



## Northeastern Ontario Soccer Association Policies

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### **I - Fees Payable**

The District shall immediately after the close of the fiscal year, invoice each member club an amount equal to eighty percent of the previous outdoor year player fees. This amount is due and payable on the following April 15. All Active Member or Associate Member fees are due and payable upon invoicing. Subsequent registrant fees for ITSN using clubs shall be invoiced on a monthly basis. Subsequent registration fees for Non ITSN using clubs shall be payment upon registration. Final registration will be August 30 of the outdoor season and March 30 of the indoor season. Any discrepancy in over or underpayment shall be rectified after completion of the seasonal registration.

If a club fails to adhere to this section of the policy it will be turn over to the District Discipline Committee for further action and resolution.

Service charges of 2% per month shall be added to overdue accounts at the end of each month that the account is overdue.

### **II – Playing out Privileges**

Permission to play out of district into a non SNE league shall be given to any team registered in SNE requesting such, unless the absence of that team is a detriment to a local in district league and opposed by the majority of teams in the league in which the requesting team would normally play. Permission shall not be denied if the team is requesting to play at a higher level than is available inside the district at reasonable travel distance.

The Permission to play out request shall be by formal letter and shall be accompanied by:

A copy of the constitution of the district in which the club wishes to play

A copy of the constitution of the league in which the club wishes to play

A copy of the constitution of the club requesting playing out privileges

A copy of the minutes of the meeting of the club in which the playing out request was approved

A list of the Executive of the requesting Club which also may be accessed from the Administrator section of the OSA registration database

The appropriate fee

Permission will only be granted if the club is in good standing, and two executive members of the Board of SNE must sign the approval. Playing out privileges will not be granted to a team eligible to participate in the SNE District League if they do not do so. Travel permits will not be granted to any team in SNE District League on the weekends of SNEDL play.

### **III - Acceptance of Clubs to Soccer Northeastern Membership**

All current and new applicants must submit the required documents to the SNE office a minimum of 10 days prior to the scheduled SNE AGM, and current member clubs must be in good standing to be considered.

A letter of request from a club to join Soccer Northeastern shall be in accordance with OSA Published Rules Section 5.0 Registration, Policy 11.0 Club Registration (Specific) and in addition shall be accompanied by

Affiliation fees for the current playing year

A completed copy of the SNE Membership Application Form

A current club constitution accompanied by the minutes adopting the constitution

Two executive members of the Board of SNE must sign the approval. Provisionary acceptance may be granted if any of the required documents are not available, with the exception of the affiliation fee.

#### **IV - Acceptance of Teams from out of District for Membership**

A letter of request from a club for its team or teams to play in leagues in Soccer Northeastern shall be in accordance with POLICY III above and

A copy of the minutes of the meeting of the club in which the request to play in the league was approved

A letter of acceptance from the league being applied to

A letter of approval from the out of Province governing body or if from the Province of Ontario a letter of approval from the Clubs governing district. Two executive members of the Board of SNE must sign the approval. Provisionary acceptance may be granted if any of the required documents are not available, with the exception of the letter of approval from the Clubs governing body.

#### **V – Methods of Communication**

Communication to all SNE member clubs shall be via email or ground mail. A single club email address shall be provided to the District Office as a contact point. For those clubs not having access to email, normal Canada Post shall be used. Ground mail shall be addressed to a single Club Office address as provided to the district office. One additional address shall be retained for each Club President. Telephone contact shall be to a single number provided to the district office. All communications from the Clubs to the District shall be the reverse of that outlined above. All communication shall be Club to the District Office who will deal with the request. All communication that does not follow the procedure outlined above will be disregarded by the District Office.

SNE cannot be responsible for receipt of any communication sent to an incorrectly supplied, or updated address. This also applies to email changes, ISP problems or full mailboxes.

#### **VI – Distribution of Information**

Clubs wishing distribution of information by SNE to other Clubs i.e. tournament notices, referee clinics, coaching clinics etc., shall provide the District office complete information a minimum of 21 days prior to the required distribution date.

The current financial status of the district shall be delivered to the director of any member club in good standing within 21 days of requesting such information. The current financial status of the district shall be delivered immediately to any executive member, Treasurer, Secretary, President or District Administrator immediately upon request.

#### **VII – Appointed Positions**

Club representatives - Shall be appointed by member clubs on an annual basis and shall represent their club at the AGM and other district meetings as required.

District Administrator - Shall be appointed from applicants who forward their application for the position to the District President for presentation and review at the AGM. This position shall be a two-year appointment and will be reviewed in even numbered years commencing with the AGM year 2000

District Referee in Chief - Shall be appointed from applicants who forward their application for the position to the District President for presentation and review at the AGM. This position shall be a two-year appointment and will be reviewed in odd numbered years commencing with the AGM year 1999.

District Head Coach - Shall be appointed from applicants who forward their application for the position to the District President for presentation and review at the AGM. This position shall be a two-year appointment and will be reviewed in odd numbered years commencing with the AGM year 2001

District Harassment Officers - Shall be appointed from applicants who forward their application for the position to the District President for presentation and review at the AGM. This position shall be a two-year appointment and will be reviewed in even numbered years commencing with the AGM year 2002.

### **VIII – Registration Policies**

Every person involved in any soccer activity in Soccer Northeastern Ontario District Soccer Association (SNE) must be registered with the OSA. This includes administrators and coaches as well as competitive and recreational players. This applies to the indoor season as well as the outdoor season. Player and Administrator registration must be done for each playing season. Administrators must be entered to the Registration system immediately upon being appointed or elected.

A player is registered only after his/her indoor/outdoor registration has been validated by his/her District Association and may not play until such time. Until a registrant is in the Ontario Soccer Association (O.S.A.) registration database, that registrant is not eligible to play in any sanctioned soccer game, is not insured, and is not captured in the discipline database.

Recreation players may be registered to a club only for team balancing in club leagues. All players must be assigned to a team no later than June 30 of the outdoor season and November 30 of the indoor season. Any players registering with a club after these dates must immediately be assigned to a club team in the OSA registration database.

There are two ways to be registered in the O.S.A. registration database. The District may enter the registration data into the O.S.A. registration application, or the club may enter the registration data into the League/Club OSA registration application.

Registering through the District Association:

A club not using the OSA Registration system will register its administrators, coaches and players on O.S.A. registration forms obtained from the District Association Office (Non approved registration forms will be returned to the club unprocessed). The club will submit the fully completed forms, signed by both the applicant and the club registrar. For clubs using OSA player registration books, the player book shall accompany the registration form for district validation. All submissions shall include the appropriate fee. Absence of any of the above will delay registration. Upon completion of registration the club will be notified to collect the club copy of the registration form and player registration book. Credit will not be given to any applicant for any reason.

Registering Using The OSA League/Club Registration Application

A club using the OSA Registration Application will register its players, coaches and administrators on SNE approved registration forms, and enter the data to the OSA Registration system. The District Association will then use the effective date of the registration as obtained from the system to validate the player registration book. All submissions will include the appropriate fee. Credit will not be given to any applicant for any reason.

Clubs shall use either the standard registration form issued by the OSA or ad district form which has been approved by the OSA in accordance with OSA Policy. No other forms will be accepted.

Player registration books are required for any team/player participating in any activity outside of their own club league. Clubs may annually, apply to SNE to operate their club leagues being exempt from player book requirement. Without this application to district and approval, club leagues will be required to have player books.

### **IX - Financial Transactions, Expenses**

An accounting system will be maintained at the district office, if not possible by the Treasurer, then by another individual appointed by the executive committee. All financial transactions will be entered to this accounting system and financial statements will be issued to the board on a quarterly basis.

All financial transactions under \$100.00 shall be approved by one executive member of the Board, other than signing officers, and forwarded to the Treasurer for payment. The Treasurer will then advise the person maintaining the SNE office accounting system of cheque issued for invoices or requisitions. This includes mandatory expenses such as invoices from a governing body, such as the OSA. No cheque will be

issued without an approved invoice or requisition.

Any expenses over \$100.00 must be requested on a SNE approved cheque requisition form and approved by one Board member, other than the requisitioning person, prior to the expense being incurred.

#### **X - Financial Transactions, Advances**

Board members may be issued a cash advance to meet day-to-day SNE authorized expenses. These funds must be requisitioned, approved and set up as Accounts Receivable on the SNE accounting system. Actual invoices or cash register slips for cash expenditures must accompany the request for cash advance replenishment. No single cash expenditure item must exceed the required pre-approved limit in policy IX. SNE member clubs may request advances to meet OSA prepayment requirements such as referee or coaching clinics. Requests for advances for consumable items will not be entertained. The request for advances must be in writing, complete with the minutes of the meeting which the club executive approved the request for the advance. The complete SNE Executive committee must approve the request prior to funds being issued. The advance will be considered an account receivable and is payable immediately upon completion of the event for which the funds were requested. Advance requests by Clubs not in good standing will not be considered.

#### **XI - Financial Transactions, Income**

All invoices shall be issued from the SNE accounting system as directed by a member of the Executive Committee. A member of that committee, to be used in creating invoices, will supply a source document. Payment terms on all invoices is "Payable on Receipt".

All income will be received by the SNE office, and a receipt issued by the SNE accounting system. All moneys shall be then forwarded to the district Treasurer for deposit to the District bank account.

#### **XII – Financial Review**

The SNE district office must receive a monthly statement from the bank, mailed directly to the district office of all transactions on the SNE account. The bank account will be reconciled in the SNE accounting system and copies of the reconciliation forwarded to the district Treasurer.

Financial statements will be issued to the Executive Committee monthly. The Executive Committee will make recommendations based on the monthly statements re payment or collection of questionable accounts.

The SNE Executive committee will, at the end of its fiscal year, direct a financial review to be held in accordance with SNE policies and procedures and the Ontario Corporations Act.

The current fiscal year is the period November 1 to the following October 31.

#### **XII – District Fees Chargeable to Clubs**

In addition to OSA an CSA fees, Soccer Northeastern fees for the current fiscal year are as follows

Club Annual affiliation fee	\$100.00
Per Player registration fee	\$ 1.00
Registrant data entry fee	\$ 1.00
Assignment of Registrant to a team	\$ 1.00
Player Registration Book, Recreation and Competitive	\$ 2.00
Validation of Player/Team official Book as team	\$ 0.50
Validation of Player/Team official Book single book	\$ 1.00
Permission to play in out of district league – per team	\$ 25.00
Application to Travel form	\$ 5.00
Application to host Exhibition Game(s)	\$ 5.00
Tournament Application Form (Bond Deposit)	\$250.00

Changes to player registration in a playing season shall be invoiced as a player registration.

IE. Change a player from recreation to competitive. Personal information will be changed at no charge.

All requests shall be accompanied by the required fee. If the required fee does not accompany the request the request will be put on hold until such time the fee is received.

### **XIII - Timelines for approval of Documents**

All documents requiring District Approval must be submitted to the SNE District Office a minimum of 14 days prior to the event requiring the document. Example, travel permits, player books, request to host an exhibition game, and any other document requiring district approval. Player, coach and other team or club executive are subject to policy VIII.

### **XV – OSA Player Registrant Book Requirement**

Clubs may annually request to be exempt from the requirement for all players to be in possession of valid player books for participation in their own recreation club league only. A letter requesting this exemption must be accompanied by the minutes of the Club Board meeting at which this exemption request was approved. This must be done annually prior to the beginning of the playing season.

### **XVI – Tournament Application:**

Tournament applications must comply OSA published rules (Section 8). A performance bond of \$250.00 will be required to accompany the application. This will be refunded immediately upon completion of the tournament report as required in policies 9.9, 9.10 and 9.11, and all other tournament requirements have been met. If the requirements are not met then the bond will be forfeited and the club will be refused the right to host another tournament for a period of two years

The District also reserves the right to notify all member clubs of their precarious position of participating, should any member club operate a non-approved tournament. This includes referees who choose to participate in non-approved tournaments. The minutes of the hosting organization approving the tournament must accompany all documents with the tournament application.

### **XVII - Referee Assignment**

All Districts in the Province must have a referee assignment policy in place. SNE is required to monitor all referee assignments of all leagues in the district. To allow member clubs or leagues to be responsible for referee assignment SNE requires a letter requesting permission to assign referees in member leagues. Also required with the letter of request is the name of the person doing the assignment and the minutes of the Club Board meeting approving the above decisions. The Referee Assigner must be registered with the member club in the OSA database. A monthly referee assignment report must be submitted to SNE within 7 days of the completion of the month's games.

### **XVIII - Discipline**

1. SNE requires a letter of request be submitted to SNE if a member club wishes to handle its own discipline matters as allowed under Section 9.0 Discipline. In all cases SNE reserves the right to refuse the club requests. Also required are the names of the club or league discipline committee as documented in the minutes of the meeting appointing this committee along with the minutes of the meeting approving the request.

All discipline reports from member leagues, caution, dismissal and special incident reports must be submitted to SNE office within 48 hours of issuance, via fax or email. This will allow SNE to monitor the discipline in all leagues. All discipline committee minutes must also be faxed or emailed to the SNE office within 48 hours of conclusion of the meeting.

2. The District will establish a Discipline Committee for soccer season. This committee will meet every two weeks as required to deal with any discipline issues. Each club shall nominate one person from their club to sit on this committee for each soccer season. A meeting must have at 3 members present to form a quorum and the meetings may take place by means of conference call with the exception of a hearing which must be held with members present in one location.

### **XIX – Proxy Voting**

All clubs wishing proxy voting at any SNE meeting shall supply a letter of authorization to the proxy holder. This letter shall be signed by 2 members of the member club executive, one being the member club President. The letter shall be signed by the proxy holder and submitted to the meeting secretary prior to the commencement of the meeting. The proxy holder will then cast all votes on behalf of that member for

the stipulated meeting only.

#### **XX – Leagues**

Soccer Northeastern shall operate a district league for competitive players and be governed by OSA published rules Section 5 Leagues, Policy 13.0 District League. Any deviation from this policy shall be stipulated in this article as an addition.

Soccer Northeastern shall support creation of a MJCL level 6 league with proper constitution, management, board and published rules. Eliminate the possibility of guest club teams in club leagues.

#### **XXI – Harassment Policy**

Every SNE member club shall have a harassment policy in place that meets or exceeds the OSA Published Rules Section 13.0 Policy 14.0 Screening of Coaches and 15.0 Position and Risk Assessment. SNE will from time to time randomly audit clubs for adherence to this policy. Non-compliance with this article shall result in immediate club discipline.

#### **XXII - Request For Decision**

All requests for decisions from members shall be made in writing to the SNE office via email or ground mail. The SNE District Administrator will forward these written submissions to the Executive Committee for review and written decision. The Executive Committee will review and process all submissions on a cyclical basis and give decisions no later than the end of the next decision cycle. Decisions may be made earlier, but not later than the end of the next cycle. Decision cycles will be every thirty days and all submissions made in one cycle shall be decided on by the end of the next cycle. Example, submissions made in January shall be reviewed and a decision issued at the end of February.

Decisions to be made effecting the playing season shall be submitted a minimum of 90 days prior to the beginning of the playing season. For this process, outdoor season begins March 1 and the indoor season begins October 1.

#### **XXII – Exhibition Games**

Every SNE member club shall apply to the SNE District to host exhibition games as per OSA Policies Section 8.0 Policies 15 through 17. All teams being hosted must supply the SNE District with written permission from their club to participate in any or all exhibition games. Each team is limited to participation in 3 exhibition games per season outside of their club.

#### **XXIII – Suspension of Members**

Members may be suspended as a disciplinary measure by the SNE Discipline Committee, or by a decision of the Executive Committee. Member may be placed in status of suspension immediately by non compliance with any predefined requirements in the SNE or OSA Published Rules.

#### **XXIV - Discipline and Appeals**

Disciplinary action shall be taken in accordance with the OSA Published Rules and the SNE Discipline Procedures. The following guidelines will apply:

a) In any case where a dismissal from a game is issued, an immediate one game suspension will apply to be served the teams next scheduled game. The discipline will subsequently be handled by the SNE Discipline either by DBR or DBH at the SNE Discipline Committees next scheduled DBR or DBH meeting. The accused may request a hearing at an earlier than scheduled date outlining the urgency and the request will be considered.

b) In cases where OSA Published rules provide for Discipline by Review (DBR), the accused player or Team/Club Official does not have to appear for a hearing. If the accused person does not request a hearing or does not file an appeal within forty (48) hours of the game where the offence occurred, not including

weekends or statutory holidays, he/she will be found guilty and the applicable penalties and/or fines, established by the OSA for the offence for which he/she has been charged shall apply.

c) Any request for a hearing shall be submitted by email to the SNE Administrator. A Hearing Fee of fifty dollars (\$50) in the form of a certified cheque or money order payable to SNE, delivered by registered mail, recognized courier service or hand delivered to the SNE Office within 48 hours, not including weekends or statutory holidays, of the completion of the game.. The hearing fee shall be reimbursed only if the Discipline Panel finds the accused not guilty. An accused who has requested a hearing and fails to appear for the hearing shall forfeit the Hearing Fee.

Where the OSA Published Rules provide for Discipline by Hearing (DBH), and where SNE, except where the offence was directed at a game official, the SNE Discipline Committee or Panel shall hold a hearing and deal with the alleged infractions.

Where disciplinary action results in a suspension, the suspension shall commence with the issue of the notice of discipline.

Failure of an accused player or Team Official to appear at a Disciplinary Hearing will result in the immediate suspension of the accused and fines as per Annex A shall be assessed against the Club. The suspension will continue to be in effect until the accused appears before the Disciplinary Committee.

All players attending a Disciplinary Hearing must be accompanied by an adult who shall act as an advisor, failing which, the hearing will not proceed, and the player shall be suspended until the hearing is held.

Clubs shall ensure that accused players and Team/Club Officials appear for their Disciplinary Hearing. If upon being advised of the failure of the accused to appear for their hearing, the Club fails in meeting its responsibility within 30 days of the date of the original hearing, the fine specified in Annex A shall be assessed against the Club.

Failure of a Club to appear at a Disciplinary Hearing will result in a fine as specified in Annex A to be assessed against the Club.

### **Appeals**

Appeals of any decisions by the SNE Disciplinary Panel shall be dealt with by the OSA