- i) acknowledges that Notice of the Application shall be sent to all existing Members, that Members are entitled to receive a copy of the Application, and Members may provide written submissions to the PHSA concerning the Application;
- ii) authorizes the PHSA and District staff to investigate any facts or circumstances related to this Application;
- iii) consents to the District requesting and obtaining any credit reports or credit enquiries concerning the Applicant;
- iv) consents to the disclosure of personal information concerning the Applicant, its officers, directors, staff and coaches or technical staff;
- v) acknowledges that if the Applicant is approved as a Youth Club Member, that any Application for Change in Status seeking competitive status for youth players is not guaranteed and that any subsequent Application will be assessed on its own merit;
- vi) acknowledges that the PHSA shall have the authority to impose upon the Applicant, any temporary or permanent conditions or restrictions that it considers fair and reasonable in the circumstances;
- vii) undertakes (for a period of one year) not to elect, appoint or hire any officer, director, employee, or coach without providing the District with all information concerning the person as required by the application process and obtaining the District's prior written consent to any such change;
- viii) agrees to meet with the PHSA or District Staff to discuss the Application;
- ix) agrees that the PHSA or District Staff Board shall be entitled to meet with or contact any affected or interested District Association members or municipal Parks and Recreation Department and any other relevant parties while considering its decision on the Application;
- x) acknowledges that in making its decision, the PHSA Board shall be entitled to consider the Application,



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

- the materials and submissions presented by the Applicant, any submissions received from existing Members concerning the Application, any facts, documents or findings resulting from any District investigation, any other information that it considers relevant to the Application, and any recommendation from any membership committee, as the case may be;
- xi) acknowledges that the PHSA shall be authorized and entitled to consider whether or not, in its sole and exclusive discretion, acting reasonably:
- a) the Application and the Applicant's supporting documents and submissions establish a fair and reasonable plan for operating a new soccer organization within the District;
 - b) the approval of the Application will not have any material adverse effect on any existing Clubs;
 - c) there are reasonable temporary or permanent conditions or restrictions that the District could impose, that would alleviate any anticipated adverse effect on any existing Clubs;
 - d) there is sufficient demand within the community for the establishment of a new soccer organization within the District;
 - e) there are rational grounds to accommodate the Applicant within the District;
 - f) the discipline record of the Applicant's officers, directors, staff and coaches or technical staff is reasonably satisfactory and does not raise concerns regarding whether or not the Applicant will comply with all OS and PHSA Policies and Procedures and Published Rules & Regulations;
 - g) the Applicant has established reasonable measures to protect the health and safety of all participants, including players, coaches, referees, staff and members;
 - h) the Applicant has satisfactory insurance coverage to meet its obligations to players, coaches, referees, staff and members;
 - i) the Applicant will be able to pay its registration fees, fines, debts and bonds and meet its general debts and liabilities in the ordinary course of business; and
 - j) the approval of the Application will result in a net beneficial gain to the promotion and development of the game of soccer within the District.

The PHSA shall have "just cause" to deny membership if the Application Form is incomplete, in any material regard; if the New Membership Application Fee is not paid; if the Applicant's submissions are unsatisfactory in any material respect; if the Application fails to satisfy any one or more of the standards as prescribed by its Published Rules and Regulations; or for any other valid and justifiable reason.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Please complete the Organization mailing address. All mail from PHSA, OS, etc., will be sent to this address. This will be considered the Organizations "Official Address".

Organization Mailing Address

c/o _____

Address _____

e-mail Address _____

Telephone Number _____

Fax Number _____

Cell Number _____

Organization Contact: The Organization Contact should be a person available to take phone calls and faxes, day or evening, at work or at home, to receive messages related to Organization business requiring prompt attention.

Name _____

Address _____

Day Number _____

Evening Number _____

Fax Number _____

Cell Number _____

E-mail Address _____



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

By signing and submitting an Application for Active Membership each Applicant agrees that if its Application is approved it will:

- a) Have a Constitution or By-Law which meets the minimum requirements for a Club Constitution in accordance with the OS's Published Rules;
- b) Follow the Published Rules (By-Laws and Rules & Regulations) of the District Association and The Ontario Soccer. The Member is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:
 - I. The Ontario Soccer Association aka Ontario Soccer or OS
 - II. The Peel Halton Soccer Association
 - III. The organizations By-Laws and or governing documents and policies
- c) Abide by OS's Discipline Policies;
- d) Abide by OS's Conflict of Interest Policy;
- e) Have the Club's financial statements audited as per the OS's Club Policy;
- f) Abide by OS's Dispute Resolution Process and make available to any Member the OS Dispute Resolution Process when requested;
- g) Abide by OS's Harassment Policy and make available to any Member the OS Harassment Policy when requested;
- h) Abide by OS's Appeal Process and make available to any Member the OS Appeal Policy when requested; and
- i) Abide by the decisions of the Board of Directors elected to act on its behalf.
- j) Include the following provision in its By-Laws:

A Member may be fined, censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the Club's published rules and a hearing held in accordance with the Club's and OS's Published Rules. An individual whose membership has been suspended loses all rights of membership until the suspension has been terminated.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

The Applicant's players, teams and team officials are subject to discipline for game infractions in accordance with the procedures published by the OS.

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

The Applicant acknowledge that failure to comply with the requirements enumerated above may result in suspension or termination of Membership, as laid out in the PHSA's By-Laws and Rules & Regulations.

ACCEPTED & AGREED, on behalf of the Applicant

Name of Applicant _____

Signed _____ c/s

Print Name _____

Date _____ (month, day, year)

Position _____

I have authority to bind the Applicant Organization

For Office Use Only	
This Application was received _____	(month, day, year)
This Application was <input type="checkbox"/> approved / <input type="checkbox"/> denied on _____	(month, day, year)
Notice of the Decision was sent _____	(month, day, year)
PEEL HALTON SOCCER ASSOCIATION	
Per:	
Signature of Authorized Signing Officer _____	
Name & Title _____	
Date _____	(month, day, year)



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Application Checklist

The Applicant must submit in one complete and sequentially numbered package, the following documents, statements and information:

Check box(es) if completed

1. A duly completed Application Form;
2. New Membership Fee (\$500.00); **Non Refundable**
3. A list of current elected and appointed officers;
(Please indicate titles, areas of responsibility, and any applicable OS No.)
4. A copy of its Constitution, Articles of Incorporation, and By-Laws and Rules & Regulations which meets the minimum requirements under OS Published Rules;
5. Written consents signed by all officers, directors and staff re: personal information;
6. The Applicant's audited or unaudited financial statements for the past three years (if applicable) in such form as prescribed by the PHSA's Rules & Regulations;
7. A Statement of the Applicant's rationale and justification for adding a new Organization, including planned age groups, number of teams, etc.;
8. A declaration on the municipal and geographic area in which the new Organization intends to operate;
9. A Statement on the availability of fields or indoor facilities or an opinion on the same from the Parks and Recreation Department of the local municipality in which the merged or amalgamated Organization will be operating, or from any private corporation or educational facility that owns or controls the designated fields or facilities;
10. A Declaration on "for profit" or "not for profit" and details of their incorporation status or plans and copies of any and all incorporation documents and by-laws;
Not-For Profit For Profit Other: _____
11. A copy of an insurance certificate certifying that the Applicant has general commercial liability insurance for a minimum coverage of \$2 Million per incident in respect of its players, coaches, referees, staff, and members;
12. A reasonable and satisfactory three-year business plan describing its anticipated revenues and expenses.



Appendix D - Application for New Associate Membership



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

Application for New Associate Member

Organization: Club Academy

NAME OF APPLICANT _____

Date of Application _____

We hereby make application for Membership in the Peel Halton Soccer Association for the year ending November 30th, _____.

Applicants must sign this Application and initial each page of the Application in the area indicated and complete the Application Checklist.

By signing and submitting this New Membership Application, the Applicant:

- authorizes the PHSA and District staff to investigate any facts or circumstances related to this Application;
- consents to the District requesting and obtaining any credit reports or credit enquiries concerning the Applicant;
- consents to the disclosure of personal information concerning the Applicant, its officers, directors, staff and coaches or technical staff;
- agrees to meet with the PHSA or District Staff to discuss the Application;
- acknowledges that the PHSA shall have the authority to impose upon the Applicant, any temporary or permanent conditions or restrictions that it considers fair and reasonable in the circumstances;
- the applicant undertakes to complete registration of all participants (players, students) coaches, trainers, managers, administrators of the organization;
- agrees that the PHSA or District Staff Board shall be entitled to meet with or contact any affected or interested District Association members or municipal Parks and Recreation Department and any other relevant parties while considering its decision on the Application;
- acknowledges that in making its decision, the PHSA Board shall be entitled to consider the Application, the materials and submissions presented by the Applicant, any submissions received from existing Members concerning the Application, any facts, documents or findings resulting from any District investigation, any other information that it considers relevant to the Application, and any recommendation from any membership committee, as the case may be;



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

-
- (ix) acknowledges that the PHSA shall be authorized and entitled to consider whether or not, in its sole and exclusive discretion, acting reasonably:
- (a) the discipline record of the Applicant's officers, directors, staff and coaches or technical staff is reasonably satisfactory and does not raise concerns regarding whether or not the Applicant will comply with all OS and PHSA Policies and Procedures and Published Rules and Regulations;
 - (b) the Applicant has established reasonable measures to protect the health and safety of all participants, including players, coaches, referees, staff and members;
 - (c) the Applicant has satisfactory insurance coverage to meet its obligations to players, coaches, referees, staff and members;
 - (d) the Applicant will be able to pay its registration fees, fines, debts and bonds and meet its general debts and liabilities in the ordinary course of business; and
 - (e) the approval of the Application will result in a net beneficial gain to the promotion and development of the game of soccer within the District.

The PHSA shall have "just cause" to deny membership if the Application Form is incomplete, in any material regard; if the New Membership Application Fee is not paid; if the Applicant's submissions are unsatisfactory in any material respect; if the Application fails to satisfy any one or more of the standards as prescribed by its Published Rules and Regulations; or for any other valid and justifiable reason.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Please complete the Organization mailing address. All mail from PHSA, OS, etc., will be sent to this address. This will be considered the Organizations "Official Address".

Organization Mailing Address

c/o _____

Address _____

e-mail Address _____

Telephone Number _____

Cell Number _____

Alternate Number _____

When was the organization founded?

Have the principals of the organization changed, or the organization been sold in the past three years?

Does the organization currently have an OS certified Discipline Chair? No

Does the organization have match officials or participate in match official development? No

Do you have a coaching development / certification plan? No
If "Yes", please attach

In the past three years have your teams travelled outside of Canada for competitions?
If "Yes", please list



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

By signing and submitting an Application for Associate Membership each Applicant agrees that if approved the Organization:

- a) Is registered as a corporation under the authority of the Province of Ontario and will provide a copy of the registration with the application.
- b) Follow the Published Rules (By-Laws and Rules & Regulations) of the District Association and The Ontario Soccer. The Member is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:
 - i. The Ontario Soccer Association aka Ontario Soccer or OS
 - ii. The Peel Halton Soccer Association
 - iii. The organizations By-Laws and or governing documents and policies
- c) To register all the organizations participants: Directors, administrators, staff, team staff and players
- d) a minimum of 4 registered teams, enough true aged players to sustain game day rosters and unique coaches for each team;
- e) Abide by OS's Discipline Policies;
- f) Abide by OS's Conflict of Interest Policy;
- g) Have the Club's financial statements audited as per the OS's Club Policy;
- h) Abide by OS's Dispute Resolution Process and make available to any Member the OS Dispute Resolution Process when requested;
- i) Abide by OS's Harassment Policy and make available to any Member the OS Harassment Policy when requested;
- j) Abide by OS's Appeal Process and make available to any Member the OS Appeal Policy when requested; and
- k) To participate ONLY in SANCTIONED activities.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

The Applicant's players, teams and team officials are subject to discipline for game infractions in accordance with the procedures published by the OS.

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

The Applicant acknowledge that failure to comply with the requirements enumerated above may result in suspension or termination of Membership, as laid out in the PHSA's By-Laws and Rules & Regulations.

ACCEPTED & AGREED, on behalf of the Applicant

Name of Applicant _____

Signed _____ *c/s*

Print Name _____

Date _____ (month, day, year)

Position _____

I have authority to bind the Applicant Organization

For Office Use Only

This Application was received _____ (month, day, year)

This Application was approved / denied on _____ (month, day, year)

Notice of the Decision was sent _____ (month, day, year)

PEEL HALTON SOCCER ASSOCIATION

Per:

Signature of Authorized Signing Officer _____

Name & Title _____

Date _____ (month, day, year)



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

Application Checklist

The Applicant must submit in one complete and sequentially numbered package, the following documents, statements and information:

Check box(es) if completed

1. New Membership Fee (\$500.00); **Non Refundable**
2. A list of current elected and appointed officers;
(Please indicate titles, areas of responsibility, and any applicable OS No.)
3. A list of administrators, staff coaches and team;
(Please indicate titles, areas of responsibility, and any applicable OS No.)
4. A copy of its Articles of Incorporation, and By-Laws and Rules & Regulations (if applicable) which meets the minimum requirements under OS Published Rules;
5. Written consents signed by all officers, directors and staff re: personal information;
6. A declaration on the municipal and geographic area in which the new Organization intends to operate;
7. An operation plan for a three period. To include current registration numbers (competitive / recreational) plans for programs (recreational / competitive) match officials, coach development.
8. A Declaration on "for profit" or "not for profit" and details of their incorporation status or plans and copies of any and all incorporation documents and by-laws;
Not-For Profit For Profit Other: _____
9. A copy of an insurance certificate certifying that the Applicant has general commercial liability insurance for a minimum coverage of \$2 Million per incident in respect of its players, coaches, referees, staff, and members;
10. A Statement concerning the measures that the Applicant has taken to ensure the health and safety, physical and virtual of its players, coaches, referees, staff and members;
11. A published refund policy.
12. If the Applicant operates or intends to operate a recreational program, written confirmation from the Applicant and from a certified game official stating that they have been appointed and have agreed to serve as the Applicant's Head Referee for the first year of operation;
(Please indicate the name of the Head Referee and their OS No.)
13. Satisfactory evidence or a written undertaking that all officers, directors, staff and existing or proposed coaches have or will perform a police check in accordance with the OS Volunteer Screening Policy (Organizations with youth);

Appendix E - Application for Existing Member Change in Status



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Application for New Active Member

NAME OF APPLICANT _____

Date of Application _____

We hereby make application for Membership in the Peel Halton Soccer Association for the year ending November 30th, _____.

We are presently recognized as a PHSA Member in the following membership categories:
(indicate all categories that currently apply)

- Active (Youth Soccer Recreational only)
- Active (Youth Soccer Recreational and Competitive)
- Active (Youth Soccer Recreational only + Senior Soccer)
- Active (Youth Soccer Recreational and Competitive + Senior Soccer)
- Active (Senior Soccer only)
- Active (Indoor only)

This Application for a Change in Status in respect of the following membership categories:
(indicate all additional categories that you wish to apply for)

- Active (Youth Soccer Recreational only)
- Active (Youth Soccer Recreational and Competitive)
- Active (Youth Soccer Recreational only + Senior Soccer)
- Active (Youth Soccer Recreational and Competitive + Senior Soccer)
- Active (Senior Soccer only)
- Active (Indoor only)

To be eligible to file an Application, the Applicant Member acknowledges that they must be a "Member in Good Standing" of the Peel Halton Soccer Association (the "PHSA").

Applicants must sign this Application and initial each page of the Application in the area indicated and complete the Application Checklist.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1

Telephone: 905-890-1568

By signing and submitting this New Membership Application, the Applicant:

- i) acknowledges that it is bound by the Rules & Regulations of the PHSA, particularly the provisions that apply to an Application by a Member for a Change in Status;
- ii) acknowledges that Notice of the Application shall be sent to all existing Members, that Members are entitled to receive a copy of the Application, and Members may provide written submissions to the PHSA concerning the Application;
- iii) authorizes the PHSA and District staff to investigate any facts or circumstances related to this Application;
- iv) consents to the District requesting and obtaining any credit reports or credit enquiries concerning the Applicant;
- v) agrees to meet with the PHSA or District Staff to discuss the Application;
- vi) agrees that the PHSA or District Staff Board shall be entitled to meet with or contact any affected or interested District Association members or municipal Parks and Recreation Department and any other relevant parties while considering its decision on the Application;
- vii) acknowledges that in making its decision, the PHSA Board shall be entitled to consider the Application, the materials and submissions presented by the Applicant, any submissions received from existing Members concerning the Application, any facts, documents or findings resulting from any District investigation, any other information that it considers relevant to the Application, and any recommendation from any membership committee, as the case may be;
- viii) acknowledges that the PHSA shall be authorized and entitled to consider whether or not, in its sole and exclusive discretion, acting reasonably:
 - a) the Application and the Applicant's supporting documents and submissions establish a fair and reasonable plan for operating a new soccer organization within the District;
 - b) the approval of the Application will not have any material adverse effect on any existing Clubs;
 - c) there is sufficient demand within the community for the establishment of a new soccer organization within the District;
 - d) there are rational grounds to accommodate the Applicant within the District;
 - e) the Applicant's technical plan and the qualifications of its coaches and technical staff is reasonably satisfactory and will promote the development of players, coaches, and referees, as the case may be;
 - f) the Applicant has established reasonable measures to protect the health and safety of all participants, including players, coaches, referees, staff and members;
 - g) the Applicant will be able to pay its registration fees, fines, debts and bonds and meet its general debts and liabilities in the ordinary course of business; and
 - h) the approval of the Application will result in a net beneficial gain to the promotion and development of the game of soccer within the District.

The PHSA shall have "just cause" to deny membership if the Application Form is incomplete, in any material regard; if the New Membership Application Fee is not paid; if the Applicant's submissions are unsatisfactory in any material respect; if the Application fails to satisfy any one or more of the standards as prescribed by its Published Rules and Regulations; or for any other valid and justifiable reason.



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Please complete the Organization mailing address. All mail from PHSA, OS, etc., will be sent to this address. This will be considered the Organizations "Official Address".

Organization Mailing Address

c/o _____

Address _____

e-mail Address _____

Telephone Number _____

Fax Number _____

Cell Number _____

Organization Contact: The Organization Contact should be a person available to take phone calls and faxes, day or evening, at work or at home, to receive messages related to Organization business requiring prompt attention.

Name _____

Address _____

Day Number _____

Evening Number _____

Fax Number _____

Cell Number _____

E-mail Address _____



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

The Undersigned Applicant / Member hereby submits this Application, confirms that it is accurate and complete, and agrees to all terms and conditions described herein.

ACCEPTED & AGREED, on behalf of the Applicant

Name of Applicant _____

Signed _____ c/s

Print Name _____

Date _____ (month, day, year)

Position _____

I have authority to bind the Applicant Organization

For Office Use Only

This Application was received _____ (month, day, year)

This Application was approved / denied on _____ (month, day, year)

Notice of the Decision was sent _____ (month, day, year)

PEEL HALTON SOCCER ASSOCIATION

Per:

Signature of Authorized Signing Officer _____

Name & Title _____

Date _____ (month, day, year)



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga Ontario L5N 6J1
Telephone: 905-890-1568

Application Checklist

The Applicant must submit in one complete and sequentially numbered package, the following documents, statements and information:

Check box(es) if completed

1. A duly completed Application Form;
2. New Membership Fee (\$250.00); **Non Refundable**
3. A Statement of the Member's rationale and justification for changing its membership category, including planned age groups, number of teams, etc.;
4. a statement of the Applicant's position on their potential impact on existing Clubs and copies of any available letters of support and a declaration stating what efforts the Applicant made to contact existing Clubs regarding any potential impact;
5. a statement confirming the availability of fields or indoor facilities from the Applicant, the Parks and Recreation Department of the local municipality in which the Club will be operating, or from any private corporation or educational facility that owns or controls the designated fields or facilities;
6. A Statement describing the Member's technical plan regarding referee, coach, and player development and a list of the qualifications of all of its existing or proposed coaches (applies to all youth clubs);
7. A Statement concerning whether or not it is offering programs that are presently unavailable in the District and a description of such programs;
8. A Statement concerning the measures that the Member has taken to ensure the health and safety of its players, coaches, referees, staff and members;
9. If the Change in Status involves the commencing the operation of a house league program, written confirmation from the Applicant and from a certified game official stating that they have been appointed and have agreed to serve as the Applicant's Head Referee for the first year of operation; (Please indicate the name of the Head Referee and their OS No.)
10. If the Change in Status involves the commencing the operation of a house league program, written confirmation from the Applicant and from a certified discipline chair stating that they have been appointed and have agreed to serve as the Applicant's Club Discipline Chair for the first year of operation; (Please indicate the name of the Certified Discipline Chair and their OS No.)
11. A reasonable and satisfactory three-year business plan describing its anticipated revenues and expenses.



Appendix F - Playing Out Form



PEEL HALTON SOCCER ASSOCIATION

Team Playing Out Application Form

- INSTRUCTIONS:**
1. All communications regarding this application will be addressed to the club.
 2. Incomplete applications will be returned.
 3. A decision will be rendered within 14 days after receipt of a properly completed application.

Club Name: _____ Club No: 25 _____

Address: _____

Phone: _____ Fax: _____

Application to Play in: _____

Senior _____ Youth U- _____ Division _____ Male Female

Players will be registered as: Senior _____ Youth U- _____

PLAYED IN _____ LEAGUE DIVISION _____ YEAR _____

SENIOR YOUTH AGE DIVISION _____ INDOOR OUTDOOR

Club Official's Name - Print _____ Position _____

Club Official's Signature _____

Team Official's Name - Print _____ Position _____

Team Official's Signature _____

FOR DISTRICT OFFICE USE ONLY POA # _____

Date Received: _____

Application: Approved Denied Date: _____

If Denied, Reason: _____

District Official's Name - Print _____ Position _____

District Official's Signature _____ Date _____

PHSA January 14, 2020



Appendix G - Playing Out Criteria

Playing Out

A member Club/Academy in good standing shall apply seasonally to the District to enter a team(s) in a league outside PEEL HALTON's normal jurisdiction.

In the case of youth teams or grassroots teams, each seasonal application shall be treated on its own merits and neither the granting nor the denial of "Playing Out Rights" in any previous year shall be regarded as setting a precedent in the matter.

PLAYING OUT CRITERIA

1. In cases where "District Playing Out Permission" is required, permission to "play out" into a league not under the jurisdiction of PEEL HALTON will only be granted if:
2. A written application is submitted on a form provided by the PEEL HALTON and which is submitted by a member of the Club/Academy's Executive Committee to the PHSA; which includes "Full Team Identification" for the team.
3. A copy of the League By-Laws, League Rules and the contact information for the league and its Executive must be submitted. Identification and proof that the league which the Club wishes to enter a team to play out to is affiliated to a governing organization and part of Ontario Soccer.
4. The application must be received 30 days before the posted registration deadline for the league. If the application is received less than 30 days before the posted registration deadline for the league then the Club/Academy must supply a letter from the league executive stating that they will receive the Club/Academy's application if approved.
5. The Club/Academy's team has demonstrated based on performance that it is competitive at a level of the play above that is available within the District and commensurate with that in the League in which the Club/Academy wishes to enter its teams.
6. Play is not available at the same level with the PEEL HALTON or the region as that in the League in which the Club/Academy wishes to enter its team.
7. Granting "Playing Out Permission" will not jeopardize the operation of any existing District League or Regional League.
8. For 'grassroots' aged teams U9 – U12 the League where the team will play must demonstrate that they are LTPD compliant in all facets of the operation, comply with the Ontario Soccer Development matrix and support the pyramid for Play.
9. Play Out Bond, if required, is submitted to the District Association
10. Notwithstanding the criteria above, Peel Halton may grant "District Playing Out Permission" to a Club/Academy's team on the basis that special conditions make the team an exception compared to other teams in its District.



11. In general, a Club/Academy's team will not be given "District Play Out Permission" unless it has demonstrated that it is a suitable ambassador for the District Association based upon, but not limited to, the following criteria;

- a. The Club/Academy has a satisfactory discipline record;
- b. The Club/Academy has consistently met its financial obligations in a timely manner; has a record of honouring its commitments as evidenced by a lack of forfeited games and by the completion of all scheduled games for its leagues, cup competitions and tournaments in which it has been entered; and
- c. While away, the team has behaved, and not acted in any way which would serve to bring it's the PEEL HALTON into disrepute.

PEEL HALTON, at its discretion, may require a "Playing Out Bond" from the Club/Academy. A refundable bond would be returned 30 days after the competition of league play, championship, playoffs or other completion and the satisfactory settlement of any discipline issues with that team.

A Club/Academy looking to play in a league governed by another Provincial Association must complete the requirements in and receive permission of the PEEL HALTON as well it must apply to Ontario Soccer for permission to "Play Out" of Ontario, and the application must be submitted, on a form provided by Ontario Soccer, no later than 60 (sixty) days prior to the Board meeting at which it wishes its application to be considered.

The Club must follow **Ontario Soccer SECTION 9 – LEAGUES PROCEDURE 15.0**.

The application must be accompanied by the Club/Academy's rationale for why Ontario Soccer Pyramid for Play cannot meet its teams' competitive needs. Ontario Soccer's Competitions Management Committee shall review the application and make a recommendation to the Chief Executive Officer. The Chief Executive Officer may approve such an application even when the specified timelines have not been met.



Appendix I - Playing In Criteria

Playing In

A member Club/Academy in good standing shall apply seasonally, to their District to enter a team(s) in the PEEL HALTON's league.

In the case of youth teams or grassroots teams, each seasonal application shall be treated on its own merits and neither the granting nor the denial of "Playing In Rights" in any previous year shall be regarded as setting a precedent in the matter.

PLAYING IN CRITERIA

1. In cases where "District Playing In Permission" is required, permission to "play in" into a league under the jurisdiction of PEEL HALTON will only be granted if:
2. An approved application is submitted on a form provided by the District of the applying Club/Academy and which is submitted by a member of the Club/Academy's Executive Committee to the PHSA; which includes "Full Team Identification" for the team.
3. The application must be received 30 days before the posted registration deadline for the league. If the application is received less than 30 days before the posted registration deadline for the league, then the Club/Academy must supply a letter from their executive station that they will receive the Club/Academy's application if approved.
4. The Club/Academy's team has demonstrated based on performance that it is competitive at a level of the play above that is available within their District and commensurate with that in the PHSA League in which the Club/Academy wishes to enter its teams.
5. Play is not available at the same level within their region as that in the League in which the Club/Academy wishes to enter its team.
6. Granting "Playing In Permission" will not jeopardize the operation of any existing District League or Regional League.
7. For 'grassroots' aged teams U9 – U12 the Club/Academy's team must demonstrate that they are LTPD compliant in all facets of the operation, comply with the Ontario Soccer Development matrix and support the pyramid for Play.
8. Play In Bond, if required, is submitted to the District Association
9. Notwithstanding the criteria above, the Peel Halton may grant "District Playing In Permission" to a Club/Academy's team on the basis that special conditions make the team an exception compared to other teams in its District.



10. In general, a Club/Academy's team will not be given "District Play In Permission" unless it has demonstrated that it is a suitable ambassador for their District Association based upon, but not limited to, the following criteria;

- a. The Club/Academy has a satisfactory discipline record;
- b. The Club/Academy has consistently met its financial obligations in a timely manner; has a record of honouring its commitments as evidenced by a lack of forfeited games and by the completion of all scheduled games for its leagues, cup competitions and tournaments in which it has been entered; and
- c. While away, the team has behaved, and not acted in any way which would serve to bring its District into disrepute.

PEEL HALTON, at its discretion, may require a "Playing In Bond" from the Club/Academy. A refundable bond would be returned 30 days after the competition of league play, championship, playoffs or other completion and the satisfactory settlement of any discipline issues with that team.

The Club must follow **Ontario Soccer SECTION 9 – LEAGUES PROCEDURE 16.0.**

The application must be accompanied by the Club/Academy's rationale for why Ontario Soccer Pyramid for Play cannot meet its teams' competitive needs. Ontario Soccer's Competitions Management Committee shall review the application and make a recommendation to the Chief Executive Officer. The Chief Executive Officer may approve such an application even when the specified timelines have not been met.



Appendix J - Active Membership Renewal Form



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1

Telephone: 905-890-1568

APPLICATION FOR ACTIVE MEMBERSHIP – Renewal

We will be continuing to use OneDrive as the method for filing your Membership Renewal documents. This year the only documents that will need to be uploaded by all members to OneDrive will be;

- a) Club information and Confirmation Form (attached to this notice – uploaded as a single file). This must also be submitted to the PHSA Office as well in advance of the PHSA AMM as specified below.
- b) List of current elected and appointed officers (uploaded as a single file)
- c) Audited financial statements or financial statements for the previous fiscal year in the form presented to their Annual General Meeting per OS requirements for financial statements. These statements must be signed by a Club Official. (uploaded as a single file)
- d) General Liability Certificate of Insurance

As per PHSA Rules and Regulations, Membership Renewal, the documents above must be uploaded, each as a single file – 4 files minimum in total to the designated OneDrive folder. These documents must be uploaded to the OneDrive folder by February 24, _____ or the Member will be placed Not in Good Standing as per PHSA By Laws

You only need to upload the documents below if there have been changes from what you have already submitted. It is the responsibility of members to ensure that the documents on One Drive are current. Our assumption is that what is there is your most current version

- a) Club Constitution/ By Laws and/or Rules and Regulations (if you have more than one of these listed documents, load each as a separate file)
- b) Discipline Policy (uploaded as a single file)
- c) Conflict of Interest Policy (uploaded as a single file)
- d) Dispute Resolution Process (uploaded as a single file)
- e) Harassment Policy (uploaded as a single file)
- f) Appeal Process (uploaded as a single file)
- g) Name of the following (uploaded as a single file containing all names)
 - 1) Individual responsible for Volunteer Screening
 - 2) Head Referee
 - 3) Discipline Chair

Access link to your OneDrive is fluent and live. The folder is only viewable by yourself and the PHSA office staff and Board Secretary. It will remain the responsibility of the member to update any of these documents on OneDrive throughout the year should any changes occur i.e. change in elected and appointed officers.

Only those members who have submitted their Club Information and Confirmation Form and membership fee at, or in advance of, the District Association Annual Members Meeting (_____) will be accredited to participate in elections and new business at the AGM.

Only those members who have complied with the membership renewal process and satisfied the membership requirements prescribed in these Rules & Regulations shall qualify for the renewal of their membership.



Appendix K - Association Membership Renewal Form



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1

Telephone: 905-890-1568

APPLICATION FOR ASSOCIATE MEMBERSHIP – Renewal

We will be continuing to use OneDrive as the method for filing your Membership Renewal documents. This year the only documents that will need to be uploaded by all members to OneDrive will be;

- a) Club information and Confirmation Form (attached to this notice – uploaded as a single file). This must also be submitted to the PHSA Office as well in advance of the PHSA AMM as specified below.
- b) List of current elected and appointed officers (uploaded as a separate file)
- c) Audited financial statements or financial statements for the previous fiscal year in the form presented to their Annual General Meeting per OS requirements for financial statements (if applicable). These statements must be signed by a Club Official. (uploaded as a single file)
- d) General Liability Certificate of Insurance

As per PHSA Rules and Regulations, Membership Renewal, the documents above must be uploaded, each as a single file – 4 files minimum in total to the designated OneDrive folder. These documents must be uploaded to the OneDrive folder by February 24, _____ or the Member will be placed Not in Good Standing as per PHSA By Laws

You only need to upload the documents below if there have been changes from what you have already submitted. It is the responsibility of members to ensure that the documents on OneDrive are current. Our assumption is that what is there is your most current version

- a) Club Constitution/By Laws and/or Rules and Regulations (if you have more than one of the listed documents, please upload each one as a single file)
- b) Discipline Policy (if applicable, uploaded as a single file)
- c) Conflict of Interest Policy (if applicable, uploaded as a single file)
- d) Dispute Resolution Process (if applicable, uploaded as a single file)
- e) Harassment Policy (if applicable, uploaded as a single file)
- f) Appeal Process (if applicable, uploaded as a single file)
- g) Name of the following (if applicable, uploaded as a single file containing all names)
 - 1) Individual responsible for Volunteer Screening
 - 2) Head Referee
 - 3) Discipline Chair

Access link to your OneDrive is fluent and live. The folder is only viewable by yourself and the PHSA office staff and Board Secretary. It will remain the responsibility of the member to update any of these documents on OneDrive throughout the year should any changes occur i.e. change in elected and appointed officers.

Only those members who have submitted their Club Information and Confirmation Form and membership fee at, or in advance of, the District Association Annual Members Meeting (_____) will be accredited to participate in elections and new business at the AGM.

Only those members who have complied with the membership renewal process and satisfied the membership requirements prescribed in these Rules & Regulations shall qualify for the renewal of their membership.



Appendix L - Club Information and Confirmation Form



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1

Telephone: 905-890-1568

Organization Information and Confirmation Form

To be completed and uploaded to OneDrive

Name of Organization: _____

Date of Application: _____

We hereby make application for Renewal of Membership in the Peel Halton Soccer Association for the year ending November 30, _____. **Our membership fee of \$100 will be submitted to the Peel Halton Soccer Association on or before November 21, _____.**

This application for Membership Renewal is for (one only):

- Active (Youth Soccer Recreational only)
- Active (Youth Soccer Recreational and Competitive)
- Active (Youth Soccer Recreational only + Senior Soccer)
- Active (Youth soccer Recreational and Competitive + Senior Soccer)
- Active (Senior Soccer only)
- Active (Indoor only)
- Associate

Please complete the Organization mailing address. All mail from PHSA, OSA, etc., will be sent to this address. This will be considered the Organization's "Official Address".

Organization Mailing Address

c/o _____

Address _____

Email Address _____

Telephone Number _____

Fax Number _____

Cell Number _____



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1

Telephone: 905-890-1568

Organization Contact: The Organization Contact should be a person available to take phone calls and faxes, day or evening, at work or at home, to receive messages related to Organization business requiring prompt attention.

Name _____

Address _____

Day Number _____

Evening Number _____

Fax Number _____

Cell Number _____

As a condition of Membership Renewal in the District Association, each renewing member shall agree to the following requirements of membership:

- i. Have a Constitution and/or By-Laws which meets the minimum requirements for a Club/Academy/League Constitution in accordance with the OS's published rules;
- ii. Follow the published rules (By-Laws and Rules & Regulations) of the District Association and OS. The Member is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:
 - a. The OS,
 - b. The District Association,
 - c. The Club/Academy/League/Organization.
- iii. Adhere to Membership Requirements detailed in the PHSA Rules and Regulations
- iv. To register all the organizations participants: Directors, administrators, staff, team staff and players
- v. To abide by the OS Discipline Policies;
- vi. To abide by the OS's Conflict of Interest Policy;
- vii. Have the financial statements audited as per the OS's Policy
- viii. To abide by the OS's Dispute Resolution process;
- ix. To abide by the OS's Harassment policies; and
- x. To abide by the OS's Volunteer Screening Policy;
- xi. To abide by the OS's Appeal process.
- xii. To participate ONLY in SANCTIONED activities

We acknowledge that failure to comply with the requirements for membership as stated in the PHSA By Laws and Rules and Regulations may result in suspension or termination of Membership; as laid out in the PHSA's By-Laws and Rules & Regulations. By signing this we are confirming that all registration fees, services fees or charges due to the District were duly paid and are current and that our Organization has acted in compliance with all direction received from PHSA in the past year.

Signed _____

Print Name _____

Date _____

Position _____

Date Received by PHSA _____

PHSA Board Approval:

Signed _____

Date _____



Appendix M - Ontario Soccer Transfer/De-Registration Form

UQF ^ JW AS KTWR FYNF S %

Date of Request: _____

Player Registration#: _____

Name of Player: _____ **Date of Birth:** _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

YWFS XKJW FUUWT [FQ

Requesting Release from (Club/Academy): _____

Team Leaving: _____

Club/Academy Transferring to: _____

New Team: _____

I am requesting this release for a player who is currently registered with another club/academy and I am requesting that you release him/her from your club/academy so that he/she can be registered with my club/academy.

I am requesting this release for a player who is currently registered with your club/academy and I am requesting that you release him/her from your club/academy so that he/she can be registered with another club/academy.

Y | t wfsxdjw k sq % zws l m j n z w j s y a f ~ n l % j f x t s % n m s m j k z w x i h y t s k f % n y w h y %
 F x x t h r f y t s m t | j { j w f a u f ~ j w t s h j w f s x d j w j i n f s s t y e j w f s x d j w j i g f h p a t m j j f r k t w %
 | m h m a n j % f x a w l n s f g a w j l n x y j w i z s y e f a j w t i t k a m w ~ a l f ~ x a n f x a j d u x j i z %
 %

Player's Signature: _____ **Date:** _____

I J 2 W J L N X Y W F Y N F S %

Requesting Release from (Club/Academy): _____

I am requesting this release for a player who is currently registered with your club/academy and I am requesting that you release him/her from your club/academy so that he/she can be registered with another club/academy.

I am requesting this release for a player who is currently registered with another club/academy and I am requesting that you release him/her from your club/academy so that he/she can be registered with my club/academy.

Player's Signature: _____ **Date:** _____

[F Q N F Y N F S

Releasing Organization's Authorization (to be signed by Club/Academy registrar):

Name: _____ **Signature:** _____ **Date:** _____

District Association must validate this form.

Name: _____ **Signature:** _____ **Date:** _____



Play. Inspire. Unite.



Appendix O – Tournament Application Checklist



Peel Halton Soccer Association

6625 Kitimat Road, Unit 46, Mississauga, ON L5N 6J1

Telephone: 905-890-1568

TOURNAMENT APPLICATION CHECKLIST

TOURNAMENT DETAILS

Tournament Name: _____

Date of Tournament: _____

Sponsoring Club: _____

TOURNAMENT CONTACT

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone Contact Number: _____

Email Address: _____

The PHSA Tournament Committee will require the following items to accompany the application before the request to host a tournament will be considered:

- Tournament Application in CTMS
- Tournament Invitation Letter
- Tournament Rules (complete)
- \$75.00 Tournament Application Fee (payable to PHSA)
- \$125.00 Administration Fee (payable to OSA - for International Tournaments)
- \$25.00 Administration Fee (payable to OSA - for Provincial/North American/Showcase Tournaments)
- Other

Received by: _____

Date Received: _____

Date Approved/Denied: _____

March 2022

