

Spitfires Soccer Club
Rules and Regulations

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1. Introduction

Since Spitfires Soccer Club was founded in 1989, we have enjoyed many successes on and off the soccer field. Some key reasons for our success and longevity have been to communicate clearly with club members, to provide fair playing opportunities and to conduct club business in an organized and fair manner. These club rules and regulations are important guidelines for conducting club operations for continued success in the spirit of this soccer club. Before you agree to become a member of this club, please take the time to read and understand this document.

Club Name and Logo

The club name is Spitfires Soccer Club (as defined in the Club Constitution). The club shield is below.



This logo is for the exclusive use of Spitfires Soccer Club. It may be used on all club equipment and T-shirts, warmup suits, bag, hats, etc. Only this logo can be used. No variation of this logo may be used for any purpose. Only the club Board of Directors may vary the club logo. The club secretary will be the keeper of the official logo.

Club and Team

Members of Spitfires Soccer Club agree to put the Club interests ahead of the team. When decisions are made regarding conflicts between the Club and a particular team, the Club will come first. Club decisions will be made by a majority vote of the Board of Directors. The decisions of the Board will be final and without appeal.

Team and Individual

Members of the Club agree to put the interests of the team ahead of the interests of the player. If conflicts arise between a team and player, the team coach, under the guidance of the Club Board, will be responsible to make decisions for the good of the team. These

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decisions will be made after gathering all relevant information and with consultations of those involved. The coaches decisions will be objective and based upon the best evaluation of the facts. Once a decision has been made, the players must agree to abide with the decision.

Sportsmanship

Spitfires Soccer Club is about promoting participation, education, physical development and enjoyment of the sport of soccer in an organized club environment. Participation of our club players, coaches, game officials and spectators should be positive in nature. The Club expects its members to display a high level of sportsmanship and fair play.

All participants in our club are expected to comply with our “Codes of Conduct” as defined in this document.

Volunteerism

Spitfires Soccer Club is a volunteer based organization. As such, we rely heavily on our membership for ensuring our club operates smoothly in all functions. Each club team is expected to donate time contributing towards club operations and the overall betterment of the club. Any club member may discuss ways of volunteering time with the Club Board of Directors or emailing the club account.

Communications with Board

Official communications with the Board secretary as referred to in this document must be in the form of a letter to the club mailing address (per the EODSA club contact list) or by the club email account SpitfiresSoccer@gmail.com.

2. Club Authorities and Procedures

Authority of the Club Board of Directors

The Club Board of Directors shall conduct the business of the Club in accordance with the Club Constitution and published policies and rules of the Club. The Board will also conduct club business pursuant to published rules of other declared authorities and governing organizations.

Authority of Club Appointees

Appointed positions shall manage the business of their role as defined by the Board and shall report on their role and club business where requested by the Board.

Appointees may be requested to review their function with the Board and revise or modify their role if deemed necessary.

Appointment Process

Appointed positions as defined in the Club Constitution require that the Board define a deadline (not less than 14 days) following the AGM by which an appointment needs to be made.

- Once a timeframe is established to make an appointment, any club member may nominate a person for such appointment and provide supporting documentation.
- Once the Board agrees to accept nominations for an appointed position, the Board will accept validated nominations for not less than 10 days before making an appointment.
- A nomination for an appointment needs to be communicated to the Board secretary and supported by the nominee.
- The secretary will communicate the nominee and submitted information to the rest of the Board for review.
- The Board will deliberate from all submitted nominees and make an appointment by majority vote by the defined deadline.
- If a nominee does not exist for an appointed position at the designated deadline, the Board will seek nominations and make an appointment as soon as possible.

Revoking an Appointment

The Board may choose to revoke an appointment from an individual. An appointment may be revoked following a determination by the Board that an appointed person has

- Misused their position in managing club business for personal gain.
- Managed or interfered with club business outside the scope of their defined responsibilities.
- Conducted themselves in contravention of published club rules.
- Been unable to perform the required functions satisfactorily.

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The Board will consider any substantiated concern regarding an appointment from a club member where communicated to the Board secretary. The Board will discuss the raised concern(s) with the appointed before making a final determination on the future of the appointed member in their role.

Proxy Voting at General Meetings

Proxy votes are permitted at Club General Meetings in accordance with the Club Constitution.

A proxy vote authorization must

- be in writing and must define the issue (or issues) for which the proxy vote may be cast
- specify the name of the carrier who will cast the proxy vote
- have the printed member name and signature for whom the proxy vote will be cast
- specify the General Meeting date

All proxy vote carriers must declare their proxy votes to the meeting chairperson (President or delegate) prior to the commencement of the meeting.

Appeals

All appeals to the Club will be managed in accordance with the Club Constitution. Appeals should be submitted in writing or email form to the Board secretary so that it can be processed by the Club Board. Any appeal to the club will be processed and responded to within 30 days of receipt by the Board secretary.

The Board may elect to conduct a hearing with relevant parties involved to collect information required for the appeal decision. All Club Board Members will vote on the appeal decision.

All appeals of Club Discipline Committee penalizations will follow the procedures as outlined in section 6.

Dispute Resolution

The club will abide by the Dispute Resolution process with an individual as defined in the Club Constitution.

Harassment

Any Harassment complaint pertaining to the conduct of a club member should be forwarded to the Board secretary and should include the following details.

- Date, time and location of incident
- Who were persons involved in the incident including witnesses
- Specific details of comment, conduct or gesture considered to be harassment

The Club Board will adhere to its responsibilities for handling the Harassment complaint in accordance with the Club Constitution.

3. General Operations

Club Equipment

The Club will own equipment for use by club teams. Club Equipment will be managed by a Club Equipment Manager which will be appointed by the Board of Directors. The Club Equipment Manager will (i) coordinate purchases of new club equipment (ii) manage the club equipment budget (iii) maintain an inventory of all club equipment (iv) manage the timely delivery and return of club equipment to/from club team coaches (v) work with team coaches to determine the required equipment for club teams.

It is the responsibility of the team coaches (and any players in possession of club equipment) to collect and promptly return all club equipment following the completion of their competition.

Team coaches and players are expected to comply with all club equipment policies and to observe communicated return deadlines as set forth by the Board of Directors and Club Equipment Manager. Failure to return club equipment within these terms will be subject to club discipline.

Player Equipment

Players will provide their own playing equipment (including soccer shoes, socks, shinpads, shorts, etc) but not the team jersey. Team jerseys will be supplied by the club and are considered club equipment.

The Club will attempt to provide a goalkeeper jersey and gloves for each team in the event that the regular goalkeeper cannot attend a game. The club supplied goalkeeper jersey and gloves are considered club equipment.

Fields and Facilities Management

The Club Board of Directors, or a designated appointed member, will manage all field and facility bookings for use by the club. The Club will book required fields and facilities as needed but will observe the guidelines of the membership approved club budget.

Any club member can approach the Board or appointed member with input for bookings or offer assistance to secure facilities, but the club will only pay for bookings as approved by stated club authorities.

Player Registration

The Club registrars will comply with the Club Constitution as it pertains to individual membership and player registration.

The Club will publish a registration and refund policy for each competition that the club enters. The club registration policy will identify (i) the requirements for a player to register (ii) cost of registering (iii) times and dates for registration sessions (iv) teams available for participation (v) club registration contacts (vi) terms for refunds.

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The Club will manage the player registration process with the appropriate district and league authorities.

4. Team Management

Team Coach Responsibilities

The team coach assumes all team internal and external management responsibilities.

External responsibilities

- Acts as official team contact for club, league and district.
- Handles team official functions required at team matches.
- Manages team roster selection in conjunction with other club coaches.
- Provides all team requirements to club, league and district as required, including but not limited to discipline matters.
- Represent the team at club executive meetings.

Internal responsibilities

- Upholds club rules within the team.
- Organizing and conducting team practices.
- Maintaining a safe and positive playing environment for all team members.
- Managing the team lineup and coordinating player callups.
- Managing game day duties for the team.
- Communicating team information to the players including game schedules, practices, carpool arrangements, etc.

The team coach may elect to delegate some of these responsibilities to one or more team managers. Team managers manage any of these responsibilities are expected to perform the role with due diligence that would be expected from the team coach.

Team Practices

The team coach will set team practice policy with agreement of the Club Head Coach. The team practice policy must be suitable for the relative competitive level for the team.

Practices should be conducted in a safe and positive playing environment.

Each team practice should have a plan within the development framework for the team. It is recommended that practices include segments devoted to physical fitness, individual ball skills and team tactics.

Game Day Duties

The team coach and/or assistants will manage the following game day duties:

- Coordinate availability and setup of required equipment including net, corner flags, game ball, team jerseys etc.
- Facilitating card checking procedures and submitting required game documentation per league rules.
- Manage player substitutions during games, or set a pre-defined arrangement for the players to follow.
- Collect copies of game sheets from game official following match.

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- Ensure that all team equipment is collected before leaving field after match.

Conflict Resolution within a Team

There are club procedures for resolving a dispute within a team to ensure all conflicts, problems, concerns and violations are properly and fairly addressed.

An individual can submit a concern or conflict for which they request a satisfactory resolution. The individual should refer to the following line of authority for resolving all disputes within a team.

Until a decision has been rendered by the current level of authority, an individual should not approach the next layer of authority in this conflict resolution process. A decision by any authority level should not take more than 7 days but all club authorities will work with the complainant to address the matter with a timely decision.

- Team Coach
- Club Head Coach
- Club Board of Directors

The Board secretary will be the point of contact for communications with the Club Board.

All such requests for decision should be documented in communications between the individual and club authorities listed to ensure proper procedures have been followed.

5. Codes of Conduct

Club Member Code of Conduct

1. A member is expected to abide by and uphold the Club Constitution.
2. A member is expected to comply with all club rules, regulations, and policies - including but not limited to discipline, club equipment and registration policies.
3. A member is expected to promote sportsmanship both within and outside the Club.
4. A member is expected to address any and all other club members in any communications of club and team matters with respect and cooperation.

Standards of Conduct at Club Matches

All players, coaches and spectators are expected to comply with the following conduct expectations before, during and after matches.

1. All participants are expected to convey a positive attitude towards opposing players, coaches, spectators and game officials.
2. Participants will NOT make disrespectful or inflammatory remarks to any players, team officials, spectators or game officials.
3. The team coach is expected to control the behaviour of the team's members and supporters at matches.
4. Team members and supporters are expected to respect the team coach if asked to refrain from inappropriate behaviour.

Player Code of Conduct

As a member of Spitfires Soccer Club, you are responsible for your own performance and conduct. Honesty, communication and reliability is expected at all times. Players are expected to participate with a positive attitude and to maintain a sense of sportsmanship and fair play.

In addition to other applicable expectations listed above, players are expected to

1. Respect game officials and their decisions
2. Promptly attend games and practices, and notify the team coach for absences of team functions
3. Respect other team members and the team coach
4. Learn and respect the laws of the game

Coach Code of Conduct

As a team coach of Spitfires Soccer Club, you are expected to manage the business of the team and to foster an environment of positive soccer playing experiences. Honesty, communication and reliability is expected at all times. The team coach is responsible to the players and to the club Board.

In addition to other applicable expectations listed above, coaches are expected to

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1. Manage league and club business responsibilities for the team. Be familiar with these administrative responsibilities.
2. Uphold the interests of the team and club.
3. Treat game officials with respect and dignity.
4. Learn and respect the laws of the game.
5. Treat all players with respect and provide fair playing opportunities.

As a team coach, you are the club executive representation to the players. Maintain a positive attitude in victory and defeat and model inclusive behaviour to the team members.

Other team officials that represent the team in any administrative functions should uphold their own conduct to the standards of this Coach Code of Conduct.

6. Club Discipline

The Club will operate a Discipline Committee.

Discipline Committee Objectives

The Club Discipline Committee will review all cases of member indiscipline as follows.

1. Game Discipline including, but not limited to, yellow and red cards.
2. Violations of the Club Codes of Conduct as defined in the Club Rules and Regulations.

The Discipline Committee is expected to uphold members to high levels of sportsmanship and a positive attitude within the club and team environment.

Authority of Club Discipline Committee

The Club Discipline Committee will report to the Club Board of Directors. The Discipline Committee will review discipline cases of the club and administer corrective actions for each case. These corrective actions shall cover suspension, fine, club membership expulsion, posting of bonds, formal reprimand or any combination of these penalizations.

The Club Discipline Committee will be aware that their disciplinary rulings are in addition to any penalizations of higher authoritative bodies (such as league or district authorities).

Discipline Committee Members

The Chairperson of the Discipline Committee is appointed by the Club Board of Directors. The Chairperson is responsible for ensuring all the committee procedures are suitably carried out for all disciplinary cases.

For each indoor and outdoor season, all participating teams within that season will nominate a representative to participate in the Discipline Committee at the request of the Committee Chairperson.

The team coaches are responsible for providing a representative from the team for participation in the Discipline Committee prior to the commencement of league play for that season.

A team may elect to transfer participation in the Discipline Committee from one representative to another with the permission of the Chairperson.

Operating Procedures

The Chairperson will make clear all Discipline Committee procedures to all committee members.

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Communications

The preferred means of communication between the committee members and other individuals in the club is by email. This provides a documented record of communication and allows simultaneous notification of multiple people.

Incident Reporting

#1. Game Discipline

All cards are reported to the Discipline Committee Chairperson by the team coach present at the game with a report of the incident. A report of each incident will be sent to the Chairperson within 3 days of the match. The reporting responsibility will be considered to be of the appointed team manager where the team coach was absent for the game.

Reports are expected to include the following information:

- date of game
- player name
- infraction
- penalization given by referee (ie. yellow or red card)
- coaches comments – details must be sufficient for committee members to understand what happened.

#2. Violations of Club Codes of Conduct

Any club member may submit an incident report of a violation of Club Codes of Conduct for another member. The report shall include the following information.

- Date of incident
- Code of Conduct violation
- Supporting account of incident substantiated by two other club members or an acceptable form of proof of incident.

In a discipline case for review by the Discipline Committee, the member for whom the review is being held will NOT be permitted to discuss the incident or case with any committee members unless so requested by the committee Chairperson. All communications in each case must be directed through and with the permissions of the committee Chairperson.

Committee Review Process

- When a new incident for review comes up, the Chairperson sends the report to the members within 3 days of having received the report from the team coach. This communication begins the case deliberation period.

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- Committee members should discuss the incident and suggested corrective actions.
- Discipline committee members must keep all discipline case discussions confidential. Should a committee member violate this agreement, their future participation in the committee will be subject to review by the committee Chairperson.
- All members should reach reasonable agreement on player penalization before a decision is considered final. Where reasonable agreement is not achieved by all committee members on an individual case, the Chairperson will follow through with the majority position of the committee.
- The deliberation period for a case should not exceed 7 days. A decision on an individual case should be determined by the conclusion of this period.
- Cases involving a committee member will be reviewed without that member's participation in the committee deliberations.
- If not all committee members provide their feedback on a case by the time a decision needs to be made, the Chairperson will proceed with carrying out the decision of the committee if a clear majority exists. If a majority does not exist, the deliberation period may be extended to 14 days to ensure a majority of members respond and a suitable decision is clear. At that time, the Chairperson must make a decision on a case or refer it to the Board if the Chairperson is not satisfied that a full objective review has been carried out.
- If a Discipline Committee member does not participate in deliberations for two consecutive cases of the committee, the Chairperson will contact the respective team official(s) for coordinating a replacement committee member to ensure proper participation in the committee. If the Chairperson still encounters difficulty getting participation from that team, the Chairperson will refer the matter to the Board for appropriate action.

Committee Judgements

- The Chairperson will report on the committee decision for corrective action(s) to the member involved and will copy the Board secretary on the communication.

Appeals Process

- The player may appeal the committee decision to the Board secretary within 7 days of the communication from the committee Chairperson. After this date, the committee decision is final and without appeal.
- An appeal to the Board secretary must (i) be in writing (ii) include a \$50 bond posted to the club pending final decision on the case by the Club Board (iii) must be accompanied by a brief description of why the Discipline Committee decision is unsatisfactory.
- The Board secretary will notify the Board members of the appeal who will decide (in not more than 7 days) if there is sufficient reason to conduct an appeal hearing for the individual. If the appeal is rejected for any reason, the bond will be returned in full to the member. If the Board chooses to hear the appeal, the Board secretary will coordinate an appeal hearing at a time and place acceptable to a majority of Board members and the disciplined member.

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- If the Board chooses to downgrade or dismiss the Discipline Committee corrective actions in the case, the bond will be refunded. The Board may also choose to uphold or increase the penalization of the member, in which case the appeal bond may not be refunded. The final decision of the Board should not exceed 30 days from the date that the appeal was submitted by the penalized member.
- After a disciplinary case has been appealed to the club Board and a penalization has been administered to the individual, the Board decision is considered final and without further appeal.

End of Season Reporting

The Discipline Chairperson will submit a summary report at the end of each playing season to the Board secretary. The report will summarize all reported discipline cases and their judgements. The report shall include the following information for each case.

- Player / Member
- Date
- Infraction
- Incident Details
- Committee Judgement

The report shall not be delivered more than 3 weeks following the last game of that playing season. An exception will be made pending any case with an appeal in progress in which case the final report shall be delivered not later than 1 week following the final appeal decision.

The Board secretary will archive these reports and make them available in future seasons for the Discipline Committee.

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Document History

Version	Date	Who	Notes
1.1	Feb 2, 2007	Gilbert Yu, Mike Moran	Preliminary version for Executive Review.
1.2	Feb 19, 2007	Mike Moran	Incorporate executive review comments.