



Sec.1: Meetings and Definitions

- A) Adult Members/Coaches Meetings:
Held in the month of April. Place, dates and times to be published at the beginning of the calendar year.
- B) Board Meetings:
To be decided and called by the President, at such time and place as deemed necessary, or at the request of a minimum of seven (7) Executive Members.
- C) Disciplinary Meetings:
To be held within seven (7) days after a written complaint is received by any of the following Executive: President, Vice President, Secretary and/or the Disciplinary Chair Person.
- D) Definitions: "the Club" – Mount Hamilton Youth Soccer Club.

Sec.2: Age Limit

- A) Age limits are set as required by the Ontario Soccer Association for competitive only – Recreational will be at the discretion of the MHYSC.
- B) A player may be moved up only one age level (any additional levels must be approved by the Board of Directors), but may not be moved down.
- C) Minimum and maximum ages will be determined by the Board of Directors annually.

Sec.3: Registration

- A) All players must pay the registration fee before they can play in the Club.
- B) First time signing up with the Club, proof of age is required (e.g. a photo copy of a birth certificate, passport, etc.) before being allowed to play.
- C) All fees are due as follows:

House League Registrations – Discount date March 1st of year, full price there after.

Rep & Select Registrations - \$200 Deposit due November 15th, balance due March 1st.
- D) Any player withdrawing from house league prior to June 1st will receive a refund less a fifty (\$50.00) administration fee.
- E) Rep & Select players will be subject to a two hundred (\$200) administration fee if they withdraw after December 15th.
- F) No refunds will be given unless the uniform is returned to the coach. No refunds will be made to any player withdrawing after June 1st of the year.
- G) Receipts for tax purposes will be issued to correspond with the calendar year of the outdoor season.
- H) The coach must inform the administrator when a player quits a team before a replacement player will be assigned. Only the Club administration can add a player to a team.
- I) No players will be registered after July 1st.
- J) No player shall play on both Recreational and a Competitive team except on a Trial Permit, as permitted by the Hamilton & District Soccer Association.

Sec.4: Game Protests

- A) All protests must be submitted in writing to the Discipline Director via the administration office, along with a twenty five (\$25) dollar fee, no later than three (3) days after the date of the game to which it relates. Should the protest fail, the fee will not be refunded.
- B) The Discipline Committee, dealing with such protests, shall verbally notify the party involved of the decision within 48 hours. A written notification will be given if requested.
- C) Any member of the Board of Directors directly involved in any protest will be excluded from the meeting dealing with the protest.
- D) No protest on a referee's decision during a game will be accepted.



Sec. 5: Discipline

- A) All matters within the Club will be dealt with via the Disciplinary Committee (except as prescribed by the OSA regulations).
- B) The Division Convenor, the Referee Director and the Coach's Director or any Board Member concerned will have the right to be present at the discipline hearing. Their presence will be as observers only, unless the chairperson has a question for any one of them.
- C) A person cautioned, booked or dismissed from a game shall present him/herself before the Disciplinary Committee if requested, by either verbal or written notice.
- D) A person absenting him/herself from the discipline meeting will be dealt with in absentia.
- E) A player red carded during a Recreational game will be suspended for a minimum of one game. The Discipline Committee will inform coach and player of the date(s) to serve.
- F) A player red carded during a cup/tournament game shall serve the suspension during his/her team's next cup/tournament game. If his/her team is out of the cup/tournament competition, the suspension will be served in the next regular league game.
- G) A player red carded during the last regular season game or the last cup/tournament game shall carry the suspension forward to the next season.
- H) In reference to recreational coaches not conforming to Club Policy regarding player substitution (Substitutions Sec. 10), once proven that a coach/team failed to follow substitution policy, it may result in suspension and game forfeit. A Club Director must witness the deviation of the policy.
- I) Recreational coaches playing illegal players (non-registered or carded competitive players) will result in suspension and game forfeit once proven.
- J) A player or coach red carded for physical violence will receive a minimum of four (4) game suspensions or possible ejection from the Club. The incident will be reported to the Hamilton and District Soccer Association (refer to Paragraph E).
- K) In all cases of alleged physical or verbal assault on a game official by a player, team staff, or parent, the person involved shall be suspended until the case has been dealt with by the Disciplinary Committee.
- L) The Disciplinary Committee will submit a No Tolerance incident to the City of Hamilton's Dept. of Culture & Recreation under the Zero Tolerance of Violence Policy and/or the Hamilton & District Soccer Association.
- M) Removing his/her team from the playing field, other than specified under the Club's policy regarding Game Regulations (Recreational Coach/Team Responsibilities Sec. 9, Paragraph D), a coach may be subject to a suspension AND forfeit of the game.
- N) If a coach is deemed not an appropriate fit for the Club (as decided by the Board of Directors) he or she will be asked not to return as a coach with the MHYSC. The aforementioned could include violations against the "Coach's Code of Ethics" as published on the Club's website and in the annual Season's Guide.

Sec. 6: Appeals

- A) The decision of the Board of Directors regarding the Club's policy on Game Protests and Discipline are binding, but may be appealed to the Hamilton & District Soccer Association.
- B) Appeals against the decisions of the Hamilton & District Soccer Association may be furthered appealed to the Ontario Soccer Association and appeals against the decisions of the Ontario Soccer Association may be appealed to the Canadian Soccer Association. All appeals have set fees, which are predetermined by each association.

Sec. 7: Competitive Teams (Rep. and Select)

- A) Applications to coach competitive teams must be made in writing to the Competitive Director and the Club Head Coach by September 1st prior to the season that the application is intended. After all applications are reviewed, the Board of Directors will be made aware of the coaches of the competitive teams. The Competitive Soccer Director and/or Head Coach will advise the board of successful applicants.
- B) Rep & Select fees will be identified annually on the registration form and will not exceed 90% of annual Competitive fees.
- C) Coaches and team officials must go through the screening process outlined by the OSA regulations and the Club's own process (Recreational Coach/Team Responsibilities Sec. 9, Paragraph K) to coach and or manage a team.
- D) Certification of competitive team coaches shall be in line with OSA requirements (refer to Sec. 9).



- E) A competitive coach may submit a proposed expense for his/her out of pocket expenses at the beginning of the season to a maximum amount of \$1,000. The MHYSC is not responsible for this amount. This money will be part of the team budget and can only be dispensed when receipts are submitted. This must also be approved by the players' parents when the budget is presented to them PRIOR to the season start and/or upon selection of their child to the team. This amount can only be withdrawn if the current year's budget can support the amount. It cannot be transferred to the next year nor can it be retroactive to previous years. The current year's budget must be signed by each parent/guardian and maintained by the team with their records with one copy given to the Club office.
- F) Any player trying out for a competitive team must be registered with the Club or a waiver must be signed for non-MHYSC players.
- G) A supplementary fee will be charged to competitive players. This fee must be paid by April 1st.
- H) Competitive coaches will be permitted to sign recreational players only if a player is moved back to House League or a player is available from the waiting list. The deadline for this move is July 1st of the current season. Competitive team coaches must submit their player lists, including registration information, to the MHYSC office by April 1st of the current season. The coaches must also keep them abreast of any changes that may occur thereafter.
- I) A copy of the competitive schedules must be placed in the MHYSC office at the start of each season.
- J) Fines charged to any competitive team by any of its governing bodies will be at the team's expense and must be paid within fourteen (14) days of receipt by the Club.
- K) The Board of Directors must be made aware of (using a provided form) any fund raising activities of the competitive teams in advance of the event.
- L) Financial statements must be filed with the Club's Treasurer by each competitive team no later than October 30th with documentation as requested by the Club's Treasurer and/or Club administration and as outlined in the Team Manager's book. Any surplus of funds may be carried to the next season or used for winter training. The teams' funds will be returned to MHYSC if the team is disbanded (the team is no longer registered in the following year in the relative age group for MHYSC regardless of the league it is registering in). These rules must be clearly communicated to players' parents at the start of every season. There will be NO money returned to the players of any competitive team unless approved by the Board of Directors.
- M) Each competitive team must have 3 (three) signing authorities (2 of 3 to sign for cheques) for their team bank accounts which will not include a coach's spouse or relative. It must consist of Coach, Assistant Coach (or coaches), Team Manager and/or a reliable parent of a player on the team. Annually, on May 1st, each competitive team must provide the bank, account number and name and all signing authorities on the account to the administration office.
- N) The team's Head Coach will be held accountable for ALL financial activity of the team and will ensure that all parents are aware of ALL rules that apply to the players, players' parents and the team.
- O) Any rules not followed, or the failure to submit financial statements to the Club, will result in dismissal or other discipline as directed by the MHYSC Board of Directors (for example, an assistant coach will be appointed to the head coach, or a head coach will be appointed by the Club).
- P) The Board of Directors, through the Competitive Soccer Director, will oversee the daily operation of all the competitive teams.



Sec.8: Game Duration, Ball Size, Award System & Substitution Rule for Mini Field

Age Group	Game Duration	Ball Size	Type	Substitution Intervals
3 & U	20 min (2 – 10 min halves)	# 3	Micro	5 Minutes
4 & U	20 min (2 – 10 min halves)	# 3	Micro	5 Minutes
5 & U	20 min (2 – 10 min halves)	# 3	Micro	5 Minutes
6 & U	50 min (2 - 25 min halves)	# 3	Micro	5 Minutes
7 & U	50 min (2 – 25 min halves)	# 4	Mini	5 Minutes
8 & U	50 min (2 – 25 min halves)	# 4	Mini	5 Minutes
9 & U	60 min (2 – 30 min halves)	# 4	Mini	10 Minutes
10 & U	70 min (2 – 35 min halves)	# 4	Mini	10 Minutes
12 & U	70 min (2 – 35 min halves)	# 4	Reg.	N/A
14 & U	80 min (2 – 40 min halves)	# 5	Reg.	N/A
16 & U	90 min (2 – 45 min halves)	# 5	Reg.	N/A
19 & U	90 min (2 – 45 min halves)	# 5	Reg.	N/A
Women's/Men's Reg.	90 min (2 – 45 min halves)	# 5	Reg.	N/A

The points award system starts at 9 year olds and up and it shall be:
3 points for a win = 1 point for a tie = 0 points for a loss

Mini Field Substitution Rules:

Mini field rules have been modified to allow for 5 minute (ages 6, 7 and 8) and 10 minute (ages 9 and 10) intervals for substitutions. The Referee will be responsible for the timing and the coaches are responsible for properly substituting players on the field. The play will stop at the whistle and will start with a drop ball where the play was stopped. If the play is stopped and the ball is in the goal crease, the play will begin outside the goal crease, with a drop ball as well.

Sec.9: Recreational Coach/Team Responsibilities

- A) If a coach can't field a team at game time, he/she shall be allowed a 20-minute grace period from the scheduled kick off time. If after the 20 minute grace period a team cannot be fielded, the game shall be awarded to the opposing team. This rule does not apply to the U3 to U6 divisions.
- B) In the U7, 8, 9 and 10 age divisions five (5) players shall constitute a team. In the U12 division and older, eight (8) players shall constitute a team. Minimum number of player rule does not apply in the U3 to 6 age divisions.
- C) If a league referee is not present, both coaches must agree upon a referee (tournament games excluded). In the event both coaches cannot agree on a substitute referee, both teams will be required to provide a referee for one half (1/2) of the game each. The game will not be rescheduled.
- D) Games may be suspended at the field by the referee only due to electrical storms, hail, heavy rain, insufficient light or other unsafe field conditions as deemed by the referee. Only in these cases will the game be rescheduled. However, if a game including cup/tournament games is stopped by the referee after three quarters (3/4) of the match has been played, the score at the time of suspension of play shall stand and the game will be considered complete. No points will be awarded for a game postponed for any other reason, other than by the referee. Refer to the Season's Guide schedule for postponed game rules.
- E) In all divisions (except U3, 4, 5, 6 and 7 age divisions) coaches shall do their coaching from the sidelines only. Opposing coaches will coach from the same side of the field from their own team's first half side (centre line to top of penalty area). Coaches are to use own half of the field's sidelines and they must remain on opposite halves.
- F) The winning team shall be responsible for notifying the Division Convenor of the result of the game within 48 hours. In the event of a tie, the home team shall be responsible for notifying the convenor.
- G) The home team shall provide a game ball and six (6) cones to mark the field sidelines. The cones will be placed in each of the 4 corners and at the centre line of each sideline.
- H) Coaches are responsible for informing players, team staff and parents/guardians of the Club's Policies and Procedures.



- I) All spectators should remain a minimum of one (1) meter away from the sidelines at all times during the game. Spectators are not permitted to stand or sit behind the goal lines during the game.
- J) A qualifying coach that completes an OSA Yth 1, Yth 2 and Senior level coaching certification course will have the cost of the enrolment reimbursed by the Club. To qualify, a coach must have coached in the Club for one (1) full year after certification and be an active member in good standing.
- K) All coaches (including assistant coaches) must clear the Police screening process to coach for the MHYSC. If the coach breaks continuity of coaching with MHYSC, then he/she must provide another police screen in order to coach again with the Club. The Club reserves the right to ask any volunteer to provide a police screening if warranted. Club policy for coach screening is the same as the OSA. Once a screen has been processed, it must be shown to the Club Administrator and logged. Any coach who does not submit a police check can be removed as a coach and member of the Club. Any coach who has not submitted a police clearance report by June 30th of the current season will be asked to immediately provide one or he/she could be asked not to participate as a coach in MHYSC.
- L) All coaches will be required to sign a waiver at the coaches' meeting and for the Club and the coaches' protection.
- M) All women's teams will be subject to WWISL (West Wentworth Interlock Soccer League) Rules and Regulations.

Sec. 10: Substitutions

- A) The referee must be notified prior to any substitution. This includes the goalie at half time.
- B) No player shall be taken off the field a second time during a game until all players (except the goalie) have been substituted, unless the player requests to miss a turn.
- C) In House League play, coaches can substitute as many players as they wish:
 - i. After a goal is scored
 - ii. At half time
 - iii. At any team throw-in
 - iv. At a goal kick
 - v. An injured player, at any time (injured player only)
- D) Mini Divisions (Ages 7 through 10) must follow substitution intervals as described in Sec. 8.

Sec. 11: Rescheduling

- A) Only the Referee Director and/or the Scheduler will reschedule games.
- B) All cancelled games will be played the Friday of the same week at the same time and field unless notified otherwise. (Recreational Coach/Team Responsibilities Sect. 9, paragraph A applies to rescheduled games as well)

Sec. 12: Call Ups

- A) In the U12 and older divisions, teams may call up a maximum of four (4), players for any one game to a maximum total of 13 players.
- B) In the U7, 8 and 9 and 10 divisions, coaches may call up to three (3) players for any one game, to make a total of nine (9) players.
- C) Call-ups are permitted from the designated farm team only. Farm teams shall be the team in the age group immediately below having the same colour jersey. If a team of the same colour is not available in the division below, the Board of Directors or Administration Office will assign an alternate team.
- D) All call-ups must wear their own uniforms even if the colours are different. Colour conflicts with opposing team must be rectified prior to game with the referee.

Sec. 13: Tie Breaking

- A) In the event of two (2) or more teams are of equal points for first or second place at the completion of the regular league schedule, further games maybe arranged by the Referee Coordinator and or the Scheduler in order to decide a winner division 1st & 2nd place. If time does not permit, the decision will be made according to the following order:
 - a. Most recent game head to head
 - b. Coin toss



Sec. 14: Dress Code

- A) All players must wear the uniform supplied the Club.
- B) All players should wear shin pads and soccer shoes (metal cleats are prohibited).
- C) For safety reasons, players cannot play with the following:
 - 1. Exposed hard arm casts
 - 2. Stiff rimmed baseball caps
 - 3. Watches or jewellery of any kind
 - 4. **Or anything the referee feels might endanger any player on the field**

Sec. 15: Home and Practice Fields

- A) A team shall have the right to play regular season games on a field, only on the dates and times that are on the schedules that they receive from the Club.
- B) A team shall have the right to play rescheduled or exhibition games on a field, only on the date and times that are cleared through the Referee Director and or the Scheduler.
- C) Practice can be held on any date or time that is suitable for the coach and players. If two teams are practicing on one field, the fields should be shared.

Sec. 16: Mini Soccer Rules

The Team

- A) A maximum of seven (7) players on the field at one time.
- B) If a team can't field a minimum of five (5) players, it shall forfeit the game. The U6 age division is exempt from this rule.

Offside

- A) This rule does not apply.

Penalty Kick

- A) The ball will be centered 7m in front of the net.
- B) All the players will stand 5m behind the ball, except the penalty kicker.
- C) The goalie shall stand on the goal line.

Goal

- A) A goal must be scored from outside the goal area by the opposing team.
- B) A goal scored within the goal area by the opposing team will not count, and the play will restart with a goal kick.
- C) A goal scored by the defending team, into their own net, from inside the goal area will count.
- D) The play will restart with a goal kick.

Goal Kick

- A) The ball shall be placed anywhere on the goal box line.
- B) Opposing players must stand 5m from the ball

Free Kick

- A) Opposing players must stand a minimum of 5m from the ball.
- B) All free kicks are indirect (two touch).
- C) If the ball is passed back to the goalie by a team-mate and the goalie touches it with his/her hands, a free kick will be awarded to the opposing team. The ball will be placed on the penalty box line, close to where the infraction took place.

Throw in & Slide Tackles

- A) U7, 8 and 9 divisions will be performing kick-ins.
- B) The player must face the field of play and kick the ball from on or behind the touch line.
- C) The opposing players must be at least 2 yds (1.8m) from the ball.
- D) If the player performing the kick in plays or touches the ball a second time before it has been played or touched by another player, a free kick will be awarded to the opposing team.
- E) A goal may not be scored directly from a kick-in.
- F) U10 players will perform throw-ins and be given a second chance for during the regular season games.
- G) There will be no second chance during the cup/tournament games.
- H) Coaches must DISCOURAGE players from slide tackles (considered a foul)



U3, U4, U5, U6 & U7 Divisions

- A) No points are awarded for a win or a tie in these divisions.
- B) Referees are not assigned to these divisions; therefore coaches should share in the responsibility of refereeing games.
- C) Only one coach per team is allowed on the field to direct his/her team.
- D) U3, 4, 5, 6 & 7 Divisions will play one (1) game at the Cliff Marshall Final Day prior to being awarded their trophies.

U8 Divisions (Girls & Boys)

- A) No points are awarded for a win or a tie in this division.
- B) Standings will not be maintained.
- C) Referees will be assigned to these games to introduce players, coaches and parents to the rules of the game.
- D) This division will participate in the Cliff Marshall Tournament.

Note: FIFA rules and MHYSC Policies & Procedures govern the rest of the game.

Sec. 17: Cliff Marshall Memorial Recreational Tournament Regulations

- A) Tournament schedule is made before the season begins.
- B) Call-ups from farm teams are not permitted for any tournament game.
- C) The length of tournament games are as follows;
 - a. Mini Field Soccer: 2 – 25 minute halves, 5 penalty kicks per team for tie breakers.
 - b. Full Field Soccer: 2 – 30 minute halves, 5 penalty kicks per team for tie breakers.
- D) In all divisions, game and score shall stand if a match is stopped at the $\frac{3}{4}$ mark or later of any game.
- E) In the event that games must be cancelled due to weather conditions, these games will be rescheduled.
- F) All penalty kicks will be taken at the same end of the field. The referee will decide this location. No appeal of this decision will be allowed.
- G) Only players on the field at the end of the overtime period will be eligible to take penalty kicks. In Mini soccer all players are eligible. Any player can play in as a goalie. A goalie can take penalty kicks.
- H) Penalty kicks will be taken in a declared group of five (5) players per team. The team scoring the most goals from this group will be the winner. However if still tied, then sudden death penalty kicks will come into effect. The kicks will continue on alternating basis with the rest of the players going one on one, until a winner is decided.
- I) Substitutions will apply as outlined in Sect. 10 for tournament play.
- J) A member of the Board of Directors will be in attendance at each game to resolve any conflicts, if necessary.
- K) Any other regulations pertaining to these competitions will be published prior to the beginning of the tournament.
- L) Games will start on time.

Note: FIFA rules and MHYSC Policies & Procedures govern the rest of the game.

Sec. 18: Trophies

- A) All trophies will be distributed after the Cliff Marshall Memorial Tournament final game for the individual divisions.
- B) All players will receive one (1) trophy for regular season and an additional trophy will be presented to the winners or finalists of the Cliff Marshall Tournament. U19 division players will receive a gift certificate in lieu of a participant trophy.
- C) Competitive players and WWISL players will be given an allowance of \$10 per player to be applied to their own team party. Receipts must be presented to the MHYSC Treasurer through the Competitive Director by October 15th.



Sec. 19: Tournaments

- A) Tournaments approved by MHYSC will have the entrance fee paid by the Club, up to a limit of \$300.00 per outdoor season. All competitive teams are entitled to apply for these fees. All tournaments MUST be OSA sanctioned.
- B) Competitive teams entering any tournament must inform the Competitive Director. A sub-committee that reports directly to the President will operate any and all tournaments that carry the Mount Hamilton Youth Soccer Club banner. All standard rules and policies will apply to the tournament.
- C) All financial reports and books must be presented to the Treasurer and will be subject to audits along with the MHYSC audits.

Sec. 21: Special Awards

The Andrew Martin Memorial Award:

This award is given to one coach in the Mini Division and one coach in the Full Field Division.

This award will be based on good sportsmanship, fair play and dedication to the sport of soccer.

Parents and players are encouraged to nominate coaches by August 15th of each season by means of a letter or email.

The recipient will be announced at Awards Day.

The Dean Walmesley Award

This award is given to a keeper in the U16 Boys Division and one in the U16 Girls Division.

Coaches, parents and players are encouraged to nominate keepers by August 15th of each season by means of a letter or email.

The selection will be made by the MHYSC Board of Directors in conjunction with the Club Head Coach

This award is based on the player's good sportsmanship, being a team player and their goal tending ability.

The recipient will be announced at Awards Day.

Sec. 22: Board of Directors Job Descriptions

A) President

- a. Preside at all Club meetings.
- b. Co-ordinate the Club's business.
- c. Keep abreast of any OSA changes, which will affect the Club.
- d. Represent the Club and act as spokesperson at soccer functions whenever possible.
- e. Delegate his/her responsibilities to the Vice President as deemed necessary.

B) Vice President

- a. Assist President with fulfillment of duties.
- b. Fulfill the President's duties in his/her absence or where responsibilities are so delegated.
- c. Fill any temporary vacancies as they may occur, and represent the Club at WWISL (West Wentworth Interlock Soccer League).
- d. Be an alternate for the Competitive Director.

D) Recording Secretary and Social Director

- a. Keep an accurate record of meeting minutes or provide an alternate.
- b. Provide copies of previous minutes at meetings, ensuring that copies are provided to absent board members.

E) Treasurer

- a. Prepare annual budget for approval by Board of Directors.
- b. Control and monitor revenue generated by the Club.
- c. Keep an accurate and complete record of all financial business transacted by the Club.
- d. Ensure proper documentation to support all disbursements.
- e. Provide other signing officers with pertinent financial data and blank cheques in his/her absence to facilitate operation of Club in the usual manner.
- f. Monitor deposit from membership fees as completed by the administrative personnel.
- g. Present all books and records to the auditors for their consideration as requested.
- h. Present the names of three (3) auditors and their costs related to having the Club's financial books audit at year-end to the members at the AGM.
- i. Prepare and provide year-end financial statements at AGM.



- F) **Public Relations Director**
- Maintain a record of the sponsors and collect sponsorship fees.
 - Advertise for sponsors in an effort to cover all teams.
 - Co-ordinate sweater screening with Equipment Manager, ensuring sponsor's special requests are met where possible (i.e. team colour and age group preferred to be sponsored).
 - Ensure Administrator is advised of sponsor's special requests (i.e. coach preference, or sponsor's child placement).
 - Compile advertisers and information necessary for the annual Seasons Guide
 - Ensure that the protected players of the sponsors are recorded (2 per coach or sponsor). Protects are only immediate family (children/grandchildren/niece/nephew).
 - Coordinate and monitor website as necessary.
 - Critical time frame January to May.
- G) **Coach's Director (1 or 2 positions)**
- Obtain adequate number of House League coaches in accordance with the number of teams planned for the current playing season.
 - Provide a complete and accurate list of all coaches including assistant coaches to the Board of Directors.
 - Make sure that each coach completes appropriate forms.
 - Ensure that the protected players of the coach are recorded.
 - Communicate information as needed throughout the season to coaches through the division convenors.
 - Coordinate and recruit convenors for all divisions.
 - Critical time frame January to May.
- H) **Equipment Director**
- Ensure adequate equipment is available for membership usage (Recreational and Competitive).
 - Purchase and arrange delivery of all player equipment (i.e. shirts, shorts, socks, balls, goal nets, pylons, etc.).
 - Purchase and arrange delivery of all award trophies.
 - Distribute equipment to coaching staff.
 - Keep an accurate and current inventory list of equipment.
 - Collect all equipment at season end.
 - Critical time frame November, April and May.
- I) **Schedule and Field Director - Competitive**
- Prepare, as required, regular season needs for competitive teams, in a timely manner.
 - Co-ordinate fields necessary for interlock teams with other clubs involved.
 - Arrange adequate field space to accommodate scheduled competitive games and Festitalia Tournament.
 - Obtain lease and communicate with the City any and all concerns as required.
 - Cancel fields and permits that are not required in a timely manner, once season begins.
 - Critical time frame January, March and April.
- J) **Schedule and Field Director - Recreational**
- Prepare, as required, regular season and Cliff Marshall Memorial Tournament schedules for the House League teams, in a timely manner.
 - Co-ordinate game schedules for interlock teams with other clubs involved.
 - Arrange adequate field space to accommodate scheduled recreational games and Cliff Marshall Tournament.
 - Cancel fields and permits that are not required in a timely manner once season begins.
 - Obtain lease and communicate with the City any and all concerns as required.
 - Critical time frame January, March and April.
- K) **Competitive Soccer Director**
- To present competitive team coach applicants for the following year to the Board of Directors by October 1st.
 - To obtain, understand and pass on to competitive coaches any by-laws and constitutions of any district that a competitive team is participating in.
 - To present the Board of Directors with financial statements from the competitive teams by October each year.
 - Represent the Club to any District or League meeting that the competitive teams are participating in.
 - Organize meetings for all competitive team coaches and managers.



- L) **Communications Director**
 - a. Manage website structure being used by all aspects of the MHYSC office.
 - b. Work with and propose structure of communicating to members as completed by administrative staff.
- M) **Disciplinary Director**
 - a. Monitor and coordinate any discipline that is generated by club officials during recreational games.
 - b. Set up hearings as required and administer fines/suspensions as outlined by the OSA.
 - c. Listen to concerned parties to enable Board of Directors members to make impartial decisions.
 - d. Notify the party of the decision rendered and inform the officials to ensure that discipline will be enforced.
 - e. Ensure that the MHYSC office holds all discipline documentation annually and maintain proper records
- N) **Micro City Director**
 - a. Liaise with City Core organizations to communicate to potential members/players in the MYHSC Micro City League.
 - b. Present budget projections for costing of entire program annually.
 - c. Recruit coaches and/or convenors to operate league in predetermined facilities or parks.
 - d. Coordinate needs from other members of the board to satisfy needs for the Micro City League (i.e. Equipment, Scheduler, etc.).
 - e. Assist and support administration staff to develop registration forms and costs related to Micro City League to be isolated into the project supported by grants available (i.e. Trillium Foundation).
 - f. Facilitate documentation submitted to support grant applications as per program directive.
- O) **Business & Organization Director**
 - a. Organize daily routines for the administration office.
 - b. Maintain proper corporate records and files of all aspects of the Club.
 - c. Budget and schedule administration duties for MHYSC office.
 - d. Hire (through the board) necessary staff to operate the office and the Club.
 - e. Maintain office equipment, software and supplies necessary for operation.
- P) **Tournament Coordinator**
 - a. Coordinate needs for Cliff Marshall Cup Rounds.
 - b. Chair and organize the Festitalia Soccer Tournament every year on Labour Day.
- P) **MHYSC Paid Positions:**
 - a. All paid positions will have a signed acceptance of their position and be paid as noted on their acceptance letter. This will include: office staff (administration and Administration Manager full and/or part time), Head Coach, Head Referee and field liner.
- Q) **Head Coach:**
 - a. The Head Coach position is a salary position and it will have an agreement in the form of an acceptance letter, that will have specific expectations and tasks that will focus on the entire club's development of coaches and players.
 - b. There must also be a focus that this program becomes a profit centre.
 - c. The Head Coach will be guided by the OSA principals
 - d. There will be an advisory committee that will work with the Head Coach to achieve goals as set out by the Board of Directors and MHYSC Constitution, Policies and Procedures and Missions Statement.

ADDITIONS STILL TO BE MADE



Sec. 23: Voting Procedure for Changes to Policies & Procedures

1st Board of Directors Meeting

The proposed change (motion) is recorded into the minutes and handed out to the Directors. No discussion will take place at meeting #1.

Email can be used to distribute but hard copy must also be provided.

2nd Executive Meeting

At this meeting, the motion presented in meeting #1 will be tabled and discussed. The voting quorum from the MHYSC Constitution will apply to any changes to the Policies and Procedure.

Sec. 24: Club Expenses

All Board of Directors will be entitled expense reimbursement from the Club for Club business work with the Club. The limits and parameters will be determined by the Board of Directors. An official expense report must be submitted to the board for approval.

Cliff Marshall always said that when things get tough, just remember,

“WE DO THIS FOR THE KIDS”