



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



Sec. 1 Meetings

- A) Adult Members/Coaches Meetings
Held in the month of April. Place, dates & times to be published at the beginning of the calendar year.
- B) Executive Meetings
To be decided and called by the President, at such time and place as shall be 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

Sec. 2 Age Limit

- A) Age limits are set as required by the Ontario Soccer Association for competitive only – House League will be at the discretion of the M.H.Y.S.C.
- 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 Executives 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 Club, a proof of age is required (e.g. a photo copy of a birth certificate, passport etc.) before being allowed to play.
- C) Any player withdrawing from the league prior to June 1st will not receive a full refund. They will be charged a twenty-five dollar (\$25.00) administration fee. 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.
- D) D) The coach must inform the administrator when a player quits a team before a replacement player will be assigned. Only the Registrar or Club Administrator can add a player to a team.
- E) No players will be registered after July 1st.
- F) No player shall play on both House League and a Competitive team except on a Trial Permit, as permitted by Hamilton and 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 Executive Committee, 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.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures

Sec. 5 Discipline

- A) All matters within the Club will be dealt with the Disciplinary Committee. (except as prescribed by the O.S.A. 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 anyone 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 House League 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) House League coach's not conforming to Clubs 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 policy.
- I) Once proven, a house League coach playing illegal players (non-registered or carded competitive players) will result in suspension and game forfeit.
- J) A player or coach red carded for physical violence will receive a minimum four (4) game suspension or possible ejection from the Club. The incident will be reported to the Hamilton and District Soccer Association. (also refer to (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 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 and District Soccer Association.
- M) Removing his/her team from the playing field, other than specified under the Club's policy regarding Game Regulations (section 9 D), a coach may be subject to a suspension AND forfeit of the game.

Sec. 6 Appeals

- A) The decision of the Executive Committee 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 will have set fees, which are predetermined by each Association.

Sec. 7 Competitive teams (PLEASE NOTE THAT THERE WILL BE CHANGES MADE TO THIS SECTION IN 2010)

- A) Applications to coach a Rep and Select Teams must be made in writing to the Competitive Director by September 1st prior to the season that the application is intended. After all applications are reviewed, the Executive Committee will vote to approve coaches to its rep teams. The Rep. Chair will advise successful applicants.
- B) Application to coach a Rep and Select Teams must be made in writing to the Competitive Director by September 1st prior to the season that the application is intended. After all applications are reviewed, the Executive Committee will vote to approve coaches to its rep teams. The Rep. Chair will advise successful applicants.
- C) Select Fees are \$175 (over and above regular registration fees) and if fees are adjusted they must remain less than rep fees.
- D) Coaches and team officials must go through the screening process outlined by the O.S.A. Regulation and the Club's own process (House League Coach/Team Responsibilities Sec 9 Paragraph K) to coach and or manage a team.
- E) Certification of competitive team coaches shall be in line with the Ontario Soccer Association requirements. (Refer to Section 9 J)



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



Sec. 7 Competitive teams (cont.)

- F) 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't 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.
- G) Any player, trying out for a competitive, must be registered with the Club.
- 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 House League 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 Registrar by April 1st of the current season. They must also keep them abreast of any changes that may occur thereafter.
- I) A copy of the competitive schedules, at the start of each season, must be placed in the M.H.Y.S.C. office.
- J) Fines charged to any competitive team by any of its governing bodies will be the team's expense and must be paid within fourteen (14) days of receipt by the Club.
- K) The Board of Directors must sanction fund raising activities of the competitive teams in advance of the event.
- L) Annual financial statements must to be filed with the Club's Treasurer by each competitive team no later than September 30th. Any surplus of funds may be carried to the next season, or returned to the MHYSC if the team is disbanded. This must be clearly communicated to players' parents at the start of every season.
- M) The main board will oversee the daily operation of all the competitive teams.

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

<u>Age Group</u>	<u>Game Duration</u>	<u>Ball Size</u>	<u>Type</u>	<u>Substitution Intervals</u>
3 & U	20 min (2 - 10 min halves)	# 3	Mini	5 Minutes
4 & U	20 min (2 - 10 min halves)	# 3	Mini	5 Minutes
5 & U	20 min (2 - 10 min halves)	# 3	Mini	5 Minutes
6 & U	50 min (2 - 25 min halves)	# 3	Mini	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 7 year olds and up and it shall be:

3 points for a win = 1 point for a tie = 0 points for a loss

A) MINI FIELD SUBSTITUTION RULES:

Mini field rules have been modified to allow for 5 minute (Age 6-8) and 10 minute (Age 9 & 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.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



Sec 9 House League 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 3 to 6 age divisions.
- B) In the 7, 8, 9 and 10 & under divisions five (5) players shall constitute a team. In the 12 & under division and older, eight (8) players shall constitute a team. Minimum number of player rule does not apply in the 4 and 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 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 quarter (3/4) of the match has been played, the score at the time of suspension of play shall stand and the game considered being complete. No points will be awarded, for a game postponed for any other reason, other than by the Referee. Refer to season guide schedule for postponed game rules.
- E) In all divisions (except 3, 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 these Policy and Procedures of the Club.
- 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 O.S.A 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 must clear the Police screening process, to coach for the M.H.Y.S.C. If the coach breaks continuity of coaching with MHYSC, then he/she must provide another Police screen in order to coach again with club. The Club reserves the right to ask any volunteer to provide a Police screening if warranted. The 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.**
- L) All Women's teams will be subject to W.W.I.S.L. 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)



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



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 Rule A, 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, U8 and U9 & U10 divisions 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 is not available in the division below, the Board of Directors will assign another 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 start 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 must wear shin pads
- B) All players should wear soccer shoes (metal cleats are prohibited). D) For safety reasons, players cannot play with the following:
 - 1. exposed hard arm casts
 - 2. stiff rimmed baseball caps
 - 3. watches or dangling loose jewellery
 - 4. **or anything the referee feels might endanger any one 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, time or 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 5 players, it shall forfeit the game. (The 6&U age group is exempt from this rule)

Offside

- A) This rule does not apply.

Penalty Kick

- A) The ball will be centred 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.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



- 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 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, U8 and U9 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) U0 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 this division.
- B) Referees are not assigned to this division, therefore coaches should.
- C) Only one coach per team is allowed on the field to direct his/her team.
- D) The U7 (Girls + Boys) Divisions will participate in the Cliff Marshall Preliminaries in August
- E) U3, U4, U5 + U6 will play 1 game at the Cliff Marshall Final Day prior to being awarded their trophies

U8 Divisions (Girls or 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: F.I.F.A. rules and M.H.Y.S.C. Policy's and Procedure's govern the rest of the game



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



Sec. 17 Cliff Marshall Memorial House League 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, 2 – 5 minute overtime halves, 5 penalty kicks per team.
 - b. Full Field Soccer: 2 – 30 Minute Halves, 2 - 5 minute overtime halves, 5 penalty kicks per team.
- D) In all divisions game & score shall stand if a match is stopped at the ¾ mark or later of any game.
 - a. Golden Goal rule applies to overtime.
 - b. The team that scores the first goal in any overtime period is declared the winner.
- 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 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, till a winner is decided.
- I) Substitutions will apply as outlined in Sect. 10 for tournament play.
- J) A member of the Executive 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: F.I.F.A. rules and M.H.Y.S.C. Policy's and Procedure's 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 1 trophy for regular season and an additional trophy will be presented to the winners or finalists of the Cliff Marshall Tournament. U19 Players will receive a Gift Cert. in lieu of a participant trophy
- C) Competitive players and W.W.I.S.L. players will be given an allowance of \$10 per player to be applied to their own team party. Receipts must be presented to the M.H.Y.S.C. 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 \$700.00 per outdoor season. All competitive teams are entitled to apply for these fees. All tournaments MUST be OSA Sanctioned. Rep Teams are allowed \$300 in lieu of \$400 for first sponsor is issued to the team.
- 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, as does the M.H.Y.S.C. All financial reports and books must be
- C) Presented to the Treasurer and will be subject to audits along with the M.H.Y.S.C. audits.

Sec. 20 House League All-star (NOTE: THIS SECTION WILL LIKELY BE ELIMINATED IN 2010 DUE TO THE M.J. LEAGUE)

- A) A house league coach must apply in writing to the All-star Coordinator for an All-star team in a specific age group by February 1st of the same year. If a division does not have coach when the season starts, late applicants will be accepted upon approval of the Club Directors.
- B) All House League All-star Coaches will be interviewed prior to executive review and be presented to the Directors by the All-star Coordinators or the Vice-President.
- C) The All-star Coordinator will advise successful applicants and assign teams.
- D) There is an extra cost for the All-star uniform and team operation, it will be necessary for all players on the All-star team to pay an additional \$50.00 (over and above M.H.Y.S.C. registration fees) for team expenses. This money will be identified on the team statement. Each team will be given a template to be used for the statement.
- E) Each team will be entitled to tournament fees. (Tournaments sec.19 A). These fees will be reimbursed with proof of registration and be included in the team budget.
- F) House League All-star Teams must inform the All-star Coordinator when entering any Tournament.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



Sec. 20 House League All-star (cont.)

- G) Fines charged to any select team by any of its governing bodies will be the team's expense and must be paid within fourteen (14) days of receipt by the Club.
- H) The Executive Directors must approve fund raising activities in advance for All-star Teams.
- I) Annual financial statements must be filed with the Club's Treasurer by each All-star team/coach no later than September 30th. The team is deemed dissolved on this date. The team will only operate from June 1st to October 1st. Each team has a manager and minimum of 3 people with signing authority if a bank account is opened for the team. Accounts can be opened for the team and must be called "MHYSC All-star (Girls/Boys) 1995" for example. Any remaining money in the team account will be withdrawn and given to the MHYSC for support the All-star program. This must accompany the year-end statement.
- J) The Club will purchase All-star Uniforms for the team. The team will pay for the uniforms from the team budget. The uniform cost may vary from year to year.
- K) All All-star Coaches must hold open tryouts (minimum 3) and notify the All-star Coordinator so that it can be published on the website, etc. All coaches will have access to player ratings upon request. The tryouts must be completed by the second week in June. All house league coaches are obligated and expected to promote the All-star program in the MHYSC.
- L) Roster must be handed to the All-star Coordinator (Club Administrator) by the second week in June. At this time the coaches must obtain registration passbooks from the club administrator, and have them authorized by Hamilton & District Soccer Association with the official team roster.
- M) Mini Fields, Maximum 14 Players and Full Fields Maximum 18 Players (Including goalies)
- N) Coaches must provide parents, during tryouts, with a financial budget and planned tournaments for the season. Copies must be given to the All-Star Coordinator and the M.H.Y.S.C. office.
- O) All All-star Coaches/Assistant Coaches and Managers must re-apply annually.
- P) All All-star Coaches must attend meetings as requested by the All-star Coordinator (Approximately 3 per year)
- Q) All All-star Coaches must have a minimum Youth 2 (or as required) coach's certificate. MHYSC provides sessions for Youth 1 and 2.

Sec. 21 Special Awards

The Andrew Martin Memorial Award:

This award is given to 1 coach in the Mini Division and 1 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.

The recipient will be announced at Awards Day

The Dean Wamsley Award

This award is given to a keeper in the 14&U boys division and one in the 14&U girls division.

Coaches, Parents and Players are encouraged to nominate keepers by August 15th of each season.

This award is based on, ability, team player and good sportsmanship.

The recipient will be announced at Awards Day.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



Sec.22 Board of Directors Job Descriptions

- A) **President**
- Preside at all Club Meetings
 - Co-ordinate the Clubs business
 - Keep abreast of any OSA changes, which will affect the Club.
 - Represent the Club and act as spokes person at soccer functions whenever possible.
 - Delegate his/her responsibilities to the Vice President as deemed necessary.
- B) **Vice President**
- Assist President with fulfillment of duties.
 - Fulfill the President's duties in his/her absence or where responsibilities so delegated.
 - Fill any temporary vacancies as they may occur, and represent the Club at WWISL (West Wentworth Soccer League)
 - Be an alternate for the Rep. Director
- C) **Recording Secretary and social Director**
- Keep an accurate record of meeting minutes or provide an alternate.
 - Provide copies of previous minutes at meetings, ensuring that copies are provided to absent Executive members
- D) **Treasurer**
- Prepare annual budget for approval by Executive Committee.
 - Control and monitor revenue generated by the Club.
 - Keep an accurate and complete record of all financial business transacted by the Club.
 - Ensure proper documentation to support all disbursements.
 - Provide other signing officers with pertinent financial data and blank cheques in his/her absence to facilitate operation of Club in the usual manner.
 - Deposit membership fees as received through the Registrar.
 - Present all books and records to the auditors for their consideration as requested.
 - Present the names of three auditors' and their costs related to having the Clubs financial books audit at year-end, to the members at the AGM.
 - Prepare and provide yearend financial statements at AGM
- E) **Registrar**
- Design and/or revise registration forms, for final approval.
 - Co-ordinate annual registration through the distribution and mailing of registration forms, and the holding of open registration date if necessary.
 - Insure completion of registration forms, date of birth is proven and proper registration fee is included.
 - Ensure that registrations are entered into the clubs computer database.
 - Ensure representative teams are properly registered through H&D.
 - Ensure house league teams are properly registered with H&D.
 - Critical time frame of the registrar: January to June
- 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 Registrar & Coaches Coordinator's are advised of sponsor's special requests (i.e. coach preference, or sponsor's child placement.)
 - Critical time frame January to May.
 - 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.
 - Compile advertisers and information necessary for the annual seasons guide.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



- 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 Executive Committee.
 - Make sure that each coach completes appropriate forms.
 - Ensure that the protected players of the coach are recorded.
 - 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 & May
- I) **Schedule and Field Director**
- 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 & competitive games and or tournaments.
 - Provide when possible fields for any exhibition games arranged by coaches.
 - Obtain lease and communicate with the City any and all concerns as required.
 - Critical time frame January, March and April
- J) **Rep Soccer Director**
- To present Rep. team coach applications for the following year, to the Executive Committee by November 15th for approval.
 - To obtain, understand and pass on to Rep. coaches any by-laws and constitutions of any district that a Rep. team is participating in.
 - To present the Executive Committee with financial statements from the Rep. Committee and all Rep. Teams.
 - Represent the Club to any District or League meeting that the Rep. Teams are participating in.
 - Organize meetings for all competitive team coaches and managers.
- K) **Referee Directors (2) full size soccer & (2) mini soccer**
- Recruit adequate referees and provide training for all game officials
 - Monitor referees to ensure they conduct themselves in a professional manner and provide guidance through senior referees coaching younger referees.
 - Investigate concerns raised by any active member with regards to official's conduct or officiating problems.
 - Discipline officials for improper conduct on the field, or repeated no show.
 - Ensure all referees deliver any necessary reports to the MHYSC Club House.
 - Schedule referees for all house league regular season, cup and or tournament games in accordance with games schedule as set by the Scheduler.
 - Ensure referees are paid in accordance with fee schedule with proof of refereeing the games.
 - Critical time frame March to end of season.
- L) **Communications Director**
- Coordinate and recruit convenors for all divisions.
 - Communicate information, as needed, throughout the season to ALL coaches through the division convenors.
 - Compile division standings at the end of the season.
- M) **Disciplinary Director**
- Monitor and coordinate any discipline that is generated by club officials.
 - Set up hearings as required.
 - Listen to concerned parties to enable Committee members to make impartial decisions.
 - Notify the party of the decision rendered and inform the officials so that discipline will be enforced.



Mount Hamilton Youth Soccer Club 2010 Policies & Procedures



- N) **Business & Organization Director**
- Organize daily routines for the administration office
 - Maintain proper corporate records and files of all aspects of the club.
 - Budget and schedule administration duties for MHYSC office.
 - Hire (through the board) necessary staff to operate the office and club
 - Maintain office equipment, software and supplies necessary for operation.
- O) **Tournament Coordinator:**
- Coordinate needs for Cliff Marshall Cup Rounds
 - Chair and organize the Festitalia Soccer Tournament Every year on Labour Day
- P) **MHYSC Paid Positions:**
- All paid positions will have a signed agreement and be a contracted position within the organization
- Q) **Head Coach:**
- The Head Coach position will have an agreement that will have specific expectations and tasks that will focus on the entire club's development of coaches and players.
 - There must also be a focus that this program becomes a profit centre.
 - The head coach will be guided by the OSA principals of the Head Coach.
 - 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 Policy 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 got tough just

remember, "WE DO THIS FOR THE KIDS"

