



**Bonivital Soccer Club**  
**By-Laws**  
*Last updated February 20, 2008*

<b>Article #</b>	<b><i>BVSC Bylaws, as of February 20, 2008</i></b>
	<b><i>Officers &amp; Duties, Elections, Amendments, Meetings, AGM, Fiscal Year, Finances, Signing Authority, Purchasing &amp; Disbursements, Registration &amp; Fees, Zone &amp; Transfers, Age Advancement, Coaches, Referees, Match Schedules &amp; Regulations, Discipline, Protests and Appeals, Season Play, Playoffs &amp; Awards.</i></b>
<b><i>1</i></b>	<b><i>OFFICERS AND DUTIES OF BOARD OF DIRECTORS OF THE BONIVITAL SOCCER CLUB (herein after know as the Club)</i></b>
<b><i>1.1</i></b>	<b>Past-President</b> This is an advisory/continuity, non-voting board position.
<b><i>1.2</i></b>	<b>President</b> Responsible for the integrity of all Club programs Chairs monthly Board meetings or appoints a Chair Chairs executive committee or appoints a chair Represents Club in relationship with WYSA and MSA Oversees all aspects of the Club, from the office staff to the Board of Directors. Directs and supervise all full-time and part-time office staff, such as but not limited to, the General Manager and the Club Head Coach as to their functions and requirements for the Club. Participates in Office staff performance reviews and reports back to the Board of Directors once a year or as requested by the Board. Member of the Executive Committee By default is a member of all standing and ad-hoc club committees Signing Authority Through the Board of Directors, certain duties of the President may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the President

<p><b>1.3</b></p>	<p><b>First Vice President</b>                  Chairs Discipline Committee                  Establishes Discipline committee with at least two (2) other club members (parent, coach, manager or other Club Director)                  Can replace President if President is unavailable                  Member of the Executive Committee                  Signing Authority                  Through the Board of Directors, certain duties of the First Vice President may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the First Vice President.</p>
<p><b>1.4</b></p>	<p><b>Second Vice President</b>                  Chairs and establishes an Operations Committee with at least two (2) other club members (parent, coach, manager or other Club Director)                  Can replace President if President and first Vice President are unavailable.                  Member of the Executive Committee                  Oversees and may recruit a field assignor/ game scheduler and reports to board their performance reviews once a year or as requested by the Board.                  Recruits and oversees field maintenance, field marking and clubhouse maintenance crews, and reports to board their performance reviews once a year or as requested by the Board.                  Oversees Clubhouse requirements, maintenance and operations.                  Through the Board of Directors, certain duties of the Second Vice President may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Second Vice President.</p>
<p><b>1.5</b></p>	<p><b>Secretary-Archivist</b>                  Responsible for making sure proper minutes at all monthly or any special board meetings as well as the AGM are well recorded and filed.                  Responsible of maintaining proper club archives of minutes, by-laws and constitution.                  Responsible of notify members of upcoming meetings with the agenda, past minutes, etc.                  Member of Executive Committee</p>

	<p>Through the Board of Directors, certain duties of the Secretary-Archivist may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary-Archivist.</p>
<p><b>1.6</b></p>	<p><b>Director of Finance</b>                  Responsible for overall budgeting of the Club.                  Chairs Finance committee                  Establishes finance committee with at least two (2) other club members (parent, coach, manager or other Club Director)                  Presents monthly financial report to the Board of Directors                  Member of Executive committee                  Signing Authority                  Through the Board of Directors, certain duties of the Director of Finance may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Finance.</p>
<p><b>1.7</b></p>	<p><b>Director at Large (2)</b>                  To be able to assist with club committees as needed or requested.</p>
<p><b>1.7</b></p>	<p><b>Director of Referees</b>                  Oversees and may recruit a referee assignor.                  Reports referee assignor’s performance review directly to the Board of Directors once a year or as requested by the Board.                  Responsible for developing referee programs and accreditation in conjunction with Manitoba Soccer Referee Association and WYSA.                  Recruitment and development of all Club Referees and referee assistants.                  Administrator for all Club referees.                  Provides the finance committee with accurate information for referees as it relates to them getting paid for games they have referred.                  Member of the Festival of Soccer committee as Referee in Chief.                  Responsible with the help of the referee assignor for finding referees for all Club sponsored tournaments and playoffs as well as responsible for assigning referees to all league (WYSA) sanctioned games played in our district.                  Member of Discipline Committee or appoints a referee rep to sit on discipline committee.</p>

	<p>Through the Board of Directors, certain duties of the Director of Referees may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Referee in Chief.</p>
<p><b>1.8</b></p>	<p><b>Director of PRD (Premier, Regional, Developmental)</b>                  Responsible to oversee the administrative side of Premier, Regional and Developmental (PRD) soccer within the Club.                  Chairs and establishes the PRD Committee at the Club level with at least one representative from each category (Premier, Regional and Developmental) either a parent, a coach, a manager or other Club Director)                  Submits budget for PRD Division to the Finance Committee, prepared by PRD Committee.                  PRD Committee to establish division team handbook and club policies for division to be approved by the board.                  Oversees PRD team managers and acts as a resource for them.                  Advises Recreational Committee of all released players from PRD Division no later then two weeks prior to the Recreational player swap meets date which is held before the start of every season. (Outdoor and Indoor)                  In conjunction with the Director of Publicity, assist the club office staff with all communication issues relating to PRD division.                  Member of Technical Committee or appoints representative                  Member of Discipline committee or appoints representative                  Member of Banquet committee                  Chairs Banquet committee or appoints representative                  Member of Awards and Scholarship Committee                  Represents the club at the Premier Committee at WYSA                  Member of Finance committee or appoints representative                  Through the Board of Directors, certain duties of the Director of Premier may be delegate to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Premier.</p>
<p><b>1.9</b></p>	<p><b>Director or Co-Director of Recreational</b>                  Responsible to oversee administrative side of Recreational Community Centre Soccer within the Club.                  Chairs Recreational Committee                  Establishes Recreational Committee comprised of all Community Centre soccer convenors from the Club, who will</p>

	<p>meet monthly.</p> <p>Submits budget for Division to Finance Committee, prepared by Recreational Committee.</p> <p>Maintains open and clear communications with all Community Centres through their soccer convenors and presidents to promote the Bonivital Soccer Club family.</p> <p>Deals with any non technical related issues involving teams, players or parents for the recreational division.</p> <p>Chairs and Organizes recreational player “swap meets” prior to each season. (Outdoor and Indoor)</p> <p>Advises Premier Committee of Recreational player swap meet dates at least three (3) weeks prior to ensure enough time for the Premier division to release any PRD players back to the recreational division.</p> <p>Recreational Committee to establish division team handbook and club policies for division.</p> <p>Oversees Community Centre soccer convenors and acts as a resource for them.</p> <p>In conjunction with the Director of Publicity, assists the club office staff with all communication issues relating to recreational division.</p> <p>Member of Technical Committee or appoints representative.</p> <p>Member of Discipline committee or appoints representative.</p> <p>Member of Awards and Scholarship Committee or appoints representative</p> <p>Represents the Bonivital Soccer Club at the GWCC meetings or appoints a representative.</p> <p>Member of Finance committee or appoints representative.</p> <p>Through the Board of Directors, certain duties of the Director of Recreation may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Recreation.</p>
<p><b>1.10</b></p>	<p><b>Director of Technical</b></p> <p>Chairs Technical Committee</p> <p>Establishes the Technical Committee at the Club level with two focuses, one for Recreational and one for PRD, with a representative from each various level of play from Tots, Minis, Recreational, Developmental, Regional, and Premier including the Club head coach, the Director of PRD and the Director of Recreational. These committee members can either be an independent individual, a parent, a coach, a manager or another Club Director)</p> <p>Technical Committee sets technical direction of Club for both division, PRD and Recreational.</p> <p>Responsible and oversees Club Head Coach.</p> <p>Reports Club Head Coach’s performance review directly to the Board of Directors once a year or as requested by the Board.</p> <p>Technical Committee selects Team Head coaches for PRD division and submits the list prior to each season to the</p>

	<p>board for final approval prior to implementation.                  Responsible for all club camps and clinics.                  Responsible for all evaluations, try-out and the process used to evaluate players.                  Through the Board of Directors, certain duties of the Director of Technical may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Technical.</p>
<p><b>1.11</b></p>	<p><b>Director of Equipment</b>                  Chairs Equipment and Uniform Committee who is-responsible for the purchasing, the maintaining and the storage of all Club equipment and uniforms with at least four (4) other club members (parent, coach, manager or other Club Director),                  Manages or delegates the functions of an Equipment Manager who will control, issue and collect PRD team uniforms and equipment.                  Submits Equipment and Uniform budget to Finance Committee, prepared by Equipment and Uniform Committee.                  Member of Awards and Scholarship Committee to oversee trophy, medallions, plaques, etc. purchases for all recreational playoffs, club sanctioned tournaments, end of year recognition and any other related club events requiring trophies or similar items.                  The Equipment and Uniform Committee is responsible for establishing and collecting tenders for the PRD division’s equipment and uniforms needs. Whenever possible, both divisions (PRD and Recreation) will pool their equipment and uniform purchases together in order to increase the Club’s overall buying power.                  Recommendations to the Community Centers will be made, however each Community Centre will be responsible for each of their own tenders and purchases for their recreational team’s needs.                  Through the Board of Directors, certain duties of the Director of Equipment may be delegate to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Equipment.</p>
<p><b>1.12</b></p>	<p><b>Director of Publicity</b>                  Develop, implement and evaluate communication strategies for the Club.                  Conduct member opinion and attitude surveys to identify interests and concerns of Club members                  Prepares or oversees preparation of Club web site and press releases. (Webmaster) Help prepare Club Press releases to be approved by the board.                  Develop, organize and assist with the publicity of special events for the club.                  Develop, organize and assist in fund-raising opportunities for the club and for individual teams at the PRD and</p>

	<p>Recreational divisions</p> <p><b>Public relations role</b>          Establish Public Relations committee with at least two (2) other club members (parent, coach, manager or other Club Director),to initiate and maintain contact with all media Community Centers, civic, provincial and federal elected official.</p> <p><b>Marketing role</b>          Assist in the preparation of brochures, reports, newsletters and other materials for the club and its events.          Establish and chair marketing / promotional committee with at least two (2) other club members (parent, coach, manager or other Club Director), to select promotional Club items for approval by the board.          Maintains the integrity of ALL Club logos and Corporate identity.</p> <p><b>Committee participation</b>          Chairs fundraising committee and sets fundraising policies.          Chairs Public Relations committee, oversees all media relations.          Chairs marketing / promotions committee to oversee club wide promotions.          Chairs Sponsorship committee to oversee Club and team sponsorship opportunities          Through the Board of Directors, certain duties of the Director of Publicity may be delegate to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Publicity.</p>
<p><b>1.13</b></p>	<p><b>Director of Tournaments and Special Events</b>          Chairs Festival of Soccer tournament          Responsible for all aspects of the Festival of Soccer tournament.          Establishes the Festival of Soccer Committee with at least six (6) other club members (parent, coach, manager or other Club Director)          Assists with any other club sanctioned tournament such as Developmental All-Stars or any other major club event, for example Club wide Tag Day at Husky, Fun Run, Winnipeg Alliance game day, etc.          Through the Board of Directors, certain duties of the Director of Tournaments and Special Events. may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Tournaments and Special Events.</p>

<p><b>1.14</b></p>	<p><b>Director of Volunteers</b>                  Responsible to maintaining and updating the Club’s volunteer data base for the Premier, Regional and Developmental division.                  Ensures PRD families’ fulfill their volunteer obligations to the Club.                  Establish volunteer club policies.                  Forwards volunteer information to appropriate committees.                  Maintains PRD volunteer hours.                  Chairs and establishes the volunteer committee with at least two (2) other club members (parent, coach, manager or other Club Director)                  Through the Board of Directors, certain duties of the Director of Volunteers may be delegated to the club’s office staff, Board members and/or committees as appropriate; however, the accountability for them remains with the Director of Volunteers.</p>
<p><b>1.15</b></p>	<p>Director of Premier and Director of Recreational may be co-chaired at the discretion of the board, however only 1 co-chair may vote at any board meeting.</p>
<p><b>2</b></p>	<p><b>ARTICLE 2. ELECTIONS OF OFFICERS</b></p>
<p><b>2.1</b></p>	<p>At the first regular scheduled meeting prior to the Annual Meeting of the Club, a Nominating Committee should be appointed and comprised of a minimum of three (3) members. The Past President shall normally be the chairperson of the Nominating Committee.</p>
<p><b>2.2</b></p>	<p>The Nominating Committee shall be responsible to present a slate of candidates for all positions of the Board of Directors.</p>
<p><b>2.3</b></p>	<p>Elections of the Board of Directors shall be held at the Annual General Meeting of the Club.</p>
<p><b>2.4</b></p>	<p>Chairperson of the Nominating Committee shall present a slate of nominees for each office to the members attending the Annual Meeting and shall call for additional nominees from the floor.</p>
<p><b>2.5</b></p>	<p>Nominees from the floor must agree to serve. In the event of absence, the nominee must file a written statement of agreement with the Chairperson to be read to the members present.</p>
<p><b>2.6</b></p>	<p>All Board Members shall be elected for a term of two (2) years.</p>

<b>2.7</b>	All Board Members except the Past-President must be elected at the Annual General Meeting.
<b>2.8</b>	The President, Second Vice President, Director of Technical, Director of Recreation, Referee in Chief, Director of Equipment, Director of Tournaments and Special Events, will be elected in each even year. ( 2006, 2008, 2010, etc.)
<b>2.9</b>	The First Vice President, Director of Finance, Secretary-Archivist, Director of PRD (Premier, Regional, and Developmental) Director of Publicity, Director of Volunteers will be elected in each odd ending year. (2007, 2009, 2011, etc.)
<b>3</b>	<b><i>ARTICLE 3. AMENDMENTS</i></b>
<b>3.1</b>	Amendments to the Constitution shall take place at the Annual General Meeting and a notice of motion shall be issued at least twenty-one (21) days prior to the meeting as defined in By-Law Article 5, Section 5.2.
<b>3.2</b>	Amendments to the By-Laws shall take place at the Annual General, regular or a special meeting of the Association. Notice of motion for amendments shall be issued as defined in By-Law Article 4, Section 4.2 ( 7 Days ) or Article 5, Section 5.2 ( 21 Days ).
<b>4</b>	<b><i>ARTICLE 4. MEETINGS</i></b>
<b>4.1</b>	Notice of regular meetings of the Club including minutes of the previous meeting and a preliminary meeting agenda shall be mailed, faxed or emailed to each officer and delegate at least seven (7) days prior to the meeting.
<b>4.2</b>	Special meetings of the Association may be convened by the President or by a minimum of one-third ( 1/3 ) of the Association members. Notice of the meetings must be mailed, faxed or emailed to each officer and delegate seven (7) days prior to the meeting. Only item(s) defined in the notice of meeting shall be discussed.
<b>5</b>	<b><i>ARTICLE 5. ANNUAL GENERAL MEETING</i></b>
<b>5.1</b>	The Annual General Meeting shall be convened each year in the month of January.
<b>5.2</b>	Notice of Annual Meeting shall be made public through the media or area newsletter at least twenty-one (21) days prior to the meeting. This notice shall include the slate of position for nominees for elected officers.
<b>5.3</b>	Copies of the agenda, minutes of the previous Annual General Meeting and Annual Reports shall be distributed at the meeting.
<b>5.4</b>	Order of business for the Annual General Meeting shall be: a) Call to order b) Approval of the agenda. c) Approval of minutes of the previous Annual General Meeting.

	<ul style="list-style-type: none"> <li>d)Business arising from minutes.</li> <li>e)Annual reports.</li> <li>f)Amendments to the Constitution and/or By-Laws.</li> <li>g)Election of officers.</li> <li>h)New business.</li> <li>i)Adjournment.</li> </ul>
<b>6</b>	<b>ARTICLE 6. FISCAL YEAR</b>
<b>6.1</b>	The Association’s fiscal year shall terminate on the 31 <sup>st</sup> day of October.
<b>7</b>	<b>ARTICLE 7. FINANCES</b>
<b>7.1</b>	Expenditures on behalf of the Club’s programs and activities can only be made against budgets that have been approved by the Board of Directors.
<b>7.2</b>	Budget submitted for approval by the Board of Directors must be in written form and identify the following:
<b>7.2 a)</b>	purpose and a general description of how the funds are to be spent
<b>7.2 b)</b>	An expiry date by which the funds are to be spent.
<b>7.2 c)</b>	The person(s) responsible for the budget.
<b>7.3</b>	The balance of any approved budget account that is not expended after the budget expire date shall be transferred to a Club trust account with the exception for long-term purchases ( Uniforms, etc.)
<b>7.4</b>	Funds must be expended for the purpose(s) for which they were approved.
<b>7.5</b>	Expenditures cannot exceed approved budget authority without the approval of the Club. The person(s) responsible for the budget must keep track of expenditures to ensure this does not occur.
<b>7.6</b>	Requests for reimbursements, advance payments or for the payment of invoices must identify the budget accounts against which expenditures are to be charged and must be authorized in writing by the person responsible for the budget.
<b>7.7</b>	Receipts shall be provided for all expenditures and shall be signed by the person responsible for the budget against which the expenditure is to be charged. If no receipt is available, a written declaration describing the expenditure and to whom it was paid must be submitted. The person responsible for the budget must also authorize this declaration.
<b>7.8</b>	Advances for petty cash must be accounted for with authorized receipts or declarations before any additional funds can be advanced.

<b>8</b>	<b><i>ARTICLE 8. SIGNING AUTHORITY</i></b>
<b>8.1</b>	The signing authority for the control of all funds of the Club shall be held by the following positions: Director of Finance, President, First Vice-President. Signing authority at any given time will be a combination of any two of the above.
<b>9</b>	<b><i>ARTICLE 9. PURCHASING AND DISBURSEMENT</i></b>
<b>9.1</b>	All purchases of goods or services, all payments or any other disbursements above \$200.00 must have the prior approval of the Board of Directors.
<b>9.2</b>	A minimum of three (3) price quotes is required for all purchases of goods or services above \$500.00. These are to be submitted to the Director of Finance, who, upon approval from the Board of Directors, will issue a purchase order to procure the requested goods or services.
<b>9.3</b>	All purchase orders and contracts shall carry a minimum of two signatures.
<b>9.4</b>	Where unanticipated and immediate needs for goods and services necessary to the functioning of the Club or the Club's program, the Executive Committee may authorize by majority vote, expenditures up to \$600.00 without prior approval of the Board.
<b>9.5</b>	Any purchases or disbursements made under Section 9.4 must be reported to the Club at the next monthly meeting for review and ratification.
<b>10</b>	<b><i>ARTICLE 10. REGISTRATION AND FEES</i></b>
<b>10.1</b>	All players must be registered on registration forms supplied or approved by the M.S.A.
<b>10.2</b>	A) Verification of age (Birth Certificate, Manitoba Medical) shall be required for all players registering for the first time with the Club for U9 Division and older teams. B) Proof of age shall be the responsibility of the club convenor each year. Discrepancies may result in the forfeiture of all games played, involving the player.
<b>10.3</b>	Players conforming to Sections 10.1 and 10.2 must be registered twenty-four ( 24 ) hours before league games and seven ( 7 ) days before cup games to be eligible to play for any team. This condition also applies to players signing forms to play in a higher age group.
<b>10.4</b>	No player may be rostered on more then one (1) team at any one time.
<b>10.5</b>	No team shall have more than eighteen (18) registered players at any time unless there are extenuating circumstances and the Technical Committee agrees to apply to the Board for an exception to be granted.

<b>10.6</b>	All transfers of Community Centre players from one team to another whether due to age advancing; a team disbanding or other reason must be approved by the Convenor of each respective Community Centre and must also comply with WYSA deadlines for such transfer. All transfers from the Club (PRD) must be approved by the Technical Committee and comply with WYSA transfer deadlines.
<b>10.7</b>	The Club's Registrar must furnish to the Provincial Registrar by June 20 <sup>th</sup> each year the M.S.A. portion of the registration form.
<b>10.8</b>	All district (Club) teams must meet all stipulated registration requirements
<b>10.9</b>	Each member organization (I.e. Community Centers) shall pay, upon team registration, all applicable fees. A team shall not be considered registered until all fees have been paid. Fees paid for a team in default are not refundable.
<b>10.10</b>	In addition, the Club shall pay to the Winnipeg Youth Soccer Association and the Manitoba Soccer Association registration fees for Club teams participating in city or provincial championship competitions and registration fees ( only ) for inter-provincial competition.
<b>10.11</b>	All teams shall be responsible for entry fees, if any, for all Club tournaments, cup matches or inter-district cup or tournament play.
<b>10.12</b>	Referee fees assessed for playoffs not governed by this Club, or for city or provincial tournaments are the responsibility of the participating community centers.
<b>11</b>	<b>ARTICLE 11. ZONE AND TRANSFERS</b>
<b>11.1</b>	A zone shall be the area covered by a single Community Club as defined by the City of Winnipeg Parks and Recreation Branch or as defined from time to time by the Club or unless the M.S.A. or its Executive Committee has specified otherwise.
<b>11.2</b>	Zoning will be in effect for all age groups from Division 11 to Division 3 inclusive. Players shall register for teams within their zone.
<b>11.3</b>	If a registered player is released by any club, the M.S.A. or the district association shall be so informed in writing and that player shall automatically be permitted to register with the nearest club in his/her district that requires his/her services. If a league competition in his/her age group is organized only by the M.S.A., the player may register with the nearest club requiring his/her services regardless of district boundaries released by any zone provided he/she does not replace any player in said club.
<b>11.4</b>	Division 1 & 2 players are not bound by Community Centre zone boundaries within the district governed by the Club. They may play for any team within the district for which they qualify.

<b>11.5</b>	Players may not be transfer out of the district governed by the Club without written consent both of their home zone and of the Club Executive.
<b>11.6</b>	The Club may, if requested, provide such aid as is necessary to insure that all players in the Juvenile age category have a suitable team on which to play.
<b>11.7</b>	The Club may make such agreements with other soccer organizations, including members of the Manitoba Major Soccer League, as may be desirable to and in the development of the youth soccer program. These agreements shall be reviewed annually and, if necessary, be drafted.
<b>11.8</b>	Transfers from or to another District shall be allowed subject to the following conditions:
<b>11.8 a)</b>	A transfer must be approved by both the releasing and receiving District Executive. Transfers from zones not governed by the Club must be approved by the Convenor of the releasing club.
<b>11.8 b)</b>	A transfer form authorizing such transaction must be deposited with the Association.
<b>11.8 c)</b>	A transferred player must not displace a player in the receiving zone.
<b>11.8 d)</b>	No Inter-District and Inter-Provincial transfers will be permitted after July 31 <sup>st</sup> of the current year.
<b>11.9</b>	<b><i>POLICY ON INTRA DISTRICT TRANSFERS</i></b>
<b>11.9a)</b>	Players living within zones of clubs which are not members of the Club or which do not register teams with the Club may register at the closest Community Club.
<b>11.9 b)</b>	In situations where a player is not required by the home club, either because a team is full or because there is no team in that age group, the club is responsible for ensuring the player is placed on another team without undue delay.
<b>11.9 c)</b>	As per article 11.9b, players shall have the following rights in respect to transfers between clubs: <b><i>Players have the right to play in their own age group.</i></b> <b><i>Girls have the right to play on girl's and boy's teams.</i></b> <b><i>Players are entitled to choose the team they are to be transferred to, should more than one alternative exist in the District.</i></b> <b><i>No player registered with the receiving club may be displaced from a team by a transfer in.</i></b>
<b>11.9 d)</b>	Acceptance of a transfer is at the discretion of the receiving club.
<b>11.9 e)</b>	Intra- District Transfer forms signed by the releasing and receiving club are required for all transfers and must be submitted with the Player Roster forms in order for a team to be properly registered. The home club must be clearly indicated in the appropriate column of the Players Roster forms. Transfer forms must also accompany any

	subsequent additions to the team. Failure to submit these required forms may result in loss of games.
<b>11.9 f)</b>	If a club fails to carry out its responsibilities under this policy, or in the event of a dispute between players and clubs or between clubs, the District Executive will resolve the problem.
<b>12</b>	<b>ARTICLE 12. AGE ADVANCEMENT</b>
<b>12.1</b>	Member organizations (community centers) operating teams in more than one age group may use players in an age group higher than that in which they are registered. The permission of the coach of the lower age group team must be obtained. A maximum of three ( 3 ) such players will be allowed for any one team per game. The player’s registered status must be stated on the game sheet.
<b>12.2</b>	No U12 Division (12 yrs old) or younger shall be allowed to age advance to any U13 competitive (i.e.Premier or Regional) Division or older team, without approval by the Technical Committee.
<b>12.3</b>	A player is allowed five (5) games in a higher age group or Division without re-registering. Before playing a sixth game, a player must re-register in the higher age group or Division and forfeit his/her original status. This shall be done in conformity with Article 10, Section 10.3.
<b>12.4</b>	No player shall be permitted to advance to a higher age group for the Club’s league championship playoffs (recreational teams) unless he/she has previously been registered or the inviting team’s roster is below 11 players, as per WYSA’s policy on guest players.
<b>12.5</b>	No player, regardless of age, shall be allowed to play in a lower age group than that in which he/she is registered. Exceptions to this may be granted by the Executive in very exceptional circumstances involving handicapped players, which will require verification upon registration.
<b>12.6</b>	Community Centers not having a lower division or lower age division may utilize the services of their players transferred in a lower division or lower age division to another community centre within the district.
<b>13</b>	<b>ARTICLE 13. COACHES</b>
<b>13.1</b>	The Club leaves the selection of coaches to the member organizations, although the conduct and qualifications of coaches shall be governed by appropriate codes of conduct, rules of the game and directives, which may be issued by the Club from time to time.
<b>13.2</b>	The Club recognizes the need and encourages the development of qualified coaches. Whenever possible, coaches should be encouraged to obtain formal qualification through the National Coaches Certification Program or its

	current equivalent or, alternatively, to take advantage of other programs which the Association may from time to time sponsor.
<b>14</b>	<b>ARTICLE 14. REFREES</b>
<b>14.1</b>	The Referee-In-Chief, or his/her assistant, will be responsible for scheduling of referees for all league and playoff games.
<b>14.2</b>	Except in emergency situations, if a referee is unable to officiate a scheduled game, he/she must notify the Director of Referees forty eight ( 48 ) hours in advance.
<b>14.3</b>	Whenever possible, referees shall be accredited. They shall be at least two ( 2 ) years older than the age level of the teams they referee.
<b>14.4</b>	The Referee-In-Chief may, upon receiving the results of a protest or an appeal under Article 16 below, decide that a referee in question will not be allowed to officiate further games until he/she received such instruction and training as the Referee-in-Chief deems appropriate, and/or that a maximum age level has been set for games which that referee may officiate. Further sustained incidents may result in the referee being dismissed.
<b>14.5</b>	The Referee-in-Chief shall facilitate development of qualified and competent referees by organizing training programs and an accreditation system with the Manitoba Soccer Referee Association.
<b>14.6</b>	The Executive Committee shall establish a Referee Supervision Committee whose mandate will be to assess referees performance and to propose corrective measures.
<b>15</b>	<b>ARTICLE 15. MATCH SCHEDULES AND REGULATIONS</b>
<b>15.1</b>	The Club shall be responsible for scheduling games in leagues organized under its immediate jurisdiction and shall ensure that games arranged by the Winnipeg Youth Soccer Association and the Manitoba Soccer Association shall be awarded equal treatment.
<b>15.2</b>	All games shall be played as scheduled. Unless the owner of the field has declared a field to be unplayable. The Referee-in-Chief shall be the only authority to determine if a game shall be postponed due to weather and/or field conditions. In this event, the age group convenor, in consultation with the Referee-in-Chief shall arrange a new date.
<b>15.3 a)</b>	A team defaulting a game shall lose the game points and shall be assessed the referee's fee for the game, provided the official referee is present at the field. If required, a defaulted game shall be defined by the Executive after details have been presented to the Club.
<b>15.3 b)</b>	In the event of a mutually agreed cancellation, the convenor and the Referee-in-Chief must be informed forty-eight ( 48 ) hours prior to the game time. If the Referee-in-Chief cannot be notified and a referee appears at the field the referee's fee shall be split equally between both teams.

<b>15.4</b>	Should a team withdraw from the league, thereby failing to complete its schedule, its entire record shall be declared null and void. A team shall be deemed to be withdrawn from the league if it fails for tow ( 2 ) consecutive dates to meet its commitments any time after a schedule has been drawn.
<b>15.5</b>	All games shall be played in conformity with the Manitoba Soccer Association Code of Conduct.
<b>16</b>	<b><i>ARTICLE 16. DISCIPLINE, PROTESTS AND APPEAL</i></b>
<b>16.1</b>	Protests against the conduct of a game official shall be made in writing to the Disciplinary Committee within forty-eight (48) hours of the game.
<b>16.2</b>	Appeals against disciplinary action taken against coaches, players, spectators or team officials shall be made in writing within five (5) working days of the Disciplinary Committee decision. The appeal must be directed to the Executive Committee of the Club and contain reference to the specific events and specific rules which indicate clearly the erroneous nature of the disciplinary action
<b>16.3</b>	Players appealing a suspension may continue to play (after the next following game) until such time as he/she is informed of the results of the appeal. The player shall then serve the remainder, if any, of the suspension.
<b>16.4</b>	All parties to a protest or an appeal will be notified of the date, time and place of the respective meeting at least three ( 3 ) working days prior to the meeting. All parties will be notified, in writing , or the decision(s) within ten ( 10 ) working days.
<b>16.5</b>	Decisions shall be based upon written evidence only. The Committees may, at its discretion, require additional oral testimony.
<b>16.6</b>	Individuals against whom disciplinary action is recommended will be notified of specific recommendation and the reasons therefore within two (2 ) working days. If the individuals wish to respond to the recommendation, they must do so in writing within five ( 5 ) working days.
<b>17</b>	<b><i>ARTICLE 17. SEASON PLAY</i></b>
<b>17.1</b>	Each age group shall play a spring schedule of not less than ten (10) games. Points will be awarded as follows: three (3) points for a win, one (1) point for a tie.
<b>17.2</b>	An age group convenor, with the consent of the executive, may transfer teams from one division to another if it appears to be in the interest of the soccer program.
<b>17.3</b>	Goal coverage shall not be counted in determining a team's position in any league or division.
<b>17.4</b>	In the event of a tie in the standings at the end of round robin, the tie shall be broken by applying the following procedures in order until the tie is broken:

<b>17.4 a)</b>	wins and losses against tied teams.
<b>17.4 b)</b>	Goals against among tied teams.
<b>17.4 c)</b>	Total goals against in round robin.
<b>17.4 d)</b>	Tie breaker game played to resolution with overtime and penalty kicks ( per F.I.F.A. rules ).
<b>18</b>	<b><i>ARTICLE 18. PLAYOFFS AND AWARDS</i></b>
<b>18.1</b>	Teams not competing in city championships shall compete for Club's championships in their own age group and division.
<b>18.2</b>	In any age group where possible, the first and second place finishers in the superior division shall represent the Club on the "A" division playoffs ( or their current equivalent) sponsored by the Winnipeg Youth Soccer Association.
<b>18.3</b>	The third and fourth place finishers in the superior division shall represent the Club in the "B" division playoffs ( or their current equivalent) sponsored by Winnipeg Youth Soccer Association.
<b>18.4</b>	The structure of playoff competitions for Club championships shall be set by the Association in adequate time for the schedules to be distributed to all coaches by August 15 <sup>th</sup> of the current year.
<b>18.5</b>	Games being played to resolution shall follow the procedure outlined in Article 17.4.
<b>18.6</b>	Trophies, including cups, awarded by the Association, are and remain the property of the Club. Teams winning trophies or cups shall be entitled to retain them until May 1 <sup>st</sup> of the year following. The member organization shall be responsible for any loss or damage while trophies are in their custody. Trophies must be returned to the Second Vice-President of the Club.
<b>18.7</b>	Medallions or crests may be given to individual players on teams which win their division or cup final, or which place first among district teams playing in a division outside of the District. The Executive Committee shall decide each year whether these awards shall be made.
<b>19</b>	<b><i>ARTICLE 19. Premier/Regional/Developmental</i></b>
<b>19.1</b>	Bonivital Premier, Regional and Developmental teams shall be run and governed by the Club and its Constitution and By-Laws.
<b>19.2</b>	Players maybe required to register at their respective community clubs before registering for a Premier, Regional or Developmental team.

<b>19.3</b>	Age advancement may be considered, after application to the Premier Committee.
<b>19.4</b>	Any decisions regarding Premier, Regional and developmental teams shall be made by the Competitive Committee.
<b>19.5</b>	No purchases of any equipment shall be made without permission from the Premier Committee.
<b>19.6</b>	Additions and deletions shall be made as per the rules and guidelines of the Association and Winnipeg Youth Soccer Association.
<b>19.7</b>	Players who are playing for Premier, Regional and Development teams must carry player identification cards.
<b>19.8</b>	Any coach wishing to acquire a player from a community club within their zone, must first get permission from the C.C. convenor to speak to the coach about a player. If this is not done, the player shall be deemed ineligible and the coach could fall under disciplinary action from the Club.
<b>19.9</b>	All Premier, Regional and Developmental teams shall follow the Club Constitution and By-Laws.
<b>20</b>	The Club will budget \$3,000 each year for funds to be placed into an account marked "National"
	<i>Amended 1997 AGM. Affected Articles : 1.10</i>
	<i>Amended 1998 AGM. Affected Articles: 12.6, 17.1, 18.2, 18.3, 18.4, 18.7.</i>
	<i>Amended 2002 AGM. Affected Articles: 19.1, 19.2, 19.3, 19.4, 19.5, 19.6. 20.1, 20.2, 20.3, 20.4, 20.5, 20.6.</i>
	<i>Amended 2006 AGM Affected Articles: 1.4, 1.6, 1.13, 1.14</i>
	<i>Amended Board Monthly Meeting, Nov. 15, 2006</i>

	<i>Affected Articles: 2.6, 2.7, 2.8, 2.9 ( new articles)</i>
	<i>Amended AGM Jan 24, 2007 Affected Artciles:1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.11 ,2.1, 5.1, 6.1, 7.3, 7.5, 8.1, 9.1, 9.2, 9.3, 9.4, 10.2, 10.5, 19.1, 20 (new article)</i>
	<i>Amended special meeting February 20, 2008 Affected Artciles:1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7,1.8, 1.9, 1.10, 1.11 ,1.12, 1.13,1.14., 2.8, 2.9</i>