

KAMLOOPS WOMEN'S SOCCER LEAGUE CONSTITUTION

Revision Date 2010

Name

The name of the league shall be Kamloops Women's Soccer League, hereinafter called KWSL.

The purpose of the KWSL is to develop and promote the game of soccer by providing opportunity for women to participate regardless of experience or knowledge.

BY-LAWS

Qualifier:

1. For the purpose of this constitution the terms "written" or "in writing" refer to standard letters and/or email.
2. By-laws apply to all divisions unless otherwise specified.

Article One - Executive

1. The Executive shall consist of no more than eight (8) members not including Div. Liaisons.
2. The membership shall elect from among themselves the following: Vice President/President, Secretary, Treasurer, Division Liaisons, Scheduler(s) and Public Relations/Website Management. In keeping with continuity on the Executive the term for Vice President/President shall be a two year term with the first year consisting of holding the office the Vice President and the second year holding the office of the President.
3. The Executive shall be elected for two year terms on an alternating basis except for the Vice President/President who shall be elected every year. The following positions are elected on odd years: Secretary, Public Relations/Website Management (2 positions), Division 1 and 3 Liaisons. The following positions are elected on even years: Treasurer, Schedulers (2 positions), Divisions 2 and 4 Liaisons.
4. The Executive shall be elected by majority vote of those members in good standing, in attendance at the Annual General Meeting.
5. A member of Executive may be removed from office on motion supported by two-thirds of the KWSL membership in good standing.
6. Any member of the Executive absenting herself without cause from three (3) consecutive meetings or neglecting her duties on the Executive shall be deemed to have forfeited her office as a director of the KWSL.
7. Any elected vacancies which may occur on the Executive by reason of resignation or other shall remain vacant until the next appropriate KWSL meeting. The membership shall be notified of any vacancies on the Executive.
8. No executive member shall hold more than one position.

Article Two - Duties of the KWSL Executive

1. The **President** shall; be the Chief Executive Officer of the KWSL; exercise supervision over the affairs of the KWSL; preside at all meetings of the KWSL and the Executive; be an

- exofficio member of all committees; sign all official documents of the KWSL; in the event of a tie vote, the President shall have a casting vote only.
2. The **Secretary** shall; give notice of all meetings to the persons entitled thereto; keep minutes of all meetings; handle all general correspondence and update the Constitution after each AGM or Special Meeting as required.
 3. The **Treasurer** shall; keep a full and accurate account of receipts and disbursements in books belonging to the KWSL; deposit all monies and other valuables in a chartered bank or trust company as designated by the Executive. No monies shall be withdrawn from the bank or trust company without two of three signatures of signing authorities (President, Vice-President and Treasurer). The Treasurer shall render a financial statement to the Executive at the end for each quarter of the calendar year and also at the Annual General Meeting.
 4. The **Division Liaisons** shall handle all player registrations including team rosters, fee collection and BC Soccer affiliations. The Division Liaisons will ensure draft procedures are followed according to draft guidelines and that those women on the draft are informed of the outcome.
 5. The **Scheduler** shall; design a game schedule that meets the format for the soccer season as decided upon by the league; provide the league with the schedule in a timely and organized manner; work with Senior Soccer Leagues within the city and the Parks department to secure adequate fields for the league; secure appropriate field permits from the city for these fields; provide copies of these permits to each team rep; ensure that proper insurance requirements are forwarded by the treasurer to the city in a timely manner. (Field permits are not issued until proof of insurance is submitted); liaise with the referee's association for the purpose of scheduling referees for all league games; notify the league and the referee's association of any changes to the schedule; review the referee's monthly bill to ensure accuracy prior to submitting the bill to the treasurer for payment; forward all league field concerns to the City.
 6. The **Public Relations/Website Management** shall; in conjunction with the league executive develop a strategy to promote the league in the coming year; advertise and promote league registration; encourage ongoing media coverage of the league; act as the media liaison for the league; attend all executive meetings; provide each team with game reporting forms for each regular season game; get game results information from each team following each regular season game; obtain the official referee's copy of the game reporting form in order to verify the game result information supplied by each team; record this information for the purpose of determining each teams placement in overall league standings; report game results to the media in a timely fashion; determine at year end the final league standings as per league rules and statistics; co-ordinate year-end awards.
 7. The Executive may appoint representatives in certain areas as required or deemed advisable to act on its behalf and in its stead. Such representatives may attend KWSL and Executive meetings but shall not have a vote.
 8. The Executive shall meet whenever the President deems it necessary, or if directed to do so by a majority vote of the Executive. The Executive shall meet at least once a month at a regular date and time to be determined by the current Executive.
 9. For the purpose of transacting business a simple majority of the Executive shall constitute a quorum.
 10. The Executive shall be reimbursed from KWSL funds for out of pocket expenses incurred during day to day operations of KWSL business.
 11. No member of the Executive shall be a paid employee of the KWSL. In lieu of services Executive members shall have their league fees waived for the term they serve as per the 2008 AGM.

Article Three - Powers of the KWSL Executive

1. The Executive shall decide the size and membership of each division (see Article # 5 for division descriptions) as they see suitable.
2. The Executive shall have the power to suspend or expel any active member or team who neglect to pay their fees at the due date, or any member or team who will not respect the By-Laws and General Rules of the KWSL. The decision of the Executive shall be final.
3. The Executive may, from time to time, frame temporary rules or regulations covering specific cases not contained herein but which may be necessary for the carrying out of the objectives of the KWSL. A consultation process with the Division Liaisons and their respective divisions will be a standard of practice. However, a review and decision must be made at the next Annual General Meeting on the future use of these temporary rules and regulations.

Article Four - Meetings

1. In order to safeguard the interests of the KWSL the Executive shall convene the following meetings: Annual General Meeting, Executive Meetings, Team Representative Meetings and Special Meetings as requested.
2. The Annual General Meeting of the KWSL shall be held on or before the first day of November in each year, at a place and date to be determined by the Executive.
3. A minimum of fourteen (14) days written notice of the Annual General Meeting shall be given via; a) KWSL website (HYPERLINK "http://www.kwsl.net" www.kwsl.net) b) newspaper advertisement c) each team representative at her last email address.
4. Upon request the Treasurer shall forward to each team representative a copy of an interim financial report at least fourteen (14) days prior to the Annual General Meeting.
5. Special Meetings may be held at the discretion of the President, all teams having been duly notified at least seven (7) days in advance.
6. Special Meetings shall be convened by the President at the written request of a majority of the teams in good standing within KWSL. Within seven (7) days after receipt of such written request (which will include any proposed amendments to the constitution), the KWSL Secretary shall give fourteen (14) days notice of such meeting to each team representative in good standing.
7. For all meetings a quorum shall be simple majority of the KWSL membership in attendance.
8. Roberts Rule of Order shall be used as the standard reference for all procedural purposes by the League.
9. Voting:
 - a) Each member in good standing shall be entitled to one (1) vote at the AGM.
 - b) Each team in good standing shall be entitled to one (1) vote at team representative meetings.
 - c) Voting shall be by a show of hands except by the specific request of one (1) of the members and with the approval of the President.
 - d) In case of a tie vote, the President shall cast the deciding vote.
 - e) The KWSL Executive shall have a voice but no vote (except above) at all meetings.
 - f) On a matter concerning only one division and where no other division is affected only the members of that division may vote, except at the AGM (see a) above).
9. The order of business at AGM and/or Special KWSL meetings shall be:
 - a) Roll Call
 - b) Acceptance of previous minutes

- c) Reports of the Executive
- d) Reports
- e) Correspondence
- f) Old Business
- g) Amendment consideration
- h) Elections
- i) New Business
- j) Adjournment

10. Persons nominated for election to the Executive if not present at the meeting, must signify in writing prior to their nomination they are willing to stand for election if nominated.

Article Five - Division Descriptions

Division 1 **Competitive**

Players have good knowledge of the game with a high to moderate skill level and play at a fast pace. Participants must be sixteen (16) years of age as of January 1st of the season of play, no age restriction beyond that. Open roster/list. Slide tackling allowed.

New players to this division may be entered into the draft if not placed.

Carded PCL, Rep, University/College, All Star Players & Premier players CAN ONLY play in this division.

Division 2 **Semi-Competitive**

Players have a good knowledge of the game with a moderate to high skill level and play at a moderate pace. Participants must be eighteen (18) years of age as of January 1st of the season of play, no age restriction beyond that. Open roster/list. Slide tackling allowed.

New players to this division may be entered into the draft if not placed.

Note: Carded PCL, Rep, University/College, All Star Players & Premier players are EXCLUDED from this division.

Division 3 **Recreational**

Players who have no or very little experience playing soccer and wish to learn or continue to learn the game of soccer while playing at a relaxed to moderate pace. Open to novice players. Participants must be thirty (30) years of age as of January 1st of the season of play. Beginners aged 25-30 years who have not been recruited may also be placed in the draft. Maximum of two (2) underage players per team. No slide tackling allowed.

Closed roster which may include 2 recruits that have not played in the competitive divisions in the previous two (2) years.

Division 4 **Semi-Competitive**

Masters Players have knowledge of the game with a moderate skill level and play at a moderate pace. Players must be thirty-three (33) years of age as of January 1st of the season of play. Each team may carry two (2) players that are 30-32 years of age. This restriction may be evaluated at a later date. Open roster/list. No slide tackling allowed.

New players to this division may be entered into the draft if not placed.

Article Six - Team Responsibilities

Protection List - Player name is held on a team roster/list for the season but not an active player. May not dress for any games and are not required to pay for any league fees. If a player intends at any point during the season to become an active player they MUST pay their league fees in full and complete registration process by the deadline date as set by the Executive.

1. Each affiliated team must furnish the KWSL with a team roster/list showing the names, birthdates, mailing addresses, telephone numbers and email addresses of the players and team representative(s) by the closing date set by the Executive.
2. All teams must supply the above roster/list in the electronic format specified by the Executive.
3. Team Registration requirements are as follows:
 - a) Minimum of 13 active players (unlimited maximum).
 - b) Declaration of Protection List (as defined by paragraph above).
 - c) All applicable player, team fees and bonds.
4. Every team must furnish a team representative who is responsible for:
 - a) Attending meetings.
 - b) Relaying all KWSL correspondence and communications to all members of their team.
 - c) Ensuring all team members follow the by-laws of the Constitution.
5. Every team is responsible to the KWSL for the action of its players and officials and is required to take all precautions necessary to prevent spectators from assaulting or threatening other players or officials before, during and after the game.
6. All decisions and reports of the KWSL, or any business transacted at any meeting, may be published at the discretion of the KWSL Executive. The decision to release/publish information will always be guided by the intent to respect the privacy and character reputation of the individual(s)/team(s).
7. Any team wishing to change its team name must notify the KWSL. Team name changes to published documents will be made at the discretion of the KWSL.
8. Each team is required to have two (2) sets of jerseys, home (dark) and away (light). All jerseys shall be numbered according to FIFA regulations. Teams are responsible for having the players numbered as shown on both the Team Lists and game sheets. The same number may not be allotted to more than one player in any season.
9. Each home team must provide the following:
 - a) That their players are properly dressed and equipped.
 - b) A first class soccer ball and the visitors a back up game ball.
 - c) FIFA Regulation size corner flags properly and securely placed.
 - d) A goal net in satisfactory condition and properly hung. Failure to provide either corner flags and/or net will result in a twenty-five dollar (\$25.00) fine for each article.
10. In the event that a team ceases to operate or has been declared defunct by the KWSL, players shall be moved to other teams through placement or special draft and fee reimbursement at the discretion of the Executive.
11. All teams to be in good standing within KWSL shall post a "Performance and Behaviour Bond" in the amount of two hundred and fifty dollars (\$250.00) at the beginning of the season. This bond money will be used to ensure any fines levied against a team are paid in full and will be reimbursed at the end of the season.

Article Seven - Registration of Players and Fees

1. The KWSL may accept team and individual registration up to the closing date set by the Executive.
2. A player may only be registered with one team at any given time.
3. All players must meet the appropriate age requirements in their respective divisions as of Jan 1st prior to registration.
4. A player may compete in KWSL games in which her team is entered only if the registration and forms are received by the Division Liaison prior the respective game.
5. A player registered on the official registration form shall not be allowed to transfer her services during her teams playing season. Special circumstances may be brought forth to the Executive for review.
6. All players must have played 5 league games to be eligible to play in the playoffs.
7. Given there are inherent and assumed risks associated with the sport of soccer the KWSL has a no refund policy. Players should ensure their commitment level prior to completing the registration process.
8. Each player is responsible for completing their own documents and familiarizing themselves with the Constitution.

Article Eight - Draft

1. Newly formed teams draft last.
2. Minimum of 13 players on a team to enter the league.
3. The end of season standings (from previous year) will be used to determine the order of the draft pick (other than newly formed teams). The lowest placed team will choose the first pick. The draft will continue with each team picking one player each round in accordance with the standings until all teams are full (minimum of 17 players) or all players have been drafted. **For Div 3 ONLY**; if the lowest placed team has zero (0) wins and has ten (10) or more points less than the next lowest team then the lowest placed team will choose the first two (2) draft picks.
4. Division Liaisons contact draft players.
5. There will be a beginning of season draft and a 2nd round draft which will be held no earlier than four (4) weeks following the commencement of the season.
6. Players that remain on the draft list must be placed prior to the 2nd round draft list being opened.
7. Subsequent drafts will be held as needed.
8. Maximum of two (2) representatives per team (one must be a registered player) will only be allowed to draft players.

Article Nine - Schedule/KWSL Championship/Playoffs

1. The league schedule shall be created by the appointed Scheduler(s) and reviewed by the Executive.
2. The league schedule shall be based on a 20+ game schedule.
3. Game points shall be: Win = 3 points Tie = 1 point.
4. The Executive shall have discretionary powers to decide whether unfinished games are to be replayed or the result declared official.
5. The Executive shall appoint all game official(s) whose decision(s) shall be final.

6. If for any reason the referee sees fit not to start a game and calls the game forfeiture, then each team will be awarded one (1) point resulting in a 1-1 tie.
7. In the case of a 'no show' referee, each team must provide an interim referee for one (1) half of the game which shall be reimbursed financially by the KWSL to that person. If a team refuses to provide a referee then that team will have forfeited the game resulting in a loss.
8. Any team responsible for defaulting a game without forty eight (48) hours verbal or written notice may be charged with all expenses incurred in preparation for such game. The defaulting team shall forfeit and the opposing team will be awarded three (3) points and a 1-0 win.
9. In the event of inclement weather, and unless notified previously by the Scheduler, teams must attend the grounds and await the decision of the referee as to the fitness of the playing pitch.
10. Prize money for the champion in each division is one hundred fifty dollars (\$150).
11. At the completion of the schedule, the team with the most points shall be declared the KWSL League Champion.
12. Where two or more teams have the same number of points, then the KWSL winner will be determined as follows:
 - a) the record of the teams against each other, this will include goal difference in head to head games (if necessary), if still tied then:
 - b) the team with the best goal difference overall will be the winner (goals for minus goals against), if still tied then:
 - c) coin toss
13. Playoff format is as follows:
 - a) League standings determine playoff position.
 - b) Div 1, 2 & 4 Single knock-out/forty-five (45) minute halves, if overtime needed then two (2) five minute halves played to golden goal. If still tied then a shoot-out determines the outcome.
 - c) Div 3 Tournament format (any additional costs are off-set by a team entry fee). Thirty-five (35) minutes halves, if overtime needed straight to shoot-out to determine the outcome except for the final game which will be forty-five (45) minute halves, if overtime needed then two (2) five minute halves played to golden goal. If still tied then a shoot-out determines the outcome.
 - d) Lines people provided for all playoff games including quarters/semi's and finals (all divisions).
 - e) Playoff dates are determined in accordance to the schedule set at the start of the season.
 - f) Prize money for playoffs is one hundred dollars (\$100) for 1st place and fifty dollars (\$50) for second place.

Article Ten - Discipline

1. The KWSL Executive shall deal with violations of the laws of the game, the rules, regulations and by-laws of the KWSL and the BCSA, and in the case of any infractions of the foregoing, or any unsportsmanlike conduct, or any action tending to bring into disrepute or to be against its best interests, to summon before it any team player, official or member for the purpose of inquiring into said offence.
2. In the event of any association, league, team, player, official or member being proved to the satisfaction of the Executive to have been guilty of any violation of the laws of the

- game, the rules and regulations of the KWSL, or any misconduct, the Executive shall have the power to order the offending team or player, official or member to be removed from membership, suspended for a stated period, or dealt with in such a manner as the Executive may consider proper in the circumstances. The Executive may also direct the offending parties to pay all expenses incurred in hearing the case.
3. The Executive shall call on any team or players thereof to produce any books, letters, or documents and other evidence the Executive may require.
 4. In cases of dispute between teams or players, legal proceedings shall be taken only as a last resort.
 5. No member of the legal profession shall represent any such team or player at the hearing of any protest, complaint or appeal unless that person is the team representative of the team concerned and has been such for a period of three (3) months immediately preceding the lodgment of protests, claim, complaint or appeal and that persons name appears on the printed list of such team as the team representative.
 6. Teams who have been notified of KWSL meetings and are then absent from these meetings will be fined twenty-five dollars (\$25.00) payable to the KWSL.
 7. All fines will be deducted from the two hundred fifty dollar (\$250) bond posted at the start of the season. In the event that a teams fines exceeds the value of the bond a new \$250 bond must be posted.
 8. Players and/or officials reported for misconduct may be allowed to continue to participate in all soccer activities until their case is dealt with except:
 - a) Players sent off the field of play (red card) will be automatically suspended for at least one (1) scheduled game.
 - b) Players receiving a third caution (yellow card) in the current session will be automatically suspended for at least one (1) scheduled game.
 - c) Players or team officials reported for violence, misconduct or assault on referees, game officials or players shall stand suspended from all soccer activities until their case has been dealt with by the KWSL.
 9. Teams failing to report red and yellow cards and game scores to the KWSL Public Relations representative will be fined twenty-five dollars (\$25.00).
 10. An adhoc Discipline Committee shall be struck by the KWSL Executive to resolve carded offenses and/or misconduct of players, teams, coaches, spectators and officials. Misconduct includes unsportsmanlike, threatening, defaming, and disrespectful behaviour on and off the field.
 11. The adhoc Discipline Committee shall be struck on an as needed basis, within seventy-two (72) hours of the report of misconduct. This committee, barring conflict of interest, shall consist of one (1) Executive member who will act as chair and three (3) selected members from a predefined list who shall determine the appropriate resolution. Parties involved have the right to appeal. In the event of an appeal the committee shall consist of one (1) member of the referee's association and two (2) selected members from a predefined list. The chair shall remain the same.
 12. For the purpose of gathering information the chair of the committee may request the appearance of the parties involved and/or a team representative.

Article Eleven - Protests and Appeals

1. All protests must be in writing and must contain the particulars of the grounds on which they are founded.

2. All protests must be filed in triplicate with the KWSL within forty-eight (48) hours of the conclusion of the game.
3. Any team proven to have used an ineligible player shall forfeit the game concerned and the opposing team shall be awarded the three (3) points. At the discretion of the KWSL the team may be sent to the Discipline Committee.
4. Appeals from a decision of the KWSL or Discipline Committee shall be submitted in written format within forty-eight (48) hours and be accompanied by a fifty dollar (\$50) fee and shall state the grounds upon which the appeal is based. The fee will be refunded if the appeal is successful.

Article Twelve- Constitutional Amendments

1. Amendments to this Constitution may be made by Special Resolution at the Annual General Meeting or at a Special General Meeting called for this purpose. Passage of said amendments would then require a majority of the votes cast.
2. The proposed amendment(s) shall be submitted to the KWSL Secretary in writing twenty-one (21) days prior to such a meeting. A copy of the proposed amendment(s) shall be sent to teams fourteen (14) days before such a meeting.
3. Only team members in good standing or the KWSL Executive shall be permitted to propose amendment(s) to the Constitution.

Article Thirteen - Capital Account

1. All funds, equipment and assets become part of and are under the sole control of the KWSL and it's Executive.
2. Those funds not required for the day to day operation of the KWSL shall be deposited in an interest bearing account in the KWSL Bank known as the KWSL Capital Account.
3. The KWSL Capital Account shall be shown separately on any interim or annual statement of accounts.