

Kamloops Women's Soccer League Rules & Regulations



Board of Directors

After election, the Board of Directors will elect, amongst themselves, the following Executive positions:

President

The President shall; be the Chief Executive Officer of the KWSL; schedule and chair all League and Board of Director meetings, exercise supervision over the affairs of the KWSL; be an ex-officio member of all committees; sign all official documents of the KWSL; and represent the League to any other organizations.

The Vice President

The Vice President shall; assist the President to carry out her duties, and in the event of the President's absence shall perform all the functions of the President; assist the other members of the Board (particularly the Scheduler & Stats/Website Manager) to complete their duties as required.

The Secretary

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 Bylaws or Rules & Regulations after each AGM or Special Meeting as required.

The Treasurer

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 Board of Directors. No monies shall be withdrawn from the bank or trust company without two of three signatures of signing authorities (President, Vice-President and Treasurer).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 Board at the end of each quarter of the calendar year and also at the Annual General Meeting.

The Division Liaisons

The position of Division Liaison must be filled by an individual playing with in that Division and/or Tier. The Division Liaisons shall handle all communication within their Division as well as player registrations including team rosters (as per BC Soccer requirements), fee collection as required, and reconciliation of these with the Treasurer

before the season play begins. 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. The Division Liaisons will compare the previous closed rosters for all of that Division to confirm the rosters contain registered and eligible players prior to the season starting and then after to reflect changes for the duration of the season.

The Scheduler

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 Kamloops Soccer 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.

Stats/Website Manager

The Stats/Website Manager shall; in conjunction with the Board of Directors, 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 Board 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 team's 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.

1. The Board of Directors shall be reimbursed from KWSL funds for out of pocket expenses incurred during day to day operations of KWSL business.
2. No member of the Board shall be a paid employee of the KWSL. In lieu of services, Board members shall have their League fees waived for the term they serve. League fees cannot be deferred to any other year (ie in the event of injury).

ARTICLE 11 – REGISTRATION OF PLAYERS AND FEES

1. The KWSL may accept team and individual registration up to the closing date set by the Board (allowing adequate time prior to the start of the season).
2. A player may only be registered with one team at any given time.

3. A player may compete in KWSL games in which her team is entered only if the registration, fees, and forms are received by the Division Liaison prior to the respective game.
4. Each player is responsible for completing their own documents and familiarizing themselves with the Constitution. Accurate completion of the registration form is required. Falsifying or providing misleading information is not acceptable and will result in disqualification for the season and loss of fees.
5. A player registered on the official registration form shall not be allowed to transfer her services during her team's playing season. Special circumstances may be brought forth to the Board for review.
6. To be eligible for registration as a player on a team, a player must:
 - a) Be a female.
 - b) Not owe any monies to their current or previous teams within the League.
 - c) Be of good character and agree to follow the League By-laws, Rules and Regulations.
 - d) Be eighteen (18) years old as of Jan 1st of the current year. The signature of the player's legal guardian will be required on the Registration and Insurance forms for any player eighteen (18) years old.
7. To be eligible for registration/membership as a new team to the League, a team must:
 - a) Forward to the Board, a written application form provided by the Division Liaison on or before January 1st.
 - b) Have a minimum number of thirteen (13) players on the roster.
 - c) Only recruit 2 current KWSL members. No other players from a KWSL roster from the previous season will be considered eligible to form part of the team.
 - d) Be approved by the Board as a team and be approved for the requested division.
 - e) Own at least one (1) full set of complete uniforms. (Note: all teams are required to have two (2) sets of jerseys; one set light and one set dark. New teams to the League are granted a one (1) year grace period to come up with a second set of jerseys).
 - f) Pay their team League fees by the due date as set by the Board.
8. A team is officially considered registered when it has submitted to the Division Liaison:

- a) A fully completed roster listing a minimum of 13 active player names (unlimited maximum)
 - b) Declaration of Protection list (as defined by Article 11-12)
 - c) All applicable player, team fees, and Performance bonds of three hundred dollars (\$300) are paid in full. New teams cannot be the result of renaming a previous team, which ceased to be a member while liable for outstanding debts owing to the League. Incomplete registration packages will not be accepted and will be returned to the Team Representative for completion.
 - d) A Team name and the name of Team Representative (and associated contact information) that is designated to receive League correspondence.
 - e) Team/Jersey Color
9. League fees shall be established by the Board and be based on the budget provided by the Treasurer.
10. Given there are inherent and assumed risks associated with the sport of soccer, the KWSL has a **no refund policy for those players who have played in any League game during the current season.** Refunds will be considered on an individual basis providing:
- a) the player requests the refund directly from the Board.
 - b) the player has a valid reason for withdrawing registration.
 - c) have not requested a refund in the previous two (2) playing seasons.
 - d) has not played in any current season game.

Players should ensure their commitment level prior to completing the registration process. Should a refund be issued to a player, a \$25.00 fee will be issued for so doing.

11. Players entering the mid-season draft are expected to pay the full League fees.
12. Protection List – Any player whose name is held on a team roster/list for the season, but does not intend on being an active player, may not dress for any games and is 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 the registration process before being eligible to play and/or stepping onto the field. This includes having the team forward an updated roster to the Division Liaison. Any team proven to have used an ineligible player shall forfeit the game concerned (with fines applied per Article 15.3.h) and the opposing team shall be awarded the three (3) points and a 1-0 win. At the discretion of the Board, the team may be sent to the Discipline Committee.

ARTICLE 12 – DRAFT & ROSTER

1. At the end of the season, all team rosters are considered closed.

2. Rosters submitted at the beginning of a given season can only consist of the names listed on the previous year's roster + four new recruits (*Revised 2016*). Teams need a minimum of 13 players listed on their roster in order to be eligible to enter the League.
3. All new members to the League and returning players wishing to play on a different team will have their names entered onto the draft list (unless picked up as one of the 4 new recruits allowed for a team as identified in Article 12.2 Revised 2016). Draftees will only be considered a viable draft pick if full registration is paid before the draft date.
4. There will be a beginning of season draft. The draft forum will be decided by the Board (Article 4.5) and could include exhibition games, meetings or a combination of the two. Subsequent drafts will not be guaranteed but will be held as needed and will not be considered earlier than four (4) weeks following the commencement of the season.
 - a) The end of season standings (from previous year) will be used to determine the order of the draft pick (other than newly formed teams) completed at the beginning of each year. Newly formed teams draft last.
 - b) The current year's standings will be used to determine the order of the draft pick for the 2nd round of drafts and any other draft completed thereafter.
5. The lowest placed team will choose the first pick (allowing teams with a 20-point spread difference to get the first two (2) draft picks). 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.
6. A maximum of two (2) representatives per team (one must be a registered player) will be allowed to attend the draft meeting and draft players.
7. Players drafted in the first draft become a player on that team's closed roster for the season. Any players drafted during the second draft process or later, will be released at the end of the season and be eligible for pick-up for the following season.
8. Division Liaisons contact draft players.
9. Protection List – Any player whose name is held on a team roster/list for the season, but does not intend on being an active player, may not dress for any games and is 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 the registration process before being eligible to play and/or stepping onto the field. This includes having the team forward an updated roster to the Division Liaison. Any team proven to have used an ineligible player shall forfeit the game concerned (with fines applied per Article 15.3.h) and the opposing team shall be awarded the three (3) points and a 1-0 win.

ARTICLE 13 – PLAYING SEASON/KWSL CHAMPIONSHIP/PLAYOFFS

Schedule

1. The League's playing season to be mid-April (depending on field readiness) up to (and if needed) mid-September of each year. Playoffs included.
2. Games to be played twice a week in April, May, & June and a minimum of once a week July, August & September. Playoff games could be a mixture of once or twice a week. Schedule set by the appointed Scheduler, appropriate partners and reviewed by the Board.
3. While the various divisions/tiers will play on various nights of the week (depending on field availability and division of play), each division will have set days of play. Game days to be set by the appointed Scheduler, appropriate partners and reviewed/adjusted by the Board.
4. Regular League games to be forty-five (45) minute halves. Start times are subject to change to reflect the season and safety allowance for the Officials to regulate the game. Game start times are to be set by the appointed Scheduler, appropriate partners and reviewed/adjusted by the Board.

Points Awarded

1. The League schedule shall be based on a 20+ game schedule.
2. Game points shall be: Win = 3 points Tie = 1 point.
3. 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.
4. The Board shall have discretionary powers to decide whether unfinished games are to be replayed or the result declared official.
5. The Board shall appoint all game official(s) whose decision(s) shall be final.
6. 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.
7. Any team responsible for defaulting a game without forty-four (44) hours verbal or written notice will be charged with a fine to cover the referee expenses associated with the game. The defaulting team shall forfeit and the opposing team will be awarded three (3) points and a 1-0 win.
8. 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.

Playoffs

1. At the completion of the schedule, the team with the most points in each division shall be declared the KWSL League Champion. Should a division be divided into tiers, the KWSL League Championships will be awarded based on tiers.
2. Prize money for the champion in each division/tier is one hundred fifty dollars (\$150).
3. 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
4. Playoff format is as follows:
 - a) League standings determine playoff position. Playoffs will occur per division and play off dates are determined in accordance to the schedule set at the start of the season, discussed by the team representatives, set by the appointed Scheduler, appropriate partners and reviewed by the Board (Article 13.2 Schedule).
 - b) All playoff games (except finals) will be forty-five (45) minute halves and will go straight to shoot-out to determine a winner, should there be a tie.
 - c) The final playoff game will be forty-five (45) minute halves. If overtime is needed, then two (2) five minute halves will be played. If still tied, then a shoot-out will determine the outcome.
 - d) Prize money for playoffs is one hundred dollars (\$100) for 1st place and fifty dollars (\$50) for second place.
5. All players must have played 5 League games to be eligible to play in the playoffs.
6. All cards are carried into playoffs.

Game Requirements

1. Each team must have:
 - a) Installed two (2) FIFA Regulation size corner flags properly and securely placed.
 - b) Installed one (1) goal net in satisfactory condition and properly tied down. Failure to provide either corner flags and/or net will result in a twenty-five dollar (\$25.00) fine for each article.

- c) A first-class game ball (home team) and the visitors a back-up game ball.
 - d) Their players properly dressed and equipped. Each team is required to have two (2) sets of jerseys, home (dark) and away (light). (Note: New teams to the League are only required to have one full set of jerseys and are given a one year grace period to come up with the second set of jerseys). 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.
 - e) At least seven (7) players ready to play at the scheduled game start time. Failure to provide the minimum number of players will result in default and a fine (see Article 15.3.h)
2. Each team must provide to the referee, at the end of half-time, a team-list in duplicate. This list must include the team name, game date, field, full name and jersey number of all the players dressed to play.
 3. 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.
 4. A player shall be allowed to play if they arrive after half-time and the game sheet has already been handed to the referee. However, to ensure proper reporting of those in attendance to games, player's names are not permitted on a game sheet until they have officially arrived at the field. In such cases, the captain for that game would need to approach the referee to have the name added to the game sheet.
 5. Any team proven to have used an ineligible player shall forfeit the game concerned (with fines applied, as per Article 15.3.h) and the opposing team shall be awarded the three (3) points and a 1-0 win. At the discretion of the Board of Directors, further sanctions against the player and/or team may be imposed.

ARTICLE 14 – TEAM RESPONSIBILITIES

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 Board.
2. All teams must supply the above roster/list in the electronic format specified by the Board.
3. 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 and Rules & Regulations.
- 4. 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.
- 5. In the event that a team ceases to operate or has been declared defunct by the KWSL after the start of the current season, players shall be moved to other teams through placement or special draft and fee reimbursement at the discretion of the Board.
- 6. Every team is required to report the results of each game to the Stats/Website Manager by midnight of the night the game is played (*Revised 2016*). Submission shall be done by way of the online game report form found on the www.kwsl.net website. Failing access to the www.kwsl.net website, teams are to email the Stats/Website Manager in its place (providing all the same/necessary information).
 - a) Game reports are required for any Exhibition and/or Forfeited games.
 - b) Reporting of cards (yellow/red) is required. Teams failing to report red and yellow cards to the Board will be fined twenty-five dollars (\$25).
 - c) Failure to submit game results on time (barring unforeseen circumstance and one (1) formal warning, a fine of twenty-five dollars (\$25) will be applied.
- 7. Teams are required to submit all official game sheets at the end of each month to a designated location determined by the Board. Failure to do so will result in a twenty-five dollar (\$25) fine.

ARTICLE 15 – FINES

- 1. All teams to be in good standing within KWSL shall post a “Performance and Behaviour Bond” in the amount of three hundred dollars (\$300) 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.
- 2. All League fees and fine payments shall be forwarded to the Treasurer.
- 3. As a result of reviewing any referee’s report, attendance sheets, game reports, correspondence, etc. the following penalties will apply for each offence:
 - 8. Failure to provide goal net prior to the start of a game \$25
 - 9. Failure to provide legal size corner flags \$25
 - 10. Failure to submit game results on time (barring unforeseen circumstances and 1 formal warning) \$25
 - 11. Failure to provide the official game sheets at the end of each month \$25
 - 12. Teams failing to report red and yellow cards \$25
 - 13. Default/Forfeit of game not announced within the acceptable time frame (Article 13.7 (Points Awarded))

- a) Cost associated with the referees per current rates
- 14. Failure to have a Team Representative present at a KWSL meeting \$25
- 15. Failure to wear the appropriate jersey colour as indicated by the schedule (Home – dark; Away-light) \$25
- 16. All fines will be deducted from the three hundred-dollar (\$300) bond posted at the start of the season. In the event that a team's bond drops below one hundred twenty-five dollars (\$125), the team will be declared a team not in good standing and needs to top their bond back up to three hundred dollars (\$300), payable in thirty (30) days.
- 17. Individual fines may be applied in addition to the above team fines for disciplinary concerns.

ARTICLE 16 – DISCIPLINE

1. The Board shall deal with violations of the laws of the game, the rules, regulations and by-laws of the KWSL and the BCSCA, 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 Board to have been guilty of any violation of the laws of the game, the rules and regulations of the KWSL, or any misconduct, the Board 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 Board may consider proper in the circumstances. The Board may also direct the offending parties to pay all expenses incurred in hearing the case.
3. The Board shall call on any team or players thereof to produce any books, letters, or documents and other evidence the Board 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 person's name appears on the printed list of such team as the team representative.
6. 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 Board.